

**Mt. San Antonio College**  
**Regional Fire Academy**  
**RULES and REGULATIONS**

Revised: 6/27/12

**I. Organization**

- A. The Fire Academy is under the direction of the Dean of Technology and Health and is administered by the Director of Fire Technology.
- B. Seventeen (17) units of college credits are granted upon successfully completing the fire academy. In order to successfully complete the Fire Academy, trainees are expected to fulfill academic (didactic), manipulative and physical requirements.
  - 1. Fourteen and one-half (14.5) units will be earned upon successful completion of the Fire Academy.
  - 2. Two and one-half (2.5) units will be earned upon successful completion of the Physical Training required for the Fire Academy.

**II. Instructors**

- A. Instructors are credentialed by the State Department of Education, or meet the Board of Education requirements.
- B. They have many years of practical experience in their respective fields and are considered authorities in their subjects.
- C. Most instructors are presently employed by Fire Departments throughout Los Angeles, Orange, Riverside and San Bernardino Counties. Numerous agencies are involved with the Fire Academy.

**III. Fire Academy Chief/Coordinator**

- A. The Fire Academy Chief is the Fire Technology Director employed by Mt. San Antonio College.
- B. The Fire Academy Chief may choose to appoint an alternate or assistant(s) to act as the Fire Academy Chief/Coordinator.
- C. The Fire Academy Chief is responsible for all of the following:
  - 1. Coordination of all instructors.
  - 2. Coordination (and updates as needed) of all curriculum/testing.
  - 3. Administration of all policies and procedures required by the college for successful completion of the Fire Academy.
  - 4. All trainee training, safety, discipline/conduct, morale, performance evaluations (to include quizzes and final exams), and finances associated with the Fire Academy.
  - 5. To issue all certificates earned by the trainees throughout the Academy.

**IV. Academy Organization**

- A. Fire Academy Chain of Command will be as follows:
  - 1. Director of the Fire Technology Department
  - 2. Fire Academy Chief Officer
  - 3. Fire Academy Assistant Chief Officers
  - 4. Lead instructor(s)
  - 5. Associate Instructor(s)
  - 6. Fire Academy Battalion Commander (Academy Commander)
  - 7. Trainee Captain(s) of each Company

8. Trainee Lieutenant(s) of each Company
- B. Additional Academy Positions
1. Tool Technician
  2. Academy Trainee Logistics Assistant
  3. Audio-Visual (AV) Assistant
- C. Trainee Positions
1. All interested trainees shall submit a resume designating the Trainee Officer position(s) (one resume for each position submittal) for which they are applying. All resumes are due by the last mandatory meeting.
  2. The Fire Academy Chief shall conduct interviews with the candidates to determine final appointments for the academy officer positions to determine final appointments for the Fire Academy Officer positions and shall be promoted by the Director of Fire Technology.
  3. Upon completion of interviews, the Academy Commander will be elected by the Academy members from a list of candidates approved by the Academy Chief.
  4. The Fire Academy will be broken into 4-5 companies consisting of between six and nine trainees in each company. Each company will have a designated Captain and Lieutenant.
  5. The Lieutenants will be chosen by the Company Captains by the end of the first week of the Academy. The Company Captains will give their nominee(s) to the Academy Chief for approval and appointment.
- D. Academy Commander
1. The Academy Commander will be designated by a white helmet and Battalion Chief gold collar buttons.
  2. The Academy commander will be responsible to represent the Academy class by giving a five to fifteen minute address (speech) to the trainees and the guests during the Graduation Ceremony.
  3. The Academy Commander shall start roll call/inspection in the Academy Chief's absence.
  4. Report any misconduct or inappropriate actions to the Academy Chief immediately.
  5. Specific duties of the Academy Commander (see Appendix A).
- E. Company Captains
1. The Company Captains shall be designated by a black helmet with red helmet number and silver collar buttons.
  2. The Company Captains shall meet with the Academy Commander as needed.
  3. The Academy Captains will be required to follow the proper chain of command as needed.
  4. Report any misconduct or inappropriate actions to the Academy Commander immediately.
  5. Specific duties of the Company Captain (See Appendix B).
- F. Company Lieutenants
1. Fill in for the Company Captain in his/her absence.
  2. Assist the Company Captain in all areas as assigned or needed.
  3. Be an excellent and strong example for all Company members.
  4. Report any misconduct or inappropriate actions to the Company Captain immediately.
- G. Physical Fitness Leader (not permanently assigned)
1. Line up all trainees each day and start physical fitness.
  2. Lead all trainees in physical fitness training.

