

**RIO HONDO COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF PUBLIC SAFETY
WILDLAND FIRE ACADEMY
[WFT 077]**

**POLICY & PROCEDURES
MANUAL**

2014

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PREFACE

This Policy and Procedure Manual is established to set forth guidelines for administration procedures and operations regulating the conduct and responsibilities of cadets, staff, and department administrators. This manual will also explain the training program of the Rio Hondo Wildland Fire Academy.

In order to operate the program at the most efficient level, all persons are requested to adhere to the guidelines set forth by the respective Policy Orders. It is realized that the nature of the training program is such that modification of the guidelines may at times become necessary. In order to maintain a uniform program, changes shall be kept to a minimum.

PHILOSOPHY

The training program at the Rio Hondo Wildland Fire Academy is designed to be a highly disciplined program. The basic objective to this highly disciplined program is to train the cadet to operate efficiently in emergency situations. The instructors will observe efficiently in emergency situations. The instructors will observe and evaluate the cadet's behavior while under these conditions. The level of the discipline training must be such that a high degree of physical and mental pressure is applied to the cadet without affecting the academic program and the individual's dignity and ability.

The academic program and the instruction of manipulative skills shall maintain a standard of excellence so that cadets graduating from the Wildland Fire Academy shall be adequately prepared for a career in Fire Service. Graduates will comprehend their anticipated role as firefighters and possess skills enabling them to efficiently carry out their duties and responsibilities to the public they may serve.

**THE RIO HONDO COLLEGE WILDLAND FIRE ACADEMY
IS OPEN TO ALL STUDENTS**

BOARD OF TRUSTEES

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Gary Mendez Trustee Area 4 - South Whittier & South El Monte
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WILDLAND FIRE ACADEMY STAFF

Chief Tracy E. Rickman Fire Technology Coordinator, Department of Public Safety
Captain John R. Bennett U.S. Forest Service (Ret.)
Captain Norm Scott Senior Lead Instructor, Fire Academy
Rowena Mendoza Instructional Assistant

WILDLAND ACADEMY INSTRUCTORS & ASSISTANTS

Captain John R. Bennett U.S. Forest Service (Ret.)
Captain James Biscailuz Cal-Fire – Riverside Unit
Chief James Brakebill Pinkerton Government Services Fire Department
Firefighter Patrick Carrillo Santa Fe Springs Fire Department
Engineer/Paramedic Benjamin Esparza Monrovia Fire Department (Ret.)
Captain/Paramedic Robert Lee Los Angeles County Fire Department
Engineer Alfonso Maldonado Long Beach Fire Department
Captain William P. Noble Santa Fe Springs Fire Department
Chief Tracy E. Rickman Rio Hondo Community College
Chief Gerald L. Wallace South Pasadena Fire Department
Firefighter Jesus Barbosa U.S. Forest Service
Firefighter Joe Darling U.S. Forest Service
Firefighter Nick Galaz Los Angeles County Fire Department
Firefighter Guillermo Macias III U.S. Forest Service
Firefighter Harry Oh U.S. Forest Service
Firefighter Felix Valle Bureau of Land Management
Firefighter Frank Viramontes Orange County Fire Authority

CADET POLICY ORDER NO. 1

CADET RULES AND REGULATIONS

OBJECTIVE:

1. To maintain strict adherence to Cadet Rules and Regulations by cadets and enforcement of these rules and regulations by the staff.
2. To clarify the cadet's responsibility for his/her conduct during the Wildland Fire Academy, both in and out of the classroom.

PROCEDURE:

1. Classroom Conduct
 - A. Cadets shall call the class to attention whenever a visitor or instructor enters any building or classroom while the class is not in session.
 - B. When asking questions during a classroom session, the cadet asking a question shall raise his/her hand and, upon being recognized, give his/her name, i.e., "Sir, (or instructor's name) Cadet Doe, Sir: and then ask his/her question.
 - C. Under no circumstances shall cadets attempt to argue with an instructor however, cadets are encouraged to ask questions in order to clarify the subject matter being taught.
 - D. Cadets shall be responsible for remaining attentive during all periods of instruction. If a cadet becomes drowsy or in any manner incapable of properly paying attention, he/she shall leave his/her seat quietly and stand at the back of the classroom or area where the instruction is being conducted.
 - E. Cadets shall be assigned seats by squad during training sessions. Upon being marched into the classroom, all cadets shall remain at attention by their assigned seats until commanded by the Cadet Class Leader or Staff Instructor.
 - F. Cadet tables and areas shall be kept neat and clean at all times. Books, papers and reference materials shall be neatly stacked under the table or chair. Table tops shall be clear when unoccupied.
2. Class Hours – Certain days may be scheduled more than eight hours. Refer to current daily class schedule.

3. General Conduct

- A. Cadets shall conduct themselves in an orderly manner at all times.
 - B. Wherever cadet(s) are standing about and they are approached by a staff member or visitor and are blocking the passage of the staff member or visitor, the cadet(s) shall come to attention and sound off with “Give Way” making room for the respective person(s) to pass.
 - C. When moving out of formation, all individual cadets will do so at double time.
 - D. Whenever a group of cadets or an individual cadet is confronted by a staff member or visitor to the training center, the cadet(s) shall come to and remain at attention until given at ease or the conversation is terminated.
 - E. No cadet may enter any of the offices prior to knocking and being acknowledged. When permission is granted, he/she shall stand at attention before the desk of the person to whom he/she desires to speak. He/She shall state, “Sir, (or instructor’s name) Cadet Doe requests permission to speak to Mr./Ms. ____.” All instructors shall be addressed as Mister or Miss unless their rank is known (e.g., Professor, Firefighter, Captain, Chief, etc.). The cadet shall remain at attention until placed at ease.
 - F. Cadets shall confine their activities to the Training Center, classroom and drill yard. No cadet shall enter the fire station at Santa Fe Springs without being instructed to do so by an Academy staff member or a Cadet Officer. Upon dismissal, cadets will not short cut through any training center building, apparatus floor or office.
4. Infractions of Rules or Meritorious conduct – Such acts on the part of any cadet shall be brought to the attention of Academy Staff. Infractions may include but not be limited to:
- A. Violations of Cadet Rules and Regulations
 - B. Insubordination
 - C. Dishonesty
 - D. Inexcusable absence or tardiness

- E. Discourteous treatment of fellow cadets or Training Center employees.
- F. Misuse of agency or college property
- G. A breach of good behavior either during or outside of duty hours which is of such a nature that it reflects discredit to his/her agency, the college or the fire service.
- H. Unacceptable attitude or behavior, as evidenced by willful failure to comply with orders or directives of the academy staff.

**Meritorious conduct may include but not be limited to acts of:*

- initiative
- good judgment
- exemplary conduct
- exceptional adherence to instructors
- outstanding appearance

- 5. Reporting of Misconduct - All instances of misconduct shall be reported by the cadet officer or instructor observing the infraction. Such instances shall be reported by completing a Notice of Substandard Cadet Performance report (pg. 30) or a Warning Notice (pg. 31) and turning in the report to the Lead Instructor. The determination as to the severity of the infraction shall be left to the discretion of the Senior Lead Instructor.

Disciplinary measures may include, but are not necessarily limited to, an oral reprimand, a written reprimand, physical exercise, or dismissal from the program. These reports shall become a permanent part of the cadet's file. Upon receiving a Notice of Substandard Cadet Performance or a Warning Notice, the Lead Instructor and/or the Fire Academy Coordinator shall interview the cadet.

- 6. Student Records Waiver - All cadets shall complete and sign the Student Records Waiver on the first day of class. (pg. 33)
- 7. Student Contract – All cadets must receive and sign the requirements for Certificate of Completion and Grading and Academic Standards from the Rio Hondo Wildland Fire Academy. A copy of the contract will be placed in each cadet's folder (pg. 34).

CADET POLICY ORDER NO. 2

ABSENCES

OBJECTIVE: To establish control and a system of reporting absences to respective departments and the Academy staff.

