



TOLEDO FIRE & RESCUE DEPARTMENT



B-78 TFRD Paramedic Training Officer (PTO) Program

Non-Emergency Manual

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Purpose:

The purpose of this procedure is to establish standardized guidelines for the selection, training, and evaluation of Paramedic Training Officers (PTOs) within the Toledo Fire and Rescue Department (TFRD).

Policy/Procedure:

Letters of Interest

- Letters of interest for the PTO Program will be accepted on a rolling basis.
- Nominations will be made during each bid round.

Training Schedule

- PTO training will be conducted twice per year.
- Training requirements are outlined in Section 6 of this procedure.

Annual Postings

- PTO positions will be posted annually.

Eligibility Requirements

Candidates must meet the following criteria:

1. Certified paramedic with at least **three (3) years of seniority** with TFRD.
2. Served as a TFRD paramedic for a minimum of **two (2) years**.
3. Be in good standing with the department.
4. Must not have multiple EMS written reprimands within (1) year.

5. Have no suspensions within a (2) year period (including time held in abeyance).

Knowledge Assessment

- All candidates must complete a series of **protocol/procedure quizzes** on Target Solutions.
- Quizzes will be open-resource and based on materials in the EMS folder of the Target Solutions File Center.
- Continuing Education (CE) credit will be granted for time spent completing quizzes.
- A **minimum score of 80%** is required to remain in consideration for the program.
- Current PTOs (grandfathered into the new program) must also complete quizzes, but only as a knowledge check. Scores will not impact their status.
- A failing quiz score will not result in remediation or disciplinary action.

Selection Process

- A list of qualified candidates will be submitted to the **Selection Committee** and the **Fire Chief** for review and final approval.
- The Selection Committee will consist of:
 - Two (2) current PTOs
 - One (1) senior officer
 - The Fire Chief or designee
 - The Local 92 President or designee

Provisional Status

- Selected candidates will be designated **Provisional PTOs** until successful completion of formal PTO training.
- Provisional PTOs will perform full PTO duties and receive the pay rate outlined in the CBA.
- Both provisional and current PTOs remain subject to removal guidelines as outlined in the CBA.

Performance Evaluations

Periodic evaluations will be conducted by the Training Bureau, Operations Bureau, or EMS Bureau. Grounds for removal may include, but are not limited to:

1. Performance Evaluations

- Conducted by Supervising Officers and Battalion Chiefs.
- May include evaluations from OPS/Training/EMS Bureau supervisors.
- Failure to meet program expectations outlined in this procedure.

2. Disciplinary History

- As defined in Section 2125.22 "Personal Service Records."
- Includes criteria listed in the Eligibility Requirements Section.

3. Attendance Records

- Refusal to participate in PTO assignments or duties.

4. Prior Performance

- As a PTO or instructor.
- Review of prior work (e.g., written reports, leadership/mentoring qualities, recommendations from peers).

5. Compliance

- Adherence to all EMS policies and procedures.

PTO Training Program

The formal PTO Training Program will consist of the following components, to be completed as soon as possible after selection:

- 1. Hands-On Assessment Center**
- 2. Education on all materials in the EMS folder (Target Solutions File Center)**
- 3. Annual Documentation Training and successful quiz completion**
- 4. Annual Protocol / EMS Policies / Procedures Quizzes**

See Also:

Permanent link:

https://www.tfrdweb.com/dokuwiki/doku.php?id=b_manual:b78

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