3. Assist and follow the direction of the Physical Fitness Coordinator/Coach.
4. Encourage, support and offer assistance to all trainees as needed.

#### H. Academy Logistics Assistant

1. Act as the Secretary and Treasurer for the Academy trainees.
2. Organize and control the academy fundraiser events.
3. Act as liaison to the academy supplies (cleaning supplies, trash liners, toilet paper, stationary, etc.) with the Academy Chief.
4. Maintain the Academy coffee and kitty funds.

#### I. Audio Visual (AV) Assistant

1. Become the expert on all audio visual equipment associated with the Academy.
2. Set up and assist all instructors with any AV equipment as needed.
3. Report any trouble, damage or failure of any AV equipment to the Academy Chief.
4. Make recommendations to the Academy Chief for any suggested changes or updates concerning AV equipment.

#### J. Tool Technician

1. Become familiar with all tools and equipment inventory.
2. Check in/out all equipment during training activities.
3. Perform minor maintenance and service.
4. Coordinate the completion of all equipment repair request forms.

### V. Uniforms

#### A. Light Blue Dress Shirt – The light blue dress shirt as designated by the Academy Chief shall have the following standards:

1. The light blue shirt with clip on tie shall be worn at all times (including inspections) unless otherwise instructed by the Academy Chief or Instructor(s).
2. The Mt. San Antonio College patch shall be placed on the left shoulder as designated by the Academy Chief.
3. The Mt. San Antonio College issued American Flag patch shall be worn on the right shoulder as designated by the Academy Chief.
4. All buttons are to be buttoned at all times.
5. The trainee's name shall be embroidered over the center of the right pocket, ½" above the pocket flap, as designated by the Academy Chief.
6. Pockets shall remain empty at all times, free of sunglasses, pens, pencils, etc.
7. The shirt shall be maintained in a neat and clean order at all times.

#### B. Uniform Pants – Belt

1. Uniform pants and belt shall be worn at all times unless otherwise instructed by the Academy Chief or Instructor(s).
2. Uniform pants shall be the navy blue pants as designated by the Academy Chief.
3. Uniform pants shall be maintained in a neat and clean order at all times.
4. Uniform belt shall be black with a silver buckle as designated and specified by the Academy Chief.
5. Belt buckles shall be worn in line with shirt and fly gig line.
6. Belt shall be maintained per inspection standard.

### C. Safety Shoes/Boots

1. The Mt. San Antonio College black safety boot, as designated by the Academy Chief, shall be worn at all times unless otherwise notified by the Academy Chief or Instructor(s).
2. Safety boots shall be fully laced or zipped up at all times.
3. Safety boots must be fully shined from the soles to the top of the boot prior to line-up and inspection each day.
4. Socks are required at all times, unless otherwise instructed by the Academy chief or Instructor(s).

### D. Uniform T-Shirts

1. T-shirts shall be a navy blue t-shirt shirt with a rounded neck and no pockets, as designated by the Academy Chief. No logos may be present unless the entire Academy is wearing the same logo, which is traditionally designed by each Academy and approved by the Academy Chief.
2. T-shirts shall be cleaned and laundered each day.
3. T-shirts shall be worn under the light blue uniform shirt at all times.
4. T-shirts shall be worn uncovered only with the permission of the Academy Chief or Instructor(s).

### E. Uniform Cap (Baseball Style Cap)

1. Uniform caps shall be navy blue with the current academy logo and class number.
2. Caps or helmets shall be worn and squared up at all times, except while in a classroom, during breaks and at meals.

### F. Physical Fitness Uniform

1. Consists of the blue Mt. San Antonio College or Academy uniform t-shirts, Mt. San Antonio College issued blue shorts, white socks and proper running shoes.
2. Academy-issued warm-ups may be worn as needed.

### G. Safety Gear

1. The Mt. San Antonio College or fire department issued safety gear, consisting of: helmet, goggles, turnout coat, turnout pants, structure gloves, leather gloves, safety rubber boots and flash hood. These items shall be properly worn as deemed necessary by the Academy Chief or Instructor(s).
2. The Mt. San Antonio College issued piece of rope and webbing shall be properly worn as deemed necessary by the Academy Chief or instructor(s).
3. Trainees are required to have all safety gear with him/her at all times.
4. Trainees are responsible for maintaining and keeping all safety gear and equipment in proper condition and working order. Trainees shall be responsible for checking their issued safety gear and equipment daily, or as needed by instructor(s).

### H. Miscellaneous

1. Contact lenses and sunglasses shall be worn during training hours. Prescription safety glasses shall be worn by those requiring vision corrections.
2. Rings, watches, bracelets, earrings or studs shall not be worn while on the drill ground. Necklaces or chains may be worn **only** if covered by polo shirts. Jewelry is not allowed during entry into a heated atmosphere.

## VI. Fire Academy Session

- A. The full-time Fire Academy will meet between the hours of 0530 and 1800 five days a week (Monday through Friday) for a total of 14 weeks. The Academy schedule may constitute of longer or shorter days and the possibility of attending on the weekends as needed.
- B. Training sessions will be conducted at various facilities throughout the Fire Academy. Trainees are responsible for reporting to the designated facility at the proper time.
- C. Trainees are responsible for providing their own transportation to all facilities as needed. We strongly recommend carpooling as often as possible.

## VII. Attendance

- A. Due to the limited number of hours allocated to Fire Academy training and the rigid Fire Academy standards, unexcused tardiness and/or absences **WILL NOT BE TOLERATED!!!** These are violations of Fire Academy rules and regulations and are sufficient reasons for dismissal from the Fire Academy. Excused absences or tardiness must be verified by a letter from the doctor, a legal court document or of similar compliance. These reasons may also be verified by a trainee's Department Chief Officer. Work missed due to acceptable excuses must be completed by the trainee during off duty hours with the permission of the instructor.
- B. Trainees are expected to achieve 100% attendance throughout the Fire Academy. Trainees are responsible for all missed information, both didactical and manipulative, during any **excused** absence. Excessive absences may (and probably will) make it impossible for the trainee to properly complete the Academy. Thus, the following shall apply to absences:
  - 1. Trainees may be granted up to two days of excused absences within the Fire Academy. Three or more absences may constitute dismissal from the Fire Academy.
  - 2. Trainees are **required** to present a letter to the Academy Chief Officer requesting permission for the absence. The request shall be given to the Academy Chief Officer as soon as the trainee knows the absence is going to take place (i.e. participation in a firefighter's exam).
  - 3. Missing any final exam (written or manipulative) may result in dismissal from the Fire Academy.
  - 4. Any unexcused absences may constitute dismissal from the Fire Academy.
- C. All trainees are required to report to Fire Academy scheduled events five minutes prior to roll call or start of the event (class, manipulative, public event, etc.).
  - 1. Trainees shall report to all scheduled events with all of their issued gear and books. Trainees are responsible for having required gear with them at all times.
  - 2. Tardiness is unacceptable for Fire Academy trainees. Trainees are to be in the appropriate place at the start of all classes and events. If a trainee is late for any reason the following shall occur:
    - a.Oral Reprimand (documented and placed in the Fire Academy Log).
    - b.Written Reprimand (with expected changes and consequences if tardiness continues).
    - c.Dismissal from Fire Academy
- D. If the trainee is absent from or late to class for any reason, excused or unexcused, he/she must report to the Academy Chief Officer or, in his absence, the Lead Instructor. The trainee will be required to write paper (at least two pages, typed, and double spaced) on a subject assigned by the Academy Chief.