- PROCEDURE:**
1. Absences – In case of absence due to an emergency or illness where the cadet is unable to report for training, the cadet shall notify the academy staff member on duty at (562) 908-3449 prior to opening roll call. Cadets will also call the Cadet Squad Leader or Cadet Class Leader prior to the start of the class. Cadets will be responsible to continue efforts to notify any member of the Academy staff of their absence until successful. A notice of Substandard Cadet Performance will be given for each day or portion of a day that a cadet is not available for training due to an unexcused absence.
 2. Tardiness – Whenever a cadet is delayed and unable to report for class at the prescribed time, he/she shall notify the Academy staff member on duty at the above telephone number prior to opening roll call. Upon his/her arrival at the Training Center, he/she shall report directly to the Lead Instructor. He/She shall then report to the Cadet Class Leader and take his/her place in the class. All tardiness will be disciplined.
 3. Medical Appointments – All cadets shall make their necessary medical or dental appointments for non-scheduled Academy hours so that the appointment will not interfere with class participation.
 4. Absences from the Training Center – No cadet may leave the facility without the approval of the Lead Instructor. Requests to leave the Training Center shall be made to the Cadet Squad Leader. He shall notify his/her Cadet Squad Leader prior to leaving. Upon return, he/she shall report directly to the Lead Instructor on duty. Any cadet who is aware in advance of their need to absence him/herself from the academy must receive permission for such absence at least 48 hours prior to the date of the absence. An anticipated absence in excess of two days (total during the academy training) requires the approval of the Lead Instructor and all instructors who will teach during the period of the anticipated leave. Cadets absent during skilled portions of the academy will be tested on the skills missed in addition to the general skill examination required of all cadets. **Cadets failing a skill examination will be deemed to have failed the Academy.**

5. Handout Material – It shall be the responsibility of each cadet to obtain material and information which has been distributed during his/her absence.
6. Documentation
 - A. All cadets who miss any portion of any class, except as listed in “E” below, will complete the ICS Form 213 (pg. 36) advising staff of the reason for their absence, tardiness, or early dismissal. Cadets will provide copies of supporting documents such as: court papers, letters detailing FD test, interviews or background investigations.
 - B. All cadets who have submitted a memo advising of absence will also submit an Assignment Make-Up Form (pg. 37) showing all subjects and time missed by the cadet.
 - C. No cadet will graduate from the program unless all time missed is documented according to “A” and “B” above.
 - D. Cadets are to obtain the documents from the Cadet Class Leader through the chain-of-command.
 - E. The only portions not to be listed on make-up forms are:
 - (1) Morning Break
 - (2) Lunch Break
 - (3) Morning line-up and inspection and morning formal inspections
 - F. **Cadets may not miss any approved academy course times. If a cadet misses more than 24 hours of approved curriculum (currently 468 hours), that cadet will have failed the academy and will be dropped immediately.**

CADET POLICY ORDER NO. 3

GRADING AND EXAMINATION STANDARDS

- OBJECTIVE:**
1. To establish policy and procedures for all grading and examination in the Wildland Fire Academy.
 2. To ensure that all staff, cadets and agencies understand the grading policy and graduation standards.

- PROCEDURE:**
1. To receive a certificate of completion from the Wildland Fire Academy, a cadet must satisfactorily meet the requirements for WFT 077 and obtain satisfactory evaluations from the Lead Instructor and designated instructors. Any cadet receiving five (5) Notices of Substandard Cadet Performance will receive a failing grade for the academy. **Upon the 5th substandard, the cadet will be dropped immediately.**
 2. To pass the NWCG Certified Firefighter portion of the academy, a cadet must achieve a cumulative average of 75% or more on all examinations and pass all skills examinations given.

If a cadet scores below 75% on any one examination or below 80% on the Hazardous Materials First Responder Awareness examination, they must pass every other portion of the course to pass the academy. The score achieved on the “substandard” test will be computed toward the cumulative average requirement. The cadet will be allowed to remediate that one (1) test. Prior to completion of the academy the cadet must pass a competency exam covering the deficient subject area contained in the “substandard” test.

A cadet can only have one (1) “substandard” grade (below 75%) during his or her course work. A cadet that fails a skills examination fails the academy and will be dropped immediately.

3. To pass the physical fitness portion of the academy, a cadet must perform satisfactorily during the physical fitness exercises, field exercises, runs and pass the Pack Test.

