

# Polk County *Fire Rescue*

## Cadet Post 522 Policies and Procedures (SOP/GOP)

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Updated January 2016

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## DEFINITIONS/ACRONYMS

|                      |   |
|----------------------|---|
| Ambulance            | Advanced or Basic Life Support (ALS/BLS) transport unit. Operated by private company  |
| Associate Advisors   | Adult leadership to assist with the teaching, training and hands-on interactions  |
| BBP                  | Blood Born Pathogen   |
| Dual Certification   | Fire Standards and EMT or paramedic   |
| HIPAA                | Health Insurance Portability and Accountability Act of 1996   |
| ICS                  | Incident Command System   |
| IDLH                 | Immediately Dangerous to Life or Health   |
| Medic Unit           | Advanced Life Support (ALS) transport unit with NO fire suppression function (single cert unit), staffed with paramedic/EMT –Operated by a Municipality   |
| NFA                  | National Fire Association   |
| Post Advisor         | Recognized by the Florida Fire Chief’s Association as the person over the Fire Cadet Post with authority and responsibility for all Post functions and activities. A Cadet Post only has one Advisor. For the purpose of this policy the term Advisor and Assistant Advisor is synonymous |
| PPE                  | Personal Protective Equipment   |
| Rescue               | Advanced Life Support (ALS) transport/non-transport unit and fire suppression function staffed with firefighters/paramedic/EMT - Operated by a Municipality (dual certification)  |
| Single Certification | EMT or paramedic ONLY with no Fire Standards  |

## **GENERAL INFORMATION**

### ***Description:***

The Polk County Fire Department Fire Cadet Post 522 is a youth organization sponsored by the Polk County Fire Rescue Department and chartered under the Florida Fire Chief's Association. The Polk County Fire-Rescue is designated as the Chartered Organization.

### ***Department Responsibilities:***

As the sponsoring organization, the Fire Department will provide:

- A. Adult leadership
- B. Appropriate training place
- C. Training supplies, equipment and facilities
- D. Uniforms, PPE and required Safety equipment
- E. Workers compensation coverage of fire personnel registered as advisor, associate advisors or other adult leader positions, when involved in approved cadet activities.

### ***Cadet Post Committee:***

A committee of adults is formed to oversee the operation of the Cadet Post. This is formed from organization representatives.

### ***Post Advisor and Associate Advisors:***

Adult leadership is provided by the Fire Department and other approved adults. These positions work directly with the Cadets and are designated as the Post Advisor and Associate Advisors. The Post Advisor is overall responsible for the Post. The Post Advisor shall be responsible for:

- A. Providing direct adult leadership and training for the Cadets
- B. Supervising the performance and conduct of Cadets
- C. Provide direct leadership to the Associate Advisors and work with them to meet the training and leadership needs for Cadet Post.

### ***Appropriate Training Place:***

Polk County Support Services building, old Fire Station-7 (Crystal Lake) located at 2450 East Main Street in Lakeland, near Combee and Main Street, just south of US-92.

### ***Training Supplies and Equipment:***

Fire stations, reserve apparatus, front line apparatus, training supplies, and safety equipment will be made available when properly requested or scheduled, based on operational need.

## **MEMBERSHIP and JOINING REQUIREMENTS:**

- A. Membership shall be open to all young adults at least 14 years of age that has completed the eighth grade or is 15 years of age and not yet 21. No prospective member shall be disqualified because of race, religion, or sex. All members must be registered as Cadets and follow the Policies and Procedures Handbook.
- B. Membership shall be limited to thirty (30) active Cadets, a waiting list shall be established and will be used to fill up to the thirty (30) positions.
- C. Persons applying for membership shall complete the membership application and all required documentation to be considered for membership.
- D. Must not have a criminal record or any major disciplinary actions at school
- E. The Medical form shall be updated annually every January.
- F. All new members shall be on probation for a period of three months. Probationary members shall attend all trainings and Post functions without fail. Only exceptions are: Family, school obligations or illness, with proper notification to the Post Advisor and/or Assistant Advisors.
- G. In the event that a Probationary Cadet does not attend a training and fails to provide a valid excuse as to why, then the Probationary Cadet may be dismissed from the Post.
- H. The Post Advisor reserves the right to terminate any Probationary Cadets membership with just cause.
- I. All members must be attending school or have graduated from High School or its equivalency, this includes homeschool and must maintain a "C" average
- J. All members shall follow the Polk County Fire Department Cadet Post's Policies, Procedures Handbook, and any lawful order of an officer or Post Advisor of the Fire Department without fail.
- K. No Cadet shall violate the trust of the Post. If the Post's trust is violated the Post Advisor reserves the right to terminate the Cadet with just cause.

## **FIRE CADET RANKS**

### ***General:***

The Fire Department Cadet Program is divided into five (5) progressive ranks: Fire Cadet-1 Probation/Trainee (no training), Fire Cadet-2 (basic training, Ride Qualified), Fire Cadet-3 and Fire Cadet-4, and Fire Cadet-5 (completed all required training). In addition, we may have five (5) Cadet Lieutenant Positions.

## ***FIRE CADET-1***

### **Trainee:**

This is the entry rank of the Fire Cadet Program. This rank is utilized as a probationary period. The new member is required to become fully aware of his/her responsibilities as a Cadet, know the department's organizational structure, Policies and Procedures.

### **Trainee Restrictions:**

Fire Cadet Trainees are restricted to activities involving the Post. The trainee shall follow the requirements and activities to advance to the Fire Cadet-2 level.

### **Requirements:**

The requirements of this position must be met or in process before receiving Cadet Uniform or department safety equipment. Upon the satisfactory completion of the following the trainee may be promoted to a Fire Cadet-2 if approved by the Post Advisor.

- A. Satisfactorily participate in Post activities for three (3) months.
- B. Demonstrate a thorough knowledge of the Policies and Procedures Handbook, by completing a written comprehensive test.
- C. Completion of all entry level paperwork.
- D. Complete and pass the Ride Qualified Training:
  - a. Infectious disease control class BBP
  - b. HIPAA class
  - c. Traffic Safety class
  - d. Complete and pass American Heart Association's Health Care Provider CPR class or its equivalent, if offered. (Note this training may be waived if not available)

### **Activities:**

During this period, the Fire Cadet prepares to become Ride-Along Qualified. The Cadet may participate in limited and approved fire station activities including: maintenance activities for fire station, apparatus and equipment; and training. Such activities must be scheduled with their Cadet Lieutenant, approved by the Post Advisor and Engine Company Officer. These activities are for the Cadet's benefit to utilize the station library, study apparatus inventories and practice basic firefighting manipulative skills. In order that the station visits are coordinated, the Cadet must:

- A. Schedule with your Cadet Lieutenant a mutual agreed time and station.
- B. Make telephone contact with the Company Officer who will be on duty the day requested and make an appointment by the shift prior to the requesting day, our crews work a 24-hours on duty and 48-hours off duty, with their shift starting at 0800 hours. For example, if you want to ride a Saturday, you must contact the Company Officer the Wednesday of that week.
- C. Keep the appointment and be on time.
- D. Learn the equipment on the Engine.
- E. Schedule station visit time with a Cadet Lieutenant. (May be an senior Cadet with Post Advisor's approval)
- F. Complete Ride Qualified check sheet with their Cadet Lieutenant.

## FIRE CADET RIDE-ALONG PROGRAM

The purpose of the Ride-Along Cadet Program is to provide the Fire Cadets an incentive to further their education and training. Cadets who have met the qualifications of the Ride-Along Program have an opportunity to participate in and experience actual firefighting duties, excluding IDLH (***Immediately Dangerous to Life or Health***) environment, EMS calls and any assignment the Engine Company is given at approved stations/shifts.

Cadets will be issued a PPE duffel bag when they become Ride-Qualified which will contain the following items: (**Note this bag with all PPE MUST be returned to the Post when you are no longer an active member**)

- A. Rain coat/pants
- B. Safety glasses
- C. Safety vest
- D. Gloves (Leather)
- E. Examination Gloves (Do not need to be returned)
- F. Out of service bunker gear (general protection and training only)

Cadets may participate with ***approved*** Engine Companies, Fire/Rescue suppression Rescue\*,(PCFR identified these units with a three (3) digit number and refers to them as a Medic Unit, Example – Medic 131) Fire Prevention personnel and Chief Officers. Cadets are not allowed to ride on non-suppression medic units at any time. All Officers will ensure that Fire Cadets comply with all safety precautions and requirements of the department. During the Cadet's Ride-Along time, he/she should take part in all station activities, including station maintenance, fire prevention inspections, public education, training drills and limited emergency service. At no time shall the Cadet be exposed to any potential hazardous situations or engage in any restricted fire suppression activity. When participating in the ride-along program it is recommended the Cadet bring money for meals, you are responsible for your own meals.

