

<b>Standard Operating Procedure</b>  <b>EMT – BASIC CERTIFICATION JOB REQUIREMENT</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b>  <b>EMS</b>  <b>400.01</b>  <b>Rev. 09/09/2015</b> <b>Page 1 of 2</b>
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**PURPOSE**

To define the required EMT Basic certification levels for fire department members in compliance with their job description, and to training and support to meet those service levels.

**POLICY**

All members assigned to EMT-Basic “field” positions in the operations division shall hold and maintain, at a minimum, certification as a Certified Emergency paramedic through the Arizona Department of Health Services, Bureau of EMS.

EMT-Basic positions in the operations division are defined as those positions whose normal duties may include response to emergency medical incidents. This will include Firefighters, Engineers, Captains, Battalion Support Officers, and Battalion Chiefs.

It is the intent of the City of Peoria and the Peoria Fire-Medical Department to provide effective resources and guidance to its employees to assure successful maintenance of required job skills and certifications. However, it remains the ultimate responsibility of each individual employee to maintain any required job skill or certifications.

Any employee who fails to maintain a required EMT-Basic certification may immediately be placed on unpaid leave status until this requirement is in compliance. The employee will not be allowed to function as a EMT-Basic until the employee regains current certification status. The employee may elect to utilize vacation, compensatory time, or personal leave time in lieu of unpaid leave. Light duty status will be for an employee who has failed to maintain their certification will be at the discretion of the Fire Chief and will be considered on an individual basis. Failure to regain a required certification within a reasonable amount of time is grounds for disciplinary action, up to and including dismissal.

**PROCEDURE**

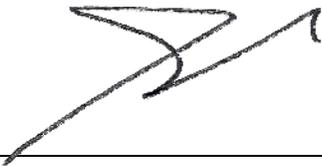
The EMS Chief will maintain a list of all department employees who are state certified EMT-Basic’s. Each EMT-Basic is required to meet the state requirement of 24 hours continued education for each two-year certification period. The EMS office will schedule employees for 24 hours of EMT-basic continuing education in a two year period as

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required by the State of Arizona for recertification. The department will assume the costs for this training. Training will be scheduled to meet the needs of the departments and its members. Training may be provided on or off duty in the form of classroom, multimedia, tape and chart or seminars. If training is scheduled off duty, overtime will be paid.

Employees are responsible to forward a copy of their valid State of Arizona EMT basic card, to the EMS Chief prior to their certification expiring. Failure to do so may result in the employee being placed on unpaid administrative leave in compliance with this policy.

Approved:



Bobby Ruiz, Fire Chief

09/28/2015

Date