4. A cadet may fail only one examination within the course of the academy. Failure of the NWCG S-190 results in failing the Wildland Fire Academy.
5. Cadets must pass a written test of the standard fire orders and watch out situations with a score of 80% or better by the end of Week 6 of the WFA or be dropped from the program.
6. Cadets who do not complete all the following field exercises: “Hill Appreciation Day”, “Night Hike”, and “Glendora Ridge” will be considered as failing the practical portion of WFA and will be dropped from the program.
5. Grades in the academy are earned by adding the scores of all examinations. Grades assigned as follows:

90 – 100% = A

80 – 89.99% = B

70 – 79.99% = C

Below 70% = F

CADET POLICY ORDER NO. 4

PHYSICAL FITNESS QUALIFICATIONS

OBJECTIVE:

1. To establish policy and procedures for the Physical Fitness Qualifications test.
2. To ensure that all staff, cadets and agencies understand the requirements for passing the Pack Test.

WFA PHYSICAL STANDARDS

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

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

** Cadets who miss 12 hours of physical training due to illness or injury will be required to obtain a medical evaluation to determine their ability to proceed with further training. Upon clearance by a physician, a physical fitness test will be given to demonstrate capability of performing at class standard. Failure to do so will result in being dropped from the program.

CADET POLICY ORDER NO. 5

CADET OFFICERS

OBJECTIVE: To establish guidelines for the duties and responsibilities of all cadet officers.

- PROCEDURE:**
1. Cadet Officers – Cadet Officers shall be rotated at the discretion of the WFA staff. Officers shall have the authority to carry out the responsibilities of their squad and shall be given the same respect as a regular fire officer.
 2. Cadet Class Leader shall occupy a seat at the rear of the classroom.
 - A. The conduct and discipline of all cadets in the classroom and at all formations.
 - B. Roll call at all Opening, Middle, and Closing formations. At the conclusion of each formation, a written status report on the attendance of each squad shall be turned in to the Lead Instructor. These reports shall indicate “all present” or “persons absent”. The ICS-214 form shall be used.
 - C. Follow the inspection party and record all pertinent comments and assignments during standard and formal inspections.
 - D. After the morning roll call and prior to the lunch break, check with the Lead Instructor to ascertain if there is any information to be transmitted to the cadets.
 - E. At each morning formation, collect all papers due on that day and turn them to the Lead Instructor at the end of the roll call.
 3. Cadet Squad Leaders – The class shall be divided into even numbers of squads (i.e. 2, 4, 6 etc.) with a Squad Leader in charge of each squad. They shall occupy a seat in the classroom such that they will be able to observe the conduct of their squads. They shall be responsible for the following duties during their tenure.
 - A. The actions of their squad members, under the direction of the Cadet Class Leader.

- B. For their squad at all formations, during all classroom sessions and for the general appearance of squad members.
- C. Be responsible for ascertaining that members of their squad who have been assigned extra duty or extra physical training comply with the instructions given.
- D. At morning formation, they shall provide the Cadet Class Leader with information as to the attendance of the members of their squad.
- E. During the absence of the Cadet Class Leader, the Cadet Squad Leader of Squad 1 shall assume responsibility for the position of Cadet Class Leader.
- F. The class shall be divided into the “A” and “B” Modules. Squads 1, 2, and 3 shall be assigned to the “A” Module. Squads 4, 5, 6, etc. shall be assigned to the “B” Module.

Whenever the “A” and “B” Modules are engaged in training activities at different locations, the Squad Leaders of Squads 1 and 4 shall assume responsibility for Module Operations if the Cadet Class Leader is not a member of the Module.

- 4. Selection of Officers - Initial assignment of Cadet Officers shall be made by the Academy staff.
- 5. Film Projectionist – At the beginning of the Academy, a cadet shall be designated by the Cadet Class Leader as the film projectionist. The film projectionist shall be responsible for:
 - A. Checking with each instructor to ascertain if a film or other audio-visual material will be used by the instructor.
 - B. If a film is to be used, ascertain at what time the instructor wants the film ready for showing.
 - C. If slides or other audiovisual material is to be used, determine what time the instructor needs the material.
 - D. Prepare the film or audiovisual material for the instructor’s use.