\*Special permission required



## DUTIES OF COMPANY OFFICERS

The Company Office and crew shall honor their commitment to the Cadet to ride as scheduled, unless operational need dictates otherwise. No volunteer shall unseat a Cadet that had scheduled and received permission to ride. The Company Officer shall provide adequate supervision for the Cadets during the hours of assignment.

- A. The Cadet has a workbook with basic Firefighter I and EMS skill sheets
- B. Assure proper PPE is worn.
- C. At no time will you use or involve the Cadet in any restricted fire suppression activity, IDLH environment or any physical or potential hazardous condition. (Only in COLD Zones)
- D. Insure that while on apparatus or department vehicle that the Cadet remains seated wearing safety belt.

### **Cadet Injured**

Each Cadet must have accident insurance with an insurance company. The Fire Department is protected by a liability insurance policy provided by the Florida Fire Chief's Association. In the event that a Cadet is injured and requires medical attention:

- A. Obtain medical attention immediately.
- B. Complete Fire Rescue run report.
- C. Notify parent/guardian and Post Advisor of the injury.
- D. The Lieutenant/BC over the Cadets will complete necessary injury forms as required by the Fire Department.
- E. Forward copy of EMS report to Post Advisor.



### **RIDE-ALONG PROCEDURES**

Only after completing orientation, required training, and proper release forms signed and qualifications of "Ride Qualified" are met shall the Cadet have the privilege of riding. The following procedure must be followed:

- A. Make telephone contact with the Company Officer who will be on duty the day requested and make an appointment by the shift prior to the requesting day, our crews work a 24-hours on duty and 48-hours off duty, with their shift starting at 0800 hours. Example if you want to ride a Saturday, you must contact the Company Officer the Wednesday of that week.
- B. Notify your Cadet Lieutenant AND your Post Advisor the day (shift), time and station you will be riding. This notification can be communicated via email or text message, but MUST receive a confirmation email from your Post Advisor prior to riding.
- C. May only ride between the hours of 0800-2100 hours at approved stations/shifts
- D. Arrive at least 15 minutes before scheduled shift.
- E. While riding, Cadets shall stay within the station-designated areas.
- F. Make contact with the Company Lieutenant and request assignment.

- ▶ Get with the Driver Operator to assist with checking out the Engine
  - ▶ Get with the Firefighter to assist with checking out other assign units
  - ▶ Assist with station clean ups
- H. No Cadet will be allowed in any sleeping quarters
- A. No Cadet shall be in a fire station/Support Services without a minimum of 2 firefighter/Advisors present or without one of the Cadet's parents
- I. Cadet must wear a seatbelt when riding in any vehicle/apparatus
- J. No Cadet will be allowed to ride if his/her grade point average falls below 2.0 or he/she is failing any subject. Copy of report cards is required each quarter
- K. Cadets are not to go into any IDLH environment or warm zone, only cold zones area allowed
- L. Cadets are to remain on the apparatus until directed by the company officer
- M. Have necessary safety equipment with them and shall wear proper PPE when required
- N. Maintain active participation in Post activities. (scheduled training, events)
- O. Conduct themselves according to the rules and regulations at all times
- P. During fire emergencies do not enter any restricted zone (Hot/Warm) or other situation that appears hazardous, even if approved by company officer or other supervisor. (Example – Going inside a structure fire after the fire is out, if air quality monitoring was not completed)
- Q. Only one Cadet is permitted at a station, unless their Cadet Lieutenant is accompanying them for training purpose or prior approval by the Post Advisor.
- R. Timesheets documenting your ride time is required monthly.
- S. Male and Female Cadets will not ride together or fraternize at any Cadet training or event.

**Examples of good behavior:**

- ▶ Study- School work, Engine equipment location etc.
- ▶ Complete required drills
- ▶ Clean
- ▶ Ask station Lieutenant for assignment
- ▶ Do not sit around and watch TV, or play on the computer, constantly stay busy



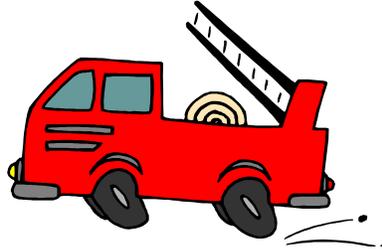
## ***FIRE CADET-2***

The requirements of Cadet-1 must be met before receiving authorization to be Ride-Along qualified. Upon the satisfactory completion and with the Post Advisor's approval the Cadet will be promoted to a Ride-Along Qualified Fire Cadet 2.

### **Requirements:**

- A Learn basic equipment on the Engine
- B Learn Polk County Fire Department Chain of Command
- C Understanding the location of the zones on an emergency scene (Hot, Warm and Cold)
- D Be able to tie and demonstrate use of the follow knots
  - Square
  - Clove
  - Half hitch
  - Figure-Eight
  - Figure-Eight bend

Upon satisfactory completion of these requirements, the Cadet will be promoted to Cadet 3.



### **FIRE CADET-3**

#### **Requirements:**

Explain and demonstrate a thorough knowledge/skill:

- A Patient assessment skills – radial and carotid pulses, respirations, blood pressure
- B Setup an oxygen bottle and set proper flow for a nasal cannula and non-rebreather mask
- C Suction unit and how to use
- D Spinal immobilization by using a C-collar, long spine board, head blocks and straps
- E Setting up rehab on a fire ground scene
- F Change SCBA bottles both on and off a firefighter.
- G Know the location of all equipment on the Engine you ride.
- H Fire Extinguisher – A, BC, ABC, D, K, BC Co2
- I Set up smoke ejector/High pressure ventilation fan
- J Set up hydraulic tool
- K Medical Equipment – Location and general use
- L Cardiac monitor/ AED (Automated External Defibrillator)
- M Complete NFA ISC-100 and 200
- N Be able to tie and demonstrate use of the follow knots
  - Bowline
  - Figure-Eight on a bight
  - Figure-Eight follow through

Upon satisfactory completion of these requirements, the Cadet will be promoted to Cadet 4.



## **FIRE CADET-4**

### **Requirements:**

Explain and demonstrate a thorough knowledge of Firefighter safety equipment:

- A. Describe the safety procedures each member is to utilize while riding on or in fire apparatus.
- B. Demonstrate a working knowledge of the Fire Department apparatus by describing the following equipment, including what each is used for and locations found:
  - ▶ SCBA
  - ▶ Hydraulic Tool
  - ▶ Cribbing
  - ▶ Forcible Entry Tools
  - ▶ Generator
  - ▶ Ladders (No climbing)
  - ▶ Salvage Covers
- C. Study State approved text; ropes and knots tie and untie the following knots in practical application:
  - ▶ Becket Bend
  - ▶ Chimney Hitch
  - ▶ Figure-Eight bend
  - ▶ Figure-Eight follow through
- D. Demonstrate setting up emergency scene lighting including:
  - ▶ Starting generator
  - ▶ Using cord Reel and adaptors
  - ▶ Positioning lights
- E. Demonstrate a thorough knowledge of fire hose, fittings and adaptors.
- F. Demonstrate proper procedure for loading hose.
  - ▶ Demonstrate proper methods of connecting and un-connecting hose couplings, both Storz® and threaded
  - ▶ Demonstrate knowledge of location and use of hose fittings and adaptors
- G. Demonstrate a good knowledge of the characteristics and behavior of fire.
  - ▶ Study State approved text on Fire Behavior
  - ▶ Pass a written test on Fire Behavior

- H. Be proficient in patient care.
  - ▶ Satisfactorily complete the requirements for First Responder
  - ▶ Demonstrate knowledge of location and use of first aid equipment carried on fire apparatus
- I. Complete NFA ISC-700 and 800.

Upon satisfactory completion of these requirements, the Cadet will be promoted to Cadet 5.

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## **FIRE CADET to VOLUNTEER**

Fire Department administration has approved the promotion from Cadet to Volunteer if the following steps are achieved AND has approval from the Post Advisor. *Note this is subject to change based on the Fire Chief's discretion.*

- A. At least 18 y/o
- B. Completed High School or have a GED
- C. Be in good standing with the Cadet Post as an active member
- D. Achieved Cadet – 4 in our current Policy is highly preferred, and Cadet-3 may be considered
- E. Completed the ISC – 100, 200, 700 and 800 classes
- F. Completed S-190 and S-130 classes
- G. Completed Florida Firefighter I
- H. Be approved by the Support Staff

## **ADMINISTRATIVE PROCEDURES/ GENERAL DUTY CLAUSE**

Every member of the Polk County Fire Rescue Department Cadet Post program is expected to operate in a highly self-disciplined manner and is responsible for regulating his/her own conduct in a positive, productive, and mature manner, to reflect positively upon the Polk County Fire Department. The following list of directives represents the personal conduct standards the members of the Polk County Fire Department Cadet Post shall follow.

