



**NORTHERN NEVADA  
FIRE AND RESCUE  
ACADEMY**

**FULL-TIME  
CADET  
TRAINING MANUAL**

**REGIONAL PUBLIC SAFETY TRAINING CENTER**

**5190 Spectrum Blvd  
Reno, NV 89512  
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## **PREFACE**

The Northern Nevada Fire and Rescue Academy, in cooperation with local fire protection agencies has established this Cadet Policy and Procedure Manual for the purpose of providing the academy cadet with all the necessary information to allow the cadet to understand the philosophy under which this institution operates.

This document details the responsibilities and demeanor to be followed by cadets, instructors, training advisors and administrative personnel associated with the Academy. It will be the responsibility of the individual cadet and staff members to know the content of this manual and conform to the established policies and procedures.

## **ACADEMY OBJECTIVES**

The total allocation of manpower and resources devoted to this Academy are for the purpose of providing the cadet with the highest quality and standard of instruction. The course content and required instructional hours are mandated by TMCC, the Nevada State Fire Service Training and Standards Committee, National Fire Protection Association and T.M.C.C. Fire Technology Advisory Board.

It is our objective to provide the required education needed for a firefighter embarking on a career in the fire service. We also endeavor to teach the student the required behavior attributes needed for a successful career in the fire service.

You, the cadet, are making a considerable investment of time and money to complete the academy process. Make the most of it. Remember you are under the "Looking Glass." Members of the academy and fire departments are watching not only your performance but also your attitude and demeanor. Your instructors, (even your fellow cadets) will have substantial input into you getting a job with their agencies.

# ACADEMY ORGANIZATION

## 1. ADMINISTRATIVE STAFF

1. The Administrative Staff has the responsibility for the supervision and administrative coordination of all Academy affairs.
2. Dean- Ted Plaggemeyer 673-7123
  1. The Dean is responsible for all phases of the Public Safety Division including the Fire Technology program. This includes all Fire and Law Enforcement Academy programs.
3. Fire Science Coordinator / Chief of the Academy, David Provencio, 789-5412
  1. Responsible for the operation of the Academy and the Fire Technology Program.
4. Academy Commander Jeff Prokosch 789-5513  
Cell (925)413-2949
  1. Responsible for the operation of the Full-time Academy, as directed by the Fire Science Coordinator.
5. Academy Commander Kevin Jakubos 789-5513
  1. Responsible for the operations of the Hybrid Academy, as directed by the Fire Science Coordinator
6. Assistant to the Academy Staff- Jeanie Carnell, 789-5511
  1. Responsible for handling everyday logistical functions for all Academy programs.
7. Academy Mechanic Mike Kelley 750-7298
  1. Responsible for maintenance, repair and inventory of academy equipment, vehicles and supplies.

## 2. ACADEMY PERSONNEL

1. Staff Instructors
  1. In addition to teaching in the Academy, Staff Instructors assist in managing the Academy. The Academy Instructors are also the class advisors, and may be consulted by cadets on personal, academy, or employment matters.
2. Special Instructors
  1. Instructors are selected for their expertise in special fields.

3. Instructor Assistant
  1. Most IAs are members of the local fire service or graduates of past academies, and will be assisting with drills and demonstrations.
4. Student Assistants
  1. The Academy generally has one to two Student Assistants whose primary function is to assist the Academy Commander.
  2. Student assistants are usually past academy graduates.
  3. They do not have the status of the Academy Officers and Instructors. Cadets are not required to stand at attention when they enter the room nor are they called “sir/ma’am”.
  4. Any academy graduate can apply for student assistant.

### 3. CADET CLASS ORGANIZATIONAL STRUCTURE

1. In order to establish accountability and responsibility and give structure to the cadet class, each cadet class will be formed into engine companies. Each class will have a Class Leader and each engine company will have a Captain.
2. One Class Leader will be appointed for the FF1 portion and one for the FF2 portion. The class leaders will be appointed by the Chief of the Academy and the Academy Commander during the first two weeks of the academy. Any cadet interested in applying for the position of class leader will submit a letter of interest and resume. Six to nine candidates will be selected from the resumes to participate in the interview process.
  1. The interviews will take place during academy hours with the whole academy present. The Chief (s) will conduct the interviews and critique each candidate. The process will assist cadets in improving their interview skills.
3. Captains will be appointed for two weeks by the Academy Commander. Grades will be taken into account when picking the Captains.
4. The following duties and responsibilities of Class Leader and Captains should be known by all, as each cadet may be expected to assume a position of responsibility during the course of the Academy.

5. Course materials, schedules and calendars will be posted on each academy website. It is the responsibility of each cadet to check the website daily for schedule changes, updated information, or training location.
2. Class Leader
    1. The Class Leader is directly responsible for the day-to-day operation of his/her class. The Class Leader reports to the Academy Commander and the training staff and has the following duties:
      1. Maintain control over the class to insure compliance with rules and regulations by all cadets.
      2. Maintains a neat and orderly classroom, sufficiently supplied with necessary forms and equipment.
      3. Assure that the class is at the assigned area, at the proper time, in the uniform of the day, with all required equipment.
      4. Provide the Commander with weekly reports as well as all cadet memos. The Class Leader shall submit the weekly reports by 10PM on Friday night.
      5. Provide proper supervision of subordinate cadets to insure all orders are carried out properly, promptly, and efficiently.
      6. Perform all other duties as assigned by the training staff or classroom instructor.

3. Captain

1. The Captains are directly responsible for the day-to-day operation of their team and hold this position for two weeks. The Captains report directly to the Class Leader. The Captains have the following duties:

1. Assist the Class Leader in all assigned duties as necessary.
2. Maintain attendance for all cadets within the team. Report attendance to Class Leader prior to daily inspections and roll call.
3. Ensure that his/her team reports to the proper assigned areas in proper uniform.
4. Ensure that all memo assignments, absence memos, evaluation forms or any other documents are turned in on time to the Class Leader.
5. Perform all other duties as assigned by the Class Leader.
6. The first Captain will take the Class Leader position when the Class Leader is absent from class.

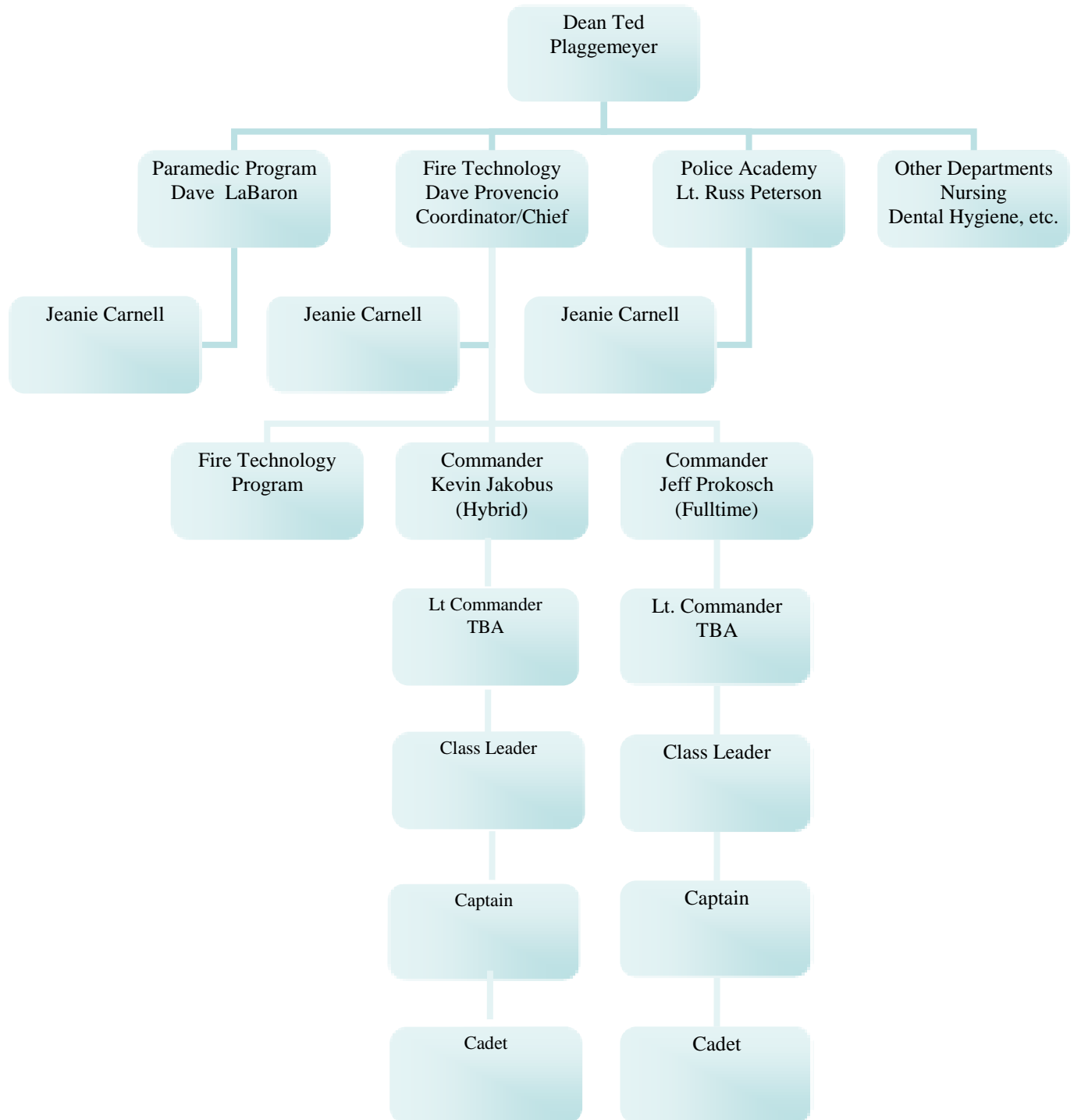
4. Class President, Vice President

1. The cadets will elect a Class President and Vice President when directed by staff. The class officers will coordinate the graduation ceremony and all social events involving the class. They will provide speeches at the graduation ceremony and all other assigned functions as directed by the Academy staff.

5. Other duties

1. Several other positions will be filled by academy cadets
  1. Equipment manager
  2. Rehab leader
  3. Class medic

4. **ACADEMY CHAIN-OF-COMMAND**



1. Cadets shall follow the Academy chain-of-command at all times.

2. Unless ordered to contact a training advisor or staff member, a cadet must follow his/her chain-of-command prior to contacting members of the staff.
3. Cadets will not contact the Commander, Coordinator of the Academy, or other administrative staff members, without following the chain-of-command. Unless ordered to do so.
4. A strict chain-of-command shall be followed. Requests to see the Academy supervisors will be processed through Captains and the Class Leader. If the purpose of the request to see the Academy staff is personal, that is all that needs to be stated in a request.
5. Any violation of the chain-of-command will result in disciplinary measures.

## 5. **TRAINING CENTER OPERATIONS (GENERAL)**

### 1. Training Location

1. The Regional Public Safety Training Center campus will be the primary location for all instructional courses. Outside facilities and locations will be utilized for the presentation of specialized instruction.
2. Cadets will be provided with all necessary directions and special information on each outside facility prior to attending training sessions at these locations. Please remember we are guests of the host departments and need to show the utmost in courtesy and consideration.

### 2. Hours of Operation

1. The Fire Academy will normally operate between the hours of 0730 and 1800 hours, Monday through Friday. An occasional Saturday and night drill is possible. Cadets should plan to stay at the academy until 1730-1800.

### 3. Lunch and Break Periods

1. Cadets will receive a 30 to 60-minute lunch break, depending on instructor needs. Cadets will take their lunch/breaks on the campus facility or training site unless authorized to leave by a member of the training staff.
2. During classroom instruction, the class will be given approximately 10-minute breaks per instructional hour.

4. No eating, drinking, or smoking in the classroom or on the drill grounds unless approved.

## **RULES AND REGULATIONS**

### **6. I. ACADEMY ATTENDANCE**

1. In general, all cadets are required to attend all training programs provided by the Academy. It may become necessary to be absent from some training sessions. It is the responsibility of each cadet to know and understand the following policy and procedures concerning attendance.

#### **2. Attendance Criteria**

1. No cadet will be allowed to graduate if, for any reason, he/she:
  1. Misses any of the mandated subjects in the Academy.
  2. Misses more than 24 hours of the Academy.
  3. Is unable to be re-mediated in any class, regardless of the hours involved.

#### **3. Absences (Excused)**

1. The cadet is expected to conduct him/herself as if the academy is a full-time job.
2. In the event a cadet cannot attend training due to illness or family emergency, he/she shall notify the Academy staff at least 30 minutes prior to assigned training time on that day by calling 775-789-5513, 775-789-5411 or 775-789-5412. The cadet shall state the reason(s) for the absence and the length of time he/she will miss training.
3. It shall also be the responsibility of each cadet employed by the agency to notify that agency of his/her absence. Each cadet will follow that agency's regulation governing absences. In addition, the Academy will notify the agency of any cadet's absence.
4. The cadet shall submit a memo through the chain-of-command to the training staff prior to the beginning of class on the first day the cadet

returns for training. This memo shall describe the reason(s) for the absence, and evidence of medical treatment if the absence exceeds eight (8) hours.

4. Absences (Un-excused)

1. In the event a cadet is absent from training other than for illness, emergency situation, or prior approval from the Academy staff, this will be considered an un-excused absence. Un-excused absences will be considered a violation of Academy Policy and Procedures and will result in disciplinary action by the Academy.

5. Tardiness

1. It is the responsibility of each cadet to know the times and dates training classes are held. The cadet shall allow ample time for traveling to the training location so that he/she will arrive prior to the start of instruction. It will be the responsibility of each cadet to be assembled for inspection and roll call at least 15 minutes prior to the start of class.
2. Cadets who must be tardy are required to telephone the Academy staff at 775-789-5511. Immediately on reporting to the Academy, the cadet shall report to the Class Leader.
3. Cadets who are tardy three (3) times shall be subject to dismissal. Disciplinary action shall not apply if the training staff has properly excused the cadet.
4. Each tardiness will be considered into the time allowed to be missed. A minimum of 1 hour will be charged for each occurrence.

6. Subpoenas

1. It may become necessary for cadets to attend or be on call for court. Cadets will be notified of any appearances in court by way of subpoena. It is the cadet's responsibility to provide a copy of the subpoena to the Class Leader as soon as a subpoena is received, along with an absence request.

2. Cadets who have to attend court or be placed on an on-call basis shall have the uniform of the day required by the cadet's agency or appropriate civilian clothing available.
  3. Should a cadet be required to attend court, the cadet shall submit a memo explaining the absence as a mandatory requirement. This memo shall be submitted to the Class Leader as soon as possible.
7. Medical Appointments
1. It is to the advantage of each cadet to attend all training classes. It is, therefore, necessary to make doctor or dentist appointments that do not conflict with training time. If this is not possible, prior absence request to the Chain-of-Command is required.
8. Employment Examination and Interview
1. It is a policy of the Academy that, an absence by a cadet for the purpose of examination or oral interview for employment with an agency is not recommended. This absence removes the cadet from training classes which are necessary for his/her training. Absences for employment procedures will be unexcused, unless an exemption is granted by the Commander.
9. Illness or Injury During Training
1. Should a cadet become ill during training hours, he/she shall immediately report to the training staff and explain the illness. Should the cadet be unable to remain at the Academy, he/she will be given an excused absence from the training staff and will be allowed to go home. He/she shall then submit a memo explaining the illness to the training staff on the next training day prior to the starting of class.
  2. Should the cadet become ill or suffer an injury requiring medical treatment, he/she shall report to the training staff. In any event, they shall report the injury to the training staff regardless if treatment is received at the time of injury or illness. It is the responsibility of each cadet to provide the training staff with documentation as to the extent of injury, medical recommendation, time off required and/or expected date of return to full Academy training.
  - 3.

## 7. ILLNESS OR INJURY - ON AND OFF DUTY

### 1. Accidental Injury Procedures

1. Minor Injuries - In the event of a minor injury, the following steps shall be followed by the instructor:
  2. Any instructor or Academy staff member present shall render first aid, if qualified.
  3. The Academy office shall be notified as soon as possible. If the injury occurs after 1700 hours, the notification shall be made to the Academy office.
  4. Ensure that the sick or injured cadet completes and submits an Accident Report by 0900 hours on the first day of return. The report shall indicate the kind of illness or injury, name, and location of physician giving treatment. Form available in office.
  5. The Academy office shall immediately notify the ill or injured cadet's agency and advise the agency of the circumstances of the illness or injury. Daily log entry shall be made indicating the time and name of agency personnel notified. This information shall be placed in the cadet's personnel file.
  6. In case of a class-related injury, the Academy staff shall assist the cadet in completing the school accident insurance form. The form shall be turned into the Academy office.

### 2. Serious Injury - In the event of a serious injury, the following steps shall be carried out in their prescribed order:

1. Call 911
2. Any instructor, academy staff member present or cadet shall render first aid, if qualified.
3. Instructor and/or Academy staff will be notified.
4. If necessary, the cadet shall be transported to the nearest appropriate medical facility.

5. Fire Technology Coordinator / Chief of the Academy shall be notified.
3. Exemption From Physical and Cadet Responsibilities
    1. An ill or injured cadet shall be exempt from physical training when the cadet's physician recommends, in writing, to the Academy staff, that he/she be excused for the specified period of time needed for recovery from the illness or injury.
    2. The ill or injured cadet shall be temporarily excused from physical training from the onset of the illness in order to allow a reasonable amount of time for the cadet to consult with his/her (or appointed) physician, but in no case longer than two consecutive school days.
    3. The cadet shall, injury permitting, accompany the class to the training area during physical fitness training. Injured or ill cadets shall continually keep both the Academy instructors advised of his/her health status with reports to the Chain-of-Command without undue delay. The ill or injured cadet shall arrange for medical reevaluation of the illness or injury as directed. In order to complete the Academy and receive full certification the cadet must complete the physical fitness requirements.
  4. Reports Required
    1. The Academy instructor or supervisor shall complete an incident report describing the illness or injury. The incident report along with a copy of the cadet's report shall be submitted to the Chain-of-Command no later than 1100 hours on the next school day.
  5. Telephone Notification to the Academy
    1. The instructor shall immediately make a telephone notification to the Academy staff to report any death or serious injury of a cadet.
  6. Health Insurance
    1. Non-agency personnel are required to demonstrate proof of insurance during the course of the Academy. Letting the insurance lapse may result in dismissal from the program. Health insurance is available through the college.

## 8. CADET PERSONAL GROOMING STANDARDS

Cadets, both male and female, shall conform to the following grooming standards as established by the Academy.

1. Male Cadets
  1. Hair Length - Hair shall be no longer than three (3) inches in length and shall be neatly tapered downward on the back of the neck. Hair shall not touch the uniform collar.
  2. Sideburns - Sideburns shall be neat and not excessively thick. Sideburns shall not extend below the middle of each ear and shall be a maximum of ½" in width.
  3. Mustaches - Neatly trimmed and shall not extend below or beyond the corner of the mouth. BEARDS ARE NOT ALLOWED.
  4. Jewelry - No jewelry will be permitted. Rings are capable of injuring yourself or others and shall not be worn. Earrings or body rings shall not be worn during class hours. Neck chains may not be worn. The exception to this rule is a medical alert bracelet or neck chain.
1. Female Cadets
  1. Hair Length - Hair shall not extend below the uniform collar. Hair clips, etc. will be used at all times while attending the academy (including graduation).
  2. Makeup - The wearing of facial makeup shall be kept subdued and at a minimum. Light facial rouge and eye shadowing is permitted. No false eyelashes and/or fingernails are permitted.
  3. Jewelry - No jewelry will be permitted. Rings are capable of injuring yourself or others and shall not be worn. Earrings or body rings shall not be worn during class hours. Neck chains may not be worn. The exception to this rule is a medical alert bracelet or neck chain.
2. General
  1. All cadets are required to maintain proper personal hygiene. Dirty fingernails, bad breath, unpleasant body odor, dirty or unkempt hair,

unshaven or poorly shaven faces are all conditions that do not meet Academy standards.

## 9. UNIFORMS

1. All cadets attending the Fire Academy shall wear uniform of the day, as established by the Academy.
2. Academy Formal Uniform
  1. Dress shirt, light blue with academy patches and name plate, Flying Cross (95R6625)
  2. Pants, dark blue, clean and neatly pressed (Lions #130 or fire resistant)
  3. Black web uniform belt
  4. Dark blue or black socks
  5. Black boots (approved), above the ankle and shineable
3. Academy Field Uniform
  1. Blue T-shirt, as specified
  2. Blue pants in good shape, not faded or torn
  3. Black boots (approved)
4. Academy Physical Training Uniform
  1. Blue sweatshirt or T-shirt with Academy logo
  2. Grey sweat pants or shorts
  3. White socks
  4. Running shoes in good shape with adequate support
5. Name Plates
  1. Name plates are required of all cadets. Silver 1/2", black letters with last name or agency name plate.

## 10. CADET CONDUCT AND DEMEANOR

1. The majority of training classes will be conducted on the RPSTC campus. Instruction in specialized subjects may be held at other training facilities in the area. It is important that cadets conduct themselves in a professional manner at all times. Misconduct and a poor professional demeanor reflects a poor image and lack of respect for fellow classmates and the college. The following conduct will be expected of all cadets:
  1. Immediately upon entering the classroom, cadets will go directly to their seats. When the instructor or staff members enter the classroom, the Class Leader calls the class to attention. The class remains in this position until ordered to be seated by the instructor or staff person. This procedure shall be complied with on each entry of the class into the classrooms. Instructors do not have the privilege to change this rule. Cadets are not expected to come to attention when the academy staff or another instructor enters the classroom while another instructor is teaching.
  2. Cadets will remember that other classes will be in session in other rooms. Excessive noise will disrupt these classes and will not be tolerated.
  3. Cadets will, at all times, show respect for instructors. Cadets who are disruptive will be subject to disciplinary action. Instructors shall be addressed by their rank or title or Mr. or Mrs. or Ms. No exceptions even if you are personally acquainted.
3. Drill Ground Conduct
  4. The cadet will always conduct himself/herself in a safe manner and maintain a safe attitude. Unsafe actions can and will result in discipline and possible suspension.
4. Buddy System
  5. During the course of the Academy, cadets will be required to maintain a buddy system at all times. Cadets will not go anywhere without their buddy. Only the Instructor can make an exception.
5. Accountability System
  6. Unless directed otherwise, all cadets are required to participate in the accountability system. The student will give their "tag" to their Captain at

the beginning of each training session. The Captain will place the company's tag on the main board. All tags will be removed by the end of each day. During drills the company's tags will be transferred as required.

6. Break Periods

7. Generally breaks will be given at the Instructors discretion. Duration and times of breaks are strictly controlled.

3. Parking of Cadet Vehicles

1. All cadets will park their vehicles in the correct manner, using the Southeast parking lot. Vehicles will be parked as far East as possible, and in the lowest section of the parking lot. Do not park in the rear of the facility.
2. Vehicles left unattended shall be locked at all times.
3. Cadets SHALL NOT LEAVE ANY equipment or uniforms in plain view.

4. Sanitation

1. Unnecessary expectoration and littering of the grounds is prohibited.
2. Cadets are prohibited from walking on the lawn areas.

5. Smoking

1. No smoking or use of tobacco allowed during Academy hours.

6. Inappropriate Behavior

1. Being dishonest
2. Being insubordinate
3. Fighting or encouraging a fight is not tolerated
4. Being unsafe
5. Any behavior other than professional conduct will not be tolerated at any time. Common courtesy will be expected at all times.

6. Any violation of the above rules will not be tolerated, and could be cause for dismissal from the Academy.
7. Food Service and Snack Bars
  1. Break tables are available and may be used on authorized breaks.
  2. Food products will not be allowed in the classroom, except at the lunch break, after which all food will be removed.
8. Conduct Away From the Academy
  1. As this program requires a complete evaluation of the cadet and his/her suitability for a firefighting career, any breach of conduct which is brought to the attention of the staff will be reflected in the cadet's evaluation. Also, any misconduct may be subject to Academy disciplinary action and possible dismissal.
  2. All cadets are to submit their local address, telephone number, and vehicle type/license while attending the Academy. Any change in the above must be submitted within 24 hours of the change.
  3. In the event of death in the cadet's family, a memo will be submitted to the staff. Give pertinent information such as: name, relationship, time, date, location, funeral home or mortuary, and time of services.
9. Breach of Conduct and Demeanor
  1. Any breach of conduct or demeanor will become a matter of record and will have an effect on the cadet's Academy status.
  2. Any breach of conduct or demeanor is subject to Academy disciplinary action.
  3. Agencies of sponsored cadets will be notified of any breach of conduct or demeanor.
  4. Any act which constitutes a violation of any law is subject to Academy discipline whether or not committed at an Academy sanctioned activity.
10. Code of Conduct - Causes for Discipline

1. Cheating or plagiarism in connection with an academic program at a college/academy.
2. Forgery, alteration or misuse of college documents, records or identification or knowingly furnishing false information to a college/academy.
3. Misrepresentation of oneself to be an agent of the college/academy.
4. Obstruction or disruption, on or off campus property, of the college's educational process, administrative process, or other college/academy function.
5. Physical abuse on or off college property of the person or property of any member of the college community or of members of his or her family or the threat of any such physical abuse.
6. Theft of or non-accidental damage to, college property, or property in the possession of, or owned by, a member of the college community.
7. Unauthorized entry into, unauthorized use of, or misuse of college property.
8. On college property, the sale or knowing possession of dangerous drugs, restricted drugs, or narcotics, as those terms used in Nevada statutes, or the sale of knowing possession of alcoholic beverages.
9. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the college.
10. Engaging in lewd, indecent or obscene behavior on college property, or at a college function.
11. Abusive behavior directed towards, or hazing of, a member of the college community.
12. Violation of any order of the Academy, notice of which has been given prior to such violation, and which order is not inconsistent with any of the other provisions of this policy. This notice may be given publication or by posting on an official bulletin board designated for this purpose.

13. Soliciting or assisting another to do any act which would subject a cadet to expulsion, suspension, probation, or other discipline pursuant to this policy.
  14. Any other cause identified as good cause not identified above.
  15. Attempting to do any of the causes for disciplinary action identified above.
  16. There shall not be any demonstration of affection between cadets who are romantically involved during Academy functions or on Academy ground or other Academy locations.
11. Dismissal from the academy
    1. The cadet may be dismissed from the academy for the following
      1. Failure to remediate any test within two weeks of failing test
      2. 3 failed re-taken tests
      3. Any act of dishonesty or insubordination
      4. Failure to pass PT test given at end of FF1 or FF2
  12. Cadets dismissed from the academy:  
Will receive credit and certification for portions of the academy completed. The cadet will not be allowed to graduate with the academy and forfeits all rights to wear academy apparel or represent him/herself as a member or graduate of the academy. The cadet will not be allowed to complete the internship.
  13. Review process
    1. Termination or discipline decisions by the academy staff may be appealed to the Academy Review Board consisting of the class leader, the Chair of the Fire Technology Department, Dean or Director of the Division, and two representatives of the Academy Board. If the cadet is a sponsored by an agency that agency will be represented as one of the members of the Academy Board.

## **ACADEMIC AND CERTIFICATION REQUIREMENTS**

## 1. Academic Requirements

1. During the course of the academy the cadet will complete 29 credits (7 are EMT-Basic).
2. To obtain these credits the student must meet all of the college criteria for academic performance.
3. Grades below a 2.0 GPA will affect student loans and scholarships
4. The student will receive credit in the following classes at the completion of the academy.

Course #	Course Title	Credits
EMS-108B	Emergency Medical Tech. B	7
FT-106B	Firefighter I Academy	12
FT-206B	Firefighter II Academy	10
	<b>Total</b>	<b>29</b>

### Grading:

100% - 95%	A	94% - 90%	A-
89% - 85%	B	84% - 80%	B-
		80% >	F

## 14. Certification Requirements

1. Cadets must maintain an 80% or better on all written tests in order to receive certification.
2. The cadet will be allowed to remediate (attempt to obtain 80% or better) each test once during the course of the academy (EMT requirements are separate). The first grade obtained is applied for grading purposes. Failure to score an 80% on the second attempt of each test will result in dismissal. Failure to remediate any test within two weeks of failing will be subject to Academy disciplinary action and/or dismissal.
3. The cadet must meet the attendance requirements
4. The cadet must complete all of the skill requirements. Some training such as the oil fire class and the Carson burn building cannot be made up.

5. The student must pass state certification testing.
6. The student must pass the PT test given at the end of each section as follows:
  - FF1: Mile Time = 9:30 Agility Time = 5:15
  - FF2: Mile Time = 9:00 Agility Time = 5:00
7. The Firefighter I certificates will be good for two years unless the student is hired by a full-time agency. Following the two year period the student can take a refresher course to maintain current certification.
8. Certification is awarded by both TMCC and *Nevada State Fire Service Training*. We adhere to the requirements of the *Nevada State Fire Service Standards and Training Committee* and the *National Fire Protection Assoc.* Upon completion, the cadet will receive certification in the following.
  - Firefighter I (Must have EMT or medical component)
  - Firefighter II (Following internship)
  - First Responder Hazardous Materials Awareness / Ops
  - Basic Wildland Firefighting (S-110, S-130, S-190)
9. To obtain NFPA certification the cadet must:
  1. Complete the academy process
  2. Complete an internship (6 credits, usually two semesters)
  3. Complete an NFPA physical
  4. Pass the State written and practical tests

## 11. COMMUNITY SERVICE PROJECT

1. Each academy will complete eight hours of community service. This can be broken down to two- four hour projects.
  1. The class will choose a project(s) and submit this to the administration for approval.
  2. The project will be done on off time from the academy, unless other arrangements are made with the academy administration
  3. It is recommended that the academy choose a high profile project that will be recognized by the community and media.
  4. This project consists of the whole academy and cannot be split into separate assignments unless authorized by the staff.

## 12. **INTERNSHIP**

1. In order to receive the Firefighter II certification the cadet must complete an approved internship.
2. The cadet must complete two semesters of internship. They must complete a total of 8-24 hour shifts during each semester or the equivalent. This is organized through TMCC. The student will need to sign up for at least one, three credit class of "FS-290B Internship" in the TMCC semester catalog.
  1. Usually completed with a host/cooperating fire agency.
  2. One semester can be completed with a wildland agency or as part of a seasonal wildland job.
  3. Internships must be completed with departments that provide supervision and accountability. In most instances volunteer departments are not applicable.
  4. Any fire department may be considered as long as:
    1. It is approved by the Chief of the Academy
3. Evaluations and Shift Reports
  1. The cadet will do a shift report for each shift or portion of a shift.
  2. The cadet will be evaluated monthly by the assigned Captain
  3. The Firefighter II certificate will not be released until the cadet has at least 8 shift reports and a minimum of three evaluations in the cadet's file.

## 13. **STUDENT ASSISTANCE PROGRAMS**

1. **Learning Disabilities**

Qualified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance and clarification of service provided under the ADA, contact the Disability Resource Center, Red Mountain Building Rm. 120, 673-7277.

**If you have a learning disability or another problem, you must let the academy staff know prior to any tests or other work that will challenge your abilities. Notification of staff after a failed test is not acceptable.**

2. Writing Center

TMCC has an excellent writing center and with an excellent Writing Center Coordinator, Erika Bein, Vista B106, 674-7521. Students are encouraged to use this FREE resource. Students can even submit projects on-line at <http://www.tmcc.edu/writing/>

**There is no excuse for poor grammar or poor writing. If you or your family can't read your work, neither can we. The Academy is part of the College and you are expected to produce College level work.**