

Minimum Standards Training Program



The information contained in this presentation is in compliance with 69A-37, State of Florida Bureau of Fire Standards and Training requirements for certification as a Firefighter.

Florida State Statutes

633.34

State of Florida Qualifications for
Firefighter Certification and
Employment

633.35

Qualification for Firefighter
Certification

INTRODUCTION

- You are now participating in one of the finest firefighter training programs in the nation. Upon completion of this training, you will have the foundation upon which to build increasing competency throughout your career.
 - It is the responsibility of the Broward Fire Academy to train you to serve a complex and multi-ethnic community. Nothing short of your maximum effort will be accepted. Our standards are high and we are demanding; the next few months will not be easy. Those who are unwilling or unable to meet the standards in academics, physical performance, and mental fortitude shall be withdrawn from the program. Those who measure up should be justifiably proud to join the ranks of one of the most honored professions in the world. Upon successful completion of the State Minimum Standards testing process and receipt of your State of Florida Certificate of Compliance you may be eligible to complete for positions with any Fire Rescue Department in the State of Florida, and possibly other States.
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Discrimination and Harassment Policy

- ❑ The Broward Fire Academy and McFatter Technical Center are committed to providing an atmosphere free of discrimination and/or harassment based on gender, race, religion, ethnicity, national origin, or sexual orientation.
 - ❑ Slurs, jokes, comments, and/or other verbal, graphic, or physical conduct relating to an individual or group's gender, race, religion, ethnicity, national origin, or sexual orientation is strictly prohibited. When necessary, disciplinary action, up to and including removal from the Fire Academy Program may be taken pending a counseling session with the Fire Academy Director and Guidance Counselor.
 - ❑ If you feel that you are being harassed or discriminated against in any way by another recruit, an instructor, or staff member, you should notify another instructor, a Lead Instructor, Program Coordinator, or Fire Academy Director immediately. You will not be penalized in any way for reporting such conduct towards yourself or another individual.
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INSTRUCTIONAL OVERVIEW

- The Minimum Standards training Program is designed to meet the pre-employment requirements as prescribed by Florida Statute 633.24, Qualifications for Employment.
 - In addition to the 398 hours required by the State of Florida, the Broward Fire Academy Council has recommended additional hours of instruction in topics including firefighter safety, ladder and hose operations, hazardous materials, and vehicle extrication. As of July 1st, 2010, the course is scheduled at 437 hours, which includes the State of Florida certification test,
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- Orientation, Tradition and History
 - Fire Behavior
 - Portable Extinguishers
 - Protective Breathing Equipment
 - Apparatus and Equipment
 - Tools and Equipment
 - Ladders
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- Hose
 - Fire Streams
 - Fundamentals of Extinguishment
 - Private Fire Protection Systems
 - Forcible Entry
 - Employability Skills
 - Hazardous Materials
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PROGRAM OBJECTIVES

- ❑ To prepare the recruit to meet Florida State Certification requirements, as outlined in the Florida State Statutes 633.34
 - ❑ To prepare recruits to meet the informational requirements of entry-level firefighters through successful completion of an integrated, performance oriented, job-related curriculum.
 - ❑ To prepare recruits to demonstrate their understanding and comprehension of the duties required for successful job performance through competency-based techniques, including practical exercises, supervised performance, and field assignments.
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- To instill in the recruits the necessary self-discipline that will enable the recruit to perform as a team member in an emergency situation.
 - To help the recruit to develop the confidence necessary to cope with the physical, emotional and psychological demands of being a firefighter.
 - To help the recruit to develop an understanding of the high ethical standard that is required of the firefighting profession.
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GENERAL PROCEDURES

□ **Recruit Rules of Conduct**

The following rules of conduct will apply. Recruits violating this code will be dealt with according to the provisions provided.

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- ❑ Recruits shall not use tobacco products.
 - ❑ Recruits shall not use profanity.
 - ❑ Recruits shall not operate any emergency apparatus, heavy equipment, or any other Academy vehicle.
 - ❑ Recruits shall not remove any academy or private property from the Broward Fire Academy or McFatter Technical Center grounds.
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- ❑ Recruits shall not remove any materials from bulletin boards.
 - ❑ Recruits shall not use any Broward Fire Academy office phones.
 - ❑ Recruits shall not use any Broward Fire Academy computers without the expressed permission of an Instructor, Program Coordinator or the Fire Academy Director. The Computer Use Agreement Form must be signed prior to any use regardless of permission granted.
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- ❑ Incoming calls of a non-emergency nature will not be put through to the recruit. Messages will be taken and given to the Instructor to forward to the recruit at break time. In case of an emergency, the recruit will be notified immediately.
 - ❑ All visitors must report to Administration.
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- Recruits shall not gather in doorways, hallways, entranceways, or other thoroughfares at any time, and shall not impede the movement of staff members or other persons walking about the Fire Academy or McFatter Technical Center grounds.
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- Recruits shall refrain from any loud or boisterous conduct and shall conduct themselves in a professional manner at all times. Violence, profanity, vulgarity and/or racial, ethnic, religious, sexist statements are not allowed and will not be tolerated.
 - As professionals, discipline will be maintained at all times. Polite and courteous conduct is both required and expected of all recruits.
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- Anytime a Recruit is wearing the Broward Fire Academy uniform, on or off Academy grounds, it is expected that the Recruit will conduct himself/herself in a professional manner. Any allegations of inappropriate behavior, on or off school grounds, will be thoroughly investigated.
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- ❑ Alcohol, weapons, and narcotics are expressly prohibited on school grounds. No alcoholic beverages or other drugs will be consumed during the class day nor allowed on the school property. If recruits are found under the influence of alcohol or drugs, they will be removed from the program following a counseling session with the Fire Academy Director and a Guidance Counselor.
 - ❑ No physical activities which may have the potential for recruit injury are permitted on Academy grounds.
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ADDRESSING ACDEMY PERSONNEL & GUESTS

- All instructors shall be addressed by their formal title (i.e. Captain Smith, Instructor Young, Mrs. Garcia, etc.). Sir or Ma'am will be the first and last word spoken by a recruit (i.e. Sir, yes Sir, Ma'am, no Ma'am).
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RESTRICTED AREAS

- ❑ Recruits are restricted from entering the administration offices; recruits shall not enter fire apparatus, the drill field, smoke tower, burn building, burn fields, and other designated areas unless supervised by an Instructor or given prior permission by an Instructor.
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PARKING

- ❑ Recruits shall park their vehicles in the Recruit Parking area in front of the Academy or along the road at the entrance of the grounds. Any valuables, equipment, gear or uniforms left in vehicles are left at the recruits own risk.
 - ❑ All recruits shall comply with Florida State Department of Motor Vehicles Statues concerning the acquisition and display of license plates, vehicle registrations and Florida Driver's Licenses.
 - ❑ All posted traffic/parking and other driving regulations shall be adhered to at all time.
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PERSONAL BELONGINGS

- There is no storage for personal belongings in the Fire Academy building; personal belongings will be stored in the recruit's vehicle only.
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REPORTING TO THE INSTRUCTORS' OFFICES

- ❑ When reporting to the Instructors' Office or, an Academy Office, the recruit will report as follows:
 - ❑ 1. Approach the office, knock twice and wait for the command to enter.
 - ❑ 2. When given the command to enter, the recruit will either state:
 - ❑ "Sir/Ma'am, Recruit (**state your last name**) requests permission to speak to _____; **OR,**
 - ❑ "Sir / Ma'am, Recruit (**state your last name**) reporting as ordered."
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- The above shall be executed at the position of "Attention". The recruit shall remain at the position of attention until instructed otherwise.
 - Upon completion of the conversation, the recruit will again come to the position of attention and state "Sir / Ma'am, Recruit (**state your last name**) requests permission to be dismissed." If the response is affirmative, the recruit will then execute an "about face" movement and carry on.
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ACCIDENT INSURANCE

- Unless the recruit has proof of personal medical/accident insurance, the "Recruit (student) Accident Insurance Plan" as approved by the Insurance Department of the School Board of Broward County is required and considered to be mandatory. Instructions for completing the policy application will be covered during the orientation session.
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PERSONAL INFORMATION

- Notification of any changes in address, telephone number or other pertinent personal information must be made in writing to an Instructor, within 24 hours after a change via a Personal Information Change form. It is the recruit's responsibility to notify the Florida Bureau of Fire Standards and Training of any changes.
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RECRUIT COUNSELING

- Instructor and other staff members are available for recruit counseling any time a need arises. Counseling may be requested in order to discuss personal or professional situations, including class standing, career direction, learning or study habits, or any similar issue affecting the recruit's ability to succeed in this program.
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- Whenever possible, appropriate advice and/or suggestions will be made by the training staff, but when necessary or requested, a referral will be made to other staff members or outside agencies for assistance.
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- The Guidance Department offers counseling services located at the Broward Fire Academy, and at the McFatter Technical Center. These counselors may be contacted for assistance at anytime.
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EQUIPMENT ON LOAN

- ❑ Equipment and gear necessary for use at Broward Fire Academy is on loan to the recruits by the Academy. Equipment and gear must be returned upon completion or release from the program. All equipment must be cleaned prior to return.
 - ❑ Failure to return equipment will result in the recruit having his or her Certificate of Compliance being withheld, and/or could result in him or her being charged with theft.
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ATTENDANCE

- As a result of the requirements set by the Florida Department of Education, the Bureau of Standards and Training, Florida Statutes 69A-37, and the State of Florida Administrative Code, the attendance policy for the Fire Academy Firefighters Minimum Standards program is different than that of the School Board of Broward County, Florida.
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- The Bureau of Fire Standards and Training requires that recruits attend all classes during scheduled hours. Permission to deviate from the training schedule will be limited to emergency situations and shall be reviewed on an individual basis by the Fire Academy Director. Personal business will not be conducted during class hours. Unauthorized absences will result in disciplinary action up to, and including, removal from the Fire Academy program pending a counseling session with the Fire Academy Director and Guidance Counselor.
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- Exceptions may include: court appearance, death in the immediate family, or injury with appropriate documentation presented to the Academy. The Fire Academy Director will evaluate these situations on a case-by-case basis, and will make the final decision on a recruit's status. Those recruits allowed to remain in the program must schedule make-up day for missed hours.
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- A recruit is considered absent if he/she does not attend class during the scheduled hours, or arrives to class later than 30 minutes of the start of the class.
 - Recruits that are tardy to class will result in demerits which will be issued according to the demerit policy.
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- Attendance is an employability skill and is given the same value as any other required performance. All recruits must receive the minimum requirements (hours), by law, of lecture material and drill curriculum.
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- NOTE: CERTAIN ACTIVITIES CAN NOT BE MADE-UP; FOR EXAMPLE – EXTRICATION AND LIVE BURN EXERCISES.**
 - SHOULD A RECRUIT MISS A REQUIRED ACTIVITY THAT CAN NOT BE MADE UP THE RECRUIT SHALL BE WITHDRAWN FROM THE FIRE ACADEMY.**
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ILLNESS, TARDINESS OR EMERGENCY

- In cases of illness, tardiness, or other emergency, the recruit must call **(754) 321-1305**, at least one (1) hour prior to regular reporting time. The recruit leave a detailed message including the full name, class number, reason, and estimated time and date of return. This procedure will be followed every day of the absences.
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- Any recruit not present at the time prescribed, whether in the classroom, at line-up, or on the drill field, is considered tardy. The incident will be documented on the daily log by the lead instructor and demerits awarded accordingly. Being tardy three (3) times will result in being withdrawn from the Fire Academy program pending a counseling session with the Fire Academy Director and Guidance Counselor.
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- An absent or tardy recruit will report to the Lead Instructor prior to reporting to class. Recruits are required to submit a memo to the Lead Instructor explaining the reason.
 - A recruit sponsored by an outside agency will notify the agency in the event of absence or tardiness.
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AWOL (absent without leave)

- Any recruit who does not notify the Fire Academy within one (1) hour of report time, will be considered AWOL, absent without leave, and may be withdrawn from the Fire Academy program pending a counseling session with the Fire Academy Director and Guidance Counselor.
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CLASS HOURS

- **Full Time Day Class:** Monday thru Friday 0700-1730 hours.

 - **Part Time Evening Class:** Tuesday and Thursday 17:00-2200 hours, and Saturday 08:00-17:00.
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- ❑ The Class Leader and Assistant Class Leader will make an attempt to arrive 20 minutes prior to class to assure that the class is properly prepared for the day.
 - ❑ On those days when inspection is scheduled, recruits will arrive a minimum of 15 minutes prior to inspection, allowing enough time to prepare their uniform, gear and workbooks for inspection.
 - ❑ Recruits will be released as a group following completion of cleaning duties at the end of class.
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INJURIES

- If a recruit is injured he or she will report the injury to an Instructor immediately via the chain of command. Failure to immediately report any injury shall lead to being removed from the program following a counseling session with the Fire Academy Director and a Guidance Counselor.
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- All injuries will be documented immediately, and an Accident Report and/or Exposure Report will be completed, even if medical attention is not required at the time.**
 - The Lead Instructor will complete the appropriate forms and direct the recruit to seek medical attention for any injury that prevents a recruit from participating in any program activities.**
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MEDICAL RELEASE

- In case of illness, or injury as a result of program participation, or as a result outside activities, a recruit must consult a physician prior to returning to the program. On his or her return the recruit will submit a signed physician's statement from their (non-relative) physician addressing his or her current condition, any specific physical limitations, and the anticipated date of return to the program. A business card from the attending physician must be attached to the statement.
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- If and when the recruit is cleared to return to the program the physicians statement will state that the recruit is cleared to return to **“FULL AND NON-RESTRICTED TRAINING”**.
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The lead instructor will use the Fire Academy daily log to report any limitation placed on the recruit, but will not record any medical information. Any changes in the status of the recruit regarding limitations and/or restrictions will be logged as well.

Injuries or illnesses which result in the recruit being unable to participate in the full spectrum of activities for more than three (3) consecutive class days will result in the recruit being removed from the Fire Academy program following a counseling session with the Fire Academy Director and a Guidance Counselor.

UNIFORM REGULATIONS

- Uniform regulations will be enforced at all times while the recruit is enrolled in the program.
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- ❑ All recruits shall comply with uniform standards and personal grooming requirements, unless otherwise directed by a member of the training staff.
 - ❑ Each recruit will have a complete uniform available at all times, including physical training wear and bunker gear.
 - ❑ Only those uniform(s) authorized by the Fire Academy may be worn during training.
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- Appropriate undergarments are to be worn at all times while attending the Broward fire Academy. Undershirts shall be plain white. No graphics or writing of any kind will be permitted on an undershirt.
 - Recruits will be regularly inspected for appearance of uniform, and cleanliness.
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- Uniform items will not be worn while conducting personal business.
 - The uniform of the day or of a specific activity shall be decided by a Lead Instructor.
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RECRUIT UNIFORMS

- Recruits are required to have a complete uniform ensemble the first day of class. Uniforms will be identified as "Class A," "Class B," "Class C," or bunker gear.
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"Class A" uniform

- Broward Fire Academy Recruit embroidered patch polo shirt
 - Navy Blue Pants or "Dickies"
 - Black shoes steel toe
 - Black Belt
 - Recruit ID card
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- A "Class A" uniform is required for all classroom activities.
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"Class B" uniform

- Navy Blue Pants or Dickies
 - Broward Fire Academy Recruit T-Shirt
 - Black shoes steel toe
 - Black Belt
 - Recruit ID card
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“Class C” uniform (Physical Training uniform)

- Broward Fire Academy Recruit T-shirt
 - Broward Fire Academy Recruit shorts
 - White socks without stripes, markings or logo's
 - Appropriate athletic shoes
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FIELD/DRILL GROUND UNIFORM (Bunker Gear)

- ❑ The Lead Instructor will specify the uniform of the day. Anytime the recruit is on the drill ground he or she will wear his or her helmet with the face shield and ear flaps down, and fire gloves on.
 - ❑ Recruits will wear bunker gear appropriate for the activities as determined by the Lead Instructor.
 - ❑ Recruits will wear either their "Class B" or "Class C" uniforms underneath their bunker gear as determined by the Lead Instructor.
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PERSONAL APPEARANCE

- Recruits will be responsible for maintaining all uniforms and equipment in a good state of repair at all times. Uniforms will be kept clean and pressed. All leather and metal will be polished.
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- A recruit's hair will not touch the classroom shirt collar at the back of the neck. Any unsecured hair that is longer than the classroom shirt collar will be pinned up and/or restrained in such a manner that it does not touch the classroom shirt collar.

 - Hair shall not extend over the ears and sideburns will be trimmed no longer than the center of the ear. No designs or words will be cut into the hair, and hair will not be multi-colored or dyed.

