

**City of Winter Park Fire-Rescue  
Standard Operating Guideline**

**110.01**

**Title: Mandatory Job Requirements for Continued Employment – Fire Rescue Division**

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**Purpose:** To establish the minimum standards for all employees of the Fire Departments Fire-Rescue Division to meet as a condition of continued employment.

**Scope:** This action will cover all the responsibilities of an entry level Firefighter or Firefighter / Paramedic for their first twenty-four months of employment. In order to develop a strong, well-educated and trained firefighting force it is vital that all personnel be trained to a minimum level of expertise.

**General:** All employees who enter the Fire Department as a Firefighter / EMT or Firefighter / Paramedic shall comply with the following requirements.

**110.01.01. Firefighter Requirements (0-12 months):**

- Comply with the Florida Bureau of Fire Standards and Training, Minimum Standards. All Firefighters must have Florida EMT or Paramedic Certification and obtain recertification as required.
- Within the first year (12 months) of employment, each employee must complete the following:
  1. Successfully pass all “12 month” requirements as set forth by Department.
  2. Successfully complete the Department Street Knowledge exam.
  3. Complete instruction in Company Fire Inspector program.

**110.01.02. Firefighter Requirements (12-24 months):**

- Within the second year of employment, each employee must complete the following:
  1. Successful completion of Emergency Response to Terrorism (classroom or online) or equivalent.
  2. Successfully pass the Fire Pump Operators Course (Engineer’s Course) offered at the Central Florida Fire Academy.

3. Successfully complete all 24-month requirements set forth by the Department.

**110.01.03. Completion of Requirements (12 & 24 months):**

Upon completion of the requirements listed in Sections I & II, an employee will have met all the requirements for the first 24 months of employment.

All employees classified, as a Probationary by the City and the Civil Service Code shall have 12 months from their first working day to complete the requirements listed in section 110.01.01 of this SOG.

*Note: Completion of **all** certifications shall be conditions of further employment. Failure to complete any of the requirements shall be grounds for termination of employment.*

**110.01.04. Exceptions**

Employees hired with previous experience who can demonstrate certified completion of any of the required courses may submit a request to have their certifications reviewed by the Assistant Chief / Operations for compliance. Upon a recommendation of the Assistant Chief / Operations, the Fire Chief may approve previous training as meeting the requirements for continued employment.

The City may, at its sole discretion grant an additional six months to complete the requirements. Normally, such circumstances will be limited to an affected employee not having had, due to illness or injury, the full 12 months within which to complete the required certifications.

Any employee may complete the requirements before the 12 or 24-month deadlines as long as the requirements are met within their period set forth in this SOG.