

DRAFT DOCUMENT

**CITY COLLEGE OF SAN FRANCISCO
DEPARTMENT OF ADMINISTRATION OF JUSTICE
AND
FIRE SCIENCE TECHNOLOGY**

MEMO

Date: May 20, 2008
From: Jim Connors/Bill Long
To: ADC Tom Siragusa, SFFD DOT
Subject: Firefighter One Scantron sign-off

This draft document covers previous discussions on a protocol for Chief Siragusa to sign the Firefighter One Scantron for State Fire Training (SFT). Based on those discussions, the following is proposed:

- Individual meets all applicable CCSF academic requirements
- Individual has a CCSF Firefighter One Educational Certificate
- Individual has three (3) consecutive semesters of work experience (FSC 105), and has met the academic requirements for the work experience program
- Individual has a copy of his/her Firefighter One Academy skill sheet
- Individual has journal entry copies of the calls he/she responded to when assigned to a firehouse unit
- Individual has a Letter of Recommendation from Bill Long or Jim Connors. Only Bill Long or Jim Connors can initiate a Letter of Recommendation to Chief Siragusa to sign off on a Scantron form for SFT.

Thank you,

Jim Connors
Fire Academy Coordinator