



Englewood Fire Training Center

Student Rules and Regulations

I. **Purpose:**

- a. To Create/Establish set Rules and Regulations for Englewood Fire Training Center (EFTC)
- b. To Create/Establish policies to deal with most but not limited to all events that may happen in and around the EFTC.
- c. To Create/Establish a means of tracking recruit's actions and attitude while a student/cadet at EFTC
- d. Student Daily Assignments

II. **Rules and Regulations:**

a. **Cadet Conduct and Demeanor:**

- i. The majority of training classes will be conducted on the EFTC campus instruction in specialized subjects may be held in or around but not limited to the Englewood area. It is important that cadets conduct themselves in a professional manner at all times.
- ii. As a cadet in EFTC you are a representative of the Academy in the public's eye and you shall conduct yourself accordingly.
- iii. At no time are you permitted to wear EFTC attire in or around a drinking establishment, and/or purchase alcoholic beverages.

b. **Squad establishment:**

- i. Squads will be broken up accordingly with One squad leader and subsequent squad members
- ii. Squad leaders will choose a Class Leader

c. **Class Leader:**

- i. Will call the class to attention when Instructors enter the room
- ii. Will mediate between the class and the instructors. (Preferably the squad leader near the rear of the room)
- iii. Will call orders during Flag presentation

d. Classroom Conduct:

- i. Immediately upon entering the classroom, cadets will go directly to their seats. When the instructor enters the classroom, the Class leader will call the class to attention (stand). The class remains in this position until ordered to be seated. This procedure shall be complied with on each entry of instructors or staff personnel.
- ii. Cadets will, at all times show respect for instructors, other cadets, the Academy and themselves. Cadets who are disrespectful or disruptive will be subject to disciplinary action. Instructors shall be addressed by their rank or title. No exceptions even if you are personally acquainted.

e. Flag Set up:

- i. The class will pick two (2) Cadets to raise and lower the flag each class (Not Squad Leaders)
- ii. The class will assemble on their respective squad pads
- iii. The two class Flag Carriers will Present the colors in a respectable manner in accordance with proper flag etiquette (United States Code Title 4 Chapter 1 – The Flag)
 1. Conduct during hoisting, lowering or passing of flag
 - a. During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

f. **Dress code:**

- i. Appearance: All cadets both male and female shall conform to the following grooming standards established by EFTC.

1. **All Cadets:**

- a. No unnatural hair color
- b. No unruly hair styles
- c. No Body Piercings
- d. No visible offensive or derogatory tattoos
- e. Wigs and/or hair extensions will not be worn
- f. All clothing will be clean
- g. All clothing will be tucked in to the waist line at all times
- h. Cadets are required to maintain proper personal hygiene
- i. Minimal fragrances will be used at all times

2. **Male Cadets:**

- a. 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.
 - i. Hair shall not touch the uniform collar.
- b. 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.
- c. Facial Hair
 - i. Will be clean shaven at all times
 - ii. Mustaches – Neatly trimmed and shall not extend below or beyond the corner of the mouth.
 - iii. Beards are not allowed

- d. Jewelry – No rings/piercings will be allowed
 - i. Exceptions:
 - 1. Medical alert bracelet or neck chain
 - 2. Wedding Band

3. Female Cadets:

- a. Hair Length – Hair shall not extend below the uniform collar.
- b. Hair must be able to be enclosed in an OSHA approved hood that does not interfere with the helmet.
- c. Hair will be pulled up into a bun/pony tail
 - i. No hair spray is permitted
- d. Makeup- The wearing of facial makeup shall be kept subdued and at a minimum. Light facial rouge and eye shadowing is permitted.
 - i. No False eyelashes and/or fingernails are permitted.
- e. Cosmetics are not permitted during live fire training evolutions
- f. Jewelry – No body rings/piercings will be allowed
 - i. Exceptions:
 - 1. Ear piercings only single studs (no Hoops)
 - 2. Medical alert bracelet or neck chain
 - 3. Wedding Band

[Area intentionally left blank]

4. Uniform:

a. Class A Uniform:

- i. Button up Recruit Shirt –Tucked In
- ii. Straight Leg/BDU Pants
- iii. Black Belt
- iv. Polished Black Boots

b. Class B Uniform:

- i. EFTC T-Shirt – Tucked In
- ii. Straight Leg/BDU Pants
- iii. Black Belt
- iv. Polished Black Boot

c. Class C Uniform:

- i. EFTC T-Shirt – Tucked In
- ii. EFTC Shorts
- iii. Tennis/Cross Trainer Shoes
- iv. White Socks

- ii. Classroom attire for Fire Fighter I and Firefighter II will be Class A Uniform
- iii. Fireground Training will be conducted in Class B Uniform
- iv. PT will be conducted in Class C Uniform (Saturdays)

g. Drill Ground Conduct:

1. Cadets will always conduct him/her in a safe manner and maintain a safe attitude at all times.

ii. Buddy System:

1. Consists of a minimum of two (2) Cadets
2. During the course cadets will be required to maintain buddy system at all times. Cadets will not go anywhere without their buddy.

iii. Accountability System:

1. All squad leaders are to keep accountability of their squads and their actions at all times.

iv. Minimum equipment:

1. Cadets will wear at a minimum helmet, gloves and turnout pants and boots during all fireground activities.
2. At all times with no exception a cadet is to carry their bunker rope in a battle sling.

h. Injuries:

- i. Any injuries occurring on the Academy's premises MUST be reported to the Lead Instructor and aid will be rendered accordingly. All instructors have first aid training and will apply treatment to the level of training for any injury. If any further treatment is needed, the student will be transported by Emergency Medical Services or private automobile depending on the seriousness of the injury. Injuries requiring hospital evaluation will require written clearance from a physician before the Cadet is allowed to return to class. The proper accident report forms will be completed and the Instructor will notify the students emergency contact person and the sponsoring department. **ANY FEES OR EXPENSES FROM TRANSPORTATION AND TREATMENT WILL BE THE RESPONSIBILITY OF THE STUDENT AND OR SPONSORING DEPARTMENT.**

i. **Drugs and alcohol:**

Any Cadet exhibiting signs/behavior of impairment will be immediately removed from class and medically evaluated. If impairment is suspected, the Cadet will be safely sent home. The Cadet will be required to submit to testing for drugs/alcohol (at their expense) within 24 hours. The Cadet must provide the results of the drug/alcohol test to the Academy Director prior to returning to the class. Failure to comply for testing or a positive result will result in immediate dismissal from the program.

j. **Personal Safety:**

i. Cadets:

1. Self Contained Breathing Apparatus (SCBA) – Any student participating in live fire or SCBA training must have completed the basic training offered and be proficient with the device.
2. Medication: Any student taking medication, which has side effects that may affect their participation in class activities, is to notify Academy staff and their sending agency prior to participation.
3. No Jewelry other than wedding bands will be worn for live burn activities Exception: Medical Alert Bracelets and/or Necklace

k. **Smoking:**

- i. Smoking in and around the Academy grounds are prohibited.
- ii. Englewood Fire Department is a Smoke free Environment
- iii. This includes personal vehicles in the parking areas

I. Social Media:

Cadets shall not post any pictures, videos or comments that identify the EFTC, Englewood Fire Department or EFTC Instructors on any social media platform. Cadets need to be aware that anything posted on Social Media is subject to public access and that anything perceived as derogatory, threatening and/or anything that portrays the EFTC, Englewood Fire Department or EFTC Instructors negatively is prohibited.

BE SMART.

Violation of this policy will result in disciplinary action up to and including immediate dismissal from the program.

m. Parking:

- i. The parking area immediately adjacent to the class room has been designated as the staff parking area.
- ii. Students are to park in the general parking area only. This area is designated to the left/East of the propane tanks
- iii. Haligan way
 1. Has a posted speed limit of five (5) Miles per hour
 2. Is paralleled by an assisted living facility
 3. Observe the sound of your vehicles engine/exhaust and keep your stereo down to respectable volume

n. Attendance:

- i. Class will begin promptly at 1700 hrs. (5:00 PM EST) week nights and 0700 hrs. (07:00 AM EST) Saturdays unless otherwise specified prior to the designated day
- ii. Students are to arrive for class on time, dressed, and prepared for the day's activities

- iii. Late Arrivals will report to the Senior Instructor.
- iv. Attendances to **ALL** sessions are mandatory in order to successfully complete any fire course.
 - 1. No student shall be allowed to graduate if they are unable to be remediated
 - 2. Final examinations, practical or written, will not be taken by any student until all sessions missed have been completed
- v. Absences (Excused):
 - 1. Per the State, Cadets are allowed to miss no more than twelve (12) hours of class. Absences are only allowed for illness/injury or family emergency. As noted below, no absences are permitted for Mandatory Days
 - 2. In the event a cadet cannot attend training due to illness or family emergency, he/she shall notify the Class Leader who shall then notify Asst. Directors Lee Wiskowski or Jim Laurie as soon as possible or at least 30 minutes prior to assigned training time on that day. The cadet shall state the reason for the absence and the length of time he/she will miss training.
 - 3. 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 to training.
 - a. This memo shall describe the reason(s) for the absence, and evidence of the medical treatment if the absence exceeds eight (8) consecutive hours.

vi. Absences (Un-Excused):

1. In the event a cadet is absent from training other than 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.

vii. Tardiness:

1. It is the responsibility of each cadet to know the times and dates trainings are to be held. The cadet shall allow ample time for traveling to the training location so that he/she will arrive prior to the start of class.
2. Cadets who must be tardy are required to telephone the Academy directors immediately. Once the cadet arrives at the Academy they must report to their designated squad leader.

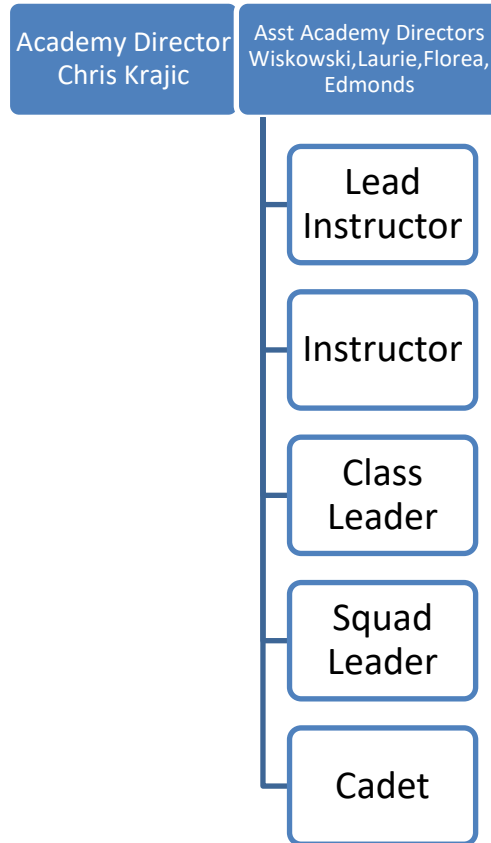
viii. Subpoenas or Jury Duty:

1. It may become necessary for cadets to attend or be in court. Cadets will notify the Academy directors as soon as possible.

o. **Academic Requirements:**

- i. An average minimum score of **seventy (70%) percent** (Overall score 70%, Written score 70% and Practical score 70%) is necessary to successfully complete the course.
- ii. Breaks:
 1. Break times are set at the discretion of the instructor. Food and/or beverages are prohibited in the classroom other than clear water.

p. **Chain of Command:**



III. Point tracking system:

- a. Each student will start with zero (0) Points at the start of class.
- b. If any student incurs any infractions, points will be added to the disciplinary file.
If any student reaches a 50 point total, he/she will be removed from the class
- c. If a student has points added the cadet will have the opportunity to contest that addition of points if they feel it was unjustly removed
 - i. That request will be submitted in writing to Academy Director Krajic and Asst. Academy Directors Wiskowski & Laurie within two (2) business days.
 - 1. This Documentation is to explain in detail the event and explanation of the incident
 - 2. Witness to the incident/event signed on the documentation by those parties
 - 3. Documentation is to be given to the Squad leader
 - a. If the event deals with the squad leader then the squad leader gives it directly to the class leader
 - b. If the Event Deals with the class leader then the cadet will give it to the Instructor
 - ii. Review of a challenge will be answered in writing with in four (4) business days – This review will be conducted by Academy Directors and any relevant Instructors
- d. Testing
 - i. All test taken are worth Twelve and a half points (12.5) points
This allows for Four (4) Failures including three (3) retakes

Offenses	1st Offense	2nd Offense	3rd Offense
Attitude	5	10	15
Participation	5	10	15
Behavior	10	15	20
Following Instructions	10	15	20
Punctuality	5	10	15
Attire	5	10	15
Appearance	5	10	15
Hygiene	5	10	15
Equipment (Lack of)	10	15	20
Supplies (Books. Etc)	5	10	15
Breach of Chain of Command	5	10	15
No Call No Show	25	Dismissed from Class	
Chap Quiz not Complete	5	10	15
Other Items not listed (Minor)	5	10	15
Other Items not Listed (Major)	10	15	20

* After third offense it is consecutively third offense points.

e. Mandatory Days are worth fifty (50) points each. Attendance, participation and a passing score are required for each Mandatory Day topic.

- i. Smoke Day
- ii. High Rise Day
- iii. Rescue Day
- iv. LPG Burns
- v. Hose Day
- vi. Ladder Day
- vii. SCBA Day
- viii. Live Fire Days
- ix. Survival Week

IV. Student Daily Assignments:

- a. To be completed at the beginning of each class
 - i. Have all gear and equipment staged on the squad squares
 - ii. Raise American Flag in formation (Follow Flag Procedures on pg. 3-e)
 - iii. Line up for inspection
 - iv. Sign in on class roster – Passed out by Class leader
- b. To be completed at the conclusion of each class
 - i. Clean Class
 1. Vacuum floor
 2. Clean bathroom
 3. Refill soap
 4. Refill hand towels
 5. Replace/ refill toilet paper
 6. Wash toilet
 7. Clean sink
 - ii. Wash down table tops
 - iii. Spray down chairs
 - iv. Place chairs under tables appropriately

** If cleaning supplies are needed, you must notify Asst. Academy Director Edmonds

c. Drill Tower

1. Sweep Out
2. Wash down if necessary
3. Pick up any debris
4. Close all windows and doors
5. Put all hose on rack

d. Shed and ventilation building

1. Clean and Organize shed
2. Sweep out if necessary
3. Top of any SCBA bottles as needed
4. Clean Rehab equipment
 - a. Notify instructor for any needed supplies

e. Engine and Grounds

1. Check fuel on Engine
2. Wash down interior and exterior
3. Arrange and Clean Compartments
4. Clean any tools
5. Refuel power tools as necessary
6. Walk all grounds and pick up any debris

If any maintenance is required (Other than SCBA or turnout gear) you are to notify Asst. Academy Director Florea.

I _____ hereby acknowledge that I have received, read and understood all contents of this Student Rules and Regulations hand book, and content named above, on this _____ day of _____, 20 _____

Print

Date:

Sign

Date: