

RIO HONDO COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF PUBLIC SAFETY
BASIC FIRE ACADEMY
FAC 118 & FAC 120

The logo is a circular emblem with a fire helmet in the center. The text "RIO HONDO COLLEGE" is arched across the top, and "FIRE ACADEMY" is arched across the bottom. The central helmet features a Maltese cross with a flame at the top and a fire hydrant at the bottom.

**POLICY & PROCEDURES
MANUAL**

2015 - 2017

Dr. Ygnacio V. Flores
Dean of Public Safety

Mr. Donald Mason
Associate Dean, Academic Affairs, Dept. of Public Safety

Mr. Tracy E. Rickman, MPA
Coordinator of Fire Academy

TABLE OF CONTENTS

Preface	1
Philosophy	1
Board of Trustees	2
Administration	2
Fire Academy Staff	2
Fire Academy Instructors & Assistants	2
Manual of Policy and Procedures	4

CADET POLICIES

Policy Order No. 1 - Cadet Rules and Regulations	4
Policy Order No. 2 - Absences	8
Policy Order No. 3 - Grading and Examination Standards	10
Policy Order No. 4 - Physical Fitness Qualifications	12
Policy Order No. 5 - Cadet Officers	15
Policy Order No. 6 - Formations, Class Movements and Inspection	18
Policy Order No. 7 - Cadet Grooming Standards	20
Policy Order No. 8 - Injuries, Fires and Unusual Occurrences	23
Policy Order No. 9 - Notebooks and Reference Materials	26
Policy Order No. 10 - Uniforms	27
Policy Order No. 11 - Vehicle Regulations	29
Policy Order No. 12 - Harassment	31
Policy Order No. 13 - Withdrawal from Academy	33

ACADEMY FORMS

Notice of Substandard Cadet Performance	35
Warning Notice	36
Student Records Waiver	37
Student Contract.....	38
Inter-Academy Memorandum	39
Assignment Make-up Form	40
Assignment Make-up Form (sample)	41
Inter-Academy Memorandum (sample)	42
Assignment Make-up Form (sample)	43
Inter-Academy Memorandum (sample)	44
Assignment Make-up Form (sample)	45
Student Injury Report	46
Notice of Resignation.....	47
Unusual Occurrence Report	48
Request for Time Off / Absentee Records	49

PREFACE

This Policy and Procedure Manual is established to set forth guidelines for administration procedures and operations regulating the conduct and responsibilities of cadets, staff, and department administrators. This manual will also explain the training program of the Rio Hondo Fire Academy.

In order to operate the program at the most efficient level all persons are requested to adhere to the guidelines set forth by the respective Policy Orders. It is realized that the nature of the training program is such that modification of the guidelines may at times become necessary. In order to maintain a uniform program, changes shall be kept to a minimum.

PHILOSOPHY

The training program at the Rio Hondo Fire Academy is designed to be a highly disciplined program. The basic objective to this highly disciplined program is to train the cadet to operate efficiently in emergency situations. The instructors will observe and evaluate the cadet's behavior while under these conditions. The level of the discipline training must be such that a high degree of physical and mental pressure is applied to the cadet without affecting the academic program and the individual's dignity and ability.

The academic program and the instruction of manipulative skills shall maintain a standard of excellence so that cadets graduating from the Fire Academy shall be adequately prepared for a career in the Fire Service. Graduates will comprehend their anticipated role as Fire Fighters and possess skills enabling them to efficiently carry out their duties and responsibilities to the public they may serve.

**THE RIO HONDO COLLEGE FIRE ACADEMY IS OPEN
TO ALL STUDENTS**

BOARD OF TRUSTEES

Ms. Norma Edith Garcia Representing Trustee Area 1 - El Monte
Ms. Vicky Santana Representing Trustee Area 2 - Pico Rivera
Ms. Mary Ann Pacheco Representing Trustee Area 3 - North Whittier & South El Monte
Mr. Gary Mendez Representing Trustee Area 4 - Los Nietos, Santa Fe Springs & So. Whittier
Ms. Madeline Shapiro Representing Trustee Area 5 - East Whittier
Voted In During Student Elections Student Trustee

ADMINISTRATION

Ms. Teresa Dreyfuss Superintendent / President
Vacant Vice President / Academic Affairs
Mr. Henry Gee Vice President / Student Services
Ms. Myeshia Armstrong Vice President / Finance & Business
Dr. Ygnacio V. Flores Division Dean, Department of Public Safety
Mr. Donald Mason Associate Dean, Academic Affairs, Department of Public Safety
Mr. Tracy E. Rickman Fire Technology Coordinator, Department of Public Safety

FIRE ACADEMY STAFF

Chief Tracy E. Rickman Fire Technology Coordinator, Department of Public Safety
Mr. David L. Gacad Senior Drillmaster
Ms. Myrna Reyes Clerical Support

FIRE ACADEMY INSTRUCTORS & ASSISTANTS

Division Chief Richard C. Beckman San Gabriel Fire Department
Captain James Biscailuz Camp Pendleton Fire Department
Chief James Brakebill Pinkerton Government Services Fire Department
Dennis B. Breshears Los Angeles County Fire Department
Victor C. Carnewal Long Beach Fire Department
Firefighter Patrick Carrillo Santa Fe Springs Fire Department
Captain Curtis Carter..... Santa Fe Springs Fire Department
Captain Rudy Castro (Retired) Los Angeles County Fire Department
Firefighter Ruben Chan Los Angeles County Fire Department
Firefighter/Paramedic Steve Chute La Habra Fire Department
Firefighter Daniel P. Claridge Glendale Fire Department
Captain Dennis Clark Los Angeles County Fire Department
Captain Robert Contreras (Retired) Los Angeles County Fire Department
Firefighter/Paramedic Geoff Dayne Santa Fe Springs Fire Department
Firefighter Denise M. Delgado Riverside City Fire Department
Engineer Bryan Dome Vernon Fire Department
Chief Christopher Donovan Monrovia Fire Department

Firefighter/Paramedic Andy Doyle Los Angeles County Fire Department
 Firefighter Tom Eagan Vernon Fire Department
 Engineer/Paramedic Benjamin Esparza (Retired) Monrovia Fire Department
 Captain David Espley (Retired) Santa Fe Springs Fire Department
 Dr. Jennifer Fernandez RHC – Counseling & Student Development
 Firefighter Tony Fish Vernon Fire Department
 Captain Charles D. Flack (Retired) Los Angeles County Fire Department
 Captain/Paramedic Robert D. Galvan Alhambra Fire Department
 Chief Don Garwood (Retired) United States Forest Service
 Battalion Chief Andrew E. Grzywa Los Angeles County Fire Department
 Division Chief Cliff W. Hadsell (Retired) San Marino Fire Department
 Captain Timothy Hartinger Fullerton Fire Department
 Chief Dominic Hebert Montebello Fire Department
 Firefighter Robert W. Hughes Santa Fe Springs Fire Department
 Fire Marshal Jed Hulsey (Retired) Vernon Fire Department
 Firefighter/Paramedic Scott Jaeggi (Retired) Downey Fire Department
 Battalion Chief Martin X. Johnson (Retired) Pasadena Fire Department
 Firefighter David Kang Orange County Fire Authority
 Captain William G. Keen (Retired) Garden Grove Fire Department
 Assistant Chief Dave Kerr U. S. Forest Services – Angeles National Forest
 Captain Michael S. Langer Vernon Fire Department
 Engineer Victor A. Laveaga (Retired) Pasadena Fire Department
 Captain/Paramedic Robert Lee Los Angeles County Fire Department
 Assistant Chief Dick McCombs (Retired) U.S. Forest Service – Angeles National Forest
 Firefighter / Paramedic Mark McCurdy Los Angeles County Fire Department
 Engineer Alfonso Maldonado Long Beach Fire Department
 Mrs. Sue Montierth, R.N. (Retired) Presbyterian Intercommunity Hospital
 Assistant Chief Raymond Mosack Alhambra Fire Department
 Fire Marshal William Murphy (Retired) Santa Fe Springs Fire Department
 Captain William P. Noble (Retired) Santa Fe Springs Fire Department
 Chief Kurt Norwood Arcadia Fire Department
 Captain Todd S. Painton Vernon Fire Department
 Battalion Chief Rudy Pock South Pasadena Fire Department
 Battalion Chief Benito D. Ramirez (Retired) Anaheim Fire Department
 Chief Tracy E. Rickman Rio Hondo Community College
 Firefighter Greg Rudiger Northshore Fire Department
 Captain Andrew Ruiz Los Angeles City Fire Department
 Captain Robert F. Salisbury (Retired) Vernon Fire Department
 Firefighter Tyler Shook Vernon Fire Department
 Engineer Evan Sieke El Segundo Fire Department
 Captain Chris Szenczi South Pasadena Fire Department
 Captain Marcues Toledo Los Angeles City Fire Department
 Francisco J. Tostado (Retired) Vernon Fire Department
 Firefighter Adam Tat Bakersfield Fire Department
 Updike, H. David US Forest Service
 Captain Edward S. Valdez Los Angeles City Fire Department
 Firefighter Frank Viramontes Orange County Fire Authority
 Chief Gerald L. Wallace (Retired) South Pasadena Fire Department

CADET POLICY ORDER NO. 1

CADET RULES AND REGULATIONS

OBJECTIVE

1. To maintain strict adherence to Cadet Rules and Regulations by cadets and enforcement of these rules and regulations by the staff.
2. To clarify the cadet's responsibility for his/her conduct during the Fire Academy both in and out of the classroom.

PROCEDURE

1. Classroom Conduct
 - A. Cadets shall call the class to attention whenever a visitor or instructor enters any building or classroom while the class is not in session.
 - B. Whenever asking questions during a classroom session, the cadet asking a question raise his/her hand and, upon being recognized, stand at attention, give his/her name, i.e., "Sir, (or instructor's name) Cadet Doe, Sir: and then ask his/her question.
 - C. Under no circumstances shall cadets attempt to argue with an instructor, however cadets are encouraged to ask questions in order to clarify the subject matter being taught.
 - D. Cadets shall be responsible for remaining attentive during all periods of instruction. If a cadet becomes drowsy or in any manner incapable of properly paying attention, he/she shall leave his/her seat quietly and stand at the back of the classroom or area where the instruction is being conducted.
 - E. Cadets shall be assigned seats by company during the Fire Training session. Upon being marched into the classroom, all cadets shall remain at attention by their assigned seats until commanded by the Cadet Battalion Chief or Staff Instructor.
 - F. Cadet tables and areas shall be kept neat and clean at all times. Books, papers and reference materials shall be neatly stacked under the table of chair. Table tops shall be clear when unoccupied.
2. Class Hours – Certain days may be scheduled more than ten hours. Refer to current daily class schedule.

3. General Conduct

- A. Cadets shall conduct themselves in an orderly manner at all times.
 - B. Whenever a cadet(s) are standing about and they are approached by a staff member or visitor and are blocking the passage of the staff member or visitor, the cadet(s) shall come to attention and sound off with “give way” making room for the respective person(s) to pass.
 - C. When moving out of formation, all individuals cadets will do so at double time.
 - D. Whenever a group of cadets or an individual cadet is confronted by a staff member or visitor to the training center, the cadet(s) shall come to and remain at attention until give at ease or the conversation is terminated.
 - E. No cadet may enter any of the offices prior to knocking and being acknowledged. When permission is granted, he/she shall stand at attention before the desk of the person to whom he/she desires to speak. He/She shall state, “Sir, (or instructor’s name) Cadet Doe requests permission to speak to Mr./Mrs. _ _ _ _.” All instructors shall be addressed as Mister or Miss unless their rank is known (e.g., Professor, Captain, Chief, etc.). The cadet shall remain at attention until placed at ease.
 - F. Cadets may use tobacco products only after the class has been granted tobacco privilege. Cadets may only use tobacco products during breaks. Cadets may not use tobacco products inside any training center building.
 - G. Cadets shall confine their activities to the Training Center, classroom and drill yard. No cadet shall enter the fire station at Santa Fe Springs or Vernon without being instructed to do so by an Academy staff member or a Cadet Officer. Upon dismissal Cadets will not short cut through any training center building, apparatus floor or office.
4. Infractions of Rules or Meritorious conduct – Such acts on the part of any cadet shall be brought to the attention of Academy Staff. Infractions may include but not be limited to:
- A. Violations of Cadet Rules and Regulations
 - B. Insubordination

- C. Dishonesty
- D. Inexcusable absence or tardiness
- E. Discourteous treatment of fellow cadets or Training Center employees
- F. Misuse of agency or college property
- G. A breach of good behavior either during or outside of duty hours which is of such a nature that it reflects discredit to his/her agency, the college or the fire service.
- H. Unacceptable attitude or behavior, s evidenced by willful failure to comply with orders or directives of the academy staff.

Meritorious conduct may include but not be limited to acts of:

- A. initiative
 - B. good judgement
 - C. exemplary conduct
 - D. exceptional adherence to instructors
 - E. outstanding appearance
5. Reporting of Misconduct - All instances of misconduct shall be reported by the cadet officer or instructor observing the infraction. Such instances shall be reported by completing a Notice of Substandard Cadet Performance report (see sample on page 35) or a warning notice (see sample on page 36) and turning in the report to the Drillmaster. The determination as to the severity of the infraction shall be left to the discretion of the Senior Drillmaster.
- Disciplinary measures may include, but are not necessarily limited to, an oral reprimand, a written reprimand, physical exercise, or dismissal from the program. These reports shall become a permanent part of the cadet's file. Upon receiving a Notice of Substandard Cadet Performance, or a warning notice the Drillmaster and/or the Fire Academy Coordinator shall interview the cadet.
6. Student Records Waiver - All cadets desiring to do so shall complete and sign the Student Records Waiver on the first day of class. Sample form on page 37.

7. Student Contract – All cadets must receive and sign the requirements for Certificate of Completion and Grading and Academic Standards from the Rio Hondo Fire Academy. A copy of the contract will be placed in each cadet folder. Sample Form on page 38.

8. Electronic Usage – Cell phones and/or tablets are not permitted while participating in the Fire Academy. Cadets shall leave their cell phones and/or tablets in their privately owned vehicles. Only in cases of special circumstance will cadets be permitted to carry a cellphone while in the Fire Academy. The Academy Coordinator or Senior Drillmaster will make that determination. If a phone call is needed, the cadet requesting can make one from the Drillmaster’s office with prior permission. Any cadet that is found in violation of this policy will receive a Warning Notice on the first infraction. A Substandard thereafter.

CADET POLICY ORDER NO. 2

ABSENCES

OBJECTIVE

1. To establish control and a system of reporting absences to respective departments and the Academy staff.

PROCEDURE

1. Absences – In case of absence due to an emergency or illness where the cadet is unable to report for training the cadet shall notify the academy staff member on duty at (562) 941-4082 prior to opening roll call. Cadets will be responsible to continue efforts to notify a member of the Academy staff of their absence until successful. In-service cadets also notify their agency of their inability to attend classes and follow agency regulations covering absences. A notice of Substandard Cadet Performance will be given for each day or portion of a day that a cadet is not available for training due to an unexcused absence.
2. Tardiness – Whenever a cadet is delayed and unable to report for class at the prescribed time, he shall notify the Academy staff member on duty at the above telephone number prior to opening roll call. Upon his arrival at the Training Center, he shall report directly to the Drillmaster. He shall then report to the Cadet Battalion Chief and take his place in the class. All tardiness will be disciplined.
3. Medical Appointments – all cadets shall make their necessary medical or dental appointments for non-scheduled Academy hours so that the appointment will not interfere with class participation.
4. Absences from the Training Center – No cadet may leave the facility without the approval of the Drillmaster. Requests to leave the Training Center shall be made to the cadet's Cadet Captain. He shall notify his/her Cadet Captain prior to leaving. Upon return, he/she shall report directly to the Drillmaster on duty. Any cadet who is aware in advance of his or her need to absence himself or herself from the academy must receive permission for such absence at least 48 hours prior to the date of the absence. An anticipated absence in excess of two days (total during the academy training) requires the approval of the Drillmaster and all instructors who will teach during the period of the anticipated leave.

Absence During Instruction form which is maintained by the assignments presented during their absence.

Cadets absent during skilled portions of the academy will be tested on the skills missed in addition to the general skill examination

required of all cadets. **Cadets failing a skill examination will be deemed to have failed the Academy.**

5. Handout Material – It shall be the responsibility of each cadet to obtain material and information which has been distributed during his absence.
6. Documentation –
 - A. All cadets who miss any portion of any class, except as listed in “E” below, will complete a memo advising the staff of the reason for their absence, tardiness, or early dismissal. Examples of a proper method of completing these memos are shown on pages 15, 17, 19 and 21.
 - B. All cadets who have submitted a memo advising of absence will also submit a makeup form showing for all subjects and time missed by the cadet. Examples of a proper method of completing these forms are shown on pages 17, 19 and 21.
 - C. No cadet will graduate from the program unless all time missed is documented according to “A” and “B” above.
 - D. Cadets are to obtain the documents from the Cadet Battalion Chief through the chain-of-command.
 - E. The only portions not to be listed on makeup forms are:
 - (1) Morning Break: 0820 – 0850
 - (2) Lunch Break: 1200 - 1230
 - (3) Morning line-up and inspection and morning formal inspections: 0850 – 0900 and 0850 – 0930.
 - F. **Cadets may not miss any approved academy course times. If a cadet misses more than 19 hours of approved curriculum (currently 916 hours, that cadet will have failed the academy and will be dropped immediately.**

CADET POLICY ORDER NO. 3

GRADING AND EXAMINATION STANDARDS

OBJECTIVE

1. To establish policy and procedures for all grading and examination in the Fire Academy.
2. To insure that all staff, cadets and agencies understand the grading policy and graduation standards.

PROCEDURES

1. To receive a certificate of completion from the Fire Academy, a cadet must satisfactorily meet the requirements for FAC 118 or FAC 120 and obtain satisfactory evaluations from the Drillmaster and designated instructors. Any cadet receiving five (5) Notices of Substandard Cadet Performance will receive a failing grade for the academy. **Upon the 5th substandard, the cadet will be dropped immediately.**
2. To pass the Firefighter portion of the academy, a cadet must achieve a cumulative average of 80% or more on all block examinations and pass all skills examinations given.

If a cadet scores below 80% on any one block examination or below 80% on the Hazardous Materials First Responder – Operational, Confined Space Awareness and Rescue Systems 1 examinations, they must pass every other portion of the course to pass the academy. The score achieved on the “substandard” test will be computed toward the cumulative average requirement. The cadet will be allowed to remediate that one (1) test. Prior to completion of the academy the cadet must pass a competency exam covering the deficient subject area contained in the “substandard” test.

A cadet can only have one (1) “substandard” grade (below 80%) during his or her course work. A cadet that fails a skills examination fails the academy and will be dropped immediately.

3. To pass the Emergency Medical Technician portion of the academy, a minimum score of 80% must be achieved on all quizzes, on the CPR and final examinations, and a minimum score of 70% must be achieved on the State EMT-1 Certification Examination. Cheating is an automatic failure, NO EXCUSES!

Additionally, a passing grade must be achieved on all pass/fail skills tests given during the EMT portion of the course. A cadet that fails to pass any aspect of the EMT portion of the academy fails the Rio Hondo Fire Academy. They will be dropped immediately.

Final EMT Grade is:

- 30% Quizzes
- 30% Course EMT Final Exam (100 Questions)
- 40% EMT Skills Proficiency Exam
CPR Skills Exam – (Pass / Fail)
10 hour Ride Along with a 1st Responder Paramedic/Rescue

Quizzes can be made up for excused absences only. If a Cadet scores below 80% they are allowed one re-take but must score 85% on the re-take.

4. To pass the physical fitness portion of the academy, a cadet must perform satisfactorily during the morning physical fitness exercises and pass at least one of the three Agility Tests given while in the academy. A cadet that fails all three of the Physical Agility Test, fails the academy and will be dropped immediately.
5. A cadet may fail only one block examination within the course of the academy. Failure of two block exams results in failing the academy.
6. Grades in the academy are earned by adding the scores of all Block examinations, the Confined space Awareness and Rescue Systems 1 examinations, the overall score for the EMT portion, and the overall score for the physical fitness portion. Grades are assigned as follows:

- 90 – 100% = A
- 80 – 89.99% = B
- 70 – 79.99% = C
- Below 70% = F

CADET POLICY ORDER NO. 4

PHYSICAL FITNESS QUALIFICATIONS

OBJECTIVE

1. To establish policy and procedures for the Physical Fitness Qualifications test.
2. To insure that all staff, cadets and agencies understand the requirements for passing the Physical Fitness Qualifications test.

THE QUALIFYING REQUIREMENT FOR EACH PORTION OF THE EXERCISES IS AS FOLLOWS:

- 95% a passing grade on all three (3) of the Physical Agility Tests given in the academy.
- 85% a passing grade on two (2) of the three (3) Physical Agility Tests given in the academy.
- 75% a passing grade on one (1) of the three (3) Physical Agility Tests given in the academy.

Physical Fitness Score Modification

- +4% Modification for average performance and/or attendance during physical fitness exercises.
- 0% Modification for average performance and/or attendance physical fitness exercises.
- 4% Modification for below average performance and/or attendance during physical fitness exercises.

**LOS ANGELES AREA / ORANGE COUNTY FIRE CHIEFS
FIREFIGHTER PHYSICAL ABILITY TEST**

GENERAL DESCRIPTION

The Los Angeles Area, Orange County Fire Chiefs Physical Ability Test is a continuous time test that must be completed in 9 minutes and 34 seconds to receive a passing grade.

The 11 events are as follows:

Event 1: Dry Hose Deployment

Candidate advances 150-feet of 1.75-inch dry hose with nozzle, around two obstacles.

Event 2: Charged Hose Deployment

Candidate advances charged 1.75-inch hose with nozzle, 70-feet. 32-feet of the hose deployment involves stooping or crawling while advancing the hose into a narrowing hallway.

Event 3: Halyard Raise

Candidate raises and lowers the fly section of a 35-foot aluminum extension ladder one time.

Event 4: Roof Walk

Candidate ascends and descends a 14-foot ladder attached to a simulated-pitched roof with a chain saw in his or her hand.

Event 5: Attic Crawl

Candidate crawls a distance of 20-feet across a simulated attic-joint floor, while carrying a simulated flashlight in his or her hand.

Event 6: Roof Ventilation

Candidate stands on a simulated-pitched roof and strikes a padded area 30 times with an 8-pound sledgehammer.

Event 7: Victim Removal

Candidate carries or drags a 154-pound dummy around two obstacles 13 feet apart.

Event 8: Ladder Removal/Carry

Candidate removes a 24 foot aluminum extension ladder from mounting bracket, carries the ladder around a diamond shaped course 54 feet long and replaces the ladder back on the mounting brackets.

Event 9: Stair Climb with Hose Pack

Candidate ascends to the 4th floor of the tower, using the stairs, carrying a 49-pound hose pack. Drops the hose pack and performs events 10. Candidate then descends the tower, using the same

stairs, to the first floor carrying the hose pack.

Event 10: Attic Crawl

Candidate crawls on hands and knees on the 4th floor of the tower for a distance of 60 feet. This will be done when candidate is performing event 9.

Event 11: Hose Hoist

Candidate will ascend to the 3rd floor of the tower, using the stairs, carrying 2 air bottles weighing 29 pounds (connected with a 2-foot strap). After dropping off the air bottles the candidate will then hoist up an 100 foot section of extended 1.75 inch hose line with nozzle, up and through the window, picking up the air bottles and descending the tower to the finish line, ending the test.

ADDITIONAL RULES

1. Mandatory Equipment: Turnout coat (with liner), breathing apparatus, helmet leather works or firefighting gloves and running, cross-training or court shoes must be worn at all times during the agility test. Knee pads are optional.
2. Participants will not be allowed to run between events, one foot must be on the ground at all times. Participants may however, run safely, within each event.
3. Participants are not to cheer, yell, signal or interfere with another candidates performance.
4. Participants can ask proctor for help.
5. The proctor’s time will be the only official time.
6. For protests to be considered, it must be submitted to the head proctor on the day of the agility test before the last participant finishes his/her test.
7. All rules and instructions regarding each event must be followed. Any violation or unsafe act will disqualify the participant from the agility test.

I understand and accept the Academic Standards and Procedures established for the Rio Hondo Fire Academy. I also certify that I am physically and medically qualified under the guidelines established by the National Fire Protection Association Pamphlet #1001 to compete in the physical fitness portion of the academy.

Furthermore, I assume all responsibility and hold Rio Hondo College, the City of Santa Fe Springs and other participation agencies harmless for any illness or injury that may occur as the result of any physical or other aspects of training conducted while attending the Rio Hondo Fire Academy.

Date: _____ Cadet Signature: _____

Class No.: _____ Print Name: _____

CADET POLICY ORDER NO. 5

CADET OFFICERS

OBJECTIVE

1. To establish guidelines for the duties and responsibilities of all cadet officers.

PROCEDURES

1. Cadet Officers – Cadet Officers shall wear the insignia provided by the Academy Staff. Officers shall be rotated every two weeks in the 24-week academy and every four weeks in the weekend academy. Officers shall have the authority to carry out the responsibilities of their company and shall be given the same respect as a regular fire department officer.
2. Cadet Battalion Chief – The Cadet Battalion Chief shall wear the insignia of a Battalion Chief on the collar of this uniform shirt. He shall occupy a seat at the rear of the classroom. He shall be responsible for the following duties during his tenure.
 - A. The conduct and discipline of all cadets in the classroom and at all formations.
 - B. Roll call at all Opening, Middle, and Closing formations. At the conclusion of each formation, a written status report on the attendance of each company shall be turned into the Drill Master. These reports shall indicate “all present” or “persons absent”.
 - C. Follow the inspection party and record all pertinent comments and assignments during standard and formal inspections.
 - D. After the morning roll call and prior to the lunch break, check with the Drill Master to ascertain if there is any information to be transmitted to the cadets.
 - E. At each morning formation, collect all papers due on that day and turn them into the Drill Master at the end of the roll call.
3. Cadet Captains – The class shall be divided into six companies with a cadet captain in charge of each company. Cadet Captains shall wear the insignia of a Captain on the collar of their uniform shirts. They shall occupy a seat in the classroom such that they will be able to observe the conduct of their engine company cadets. They shall be responsible for the following duties during their tenure.
 - A. The action of their company members, under the direction of the Cadet Battalion Chief.

- B. For their company at all formations, during all classroom sessions and for the general appearance of company members.
- C. Be responsible for ascertaining that members of their company who have been assigned extra duty or extra physical training comply with the instructions given.
- D. At morning formation, they shall provide the Cadet Battalion Chief with formation as to the attendance of the members of their company.
- E. During the absence of the Cadet Battalion Chief, the Cadet Captain of Engine one shall assume responsibility for the position.
- F. The class shall be divided into the “A” and “B” Platoons. Engine Company 1, 2, and 3 shall be assigned to the “A” Platoon. Engine Company 4, 5, and 6 shall be assigned to the “B” Platoon.

Whenever the “A” Platoon and “B” Platoon are engaged in training activities at different locations, the Captains of Engine 1 and Engine 4 shall assume responsibility for Platoon Operations if the Cadet Battalion chief is not a member of the Platoon.

- 4. Selection of Officers - Initial assignment of Cadet Officers shall be made by the Academy staff. Subsequent selection of Cadet Captains shall be made by company members. After the initial assignment, only cadets who have held the rank of Cadet Captains or Cadet Battalion Chief will be eligible for selection to the position of Cadet Battalion Chief. Cadet Battalion Chief position must have a break between being re-elected.
- 5. Film Projectionist – At the beginning of the Academy, a cadet shall be designated by the Cadet Battalion Chief as the film projectionist. The film projectionist shall be responsible for:
 - A. Checking with each instructor to ascertain if a film or other audio-visual material will be used by the instructor.
 - B. If a film is to be used ascertain at what time the instructor wants the film ready for showing.
 - C. If slides or other audiovisual material is to be used determine what time the instructor needs the material.
 - D. Prepare the film or audiovisual material for the instructor’s use.

6. Class Officers – Class officers shall be elected by the class by the end of the first eight weeks of the 14-week academy and by the end of the 18th week of the weekend academy. These officers shall determine and guide class esprit de corps and Academy tradition.
 - A. Class officers shall consist of a President, Vice President, Secretary/Treasurer and sergeant at Arms.
 - B. The Class President shall present the “message from the class” at graduation. A copy of the message shall be presented to the Drill Master at least two weeks prior to graduation.
 - C. The class Secretary/Treasurer shall keep class meeting records and minutes as well as being the controller of any class funds.
 - D. The Sergeant at Arms shall be responsible for the development and maintenance of post-graduate information tree. The post-graduate information tree shall be used to keep all graduating cadets informed of job opportunities.
 - E. In the event of disability of the Class President, the “message from the class” shall be given by the Class Vice President.

CADET POLICY ORDER NO. 6

FORMATIONS, CLASS MOVEMENTS AND INSPECTIONS

OBJECTIVE

1. To clarify staff and cadet's responsibilities regarding reporting times.
2. To establish a proper and uniform system of moving the class as a group.

PROCEDURE

1. Opening Formation – All cadets shall be in morning formation by 0730 hours or as determined by the senior Drillmaster or the evening formation by 1850 hours, unless otherwise directed by the Drillmaster or as indicated in the class schedule. An inspection may follow all formations. During inclement weather, formations will be held at a location designated by the Drillmaster.
2. Closing Formation – Prior to being dismissed, all cadets shall be in formation. Any last minute information will be disseminated to cadets at this time. Dismissal of the day will be done only by the Drillmaster or in rare cases by a cadet officer pursuant to a Drillmaster's instruction.
3. Class Movements – All class movements on the Training Center grounds will be in class formation. Cadets will move a double time when falling into or out of formation.
4. Formation Discipline – Strict military discipline and conduct shall be adhered to at all times whenever cadets are in formation. Cadets will be prepared for inspection any time they are in formation.
5. Opening Inspection – an inspection of all cadets shall be held each morning and evening.
 - A. The uniform of the day shall be worn for all opening inspections. The uniform shall be in a clean and pressed condition.
 - B. Shoes and leather gear shall be clean and shined.
 - C. Cadets shall be familiar with all subjects taught at any time prior to the inspection so that they will be able to respond orally to all questions asked by any inspecting officer.
6. Formal Inspection – Formal inspection will be held in accordance with the day's schedule. Chiefs and Administrators from the participating agencies will take part in these inspections.

- A. Uniform shall be clean and neatly pressed and shoes and leather gear shall be shined for all formal inspections.
- B. Haircuts – Male cadets will be expected to get a haircut within a day or two of each formal inspection,. Hair and sideburns shall comply with the Cadet Grooming Standards. A copy of these standards are found on pages 20 – 22.

CADET POLICY ORDER NO. 7

CADET GROOMING STANDARDS

OBJECTIVE

To set forth regulations governing the grooming of male and female cadets while enrolled in the Fire Academy.

PROCEDURE

1. To maintain the good health, cleanliness and uniform appearance, all male and female cadets hair shall be neat, clean, trimmed and present a groomed appearance. All hair cuts shall be conservative, and shall reflect positively on the cadet, academy, and the fire service.
2. Hair Standards – Male: The following Grooming will be maintained by all male cadets for the duration of the fire academy.
 - A. Mustaches, beards, and goatees of any type will not be worn by any cadet in the fire academy. All male cadets will shave or in some fashion remove all facial hair with the exception of eyebrows and eyelashes each morning prior to arriving at the academy. Hair growing from a facial growth or “mole” may remain intact if authorization from a physician is obtained by the cadet.
 - B. Sideburns will not extend below tragus of each ear, and will not extend wider than ¼ inch.
 - C. Hair shall be neat, clean, trimmed and present a groomed appearance. All hair cuts shall be conservative, and shall reflect positively on the cadet, academy, and the fire service. Steps, Mohawks, lines, or any other decorative cuts of hair shall not be worn. Hair shall not touch the collar except for the closely cut hair at the back of the neck which shall present a tapered or boxed with a slight tapered appearance. Hair in front shall be groomed so that it does not fall below a line drawn halfway between the eyebrows and the hair line when a person is uncovered, and it shall not bush out below the headband of a properly worn headgear.
 - D. Hair shall be groomed so that it does not touch any portion of the ear. Hair should be groomed along the sides of the head with a #1 through #3 attachment, and should gradually progress to the hair on the top of the head. In no cases shall the bulk or length of hair interfere with the proper wearing of any safety equipment. The exact length of hair is not specified.
 - E. Hair coloring, highlighting, streaking or “tipping” is not permitted. Wigs or hair pieces shall not be worn.

3. Cosmetics – Male: No facial cosmetics permitted.
4. Perfumes and Colognes – Use of perfumes and colognes is discouraged.
5. Hair Standards – Female: The following Grooming Standards will be maintained by all female cadets for the duration of the fire academy.
 - A. Hair shall be neat, clean, trimmed and present a groomed appearance. All hair cuts shall be conservative, and shall reflect positively on the cadet, academy, and the fire service. Steps, Mohawks, lines, or any other decorative cuts of hair shall not be worn.

The exact length of hair is not specified. Hair shall be groomed so that it does not touch any portion of the ear. In no case shall the bulk or the length of the hair interfere with the wearing of any safety equipment. Hair should not touch the collar of the uniform shirt. Long hair in a “bun” or braid on the top of the head or contained by a hair net will be permitted. Hair will not extend beyond the confines of the heard piece of a helmet into the plane of the protective brim. Hair in front shall be groomed or braided so that it does not fall below a line drawn halfway between the eyebrows and the hair line when a person is uncovered, and it shall not bush out below the headband of a properly worn headgear.

- B. Hair may be cut short in such a manner as to allow proper fitting and wearing of department headgear and/or a breathing apparatus mask.
 - C. Hair styles should be simple, neat and easily maintained. Excessive use of hair spry is discouraged because of possible matting and/or tangling due to frequent donning and removal of heard gear and/or breathing apparatus.
 - D. Wigs or other hair pieces may not be worn.
 - E. Unnatural hair coloring (i.e., bright red, orange, etc.) or obvious streaking, tipping, etc., is discouraged.
6. Cosmetics – Female
 - A. Face makeup be in a natural shade.
 - B. Lipstick is acceptable in a shade which is complimentary to the skin color and not of a vivid color.

- C. Eyebrows should be natural in color and shape.
 - D. Eyeliner is not permitted.
 - E. Coloring of eyelids is not permitted.
 - F. False eyelashes are not permitted.
7. Fingernails – Male and Female
- A. Fingernails must be neatly trimmed even with the tips of the finger (i.e., when looking at the palms, one should not be able to see any fingernail extending beyond the fingertips.).
8. Fingernail polish, if worn, must be in a clear or natural shade of color.
9. Jewelry
- A. No jewelry or personal ornaments shall be affixed to any part of the uniform or equipment, except that authorized by the Fire Technology Director.
 - B. Cadets may wear not more than one (1) ring worn on the ring finger of the left hand, and one (1) wrist watch, neither of which should be worn during Physical Training, live fire and manipulative evolutions.

CADET POLICY ORDER NO. 8

INJURIES, FIRES AND UNUSUAL OCCURRENCES

OBJECTIVE

To provide necessary information to instructors and cadets on the proper procedure for handling injuries, fire or unusual occurrences.

PROCEDURE

1. Accidental Injury Procedure

A. Minor injuries – In the event of a minor injury, the following steps shall be followed:

- (1) Any instructor present shall render first aid, if qualified.
- (2) If the seriousness of the injury warrants further treatment, in-service cadets will be sent to their respective departmental doctor or the Presbyterian Inter-Community Hospital Emergency Room in Whittier. Sponsored and Pre-service cadets will be sent to the College Nurse. At nights or on weekends when the College Nurse is not available, Sponsored and Pre-service cadets can be taken to their own doctor or to the Presbyterian Inter-Community Hospital Emergency Room in Whittier. Injuries to students other than cadets shall follow the procedures for Sponsored and Pre-service cadets.

Sponsored and Pre-service cadets are hereby notified that they will in most likelihood incur the cost of any treatment obtained at a location other than the school nurse office.

B. Serious injury – In the event of a serious injury (disabling or life threatening), the following steps shall be carried out in their prescribed order:

- (1) Any instructor present shall render first aid, if qualified.
- (2) Service of the nearest paramedic unit shall be requested immediately.
- (3) The cadet shall be transported to the nearest emergency hospital. If immediate treatment is not required then Presbyterian Inter-Community Hospital Emergency Room in Whittier, will be used.
- (4) If the injured is an in-service or sponsored cadet, his or her department shall be notified of the injury and the action ordered by his or her department shall be taken as soon as

possible.

C. In addition, during college business hours, phone the report to the office of the Dean of Public Safety (562) 692-0921, extension 4051; if serious, notify the Vice President of Academic Services immediately (561) 692-0921, extension 3402.

D. Poisonous Snake Bite

- (1) Identify the type of snake, if possible. Whenever possible, every effort should be made to kill the snake.
- (2) Place an ice pack on the bite and have the person lie down and remain as quiet as possible. Do not make an incision.
- (3) Carry out the procedures outlined in this Policy Order for serious injury. However, transport injured to Presbyterian Inter-Community Hospital Emergency Room or the nearest hospital where anti-venom is available.
- (4) File Unusual Occurrence Report with the Office of Director of Student Services.

E. Injury Report – In all cases of injury, regardless of severity, the Administration of Justice Injury Report shall be completed by the instructor present at the time of the injury or by the injured party. Sample from page 46.

- (1) Triplicate form to be filled out by injured cadet or a staff member at the Fire Academy or Administration of Justice Center office with immediate transmittal as follows:
 - a. yellow copy to employer or school nurse in case of student other than cadet
 - b. white copy to school nurse
 - c. blue copy to Administration of Justice Center files

F. Departmental Report – The cadet shall fill out, as soon as possible, his departmental injury report, regardless of the severity of the injury.

2. Unusual Occurrences – All unusual occurrences involving personal and/or property damage or theft shall be reported the Director of

Student Services immediately by telephone. The Unusual Occurrence form shall then be filled out in the training office and immediately sent to the Office of Director of Student Services. Sample form page 48.

3. Permanent or Extended Injury – Whenever an in-service cadet is injured in the Academy and that injury interferes with the cadets' further physical development, the cadet will be returned to the department without prejudice. A pre-service cadet will be separated from the class without prejudice.
4. Medical restriction and evaluation involving duty status before any cadet can be restored to full duty, he/she must present written proof from a doctor that he/she can perform arduous physical activity.

CADET POLICY ORDER NO. 9

NOTEBOOK AND REFERENCE MATERIALS

OBJECTIVE

1. To inform the individual cadet of the Academy recommendation to maintain a notebook and the use of this notebook as a study and reference source.
2. To inform the individual cadet of type reference and study material available for his use at the Academy.

PROCEDURE

1. Notebooks – Each cadet will keep a notebook which will include all of the cadet's notes on the specific subjects taught in the course.
 - A. The notebook should be three hole ring binder.
 - B. The cadet should place the cadet's name on the inside portion of the front leaf in the upper left hand corner.
 - C. The notebook should contain all notes for permanent reference taken by the cadet during instruction as well as the handout material pertaining to each subject taught.
 - (1) Notes taken for reference are recommended to be typed or printed.
 - (2) The cadet should rewrite his or her notes daily so that the notebook will be neat and usable for reference.
2. Cadets are encouraged to develop a neat and complete notebook. Each notebook shall be inspected periodically by the Drill Master. An award will be presented at graduation to the cadet having the best notebook.
3. Each cadet will turn in their notebooks for evaluation while filing in to take Block Exam No. 6.

CADET POLICY ORDER NO. 10

WEARING AND PROPER USE OF CADET UNIFORM

OBJECTIVE To set forth regulations governing the wearing and proper use of uniforms while enrolled as a cadet in the Fire Academy.

PROCEDURE

1. Uniform-of-the-day - (male and female cadets)
 - A. In-service personnel should wear the uniform of the agency to which they are attached.
 - B. Pre-service personnel shall equip themselves as follows:
 - Pants – Lions #130.
 - Shirts – Lions #1530 short sleeve.
The Rio Hondo Fire Academy patch should be sewn ½” from the seam at top of left sleeve and in such a manner that the patch is level when the shirt is worn by the cadet in the position of attention. Shirt shall be worn with a military press having three (3) creases in the back and two (2) centered on each pocket on the front of the shirt.
 - Shoes – Plain-toe high top (6” or more) black, with safety toe and sole. Shoes should be capable of taking a shine.
 - Socks – Black.
 - Belts – Plain black uniform belt (1 ½” or greater with silver buckle.)
 - Undershirt – White, Crew-neck (bra is required to be worn by all female cadets).
 - Jacket (Optional) – Lions #3132, Liner #787
NOTE – no jacket, sweater, etc., other than this optional item is to be worn.
2. Departmental badges – shall be worn over left breast pocket, if worn. Wearing of the badge will only be allowed during formal inspections, graduations and on other academy event where the use of a departmental badge is approved by the drillmaster. The name

tag provided by the Academy shall be worn centered above the right shirt pocket with bottom of the tag even with the top of the pocket. NOTE – no other pin, button, band insignia or any other items of demarcation will applied to the cadet uniforms without the expressed permission of the Fire Technology Coordinator.

