

Basic Fire Academy Personnel Notice Policy

- I. Personnel notices shall be issued to students who fail to meet academy standards. Basic Fire Academy standards shall include, but not be limited to the following:
- A. Physical performance
 - B. Attendance
 - C. Manipulative performance
 - D. Academic capability

Standards for the Basic Fire Academy shall be as described in the National Fire Protection Standard NFPA 1001, Mt. Sac course overview and other additional items as may be specified by the Basic Fire Academy Coordinator.

- II. Basic Fire Academy shall use four basic levels of personnel notice:

- A. Verbal and/or written notice to improve. The Academy Commander/Coordinator is encouraged to document a verbal notice with the instructor's signature. This documentation does not require a student's signature.
- B. Written notice to improve. Requiring both instructor and student signatures and shall be designated as the second notice to improve.
- C. The third notice to improve requires the instructor, Fire Academy Coordinator and student signatures and shall be designated as the third notice to improve and is a warning to the student, if there is no improvement the next notice may be separation.
- D. The fourth notice shall be a notice of separation and shall require the signatures of student, instructor, Basic Fire Academy/Coordinator and Fire Technology/Academy Director. This notice shall be designated as fourth notice and separation.

III. Cause for notice and/or separation and/or suspension:

- A. Cause for notice and/or separation and/or suspension includes, but is not limited to, violations described in “Guidelines for Student Conduct”, and the following offenses:
 - 1. Notice of substandard performance. The failure of a student to perform at a level that is consistent with Basic Fire Academy standards.
Performance may be either:
 - a. Physical performance
 - b. Academic performance
 - c. Physical and academic performance
 - 2. Verbal notice to improve performance:
 - a. When substandard performance is noticed, instructors shall give verbal notice to improve. No further action shall be taken and this notice shall have no impact on academy standing unless performance fails to improve.
 - b. Written notice to improve. If following the verbal notice, performance does not improve; written notice to improve shall be given and can effect class standing by achieving a lower grade or separation.
 - 3. Separation will occur in cases following the third notice to improve, or in the opinion of the instructor, there is insufficient time for the necessary training and/or retraining to take place and/or the safety of the student, other students, or instructors are in jeopardy. Separated students will be recycled into future academies of the Academy Coordinator.
 - 4. Suspension shall occur for conduct unbecoming a firefighter as described in item “D” below. Suspended students will be recycled into future academies only with the approval of the director. Candidate must first appear before a joint meeting of the instructor, the Director of Fire Technology, and the Basic Fire Academy Coordinator to request re-admission.

- B. Attendance. It is student's responsibility to make up all hours missed. Sixteen or more hours of absence shall constitute cause for separation. Attendance may be cause for separation from the academy when, in the opinion of the Basic Fire Academy Coordinator, it is no longer possible for the student to make-up the amount of work missed.
- C. Unacceptable behavior leading to suspension.
1. Disruptive behavior, willful disobedience, profanity, vulgarity, abuse to college personnel, persistent defiance of authority of college personnel.
 2. Assault and battery.
 3. Threat of force or violence upon another student or college personnel.
 4. Willful misconduct which results in injury or death to another student or college personnel or which results in cutting, defacing or other injury to any real or personal property owned by the Director other students.
 5. Use, sale or possession or being under the influence of narcotics, hallucinogenic drugs, substances or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or alcohol.
 6. 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.
 7. Persistent misconduct where other means of correction have failed to bring about proper conduct in violations enumerated in the guidelines of student conduct.