

CADET PROGRAM CADET RULES & REGULATIONS

CHAPTER 27.1

Issued: August 2018

Revised:

Submitted By: Diversity Recruitment Officer

Approved by: Deputy Chief

Introduction

The Alachua County Fire Rescue Cadet Program was designed as a youth outreach program that allows teens to experience life as a firefighter. Participants between the ages of 14 and 20 will gain valuable knowledge, training and skills that will help them succeed not only as future firefighters but throughout their personal lives. Explorers are required to complete and participate in a number of different assignments, trainings and events on a monthly basis that will teach them personal accountability, discipline and respect for each other and the chain of command.

The program features training in fire suppression, first aid, CPR, apparatus use, emergency medical response, mitigation of hazardous materials and many other areas. Explorers are able to obtain some of the needed certifications that are required for employment in the fire service. Each Explorer will gain valuable experience in the responsibilities of first responder's through Ride-A-Long's on emergency calls with our experienced firefighters and paramedics.

Weekly meetings offer instruction and real-life experience alongside professional firefighters and rescue personnel. Explorers are evaluated monthly to keep track of progress in the program, to determine if they have the required High School GPA and are free of behavioral issues while in the program. All issues are discussed and a plan of action implemented for further participation in the program.

The fire service operates under a paramilitary design that our Fire Cadets will be expected to uphold. They will be held to a high standard and are responsible for their own actions.

The ultimate goal of this program is to foster a learning environment that will provide these youth with the needed tools to become a professional firefighter with Alachua County Fire Rescue. We believe that by enriching the lives of our youth today, we will be providing the future leaders for tomorrow.

Requirements for acceptance in program

- Be between the ages of 14 to 20
- Must complete ACFR Fire Cadet Application Process

- Complete both the ACFR Fire Cadet Application and the FFCA Cadet Personal Health Record
- Must provide proof of current grades (Must have over a 2.5 GPA)
- Must provide a 500 word essay on why you want to be a firefighter and your goals for the future
- Must provide a copy of birth certificate, social security card, photo ID and parents/guardians driver's license.
- Signed Liability and Photo Release form
- Have good moral and ethical character as determined by a background check
- Must be drug (illegal) free, including alcohol and tobacco
- Must be 100% committed to attending a mandatory weekly trainings and scheduled events
- Must have 100% support from parents/guardians

Requirements to stay in program

- Maintain above a 2.5 school GPA
- Consistently attend weekly meetings (At least 2 per month)
- Consistently participate in physical fitness activities
- Complete a 3 month probationary period and medical training consisting of medical classes (CPR/First Aid), blood borne pathogens and HIPPA (Must complete to participate in Ride-A-Long's)
- Attend at least 1 community service event per month if events are available
- Attend at least 1 Ride-A-Long per month (After completion of 3 month probationary period)
- Maintain personal hygiene, clean/presentable uniform and respectful behavior

Rank

Rank will be determined by the Lead Advisor and the Advisory Committee and decisions are based upon

- Length of time in the program
- Test scores on written and practical exams
- Interview Results
- Overall commitment to the program
- School GPA

The Advisory committee will decide the rank structure and when these positions are filled. The Lead Advisor reserves the right to strip any person of their title or change the titles of any member at any time. Ranks and titles will be determined at a later date.

Attendance

The fire service takes pride in attendance and punctuality. It will be the Cadets responsibility to ensure that he/she is consistently able to attend scheduled meetings and events. There are many moving parts that go into preparing the training, lessons and events that will require regular attendance in order to stay up to date. Punctuality is extremely important to the fire service and this program. When members are late, events and trainings are delayed or interrupted which causes lesson content to not be covered efficiently and extends the time to finish tasks and assignments.

The Advisory Committee does understand that we all have other responsibilities outside of this program and will not be able to make it to every meeting or event. We do ask that you do not make it a habit of being absent and be consistent in your attendance. We will work with everyone to ensure that they are all caught up. However, you will be responsible to get all the missed information for testing and rank purposes.

Uniforms

Explorers will be required to wear Class B uniforms to every meeting and all Explorer post functions unless told otherwise by Chief Advisor or Advisory Committee.

- Class B Uniform: ACFR Issued red polo shirt or grey t-shirt and dark navy blue uniform pants with black belt (may have fire department approved emblems on buckle), black shoes (Black boots preferred), black socks, watch that can be used to count seconds
- Class A Uniform: To be determined
- PT Uniform: ACFR issued grey t-shirt with black/blue gym shorts, athletic socks and gym shoes

Badges and pins are earned. All badges given will be returned to ACFR upon termination from the program

Conduct

As an ACFR Fire Cadet, you represent not only all of your fellow Fire Cadets but the Alachua County Fire Rescue Department as well. How you conduct yourself in meetings, at fire stations, during training, at community events, public venues, while at headquarters and any other place is important. You will be wearing an ACFR Fire Cadet uniform and your behavior is a direct reflection of the training, skills and discipline taught by those involved in the program. You will be held to a high standard and expected to take this profession very seriously because there is a chance that you may have someone else's life in your hands one day when you become a firefighter. You will be expected to carry yourself in a professional manner at all times and should consider your time as a Fire Cadet as the beginning of the interview process for possible full-time employment with Alachua County Fire Rescue. Your maturity, professionalism and interpersonal skills are also considered for ranking purposes in the Fire Cadet Program.

Further counseling is given to those that are in need, in the form of verbal guidance, physical calisthenics, written discipline, demerits, or in serious cases, dismissal from the program. The goal is to help every Cadet learn from his/her mistakes which provides self-improvement. With that being said, ACFR **WILL NOT TOLERATE** any disrespect. All disrespect will be addressed immediately.

General conduct will consist of:

- Treating **everyone** (fellow Cadets, advisors, firefighters and the general public) with dignity and respect
- Addressing advisors, firefighters and the general public using Sir, Ma'am or designated title of that individual (Lieutenant, Chief, etc.)
- Restricting the use of cell phones and laptops and all other electronic devices during presentations, classes, trainings or any other events that require your undivided attention
- Refrain from using course, profane or disrespectful language at all times
- Cadets will stand at attention upon entrance in training room of any guest, firefighter, officer, chief or any other individual not associated with ACFR or the Fire Cadet program. This will be adhered to without talking unless you are called upon or are told by an advisor or instructor when to set down.
- When uniform or gear is worn, it shall be worn appropriately and correctly.

CONSUMPTION OF ALCOHOL AND DRUGS WILL NOT BE TOLERATED

Any ACFR Cadet who has consumed or is under the influence of any type of alcoholic beverage or drug including tobacco while in uniform, on County property, or representing the ACFR Cadet Post, will be terminated immediately

Chain of Command

ACFR values a Chain of Command and uses it to communicate issues or concerns that arise. Chain of Command allows issues to be resolved from the bottom up as needed which allows the program to run efficiently and helps to foster initiative and ownership in making decisions. Chain of Command should consist of:

1. ACFR Chief
2. ACFR Deputy Chief
3. Lead Advisor
4. Advisor
5. Post Leader
6. Squad Leader
7. Cadet

With the Chain of Command being explained, Cadets are to carry out all orders given as

fast as possible. Orders may only be challenged if the order appears to be dangerous or life threatening in nature.

Cadet events, trainings, classes, PT sessions, and fundraisers

Much planning and preparation is done to create all the functions of the Cadet Program. It is every Cadets responsibility to be on time, properly attired and prepared for all functions of each event. If you know that you will be late or absent for a function you shall immediately call the advisor in charge of that event or Lead Advisor and inform them of your situation so that adjustments can be made.

There will be fundraising events that will require your attendance. Money from fundraising will be used to help fund the program, allowing it to function efficiently and will also be used for trips and destination events. Cadets are required to wear their Class B uniforms at these events.

PT sessions will be designed to help keep ACFR Fire Cadets physically fit and be prepared to handle some of the physically demanding job duties of a firefighter. These sessions will also help prepare Cadets for the CPAT (Candidate Physical Ability Test) that most Fire Academies and Fire Departments require for entrance and employment. Cadets will be required to wear their PT uniforms.

Trainings/classes will occur during our weekly meetings and are designed to give Cadets knowledge, skills, certifications, and training that is beneficial for success in the program as well as valuable experience for future Fire Academies and Fire Department employment.

Events will consist of a variety of educational and public service projects that will benefit Alachua County citizens and will build confidence and self-esteem in the life of the Cadet. Cadets will also participate in field trips to different fire related events to gain further knowledge and experience to better understand how other fire departments operate and function. Dress code for these functions will be determined by the Lead Advisor.

Fire Station/Emergency Calls

Cadets are not allowed to attend activities or visit fire stations without prior authorization from the Lead Advisor. Cadets are not allowed to appear on Fire or EMS calls unless they are accompanying the responding crew.

ACFR Fire Cadet and Alachua County property

All items issued to Explorers are the sole property of Alachua County Fire Rescue and Alachua County. Some activities will require the use of fire rescue department tools, equipment and supplies. All items are to be used exclusively for Cadet activities and

training with prior authorization from an advisor, station officer or higher ranking fire official.

Weapons

Any member who possesses a weapon, or any item capable of, or intended to inflict injury or damage to property, and which is not intended for the sole purpose of fire operations, while in uniform, on county property or representing the ACFR Fire Cadets or the Alachua County Fire Rescue Department, will be immediately terminated from the program.

Discipline

Discipline is a necessary component in the function of any fire service. Through the use of progressive disciplinary actions, the Cadet Post will attempt to instill a sense of respect for authority and the virtue of discipline in each Cadet. When applicable, the disciplinary sequence will be carried out as follows:

- First violation: The individual will receive a verbal warning. Individual may be asked to perform a physical calisthenics exercise as well.
- Second violation: The individual will receive a written warning. The written warning and the preceding incident are documented in the individual's personnel file.
- Third violation: The individual is suspended from Cadet Post meetings and all Cadet Post events. The length of the suspension is at the discretion of the advisors. The suspension and preceding incidents will be documented in the individual's personnel file.
- Fourth violation: The individual is dismissed from the Cadet Post. The dismissal and preceding incidents are documented in the individual's personnel file.

The advisors reserve the right to impose any or all of the disciplinary actions, either separately or together, as are deemed fit depending on the violation and circumstances surrounding the violation. Minor disciplinary actions may be issued by any Cadet Post Advisor for any offense, and may include activities such as additional physical training and/or written assignments. The level of discipline may differ depending on the severity of the infraction in accordance with these SOG's.