



**POLICIES AND PROCEDURES**  
**MONTGOMERY COUNTY**  
**DEPARTMENT OF FIRE AND RESCUE SERVICES**

NO. 532

PAGE  
1 OF 3

DATE  
June 7, 1995

TITLE  
RETURN FROM EXTENDED ABSENCE


DIRECTOR APPROVAL  
*GIA.*

**PURPOSE**

- 1.0 To establish a formal procedure for assessing skills, knowledge, certifications and fitness of individuals returning to duty after extended absences.

**APPLICABILITY**

- 2.0 This policy applies to all personnel in the Fire Rescue Occupational series who are returning to full duty after an extended absence.

- 2.1  This policy was developed in cooperation with the International Association of Firefighters, Local 1664.

**BACKGROUND**

- 3.0 Working in the Fire Rescue Occupational Series is one of the most physically demanding assignments in County Government. Personnel who have been reinstated after a separation, or are returning after any other extended absence including reappointment often need to review the skills required of firefighter/rescuers. The Department has formulated this policy to create a consistent, equitable method for evaluating individuals who return to duty in the Fire/Rescue Occupational Series.

**DEFINITIONS**

- 4.0 Extended Absence - An absence from full duty in the Fire/Rescue Occupational Series of at least one year.
- 4.1 Compulsory Skills Assessment (CSA) - Assessment of an individual's ability to perform the skills required in a particular bureau.
- 4.2 Reinstatement - Returning to duty after a separation.
- 4.3 Reappointment - A management prerogative extended to former employees who request reinstatement less than 5 years from the date of separation.



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2 OF 3

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POLICY

- 5.0 All individuals returning to the Fire Rescue Occupational Series after an extended absence must submit to a Compulsory Skills Assessment prior to reassignment.
- 5.1 Upon reinstatement or reappointment, individuals will be processed by the Department's Personnel Section. This processing will include: a medical evaluation by OMS; a background investigation (at the discretion of the Department); completion of all necessary documentation; and a referral to the appropriate Bureau Chief for a Compulsory Skills Assessment.

PROCEDURE

- 6.0 After medical clearance by OMS, personnel must report to the Public Service Training Academy, as assigned by the appropriate Bureau Chief.
- 6.1 PSTA staff will conduct a Compulsory Skills Assessment.
- a. Lieutenants & below absent one year or more must:
1. Successfully complete a physical fitness assessment. The Level I Physical Fitness Test or Combat Challenge Test is the criteria. Test selection is the employee's option.
  2. Successfully demonstrate familiarization and use of ground ladders, hose, nozzles, applicable ropes and knots, and SCBA. The standard final practical examination for the Essentials of Firefighting Program shall be the test used.
  3. Successfully complete an EMT-A skills assessment if the individual's certification has not lapsed.
  4. Provide verification of required certifications.



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PAGE  
3 OF 3

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- b. Captains and above absent for one year or more must:
1. Successfully complete a physical fitness assessment. The Level II Fitness Test or Combat Challenge Test will be used. Test selection is the employee's option.
  2. Successfully complete an EMT-A skills assessment if the employee's certification has not lapsed.
  3. Provide verification of required certifications.

6.2 Should the re-entry person fail to successfully complete any of the criteria, the following applicable retraining opportunities must be assigned:

- a. Assignment to the Monitored Physical Fitness Program.
- b. Temporary assignment to a station familiar with the firefighting skills needing review or, retention at the PSTA for retraining. Bargaining Unit Personnel retained at PSTA will work a schedule that is consistent with the current agreement. Personnel will not be assigned to a riding position requiring use of the skill needing review.

6.3 After a period of retraining (to be determined by the station officer) the individual will be re-tested in the skills needing review at the PSTA. Should the individual fail the re-test, the Training Officer will be notified.

6.4 The Training Officer will review the records for the individual and may recommend enrollment in the appropriate portion(s) of the next available recruit class.

ATTACHMENT

- 7.0 Re-entry program
- 7.1 Re-entry check list
- k:\absence

## Attachment 7.0

### Re-Entry Program

This program applies to those employees who have been assigned to work other than that specified in their job classification, or who have been on approved leave, for at least one year. Each individual must, at the direction of their Bureau Chief, report to the Public Services Training Academy where the completion of the following will be affirmed:

#### Current Certifications including:

- a) SCBA Fit Test
- b) SCBA Yearly Recertification
- c) EEO/AA
- d) Hazardous Materials A & B or 30 hour Haz Mat Course
- e) current EMT-A
- f) current CPR
- g) Blood Borne Pathogens

In addition, a written and/or practical assessment will be conducted to assure retention of basic firefighting (see attached list), and EMT-A skills (see attached list). Employees must demonstrate retention of these basic skills before being returned to the assigned position. The PSTA will provide refresher training as necessary. Individuals who are ALS qualified must complete a skills refresher as determined by the EMS Division.

Employees at the rank of Master Firefighter and above will also be required to review the following policy documents to identify changes that may have occurred during their absence.

- a) DFRS Policies & Procedures Manual
- b) DFRS Directives
- c) DFRS Informational Bulletins
- d) FRC Operations Procedures Manual
- e) FRC Commission Meeting Minutes
- f) duty station procedures

Attachment 7.1

Department of Fire and Rescue Services

Re-Entry Program for Fire and Rescue Employees

Employee Name:

Social Security Number:

Training Certifications:

SCBA Fit Test (2 pt 4 pt 4pl nose cup)	Yes	_____	No	_____
SCBA Recertification	Yes	_____	No	_____
EEO/AA	Yes	_____	No	_____
Cultural Diversity	Yes	_____	No	_____
Hazardous Materials 30 hr course	Yes	_____	No	_____
Haz Mat 1A	Yes	_____	No	_____
Haz Mat 1B	Yes	_____	No	_____
EMT Refresher	Yes	_____	No	_____
CPR Certification	Yes	_____	No	_____
Blood Borne Pathogens	Yes	_____	No	_____
Fire Essentials Review	Yes	_____	No	_____

Notes: