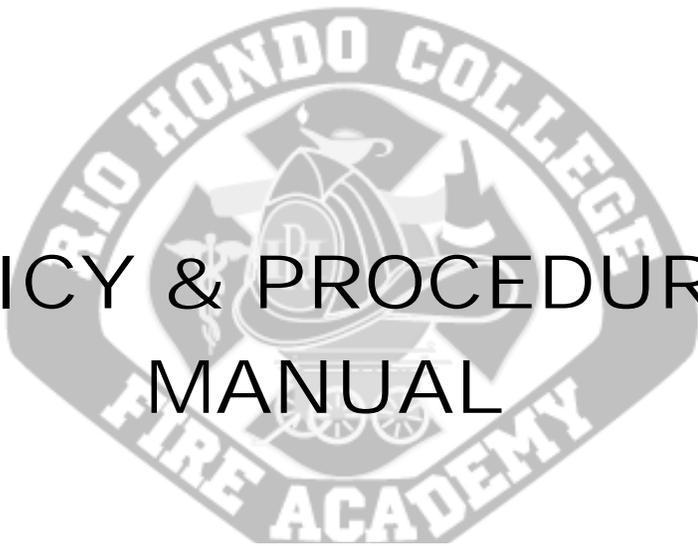


RIO HONDO COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF PUBLIC SAFETY  
WILDLAND FIRE ACADEMY  
FAC 43.60

The logo is a circular emblem with a grey background. The outer ring contains the text "RIO HONDO COLLEGE" at the top and "FIRE ACADEMY" at the bottom. The center features a shield with a fire helmet, a fire hydrant, and a fire extinguisher. The text "POLICY & PROCEDURES" and "MANUAL" is overlaid on the logo in a large, black, sans-serif font.

POLICY & PROCEDURES  
MANUAL

2008 – 2010

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## 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

## **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 Wildland 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 Wildland 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 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 with out 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 Wildland Fire Academy shall be adequately prepared for a career in 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

Mr. André Quintero ..... Representing Trustee Area 1 - El Monte  
Ms. Maria Elena Martinez ..... Representing Trustee Area 2 - Pico Rivera  
Ms. Michelle Yanez ..... Representing Trustee Area 3 - North Whittier & Santa Fe Springs  
Mr. Gary Mendez ..... Representing Trustee Area 4 - South Whittier & South El Monte  
Mr. Leo Camalich ..... Representing Trustee Area 5 - East Whittier  
Ms. Beatrice Montenegro ..... Student Trustee

## ADMINISTRATION

Dr. Ted Martinez ..... President  
Dr. Voiza Arnold ..... Deputy Superintendent / Vice President  
Student & Academic Services  
Mr. Joseph A. Santoro ..... Division Dean, Department of Public Safety  
Mr. Ygnacio Flores ..... Director, 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  
Squad Leader Norm Scott ..... Senior Lead Instructor, Fire Academy  
Ms. Rowena Mendoza ..... Instructional Assistant  
Ms. Myrna Reyes ..... Clerical Support

## WILDLAND ACADEMY INSTRUCTORS & ASSISTANTS

John R. Bennett (Retired) ..... U.S. Forest Service  
James Biscailuz ..... Cal Fire Department  
Chief James Brakebill ..... Pinkerton Government Services Fire Department  
Firefighter Patrick Carrillo ..... Santa Fe Springs Fire Department  
Firefighter/Paramedic Steve Chute ..... La Habra Fire Department  
Engineer/Paramedic Benjamin Esparza ..... Monrovia Fire Department  
Cliff W. Hadsell ..... San Marino Fire Department  
Leader Jed Hulsey ..... Vernon Fire Department  
Captain Robert Lee ..... La Habra Fire Department  
Captain William P. Noble ..... Santa Fe Springs Fire Department  
Chief Tracy E. Rickman ..... Rio Hondo Community College  
Chief Gerald L. Wallace (Retired) ..... Lynwood Fire Department  
Firefighter Guillermo Macias II ..... U.S. Forest Service  
Firefighter Nick Ling ..... Los Angeles County Fire Department  
Firefighter Nick Galaz ..... U.S. Forest Service  
Firefighter Eduardo Chacon ..... U.S. Forest Service  
Firefighter Frank Viramontes ..... U.S. Forest Service

Firefighter Jesus Barbosa ..... U.S. Forest Service  
Firefighter Felix Valle ..... U.S. Forest Service  
Firefighter Harry Oh ..... U.S. Forest Service

# 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, 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 squad 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 Class Leader 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 or chair. Table tops shall be clear when unoccupied.
2. Class Hours – Certain days may be scheduled more than eight hours. Refer to current daily class schedule.

### 3. General Conduct

- A. Cadets shall conduct themselves in an orderly manner at all times.
  - B. Whenever 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 individual 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, Squad Leader, Chief, etc.). The cadet shall remain at attention until placed at ease.
  - F. Cadets shall confine their activities to the Training Center, classroom and drill yard. No cadet shall enter the fire station at Santa Fe Springs 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. Unexcusable absence or tardiness

- E. Discourteous treatment of fellow cadets or Training Center employee.
- 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 Lead Instructor. The determination as to the severity of the infraction shall be left to the discretion of the Senior Lead Instructor.
- 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 Lead Instructor and/or the Fire Academy Coordinator shall interview the cadet.
6. Student Records Waiver - All cadets desiring 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 Wildland Fire Academy. A copy of the contract will be placed in each cadet's folder. Sample Form on page 38.

## 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 also call the student prior to the start of the class. 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 Lead Instructor. He shall then report to the Cadet Class Leader 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 Lead Instructor. Requests to leave the Training Center shall be made to the cadet's Cadet Squad Leader. He shall notify his/her Cadet Squad Leader prior to leaving. Upon return, he/she shall report directly to the Lead Instructor on duty. Any cadet who is aware in advance of his/her need to absence himself /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 Lead Instructor 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. Cadets will provide copies of supporting documents such as: court papers, letters detailing FD test, interviews or background investigations.
  - 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 Class Leader through the chain-of-command.
  - E. The only portions not to be listed on makeup forms are:
    - (1) Morning Break
    - (2) Lunch Break
    - (3) Morning line-up and inspection and morning formal inspections
  - F. **Cadets may not miss any approved academy course times. If a cadet misses more than 24 hours of approved curriculum (currently 480 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 Wildland Fire Academy, a cadet must satisfactorily meet the requirements for FAC 43.60 and obtain satisfactory evaluations from the Lead Instructor and designated instructors. Any cadet receiving five (5) Notices of Substandard Cadet Performance will receive a failing grade for the academy. **Upon the 5<sup>th</sup> substandard, the cadet will be dropped immediately.**
2. To pass the NWCG Certified Firefighter portion of the academy, a cadet must achieve a cumulative average of 75% or more on all examinations and pass all skills examinations given.

If a cadet scores below 75% on any one examination or below 80% on the Hazardous Materials First Responder – Operational examination, 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 75%) 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 physical fitness portion of the academy, a cadet must perform satisfactorily during the morning physical fitness exercises, and pass the written physical agility benchmark test (formerly the “PACK” Test).
4. A cadet may fail only one examination within the course of the academy. Failure of the NWEF 1-590 results in failing the Wildland Fire Academy.

5. Grades in the academy are earned by adding the scores of all examinations. Grades 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 PACK test.

#### **WFA PHYSICAL STANDARDS**

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

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

## 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 rotated at the discretion of the WFA staff. Officers shall have the authority to carry out the responsibilities of their squad agency and shall be given the same respect as a regular fire officer.
2. Cadet Class Leader shall occupy a seat at the rear of the classroom.
  - 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 squad shall be turned into the Drill Master. These reports shall indicate “all present” or “persons absent”. ICS-214 form shall be used.
  - 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 to the Lead Instructor at the end of the roll call.
3. Cadet Squad Leaders – The class shall be divided into six squads with a Squad Leader in charge of each squad. They shall occupy a seat in the classroom such that they will be able to observe the conduct of their squads. They shall be responsible for the following duties during their tenure.
  - A. The action of their squad members, under the direction of the Cadet Class Leader.

- B. For their squad at all formations, during all classroom sessions and for the general appearance of squad members.
- C. Be responsible for ascertaining that members of their squad who have been assigned extra duty or extra physical training comply with the instructions given.
- D. At morning formation, they shall provide the Cadet Class Leader with formation as to the attendance of the members of their squad.
- E. During the absence of the Cadet Class Leader, the Cadet Squad Leader of Engine one shall assume responsibility for the position.
- F. The class shall be divided into the “A” and “B” Platoons. Squads 1, 2, and 3 shall be assigned to the “A” Platoon. Squads 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 Squad Leaders of Squads 1 and 4 shall assume responsibility for Platoon Operations if the Cadet Class Leader is not a member of the Platoon.

- 4. Selection of Officers - Initial assignment of Cadet Officers shall be made by the Academy staff.
- 5. Film Projectionist – At the beginning of the Academy, a cadet shall be designated by the Cadet Class Leader 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.

## 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 0700 hours or as determined by the senior Lead Instructor, unless otherwise directed by the Lead Instructor 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 Lead Instructor.
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 Lead Instructor or in rare cases by a cadet officer pursuant to a Lead Instructor'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 maintained in a clean and neat manner.
  - B. Shoes and leather gear shall be clean and service able.
  - 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. 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.

## 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 Wildland 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 hairpieces shall not be worn.
- 3. Cosmetics – Male: No facial cosmetics permitted.
- 4. Perfumes and Colognes – Use of perfumes and colognes is forbidden.
- 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 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 should  
be in a natural  
shade.

B.  
Lipsti  
ck is  
will  
not be  
worn.

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 is not allowed.

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.

C. Watch – A watch shall be worn by all cadets after physical  
training is completed and during all field exercises.

## **CADET POLICY ORDER NO. 8**

### **INJURIES, FIRES AND UNUSUAL OCCURRENCES**

#### **OBJECTIVE**

#### **PROCEDURE**

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

##### **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 nearest Hospital Emergency Room. 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 nearest Hospital Emergency Room. 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.

(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.

ever possible,  
every effort should be made to kill the snake.

- 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. When
- (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 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.

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.

3. Permanent or Extended Injury – Whenever an in-service cadet is

## **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.

## **CADET POLICY ORDER NO. 10**

## WEARING AND PROPER USE OF CADET UNIFORM

**OBJECTIVE** 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 Lead Instructor. The name

To set forth  
regulations  
governing the

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.

tag provided  
by the  
Academy

# 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 any other items which may have been loaned to him/her for use while a cadet at the Academy.
  - B. Submit a written statement to the Lead Instructor stating his/her reason for withdrawing if resigning from the Academy.

**RIO HONDO COLLEGE**

**AND**

**WILDLAND FIRE ACADEMY**

**FORMS**