 - **Any hairstyle that is deemed inappropriate by the Instructor will not be allowed.**
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- ❑ Recruits will be clean-shaven when reporting. No beards, sideburns or goatees are allowed. Mustaches will be trimmed to the edge of the mouth.
 - ❑ Fingernails must be trimmed no longer than 1/8 of an inch above the finger for safe field operations and must be kept clean.

Nail polish shall not be worn.

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- Recruits will not wear any type of make-up, including, but not limited to, lipstick, lip-gloss, eye liner, eye shadow, mascara, or any other type of product.
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JEWELRY

- The only jewelry that will be allowed is a wristwatch, a wedding band, and medical alert tag. No earrings, necklaces, ornamental rings, or body jewelry shall be permitted.
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PERSONAL HYGIENE

- ❑ Showers are available for use by recruits following physical training activity.
 - ❑ Recruits will shower using soap after such activities, and prior to entering the classroom for lectures. This is not optional. Recruits shall provide their own personal shower supplies; these supplies will not be stored in the locker room or shower area.
 - ❑ The Lead Instructor and/or his/her designee will counsel any recruit who fails to maintain appropriate personal hygiene.
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ACADEMIC PERFORMANCE

- ❑ Recruits must maintain a satisfactory level of performance in order to qualify for graduation from the Fire Academy and participation in the State Examination process.
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CLASSROOM PROCEDURES

- Upon entering the classroom after activities, the recruits will proceed to their seats and be seated immediately.
 - When an instructor and/or visitor enters the classroom, the class leader will call for the class to come to "ATTENTION". All recruits will immediately stand and face the front of the classroom and provide the proper respect due to the instructor and/or visitor. The need to come to "ATTENTION" is excused when an Instructor is already present in the room.
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- To ask a question a recruit shall raise his or her hand and wait for acknowledgement from the instructor. Once acknowledged, the recruit shall stand and ask the question, speaking clearly, and in a tone and volume that allows all others in the classroom to hear the question
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- As instruction is being delivered in the classroom, recruits shall be alert and shall take adequate notes (Tape recorders are not allowed.) Notes shall be kept in a black, 3-inch, 3-ring notebook binder. A concentrated effort should be directed towards compiling an accurate and complete notebook, as it will be the best source of reference in preparing for tests. Notebooks will be available for inspection by the Lead Instructor.
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- ❑ No food or drinks shall be brought into or consumed in the classroom **OTHER THAN** water in a closed container.
 - ❑ Classrooms are to be cleaned and organized at all times. Trashcans are to be emptied as needed, and at the end of each class.
 - ❑ Cell phones, pagers, or other electronic devices are **not allowed** in classrooms and may not be worn or carried by recruits during class hours.
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METHODS OF TESTING

- Oral question and answer
 - Written Exam
 - Practical Demonstration (manual dexterity)
 - Performance Objectives
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EXAM PREPARATION

- Examinations serve the following purposes:
 - To motivate and stimulate learning.
 - To provide practice in applying one's learning.
 - To indicate recruit progress.
 - To emphasize important points.
 - To serve as a basis for grades.
 - To reward recruit efforts.
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- ❑ Review new material as soon as possible after it has been presented.
 - ❑ Schedule time so as to allow review all of the material thoroughly.
 - ❑ Material should be learned, not memorized. Do not be afraid to seek assistance on portions of a subject that you don't understand. Training faculty and staff are available to assist you.
 - ❑ During review of exams, recruits will not be allowed to take notes and must clear their desk of all materials except test booklets.
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WRITTEN EXAM GUIDELINES

- Exams will be administered for all subject areas covered in the Firefighter I and Firefighter II Training Program. Written exams will be administered on the dates specified on the class schedule. Recruits are responsible for all material contained within assigned book(s), handouts, videos, lectures, etc. The Department of Education requires that all recruits score a minimum of 70% in each subject area.
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- Should a recruit fail a primary written exam, he or she will be given a make-up exam. Make-up exams will be scheduled to be taken 60 hours following the failure of the original examination. Make-up exams must be passed with a minimum score of 70%. **Any recruit who fails to score a 70 % or higher on a make-up examination shall be dismissed from the program.**
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- Testing shall be conducted using the Blackboard computer system. In case of computer problems, a recruit may be required to test using a paper format, consisting of a written test and a Scantron answer form. There will be no difference between the materials on either test.
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- ❑ Should a recruit have a question during the exam, they are to raise their hand and wait for the Instructor to come to their desk. The only time a recruit may leave his/her seat during an exam is when the exam is over.
 - ❑ Every attempt will be made to provide recruits with exam results the day the exam is administered.
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PERFORMANCE OBJECTIVE TESTING

- ❑ Performance Objective testing will be administered for all hands-on field operations.
 - ❑ The recruit will have two (2) attempts to pass each specific performance objective test. Recruits must score a minimum of 70% on each performance objective test, and successfully pass on the required pass/fail components of the performance objective test.
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- If a recruit fails the first attempt of a performance objective test, he or she will be given two (2) documented practice sessions under instructor guidance, before being retested.
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- Any recruit who fails to score a 70% or higher or fails the pass/fail component on the second attempt of a performance objective test shall be removed from the Fire Academy program pending a counseling session with Fire Program Director and a Guidance Counselor.**
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RESEARCH PAPERS

- ❑ Research papers are used as educational motivators and are designed to better acquaint the recruit with a particular subject. They are used by the Lead Instructors in evaluating recruits comprehension of assigned subject matter, and will be assigned at his or her discretion.
 - ❑ Research papers are to be computer generated, double-spaced, Times New Roman 12 point font.
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CHEATING

- ❑ Cheating is any unauthorized activity that impairs or alters the circumstances of an examination as it measures a recruit's knowledge or skills, including, but not limited to:
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- Obtaining/providing or attempting to obtain/provide questions, answers responses or copies of an exam and/or skills objective prior to its administration.
 - Attempting to compromise the exam process by bringing, or attempting to bring, materials, equipment or information to respond to exam and/or skills objective questions.
 - Looking, or attempting to look, at the exam materials and/or skills objective of another recruit.
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- Allowing, or attempting to allow, another recruit to obtain access to exam and/or skills objective information.
 - Helping, or attempting to help, any recruit being tested by verbalizing, motioning, positioning, or any other mannerisms that may be perceived as assisting a recruit in a testing procedure.
 - Taking, or attempting to take, examination and/or skills objective materials from the school.
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- Beginning an exam before the examination time begins.
 - Continuing to work on an exam after the examination time has ended.
 - Using or attempting to use one of the following prohibited exam aids during the examination and/or skills objective process; data-link or calculator watches, cellular telephones, pagers, electronic organizers, calculators; dictionaries or other books.
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CONSEQUENCES OF CHEATING

- The recruit who is caught cheating should expect one or more of the following consequences:
 - Test scores are invalidated and changed to zero.
 - Retake test.
 - Notification to sponsoring agencies are notified (if applicable)
 - Removal from the program.
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BREAK TIME

- Classroom break periods are at the discretion of the instructor. Recruits shall return promptly to the classroom by the end of each break and be seated. A recruit reporting to the classroom late following a break is considered to be “Tardy” and will be dealt with in accordance to Academy rules.
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- ❑ Recruits shall take their breaks in the Student Portable, in the Apparatus Bay, or at the picnic tables behind the building. Recruits will not congregate in any other area during a break.
 - ❑ Eating and drinking will only be permitted in areas designated above. Classrooms and other facilities will be maintained in a clean and orderly manner at all times.
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PHYSICAL TRAINING (PT)

- Physical training is an integral part of the Fire Academy program, and all recruits will be required to participate.
 - Physical training exercises will intensify during the duration of the program.
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- All recruits shall be involved in the physical training program. A recruit who is unable to participate in physical training due to an injury or illness will provide a physicians statement as outlined previously. If a recruit misses three (3) consecutive PT session , he or she will be scheduled for a counseling session with the Lead Instructor and the Fire Academy Director to discuss the recruit's performance.
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- Recruits excused from participating in physical training shall be assigned non-physical assignments until PT is completed. **The student shall not use this time for personal gain (studying for tests).**
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- Students shall not be permitted to use the Academy's Wellness Center (weight room) without specific authorization of a lead instructor. If permitted to use the Wellness Center, it will be utilized for physical fitness only.
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DISCIPLINE

□ CHAIN OF COMMAND

The Broward Fire Academy is organized to operate in a manner similar to that of a functioning fire department. Chain of Command is as follows:

- Fire Academy Director
 - Fire Program Coordinator
 - Lead Instructor
 - Adjunct Instructor
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Team 1

- **Class Leader**
- **Squad Leaders**
- **Recruits**

Team 2

- **Assistant Class Leader**
 - **Squad Leaders**
 - **Recruits**
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OBEDIENCE TO COMMANDS

- ❑ All orders and commands given by an Instructor, Staff Member, Class Leaders and /or Squad Leaders, will be executed immediately.
 - ❑ Orders posted on official bulletin boards or distributed through other official channels must be adhered to and have the same force and authority as Fire Academy Rules.
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- If a recruit receives an order or instruction that he or she perceives as a conflict to a previous order, he or she shall immediately advise the Instructor of the conflict.

Responsibility for countermanding the original order or instruction then rests with the Instructor who issued the conflicting command.

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- No recruit shall knowingly obey any order that is contrary to law, or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification. A recruit who receives an order which he or she believes to be unlawful or improper shall notify the Fire Academy Director immediately. Appeals for relief of such orders should be made to the Fire Academy Director at this time. The recruit maybe required to furnish a written report containing the facts of the incident including the date, time, and location of the occurrence.
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- Any violation of rules and regulations may result in disciplinary action up to and including being withdrawn from the Fire Academy Program pending a counseling session with the Fire Academy Director and Guidance Counselor.
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DISCIPLINARY PROCEDURES

- Recruits will be counseled, and possibly disciplined, when he or she demonstrates a behavior or performance which does not meet the standards expected of a recruit at the Broward Fire Academy.
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- The responsible instructor or staff member will document all counseling in writing, and make an entry will be made in the recruit's file. Counseling sessions may result in a recruit receiving disciplinary action up to and including being removed from the Fire Academy Program pending a counseling session with the Fire Academy Director and a Guidance Counselor.
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- Recruits are also subject to the disciplinary policies and procedures of the School Board of Broward County (in accordance with the Recruit Conduct and Discipline Code).
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DEMERIT SYSTEM

- This program incorporates a demerit system as a method of changing inappropriate behavior. Demerits will be issued in a progressive manner for repeat infractions. When demerits are issued a written description of the infraction will be recorded on the Recruit Demerit Form, which will be signed by both the recruit AND the issuing Instructor.
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- When a recruit receives 15 demerits, he or she will be counseled by the Program Coordinator and/or the Fire Academy Director.
 - A recruit who receives a total of **30 or more** demerits shall be dismissed from the program after a counseling session with the Fire Academy Director and Guidance Counselor
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Infraction	Progressive Demerits		
	1st	2nd	3rd
Out of Uniform	2	4	6
Foul Language	2	4	6
Failure to complete assignment	3	5	7
Violation of rules or regulation	3	5	7
Violation of safety standards	3	5	7
Disrespect	10	10	10
Tardiness	7	10	13
Excused absence	5	8	10

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- THE DEMERIT SYSTEM IS USED FOR MINOR DISCIPLINARY ACTION. OTHER DISCIPLINARY ACTION CAN BE IMPOSED AT THE DISCRETION OF THE LEAD INSTRUCTOR, PROGRAM COORDINATOR, AND ACADEMY DIRECTOR, UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM.**
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WORK DETAILS

- ❑ **OUTSIDE INSTRUCTIONAL AREAS, EQUIPMENT AND APPARATUS**
 - It is the recruit's responsibility to maintaining the outside areas of the Fire Academy, as well as the equipment and apparatus.
 - Fire apparatus and equipment will be returned to their proper place at the end of an activity. Any damage will be reported immediately to an Instructor.
 - All hoses will be washed after use and hung in the drying section of the smoke tower unless otherwise directed by an Instructor.
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CLEANING DUTIES

- Recruits will be required to perform the following clean-up duties:
 - Men's and Women's Bathrooms and Locker room: mirrors cleaned, shower areas wiped down, including shower heads and soap trays, sweep and wet mop floors.
 - Classrooms: straighten all desks and chairs, wipe down desks and counter tops, clean whiteboard, sweep and/or vacuum floors.
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- Break Room (Portable): straighten and wipe down all tables and chairs, sweep and/or vacuum floors.
 - Grounds: police, sweep sidewalks, straighten outside drill area putting away equipment that is left out, and wash down concrete areas around tower area as needed.
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- Tower: police entire tower, straighten equipment room, hose drying area, close all windows and secure all tower doors.
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Questions, concerns, comments?