CADET POLICY ORDER NO. 6

FORMATIONS, CLASS MOVEMENTS AND INSPECTIONS

- OBJECTIVE:**
1. To clarify staff and cadet's responsibilities regarding reporting times.
 2. To establish a proper and uniform system of moving the class as a group.
- PROCEDURE:**
1. Opening Formation – All cadets shall be in morning formation by 0700 hours or as determined by the Lead Instructor, unless otherwise directed by the Lead Instructor or as indicated in the class schedule. An inspection may follow all formations. During inclement weather, formations will be held at a location designated by the Lead Instructor.
 2. Closing Formation – Prior to being dismissed, all cadets shall be in formation. Any last minute information will be disseminated to cadets at this time. Dismissal of the day will be done only by the Lead Instructor or in rare cases by a cadet officer pursuant to a Lead Instructor's instruction.
 3. Class Movements – All class movements on the Training Center grounds will be in class formation. Cadets will move in double time when falling into or out of formation.
 4. Formation Discipline – Strict military discipline and conduct shall be adhered to at all times whenever cadets are in formation. Cadets will be prepared for inspection any time they are in formation.
 5. Opening Inspection – an inspection of all cadets shall be held each morning and evening.
 - A. The uniform of the day shall be worn for all opening inspections. The uniform shall be maintained in a clean and neat manner.
 - B. Shoes and leather gear shall be clean and serviceable.
 - C. Cadets shall be familiar with all subjects taught at any time prior to the inspection so that they will be able to respond orally to all questions asked by any inspecting officer.

6. Formal Inspection – Formal inspection will be held in accordance with the day’s schedule. Chiefs and Administrators from the participating agencies will take part in these inspections.
 - A. Haircuts – Male cadets will be expected to get a haircut within a day or two of each formal inspection. Hair and sideburns shall comply with the Cadet Grooming Standards.

CADET POLICY ORDER NO. 7

CADET GROOMING STANDARDS

OBJECTIVE: To set forth regulations governing the grooming of male and female cadets while enrolled in the Wildland Fire Academy.

- PROCEDURE:**
1. To maintain the good health, cleanliness and uniform appearance, all male and female cadets' hair shall be neat, clean, trimmed and present a groomed appearance. All haircuts shall be conservative, and shall reflect positively on the cadet, academy, and the fire service.
 2. Hair Standards – Male: The following Grooming will be maintained by all male cadets for the duration of the fire academy.
 - A. Mustaches, beards, and goatees of any type will not be worn by any cadet in the fire academy. All male cadets will shave or in some fashion remove all facial hair with the exception of eyebrows and eyelashes each morning prior to arriving at the academy. Hair growing from a facial growth or “mole” may remain intact if authorization from a physician is obtained by the cadet.
 - B. Sideburns will not extend below tragus of each ear, and will not extend wider than ¼ inch.
 - C. Hair shall be neat, clean, trimmed and present a groomed appearance. All haircuts shall be conservative, and shall reflect positively on the cadet, academy, and the fire service. Steps, Mohawks, lines, or any other decorative cuts of hair shall not be worn. Hair shall not touch the collar except for the closely cut hair at the back of the neck which shall present a tapered or boxed with a slight tapered appearance. Hair in front shall be groomed so that it does not fall below a line drawn halfway between the eyebrows and the hairline when a person is uncovered, and it shall not bush out below the headband of properly worn headgear.
 - D. Hair shall be groomed so that it does not touch any portion of the ear. Hair should be groomed along the sides of the head with a #1 through #3 attachment, and should gradually progress to the hair on the top of the head.

In no case shall the bulk or length of hair interfere with the proper wearing of any safety equipment. The exact length of hair is not specified.

