



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-137

August 6, 2026

TO: All Personnel

FROM: Katherine Petersen, Senior Human Resources Analyst

SUBJECT: Rules, Policies and Procedures

In keeping with the practice of releasing new policies or policy revisions, the following policies or policy updates have been released for your review and acceptance. All policies may be found in PowerDMS.

The index will reflect the most current policies that have been approved and signed by the Fire Chief and will be updated as policies are either updated or new policies are added.

<https://public.powerdms.com/unifiedfire/documents/2506112>

Policies:

- **910-040 Battalion Chief** dated July 21, 2026, replaces policy dated October 22, 2025.
- **910-060 Captain** dated July 21, 2026, replaces policy dated June 9, 2026.
- **910-080 Firefighter Specialist** dated July 21, 2026, replaces policy dated June 30, 2026.
- **900-010 General Definitions** dated July 21, 2026, replaces policy dated February 22, 2024.
- **900-090 Paramedic Lateral Process** dated July 28, 2026, replaces policy dated June 10, 2025.
- **900-220 Vacation** dated July 21, 2026, replaces policy dated October 5, 2022.
- **900-230 Sick Leave** dated July 21, 2026, replaces policy dated September 30, 2025.
- **900-380 Fit for Duty and Return to Work** dated July 21, 2026, replaces policy dated December 4, 2025.

A brief summary is provided below:

910-040 Battalion Chief

- 3.3 Updated the language to provide greater flexibility in allowing a combination of both external and internal evaluators.

910-060 Captain

- 3.3 Updated the language to provide greater flexibility in a combination of both external and internal evaluators.

910-080 Firefighter Specialist

- 3.1.2 Updated the policy to conduct the assessment process using internal evaluators only.

900-010 General Definitions

- Removed the term “Dismissal” and added the term “Separation” and updated the term “Termination”. Updated “Military Leave” to reflect the current policy. Updated “Minimum Essential Job Abilities Evaluation” to reflect that the evaluation will be administered after a lengthy illness, major injury, or significant medical event, or if the Fire Chief or designee has concerns about individual’s ability to perform the essential functions of his or her position.

900-090 Paramedic Lateral Process

- 1.3.1.2 and 1.3.1.3 Revision to minimum qualifications for paramedic lateral hiring process. ADO must be obtained before the end of their probationary window, and NWCG Wildland (Firefighter Type II) must be completed during orientation.

900-220 Vacation

- 2.3 (The Fire Chief may authorize up to 48 hours of Unaccrued Vacation Hours to be front loaded to employee leave balances.)

900-230 Sick Leave

- 2.2.1 (The Fire Chief may authorize up to 96 hours of sick leave to be front loaded to employee leave balances.)

900-380 Fit for Duty and Return to Work

- Updates related to Special Enforcement Division requirements and reorganizing language for improved clarity and removed outdated references that no longer apply.