#### E. Break Periods

1. Break periods and lunch breaks will be allotted by the instructor as needed. The trainee will report back prior to the allotted time.
2. No coffee, soft drinks or food are allowed in the classroom without permission. The Fire Academy Commander will instruct you on line-up procedure later in the day. Trainees' strict attention is required during all phases of training.
3. All trainees are required to bring their lunches/meals as needed. Under **no** circumstances is any trainee allowed to leave the training facility for meals, unless authorized.

#### F. Personal Inspection

1. Full-time line-ups will be conducted at 0830 hours daily (or at the director's discretion) to post colors.
2. Trainees shall line up in their assigned Academy Companies with their Company Captains standing on the right front of his/her Company.
3. Company Captains shall inspect their respective Companies and report their readiness to the Company Commander. The Fire Academy Commander will make routine inspections and report to the Academy Chief.

### VIII. Conduct

- A. Trainees shall maintain dignified appearance at all times whether in or out of class, on or off duty, while in the fire academy uniform. Trainees must keep their hands out of their pockets at all times.
- B. Trainees will conduct themselves in an ethical manner at all times while wearing any portion of the Mt. San Antonio College Fire Academy Uniform.
- C. **No smoking or chewing tobacco** is permitted at any time during the Fire Academy.
- D. Trainees shall stand at attention in the classroom when the Fire Academy Commander, Instructor(s) or visiting dignitaries enter the class.
- E. Trainees shall offer their strict attention to all Instructors at all times.
- F. Trainees shall address the staff members by rank (i.e. Captain Smith, Chief Smith, etc.).
- G. When responding positively or negatively, trainees will respond with "yes sir" or "yes ma'am" and "no sir" or "no ma'am".
- H. This is a military-type organization. Trainees shall stand at attention when addressing Fire Academy Commanders, Instructors, etc.
- I. Harassment is not part of the Fire Academy; however, learning discipline is an important part of training. The objectives of discipline training are:
  1. To illustrate the trainees' abilities, both physically and mentally, to handle the stress of a firefighter's job.
  2. To understand one's own limits as they compare to the job of a firefighter both mentally and physically.
  3. To establish a complete awareness and understanding of teamwork, cooperation and working with others.
- J. Remember that you are not competing against each other; you are competing against a standard that we have set for our firefighters. If you are competing against the top student in your class, please keep in mind that said student may be performing below the expected standards.

- K. Cheating, as identified by the Instructor(s) or Academy Chief, will be grounds for immediate dismissal. All trainees, whether in manipulative or didactic settings, are required to immediately report misconduct of any other trainees to the Academy Chief.
- L. The Mt. San Antonio College Fire Academy method is the only method that will be followed. Do not inform anyone, unless asked, that you did something a particular way with your old department. Remember, you came to learn from us, not the other way around.
- M. **CAUTION:** You have undoubtedly established warm and friendly relationships with your previous Chiefs and Captains. The only thing that will impress your training Captains is action. Words will have no effect whatsoever. These trainers are accustomed to giving orders, not listening to suggestions.
- N. The order-of-the-day in training is “hustle”. You are to double time any time you are walking outside the building. This includes trips to and from your car. You will not walk, except when on breaks.
- O. Do not coach each other during the drills. At the beginning of this course we are interested in determining capabilities of each individual. We will teach you teamwork when you feel as though you are ready for it. You are to be at parade rest at all times when you are watching demonstrations or observing evolutions. Keep your hands **out** of your pockets. Daydreaming during demonstrations is unacceptable.
- P. Do not waste the instructor’s time by asking superfluous questions. Stick to the area of instruction. We will provide time for wrapping up each evening. Pertinent questions should be asked at line-up in the classroom to benefit all trainees.
- Q. Improper conduct including, but not limited to swearing, fighting and harassment may result in immediate dismissal from the Fire Academy and loss of the right to attend any future Mt. SAC academy.
- R. All trainees shall conduct themselves as identified in the ten general orders of the firefighter (see Appendix C).