- E. Hair coloring, highlighting, streaking, or “tipping” is not permitted. Wigs or hairpieces shall not be worn.
3. Cosmetics – Male: No facial cosmetics permitted.
 4. Perfumes and Colognes – Use of perfumes and colognes is forbidden.
 5. Hair Standards – Female: The following Grooming Standards will be maintained by all female cadets for the duration of the fire academy.
 - A. Hair shall be neat, clean, trimmed and present a groomed appearance. All haircuts shall be conservative, and shall reflect positively on the cadet, academy, and the fire service. Steps, Mohawks, lines, or any other decorative cuts of hair shall not be worn. The exact length of hair is not specified.
 - B. Hair shall be groomed so that it does not touch any portion of the ear. In no case shall the bulk or the length of the hair interfere with the wearing of any safety equipment. Hair should not touch the collar of the uniform shirt. Long hair in a “bun” or braid on the top of the head or contained by a hair net will be permitted. Hair will not extend beyond the confines of the head piece of a helmet into the plane of the protective brim. Hair in front shall be groomed or braided so that it does not fall below a line drawn halfway between the eyebrows and the hairline when a person is uncovered, and it shall not bush out below the headband of properly worn headgear.
 - C. Hair may be cut short in such a manner as to allow proper fitting and wearing of safety equipment.
 - D. Hair styles should be simple, neat, and easily maintained. Excessive use of hair spray is discouraged because of possible matting and/or tangling due to frequent donning and removal of headgear and/or breathing apparatus.
 - E. Wigs or other hair pieces may not be worn.
 - F. Unnatural hair coloring (i.e. bright red, orange, etc.) or obvious streaking, tipping, etc., is discouraged.

6. Cosmetics – Female

- A. Face makeup shall be in a natural shade.
- B. Lipstick will not be worn.
- C. Eyebrows should be natural in color and shape.
- D. Eyeliner is not permitted.
- E. Coloring of eyelids is not permitted.
- F. False eyelashes are not permitted.

7. Fingernails – Male and Female

- A. Fingernails must be neatly trimmed even with the tips of the finger (i.e., when looking at the palms, one should not be able to see any fingernail extending beyond the fingertips.).

8. Fingernail polish is not allowed.

9. Jewelry

- A. No jewelry or personal ornaments shall be affixed to any part of the uniform or equipment, except that authorized by the Fire Technology Director.
- B. Cadets may wear, not more than one (1) ring worn on the ring finger of the left hand, and one (1) wrist watch; but which should NOT be worn during physical training.
- C. Watch – A watch shall be worn by all cadets after physical training is completed and during all field exercises.

CADET POLICY ORDER NO. 8

INJURIES, FIRES AND UNUSUAL OCCURRENCES

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

PROCEDURE:

1. Accidental Injury Procedure

A. Minor injuries – In the event of a minor injury, the following steps shall be followed:

- (1) Any instructor present shall render first aid, if qualified.
- (2) If the seriousness of the injury warrants further treatment, in-service cadets will be sent to their respective departmental doctor or the nearest Hospital Emergency Room. Sponsored and pre-service cadets will be sent to the College Nurse. At nights or on weekends when the College Nurse is not available, sponsored and pre-service cadets can be taken to their own doctor or to the nearest Hospital Emergency Room. Injuries to students other than cadets shall follow the procedures for sponsored and pre-service cadets.

Sponsored and Pre-service cadets are hereby notified that they will in most likelihood incur the cost of any treatment obtained at a location other than the school nurse office.

B. Serious injury – In the event of a serious injury (disabling or life threatening), the following steps shall be carried out in their prescribed order:

- (1) Any instructor present shall render first aid, if qualified.
- (2) Service of the nearest paramedic unit shall be requested immediately.
- (3) The cadet shall be transported to the nearest Emergency Care facility.

C. In addition, during college business hours, phone the report to the office of the Dean of Public Safety (562) 463-7733; if serious, notify the Vice President of Academic Affairs immediately (562) 908-3402.

D. Poisonous Snake Bite

- (1) Identification of type of snake is not necessary. Do not attempt to identify, capture or kill the snake.
- (2) Do not place an ice pack on the bite. Have the person lie down and remain as still as possible. Do not make an incision.
- (3) Carry out the procedures outlined in this Policy Order for a serious injury. Transport injured to the nearest Emergency Care facility where anti-venom is available.
- (4) File Unusual Occurrence Report with the Office of Director of Student Services.

E. