

FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINE

Section 100.8

Cadet Member Program

Purpose: This guideline shall be utilized to define the roles and responsibilities of all Frederick-Firestone Fire Protection District (FFFPD) cadet personnel.

Scope: This guideline applies to all FFFPD cadet members.

Definitions:

- A. **Cadet** - Individuals who are at least 16 years of age and enrolled in high school who provide volunteer services to the FFFPD through participation in FFFPD's Cadet Program in exchange for receiving certain, limited training and experience. Subject to the restrictions contained in this SOG, Cadets are allowed to participate in all activities except emergency scene operations. Cadets are under the direct supervision of the Shift Officer.

2. Organizational Structure:

- A. The Cadet Program organizational structure shall be designed to be fully integrated into the overall organizational structure.
- B. The Cadet Program will be under the direct supervision of the Cadet Program Coordinator.
- C. The Cadet Members will provide feedback directly to the Cadet Program Coordinator regarding program issues.

3. Entry Level Requirements

- A. All applicants must be a minimum of 16-years of age at the time of acceptance into the Cadet Program.
- B. All qualified applicants will be considered. Depending on the number of participants in the Cadet Program, a waiting list may be established.
- C. Applicants must submit an employment application through the Fire District's administrative office.

- D. Each candidate must complete an interview with the Cadet Program Coordinator. All candidates will be notified in writing if they have been accepted or denied membership into the Cadet Program.
- E. Each applicant will be subject to the following, including but not limited to:
 - 1. Must possess and maintain a valid Colorado ID or Driver's License with an acceptable driving record.
 - 2. Must be enrolled in high school and maintain a 3.0 or greater grade point average; and receive no failing grades for any class.
 - 3. Must complete the HIPAA training prior to scheduling any ride alongs.
 - 4. Cadets must have parent or legal guardian signature on the signature page to participate in the Cadet Program.
 - 5. A member shall only be permitted to remain a Cadet until the day of their High School graduation. If at that time the Cadet is 18 and possesses their EMT certification, they will have the option of transitioning into the District's Reserve Candidate program.

4. Training

- A. Cadets will receive training on the specific aspects of their involvement.
- B. Cadets can observe FFFPD training activities. Limited involvement will be allowed as the training session permits.
- C. Under no circumstances will Cadets be allowed to participate in fire ground activities, including simulation training for fire suppression, emergency medical services field training, hazardous materials training or specialized trainings.

5. Work Assignments

- A. Cadets shall schedule their ride time through the shift officer of their preferred ride day as far in advance as possible.
- B. Cadets are required to participate in station activities for at least 12 hours per month. Cadets are not allowed to be in the station after 1900 hrs, so it is recommended that Cadets complete the required hours in a 12 hour shift from 0700 hrs to 1900 hrs.

- C. Cadets shall only be placed at a station with an officer.
- D. At the conclusion of each ride along, the Cadet will complete documentation describing the duties, training, and activities performed and have it signed by the on duty Shift Officer.
- E. Cadets are responsible for the scheduling of all ride along activities. In the event a scheduled ride along cannot be served, it is the responsibility of the Cadet to notify the on duty Shift Officer as soon as possible.
- F. Cadets will participate in the assigned duties for the day. A good attitude and a willingness to work are essential.
- G. Cadets are encouraged to participate in parades, station tours, local school activities, community celebrations, fire prevention activities, and FFFPD ceremonies.
- H. Cadets are not permitted to work in forest fire fighting and prevention, including controlling and extinguishing fires, wetting down of areas or extinguishing hot spots, and patrolling burned areas to assure the fire has been extinguished.
- I. Cadets also may not perform the following tasks in conjunction with efforts to extinguish a forest fire: piling and burning of slash; clearing of fire trails or roads; construction, maintenance, and patrolling of fire lines; acting as a fire lookout or fire patrolman; and maintaining firefighting equipment.
- J. Cadets may not operate or assist in the operation of "power-driven woodworking machines," which includes all power saws, nail guns, and staple guns.
- J. In addition to complying with all other requirements of the Cadet Program, a Cadet is prohibited from engaging in the following activities:
 - 1. Operating any FFFPD apparatus or vehicle.
 - 2. Operating any Fire or EMS equipment. For example but not limited to: extrication tools, chain saws, ventilation fans, etc... A Cadet may operate typical household equipment such as but not limited to: lawn mowers and weed removal equipment.
 - 3. Coming in contact with or exposed to hazardous materials.
 - 4. Directly engage in fire suppression activities, including a training exercise.

5. Climb a ladder in excess of 24 feet in length.
6. Riding in the ambulance if there is a patient present.

6. Other Responsibilities

- A. FFFPD's goal is to provide high school students participating in the Cadet Program with valuable fire service training and experience in an environment that reasonably limits their exposure to risk of mental, emotional or physical harm.
- B. Each Cadet and his/her parents or guardians understand, acknowledge and agree that all activities performed by FFFPD members, including Cadets, are inherently dangerous and may result in mental, emotional or physical harm.
- C. In order to reduce the risk of mental, emotional or physical harm to a Cadet, FFFPD has imposed certain limitations upon a Cadet's activities, with which the Cadet must strictly comply.

- D. The Cadet's uniform consists of the following:

Pants: Dark blue pants – Non Issued (No Blue Jeans).

Shirts: "AUXILIARY" Polo Shirt - FFFPD issued

Shoes: Black leather shoes or boots – Non Issued (Tennis shoes for physical fitness training only)

Belt: Black leather – Non Issued

1. The uniform shall only be worn to FFFPD functions. Wearing the Cadet shirt at any other time may result in immediate termination from the program; and,
 2. All equipment issued to a Cadet shall remain FFFPD property, and shall be returned upon separation from the Cadet Program.
- E. All Cadets shall comply with the FFFPD Member Handbook and all SOGs. Corrective or disciplinary action may be taken in accordance with the rules, policies and procedures contained in the Member Handbook.
 - F. Cadets shall be seated and wearing a seat belt at all times when riding in a FFFPD apparatus or vehicle.
 - G. Cadets shall not respond to an emergency scene of any type in a private vehicle.

- H. Cadets may not participate in emergency activities, including emergency scene operations and training. Cadets may be allowed to assist with rehabilitation and supplies with prior approval of the on-scene Incident Commander.
- I. Cadets are not allowed inside a private residence and they are to remain with the apparatus unless directed to do otherwise by the Incident Commander.
- J. The Fire Chief reserves the right to change or alter this guideline at anytime.

Cadet Date

Parent/Guardian of Cadet Date

Fire Chief Date