### **ALL MEMBERS SHALL:**

Follow rules and regulations, standard operating procedures, and by-laws of Polk County Fire Cadet Post/Fire Department

- A. Use your training and capabilities to protect the public and other members at all times
- B. Work competently in your positions to cause all Department programs to work effectively
- C. Always conduct yourself in a professional manner to reflect credit on the Post/Department. Unsafe acts or horseplay on training grounds will not be tolerated and may result in suspension or expulsion from the Post
- D. Keep yourself fully informed to do their assigned jobs effectively
- E. Be concerned and protective of each member's welfare
- F. Observe the concept of unit integrity and trust
- G. Be safe and use good judgment
- H. Keep them self physically fit
- I. Wear issued polo shirt to all cadet functions and during scheduled fire station activities. Polo shirt (Class-B)
- J. Maintain active participation in Post activities.
- K. Conduct themselves according to the rules and regulations at all times.
- L. Responsible for the safety equipment/bag issued, and all MUST be returned upon leaving the program.
- M. Harassment in any form will not be tolerated
- N. Follow all SOP of the Post, PCFR and Polk County
- O. Cadets are not to engage in ANY activities unless they are properly trained and authorized to do so
- P. Cadets are not allowed to respond to any fire/EMS scene in their personally owned vehicles
- Q. Cadets are not allowed to operate any PCFR vehicle/apparatus or equipment
- R. No Cadet shall be in a fire station/Support Services without a minimum of 2 firefighter/Advisors present or without one of the Cadet's parents
- S. Cadets shall not engage in structural firefighter, must stay in the COLD ZONE
- T. Cadets may assist with limited supervised fire suppression of a small grass fire and/or non-hazards illegal burn with the permission of the IC if Commanded was established or the Company officer. Cadet must be supervised by a Fire Officer or a Firefighter II

## GENERAL CONDUCT

A Polk County Fire Cadet represents every other Fire Cadet who holds membership with the Post, every Advisor who instructs the Post and the Polk County Fire Department. Conduct reflects greatly on the training, respect and attitude that are taught to the Fire Cadet. As a result, the following guidelines for general conduct should be respectfully applied in all situations a Fire Cadet may encounter.

- A. **Dignity and Respect-** Cadets are expected to address any Officer with their rank and last name, example: Lieutenant O'Malley or Sir or Ma'am, if the ranking title is not known. If the person is not included in the fire department rank structure, you are to address them as Mr. or Ms. Please note that established rank procedures must be respected for any Fire Department personnel who may be present during an Cadet function. Cadets are required to treat everyone (fellow Cadets, Advisors, Firefighters and citizens) with the utmost dignity and respect. Additionally, Cadets are required to refrain from using coarse, profane or disrespectful language at all times. Actions that could discredit, bring ill repute to, insult or disrespect an individual, regardless of the circumstances may be subject to immediate disciplinary actions. Examples of such actions include but are not limited to; conduct unbecoming of a Fire Cadet, publicity criticizing the official actions of a Post Advisor or any other Fire Department Personnel and unauthorized release of any information concerning essential Fire Department matters to the press or general public.
- B. **Chain of Command-** Except for cases of extreme emergencies and immediate hazards, Cadets are required to follow the chain of command. Questions and comments should be directed to the individual who holds immediate rank over the Cadet's ranking status. A demonstrated failure to follow the chain of command will be subject to immediate disciplinary actions. Your chain of command is your Cadet Post Lieutenant/Advisors; you are to follow their directions.
- C. **Orders-** When an individual is given an order; it is that person's responsibility to carry out that order as quickly and efficiently as possible. Orders may only be questioned if the act of carrying out the order will present danger to the Fire Cadet, illegal or immoral. If a Fire Cadet is presented with orders from two different higher – ranking personnel, the Fire Cadet is responsible for informing that he/she has already been ordered to perform a task and who gave them the orders, the second ranking personnel will advise the Cadet which orders to follow and (the ranking personnel) will be responsible for having the first order completed if reassigned. Individuals who demonstrate a failure with completing orders and neglect of performing assigned duties may be subject to immediate disciplinary actions.
- D. **Fire Cadet Relationships –** The fire service is a team organization where strong bonds are formed as in a family. We promote and encourage this bonding. The Cadet Program is under the Florida Fire Chief Association as a career building pathway that is our goal in this program; it is not a dating service. Therefore dating among Cadets in the same Post is prohibited.
- E. **Fire Cadet Events-** Public events that the Polk County Fire Cadet Post is invited to attend requires a great deal of planning and creates exceptions from the public that these events will be successful. It is the responsibility of every Fire Cadet to show up on time and attend all special events. Upon arrival at an event, Cadets are to report to their Cadet Lieutenant, Advisor or any Assistant Advisor for directions. Cadets will not be permitted to arrive at events on an Engine Company or with a Chief Officer unless approved by the Post Advisor. The Fire Cadet's chain of command is with their Cadet Lieutenant, Post Leadership, not an Engine Lieutenant. Cadets who arrive late to or fail to attend special events that they have committed to may be subject to immediate disciplinary actions.

- F. **Consumption of Alcoholic Beverages and Drugs** - Any Cadet who has consumed or is under the influence of any type of alcoholic beverage or drug (including tobacco products) while in uniform or representing the Cadet Post of Polk County Fire Department will be immediately terminated from the post.
- G. **Weapons** - Any Fire Cadet who possesses a weapon (or any item capable of or intended to inflict injury on a person or damage property and not intended for the sole purpose of fire operations) while in uniform or representing the Fire Cadet Post will be immediately terminated from the post. Pocket knives are not considered a weapon, as long as they are not used as one.
- H. **Fire Calls** - Cadets are not permitted to show up on fire scenes unless they have arrived on the apparatus with a crew.
- I. **Use of Post and County Property** - All items issued to Cadets are the sole property of the Polk County Fire Cadet Post. Additionally, activities performed by the Post, will often require the use of Post and Fire Department tools, equipment and supplies. All items, belonging to the Polk County Fire Cadet Post and the County are to be used exclusively for Post activities and firefighting operations, and may only be used if previous authorization is granted by a Post Advisor, Station officer or higher ranking Fire Official. Any unauthorized use of Post or County property will be subject to disciplinary actions.
- J. **Harassment** - Harassment in any form will not be tolerated and WILL lead to expulsion from the Post
- K. **Social Media** – No posting on all types of social media of any live scenes or crew. **No photos on a digital medium at any time on a live scene.**

## TRAINING

- A. Regular trainings will be held on the second Saturday from 0900-1200 Hours (may be extended based on activity) and the fourth Monday night from 1800-2000 hours.
- B. Training dates will be posted on the Cadet Calendar; Cadets are required to check the calendar/ Web page and email daily for consistency in communication.
- C. Officers' trainings shall be held before or after each regular scheduled training as needed.
- D. Late is defined as reporting to trainings after the start time, unless proper notification has been made, or it was out of the control the Cadet.

## **ATTENDANCE REQUIREMENTS**

- A. Attendance is mandatory. To be excused, the member must contact the Post Advisor or one of the Assistant Advisor. Failure to do so may result in disciplinary action or a Coaching/Counseling.
- B. If a member must work on a training night or on the weekend of a function, it is the responsibility of the Cadet to notify their Lieutenant prior to the function. If this is not followed, it may result in disciplinary action.
- C. No training shall be held without an Advisor and another adult present preferred to have at least two or more Advisors present.
- D. Non-attendance, tardiness, or leaving any training or function without informing an Advisor is grounds for disciplinary action.
- E. Cadets must attend **75%** of the monthly Cadet trainings per quarter of the year (4).
- F. Cadets must attend **75%** of all Cadet functions per quarter of the year.
  - ▶ Quarter of the year will consist of 3 months of the year. (i.e.) January-March, April-June, July-September, October-December.
  - ▶ Violation may result in disciplinary action and/or loss of riding privileges.
- G. Cadets cannot miss two consecutive trainings or functions without approval of the Post Advisor. You will be considered in-active and lose riding privileges.



## CADET OFFICER'S DUTIES

### Lieutenant(s) SHALL:

- A. Keep the Advisors constantly updated on their team(s) status.
- B. Maintain high levels of moral and discipline in their individual squads (at trainings and in public).
- C. Assign one of your team members as a Driver/Operator to take over in your' absents, must be approved by the Post Advisor.
- D. Carry out any assignment given by the Advisor(s). As a Para-military organization, level of rank is strictly observed. During operations, questions, comments and concerns should be directed to the next ranking level from the person having an issue that needs to be addressed.
- E. Make regular contact with your team, by phone and/or electronic communication.
- F. Keep their team up to date on all current events concerning the Post's activities.

## DRESS CODE

Upon completion of Probationary Fire Cadet status, each Fire Cadet will be issued an identification card verifying status as a Polk County Fire Cadet. Fire Cadets are required to maintain their identification card on their person at every Fire Cadet event including ride time.

All items issued to Cadets are the property of the Polk County Fire Department and **must** be immediately returned to the county upon leaving the post. **Additionally, it is the Cadet's responsibility to ensure the integrity and accountability of each item issued.**

**Damaging or losing an issued item may result in disciplinary action.** Issued safety items are for the sole purpose of Fire Cadet Activities and must not be worn and/or used for any other purpose. Cadets may wear their issued Class C uniform (Tee Shirt) during non-Cadet activities like to school if permitted, to promote and support the Polk County Fire Department Cadet Program, **but will be held to the high standard of conduct set forth in this Policy and Procedures Handbook while representing this Program.**

## UNIFORM AND HAIR REGULATIONS

This procedure identifies the standard uniform and hair regulation of the Polk County Fire Department Cadet Post.

- A. **MALES:** Hair will be clean, styled, well groomed, and not extended below the collar. Bi-level cuts such as shaving the sides, long on one side and short on the other, etching, banding, or unnatural coloring will not be permitted. Side burns may extend to the bottom of the ear. Mustaches can extend approximately three quarters of an inch below the mouth. Side burns and mustaches will be trimmed and well groomed. Other facial hair is not allowed, e.g. stubble, new facial hair, beards. Earrings or other pierced jewelry will not be permitted. (Modest ring and School ring are allowed) Necklaces are not to be seen if worn must be under your tee-shirt.
- B. **FEMALES:** Hair will be in a professional and neat hair style. Shoulder length hair or longer must be pinned up, braided or otherwise restrained in a reasonable manner. "Fade Cuts" such as shaving the sides, long on one side and short on the other, etching, banding, or unnatural coloring will not be permitted. Pierced jewelry, other than one set of earring, shall not be permitted. (Modest ring and School ring are allowed) Necklaces are not to be seen if worn must be under your tee-shirt.
- C. **UNIFORMS:** The appropriate uniform(s) as noted shall be worn by all Cadets when on duty.
- ▶ **Class "A" Uniform:** Dress blue FD long-sleeved collared shirt, issued FD tee-shirt, blue BDU pants, black tie, black shoes, black belt, and black socks. (Not issued)
  - ▶ **Class "B" Uniform:** Royal Blue Cadet Polo Shirt (issued), blue BDU pants, black shoes or black sneakers, PCFR hat, black belt, black socks.
  - ▶ **Class "C" Uniform:** Issued FD tee-shirt, blue BDU, black shoes or black sneakers, FD hat (issued) black belt, black socks. Worn at weekly trainings, physical training/work may be worn as a sense of pride to positively represent the post outside of trainings **but will be subject to this Policy.**

**NOTE: All shirts shall be clean and pressed, properly aligned and tucked in at all times. Shoes shall be polished and clean.**

- ▶ Cadets are responsible for maintaining the uniform items required for these assignments. All items shall be maintained in presentable condition. Faded, worn, or damaged articles are not acceptable. There shall be no alterations made to issue gear without the permission of the Advisor(s).
- ▶ Uniforms may not be loaned to anyone. If a portion of the Cadets' uniform has to be replaced, the Cadet must complete a Request for Replacement of Lost or Damaged Equipment form and send it through the chain of command. At no time is the Cadet allowed to make any type of changes to his/her uniform without the approval of the advisor(s). Cadets are responsible for their issued equipment, including uniforms.
- ▶ It is the Cadets responsibility to provide a pair of black shoes and socks.

## DISCIPLINARY ACTION

### A. Policy

In order to ensure consistency and fairness in the application of discipline, Polk County Cadet Leaders have developed the following practices. Polk County follows the concept of positive discipline applied in a progressive manner. Cadets must meet certain standards and perform their duties in a safe and efficient manner for the benefit of all concerned. It is the County's goal to assist Cadets in recognizing and solving problems that result from unacceptable conduct, performance, and attendance.

### B. For the purpose of this Section, coaching/counseling is not considered disciplinary action and is intended to identify and correct deficiencies and to avoid the need for future disciplinary action.

### C. Disciplinary Steps

- ▶ The Post recognizes the follow levels of disciplinary actions:
  1. Verbal Reprimand
  2. Written Reprimand (loss of riding privileges for two months)
  3. Suspension
  4. Probation
  5. Demotion
  6. Discharge

*(Note: The normal progression of disciplinary steps is intended to be verbal, written, suspension and termination if necessary. However the Post reserves the right to use any of the form of discipline at any time.)*

- ▶ **Verbal Reprimand** – Verbal reprimands may be given by the Cadet's immediate supervisor (Cadet Lieutenant) at any time circumstances warrant. While no additional approval is required, supervisors will consult with their chain of command prior to initiating action.
- ▶ **Written Reprimand** – Written reprimands are typically used when verbal reprimands have failed to result in behavior or performance changes or when the behavior is serious enough to warrant stronger corrective action. Supervisors will consult with their chain of command prior to initiating action. This will also result in a loss of ride privileges for two months.
- ▶ **Probation** – Probation is an appropriate form of discipline depending on the severity of the problem and when an Cadet has documented performance or behavioral problems and is expected to solve them to management's satisfaction within a given period of time. Probation requires consultation with your chain of command prior to initiating action.
- ▶ **Suspension** – A suspension is taken as the last step prior to termination. While on suspension, Cadets are instructed to review their behavior and/or performance and the applicable policy. Immediately upon return Cadets are required to make a written commitment to improve their behavior/performance or resign their position. Supervisors must consult with their chain of command prior to initiating suspension.
- ▶ **Termination** – Terminations occur when other disciplinary steps have failed or when the infraction is considered severe enough that termination without prior discipline is warranted. Supervisors must consult with their chain of command prior to initiating termination.

#### D. Multiple Infractions

- ▶ Normally, infractions that occur will be treated in a progressive fashion. However, the Post reserves the right to begin corrective action at any disciplinary step, depending on the circumstances and uniqueness of any individual situation.
- ▶ Offenses may fall into three (3) categories:
  1. Conduct Problems
  2. Performance Problems
  3. Attendance Problems
- ▶ An individual may have a maximum of three (3) verbal reprimands active at one time, and those must be for different categories.
- ▶ The maximum number of written reprimands that may be active at one time is two (2), and these must be for different categories.
- ▶ Because a suspension requires a total performance decision on the Cadet's part, there may be only one (1) active suspension at a time. No other formal steps of discipline will normally be administered during this year.

#### E. Group I Offenses and Penalties

- ▶ First Offense – Verbal Reprimand
- ▶ Second Occurrence – Written Reprimand
- ▶ Third Occurrence - Suspension
- ▶ Fourth Occurrence - Termination

*Each occurrence refers to a repeat of an offense in the same category*

Examples of Offenses and Applicable Categories:

Failure to turn in your timesheets

- ▶ Performance

Destructive or interfering behavior during training

- ▶ Conduct

Showing up late for a training/event

- ▶ Attendance

#### F. Group II Offenses and Penalties

- ▶ First Occurrence – Written Reprimand
- ▶ Second Occurrence - Suspension
- ▶ Third Occurrence - Termination

*Each occurrence refers to a repeat of an offense in the same category*

Examples of Offenses and Applicable Categories:

Discourteous, insulting, abusive or inflammatory language or conduct toward the public, a fellow Cadet or firefighter.

- ▶ Conduct

Failure to follow instructions not considered serious enough to be classified as insubordination. (Address in Group IV)

- ▶ Conduct

Personal or public health or safety infractions

- ▶ Performance

### **G. Group III Offenses and Penalties**

- ▶ First Occurrence – Suspension
- ▶ Second Occurrence - Termination

*Each occurrence refers to a repeat of an offense in the same category*

Examples of Offenses and Applicable Categories:

Reporting to a training, event or ride time under the influence of illegal, controlled substances or alcoholic beverages

- ▶ Conduct

Hazing, Harassment or Horseplay

- ▶ Conduct

### **H. Group IV Offenses and Penalties**

- ▶ First Occurrence - Termination

Examples of Offenses and Applicable Categories:

Fighting

- ▶ Conduct

Assault and/or battery

- ▶ Conduct

Threatening physical harm to people or property

- ▶ Conduct

Theft, actual or attempted

- ▶ Conduct

Use of tobacco products while at a training, event, ride time or when representing the Cadet Post

- ▶ Conduct

Failure to follow reasonable instruction from a supervisor considered serious enough to be insubordination

- ▶ Conduct

# Polk County Fire Rescue



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I, \_\_\_\_\_, on this \_\_\_ day of \_\_\_\_\_  
in the year 20\_\_ have agreed to abide by all rules and regulations  
as stated in the Polk County Fire Rescue Department Post 522 Policy  
& Procedure Handbook.

By signing this agreement, you acknowledge that you have read and  
understood the Polk County Fire Rescue Department Post 522 Policy  
& Procedure Handbook, and that you agree to be bound by the terms  
and conditions as stated within.

Cadet Signature \_\_\_\_\_ Date     /     /     20\_\_

Parent/Guardian Signature \_\_\_\_\_ Date     /     /     20\_\_

Advisor Signature \_\_\_\_\_ Date     /     /     20\_\_