#### IX. Personnel Notice/ Suspension or Dismissal

- A. Personnel notice shall be issued to students who fail to meet Academy standards. Basic Fire Academy standards shall include, but not be limited to the following:
  - 1. Physical fitness/performance
  - 2. Tardiness
  - 3. Attendance
  - 4. Manipulative performance
  - 5. Academic performance
- B. Standards for the Basic Fire Academy shall be described in the National Fire Protection Standard NFPA 1001, Mt. SAC course overview and other additional items as may be specified by the Fire Academy Coordinator.
- C. The Mt. SAC Fire Academy shall use four (4) basic levels or personnel notice:
  - 1. Verbal and/or written notice to improve. The Academy Chief/Coordinator is encouraged to document a verbal notice with the instructor’s signature. This documentation does not require a student’s signature and shall be placed in the Academy Log.

2. Written notice to improve. This documentation requires both instructor and student signatures and shall be designated the second notice to improve.
3. The third notice to improve requires instructor, Fire Academy Chief and student signatures and shall be designated the third notice to improve. It shall also warn the student that failure to improve will result in dismissal upon the next notice.
4. The fourth notice shall act as a letter of separation or dismissal and shall require the signatures of the student, instructor, Basic Fire Academy Chief/Coordinator and Fire Technology/Academy Director. This notice shall be designated as the fourth and final notice, as well as the official notice of dismissal/separation.
5. Depending on the nature of the issue or problem, any one of the four levels may be imposed at any time. For instance, fighting or disrespect towards a staff member may constitute immediate dismissal.

D. Cause for notice and/or separation and/or suspension

1. Suspension shall occur for conduct unbecoming of a firefighter. If a student is suspended/dismissed, he/she will only be recycled into a future academy with the approval of the Academy Director. In order for this to happen, the candidate must first appear before a joint meeting of the instructor, Director of Fire Technology and the Basic Fire Academy Coordinator to request readmission.
2. Attendance. It is the student's responsibility to make up all hours missed. Sixteen or more hours of absence shall constitute cause for separation from the academy when, in the opinion of the Academy Director, it is no longer possible for the student to make up the amount of work missed.
3. Unacceptable behavior leading to suspension may include, but is not limited to:
  - a. Disruptive behavior, willful disobedience, profanity, vulgarity, abuse of college personnel, persistent defiance of authority toward college personnel.
  - b. Assault and battery.
  - c. Threat of force or violence upon another student or college personnel.
  - d. Willful misconduct which results in injury or death to another student or college personnel or results in cutting, defacing, or other injury to any real or personal property owned by the director or other students.
  - e. Use, sale, possession of, or being under the influence of narcotics, hallucinogenic drugs, substances, or any poison classified by Schedule D in Section 4160 of the Business and Professions Code of alcohol,
  - f. Willful or persistent smoking in any area where smoking has been prohibited by law or regulation by the Board of Trustees and/or the Basic Fire Academy Coordinator.
  - g. Persistent misconduct where other means of correction have failed to bring about proper conduct in violations enumerated in the guidelines of student conduct.

X. Minimum Requirements

- A. Each trainee is to be evaluated and scored according to standards established by the Fire Academy Training Staff. All of the following individual requirements must be passed with an 80% score or above. Failure to meet the 80% requirement in any one area could result in dismissal of the trainee.



- B. Field/Manipulative – During the early stages of training, speed is not of primary importance in manipulative skills; however, thoroughness is. You will be trained in the techniques and evolutions as required by your instructor, and shall perform them in the exact manner taught nothing else will be acceptable. Each trainee is to accomplish such manipulative techniques as prescribed with a passing score by the instructor. Each trainee is to accomplish such manipulative techniques in the shortest time possible, consistent with safety.
- C. Manipulative Testing Procedures:
1. All trainees must achieve an accumulative average of 80% for a passing score in each manipulative section.
  2. All trainees will be allowed to fail up to five (5) individual manipulative tests,
  3. All trainees must achieve an average manipulative score of 80% or above. Failure to do so will result in dismissal from the academy.
  4. Manipulative test retake procedure
    - a. Failure of a single manipulative test will result in the loss of one (1) point.
    - b. The trainee must post a minimum score of 80% on the retake test. If the trainee fails the retake tests it will count as another failure and the trainee will lose an additional point.
    - c. After four failures and the loss of four (4) points the trainee will be placed on probation and given notice that another failure will result in dismissal from the academy.
    - d. The score obtained on the original test will be the score recorded as the final grade.
    - e. Trainees must pass each manipulative section with an average score of 80%.
- D. Ladder Manipulative Testing Procedure:
1. Automatic Failure
    - a. Dropping a ladder.
    - b. Halyard slipping one full rung.
    - c. Grabbing or touching the rungs with dogs **unlocked**.
    - d. Taking more than 43 seconds to fully extend a 35' ladder.
    - e. Failing two attempts on a 24' extension and 16' straight ladder.
    - f. Ladder aloft, more than 6 minutes constitute a failure, must lock in at tip of ladder.
- E. Quizzes – Quizzes are given at random and range from 8 to 50 questions specific to given subject matter, the trainee must receive an overall rating of 80% or better **on every test score**. Failure to receive an 80% score will result in a written notice of need for improvement. Each failure will result in a meeting with the Fire Academy Commander, Five failures could result in dismissal from the Fire Academy.
1. Quiz Retake Procedure
    - a. All trainees must score a minimum of 80% in order to pass.
    - b. Quiz scores with less than 80% will require the trainee to retake the quiz.
    - c. The trainee must score a minimum of 80% on the retake quiz; otherwise, it will count as another failed quiz.
    - d. the score obtained from the original quiz will be the score recorded as the grade.
    - e. The trainee will be given a written notice of need for improvement.
    - f. After four (4) failures, the trainee will be placed on probation and given notice that another failed quiz will result in the possibility of dismissal from the Academy.
    - g. Midterm – The midterm is given at the beginning of the seventh week and covers the first

seven weeks of instruction.

- h. Final Exam – The final exam is a written exam composed of 100 questions covering the entire 14 weeks of instruction, A manipulative skills final exam covering ladders, hose lays, ropes and knots, etc will be performed at the end of the academy. Trainees must pass the manipulative final exam with a minimum score of 80%.
- i. Midterm and Final – All trainees must score a minimum of 80% for each exam, A score of less than 80% will constitute failure of the exam. Trainees will be allowed to retake the midterm and final exam **one time only**. The trainee must achieve a minimum score of 85% on any retake. A score less than 85% will constitute failure of the exam and possible dismissal from the academy.
- j. A separate document will be distributed in regard to physical conditioning. The minimum requirements to pass physical conditioning are:
  - Run 1 ½ mile in under 12 minutes
  - 60 sit-ups in 2 minutes
  - 35 push-ups
  - 5 overhand pull-ups
- k. Trainees will be tested on physical fitness on the first training day of the academy, halfway through the academy and during the last week of the academy. Trainees will be allowed one retest of all of the requirements. Failure of the retest will constitute a failure of the physical conditioning portion of the academy and therefore failure of the Fire Academy itself.
- l. Every effort has been made to assure each trainee has a well-rounded and comprehensive fire academy. **THIS IS YOUR ACADEMY**. It is up to each individual to contribute more than 100% toward the goal of successful completion. The Fire Academy Staff is here to teach and evaluate. **You are here for one purpose – to learn.** What you contribute during the next 14 weeks will stay with you from the rest of your career. If you do not understand something, please ASK.
- k. Notebooks – Trainees are required to have their notebooks and textbooks with them at all times. Trainees will be required to turn these notebooks in for a quiz grade at the end of the Academy.
  - Notebooks shall consist of written/typed notes which supplement the academy notebook in various subject areas.
  - Notebooks shall be broken down and identified by tabs for each subject area.
  - Written instruction on how to complete the notebook will be issued to each trainee.

## XI. Injury Reports

- A. You must report any accident or injury, no matter how major or minor, to the Fire Academy Chief (See Appendix D). all injuries must be followed up with an accident report. Stay healthy during training. This course moves swiftly and it may be impossible to make up missed work. In the past, it has been necessary to dismiss trainees for extended absences. Remember, it may be better to drop out and allow your injury or illness to heal completely, rather than “push it” and be **permanently** disqualified from being a firefighter.