3. Physical Training Uniform – Each cadet shall equip himself/herself with the following for the purpose of engaging in the physical fitness program.

Jogging / running shoes – light in color as base with minimal markings (no black or dark color as base of shoe)

White socks – no strips

T-shirt – crewel neck with last name on front and back in two-inch black letters on upper third of shirt. (Female cadets shall wear a bra)

Blue jogging shorts - no stripes.

Duffle bag.

Gray sweat pants

Gray sweat shirt - with last name in two-inch black letters on upper third of shirt

Gray sweat pants and shirt may be worn with approval of physical fitness instructor.

No stencil or lettering is permitted on outside of athletic clothing prior to direction from a Staff Officer. Clean physical Education gear will be brought to the Training Center daily.

4. Safety Gear – all cadets shall equip themselves with:

Leather work gloves - which will be kept in rear pocket of uniform at all times.

Leather fire fighting gloves with gauntlet

PBI or Nomex fire fighting flash hood

Safety shoes shall be worn at all times except during physical fitness. All in-service personnel should have their safety equipment, including gloves, available at the Training Center at all times. Pre-service cadets will be issued safety equipment.

CADET POLICY ORDER NO. 11

VEHICLE REGULATIONS

OBJECTIVE

1. To establish a safe speed limit and uniform vehicle regulations for the Fire Training Center.
2. To establish guideline for the safe operation of fire apparatus and other heavy vehicles while at the Fire Training Center.

PROCEDURE

1. Speed limits – All vehicles shall travel at a safe speed while operating within the parking area. Maximum safe speed for the compound shall not exceed five (5) miles per hour.
2. Vehicle Registration – The registration of all cadet vehicles shall be visibly displayed while at the Training Center.
3. Cadet Parking – Cadet vehicles, unless otherwise directed, shall park only on the streets surrounding the training center. If a cadet vehicle is allowed on the training grounds, cadets shall not park, or stop in designated restricted marked areas.
4. Locking of Vehicles – All cadet vehicles shall be locked while parked on the streets surrounding the training grounds. All anti-theft devices available on cadet vehicles will be activated while cadet vehicles are parked at the training center. All items of value shall be locked in the truck or glove compartment, or preferably left at the cadets residence. Neither the college nor the training center assumes responsibility for lost or stolen articles. Vehicles will not be entered after morning formation unless permission is obtained from the Senior Drill Master.
5. Operation of Fire apparatus –
 - A. All fire apparatus will be operated by drivers licensed to operate those vehicles. Students not licensed and endorsed to operate said vehicles will not enact any procedure which would place those vehicles in any type of motion, no matter what agency or individual has ownership of the property on which said vehicle sits.
 - B. Students will be seated and wearing seat belts at all times while the vehicle is in motion. No student will stand, sit kneel, or otherwise place themselves in any position other than this at any time the vehicle is in motion, including backing. Tail board riding, running board riding, and hose bed riding is prohibited at

all times including laying hose, backing and repositioning.

- C. Backing of apparatus is accomplished by one person standing on the ground in plain sight of the driver through the drivers side rear-view mirror.

CADET POLICY ORDER NO. 12

HARASSMENT

OBJECTIVE

1. To establish a line of procedure to be followed by all cadets for reporting of any unconstitutional harassment.
2. To declare the position of the Fire Technology section regarding unconstitutional harassment such that all harassment is eliminated.

PROCEDURE

1. All cadets are to be aware that the training program at the Rio Hondo Fire Academy is designed to be a highly disciplined program. The basic objective of this highly disciplined program is to train the cadet to operate efficiently in emergency situations. The instructors will observe and evaluate the cadet's behavior while under these conditions. The level of the discipline training must be such that a high degree of physical and mental pressure is applied to the cadet without affecting the academic program and the individual's dignity and ability.
2. The Fire Academy does not tolerate any form of harassment, either verbal or physical, based on race, color, religion, sex, national origin, age, disability, medical condition or marital status. Harassment of fellow cadets, staff members, or members of the public is absolutely forbidden. Harassment can take many forms. Examples of prohibited harassment are:
 - A. Verbal (racial, sexual, or ethnic jokes or insults)
 - B. Physical (sexually suggestive or unwelcome touching, or obscene gestures)
 - C. Visual (insulting cartoons, sexually suggestive or lewd pictures or movies)
3. It is also a specific policy of the College to provide a learning and work environment free of sexual harassment. Sexual harassment is defined as follows:
 - A. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or otherwise offensive nature when:
 - (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the fire academy program.

- (2) Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual.
 - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academy performance or creating an intimidating, hostile or offensive work environment.
4. Any cadet who feels they are the victim of any type of harassment is to report the incident and the name(s) of the harasser(s) to the Fire Academy Coordinator directly.
5. All incidents of harassment will be investigated promptly, and the investigation will be conducted on as much a confidential basis as possible.
6. All cadets must be assured that there will be no retaliation against anyone for reporting harassment or participating in the investigation of a harassment complaint.
7. Violators of cadet Policy Order No. 12 will be subject to disciplinary action including but not limited to:
 - A. Notice of Substandard Cadet Performance
 - B. Dismissal from the Fire Academy
 - C. Expulsion from Rio Hondo College
 - D. Civil and Criminal prosecution

CADET POLICY ORDER NO. 13

WITHDRAWAL FROM ACADEMY

OBJECTIVE

To establish a line of procedure to be followed by all cadets for withdrawal from the Fire Academy.

PROCEDURE

1. All cadets who drop from the fire Academy prior to successfully completing the course shall be personally responsible for notifying The Rio Hondo College Office of Admission and formally withdrawing from the class. Any drop during the last quarter of the program will receive an “F” grade.
2. All cadets, prior to leaving the Academy either by resignation, termination, or graduation shall:
 - A. Return the Rio Hondo College name tag provided for the cadet’s use at the beginning of the class.
 - B. Return any other items which may have been loaned to him/her for use while a cadet at the Academy.
 - C. Submit a written statement to the Drillmaster stating his/her reason for withdrawing if resigning from the Academy.