## B. Injury/Accident Procedure

1. The student must fill out the “Confidential School Accident Report” form. The instructor or employee supervising the student must submit the form within 24 hours to the Health Benefits/Risk Management Division.
2. If the student requires medical attention:
  - a. If the student has medical insurance (See Emergency Contact Cards) he/she shall make an appointment with his/her doctor. If it is after hours at the student’s doctor’s office, he/she shall follow the procedure as defined by their insurance for after hours treatment.
  - b. If the student does not have medical insurance, he/she shall go to Health Services for treatment. The Health Services Department will instruct the student as to the proper treatments and benefits. If the injury is after hours (and is not life-threatening), he/she may be sent to the authorized Industrial Injury Treatment Facility for treatment.
  - c. If the student is in need of immediate medical attention, he/she should be transported to the nearest medical hospital, either by ambulance or POV.

## XII. General

- A. Firefighters must learn to live with safety uppermost in their minds. Carelessness in both routine and emergency work can result in injury or death. You will be schooled in safe practices by the Instructional Staff. Constantly performing unsafe acts can result in dismissal from the Fire Academy.
- B. Personal phone calls (except during an emergency) will not be permitted during Fire Academy time.
- C. The instructional staff has all the correct answers for all quizzes, both written and manipulative. Discussion will be allowed in order to further explain the material in question. However, the answer provided by the instructor will be the only accepted answer.
- D. When it is necessary to leave the training facility for any reason, be careful of the places you choose to go. You will be in uniform and, as such, represent the fire service. The fire service will not tolerate improper conduct. Check your uniform and shine your shoes before leaving the center.
- E. Anyone working or who has plans to work a full or part time job while in training will have to decide between the academy and employment. During the fire academy there isn’t simply isn’t time for both. This rule is strictly adhered to. Any employment must be approved by the Academy Chief prior to the beginning of the academy.
- F. The facility is subject to inspection at all times. KEEP IT CLEAN. If you make a mess, please clean it up. Do not leave cups, trash or any other materials lying around. Leave restroom shower area clean. If messy conditions are found, everyone will clean up the area together. Failure to do so may result in loss of privileges for everyone.
- G. Profanity will not be tolerated.
- H. All members are required to practice economy with metered services and supplies. Turn lights out when leaving a room. Paper towels are to be conserved. Supplies such as rags and cleaning compounds shall be used in the same manner. Use clean rags sparingly, not for wiping up oil or grease. Please use dirty rags whenever possible. The captain will watch the use of supplies very closely.
- I. Please contact one of the Fire Academy Chief Officers (See Appendix D) if the case of any of the following: sickness, injury, need for information, logistics, etc.

**The Following certificates will be earned throughout the fire academy:**

Auto Extrication

Fire Control III-B

Fire Control IV A & B

ICS I-200

Wildland S-130

Wildland S-190

Hazardous Materials First Responder Operations

Fire Fighter Safety and Survival

Low Angle Rescue

Rescue Systems I

Firefighter I Certified Trained

## **Appendix A**

### **Academy Battalion commander (Academy Commander)**

#### **Specific Duties & Responsibilities**

1. Call the Academy into formation and attention each morning at line-up inspection.
2. Check with the Company captains each morning for individual company readiness.
3. Call the trainees to formation as needed.
4. Hold, as a minimum of once a week, staff meetings with the company captains.
5. Assist Academy Chiefs and Instructors as needed.
6. Coordinate all communications between the trainees and the Academy Chiefs/Instructors.
7. Maintain a list of all demerits for the individual trainees at inspection.
8. Specific duties of the Academy Battalion Commander:
  - a. The Academy Commander shall retrieve the master set of keys from the Academy Chief.
  - b. All duties and responsibilities of locking up-offices, classroom, storage sheds, and gate.
  - c. The Chief's Office is off limits except to the Academy Commander, Instructors or by invitation.
  - d. The Academy Commander shall report anyone late, absent, sick, injured, improper uniform, improper conduct, or any other issues to the Academy Chief.
  - e. Apparatus maintenance schedule shall be established and followed- As a minimum the units will be washed and waxed every month.
  - f. Cleaning assignments and EXPECTATIONS of keeping the academy grounds and classroom CLEAN shall be discussed between the Academy Chief Officers and the Academy Commander.
  - g. The Academy Commander is responsible to take the travel brief case to and from any off site training, coordinate with the Academy Chief the day before leaving.
  - h. The Academy Commander shall maintain the mission and core values of his/her academy.

## **Appendix B**

### **Academy Captains/Lieutenants**

#### **Specific Duties & Responsibilities**

1. Call Roll of assigned company Members five (5) minutes before the beginning of each session or class and report any absences, tardies, uniform problems or other related issues promptly to the Academy Commander.
2. Conduct personnel inspections/communications as needed for appearance, safety gear, information exchange, briefing, assignments, assistance, etc.
3. Assist trainees in didactical and manipulative areas as needed, either one on one or as a group.
4. Perform one on one counsel as needed. Be a liaison between the company members and the Academy Commander. Maintain proper chain of command as needed.
5. Complete all assigned tasks from the Academy Commander or Academy Chief/s as soon as possible.
6. Meet, as a staff, with the Academy Commander as often as needed or tasked.
7. Maintain a clean and safe environment at all times.
8. Be an excellent and strong example to all company members.

## **Appendix C**

### **“TEN GENERAL ORDERS OF THE FIREFIGHTER”**

1. I WILL FOLLOW THE FIRE SERVICE CODE OF ETHICS AT ALL TIMES.
2. I WILL TREAT ALL FELLOW FIREFIGHTERS AND CITIZENS WITH RESPECT AT ALL TIMES. REGARDLESS OF SOCIAL STATUS OR RANK, I WILL TREAT ANY PERSON IN THE SAME MANNER AS I WOULD WISH TO BE TREATED.
3. I WILL OBEY ORDERS FROM SUPERIORS ACTING IN ACCORDANCE WITH ACCEPTED FIRE SERVICE PRATICES.
4. I WILL PROTECT ALL LIFE AND PROPERTY FROM LOSS OR DESTRUCTION.
5. I WILL NOTIFY PROPER AUTHORITIES AND/OR SUPERIORS IN ANY SITUATION OF LAW BREAKING AND/OR UNETHICAL BEHAIVOR.
6. AT NO TIME WILL I USE DRUGS OR ALCOHOL WHILE ON DUTY. IF I FIND ANY FIREFIGHTER TO BE UNDER THE INFLUENCE I WILL REPORT THEM TO MY SUPERIORS IMMEDIATELY.
7. EVEN WHILE OFF DUTY, I WILL SET THE EXAMPLE OF A SAFE LAW ABIDING CITIZEN AND WILL PROVIDE INFORMATION AT ANY TIME FOR PUBLIC SAFETY. ALSO, COMING UPON AN EMERGENCY, I WILL PROVIDE ASSISTANCE AS NECESSARY.
8. I WILL MAINTAIN PROPER PHYSICAL FITNESS AND KEEP UNIFORMS, FIRE EQUIPMENT AND PUBLIC PROPERTY IN A CLEAN SAFE, AND PROPER WORKING CONDITION AT ALL TIMES.
9. I WILL KEEP MY STATION IN A PRESENTABLE, SAFE MANNER, REPORTING ANY MECHANICAL, SAFETY OR EQUIPMENT DEFFECTS TO MY SUPERIORS. MY PUBLIC APPEARANCE WILL BE CONSIDERED TOP PRIORITY AT ALL TIMES.
10. MY PERSONAL PROBLEMS WILL NOT AN ALLOWED TO AFFECT MY ATTITUDE OR JOB PERFORMANCE.

## **Appendix D**

### **Academy Chiefs Personal Contact Information FOR EMERGENCY CALLS ONLY**

Chief Shull:

909-241-7136 (Cell)

909-274-5144 (Office)

Chief Hirsch

714-272-7512 (Cell)

Chief Thompson:

951-317-0105 (Cell)

Chief Ramirez:

714-926-8705 (Cell)



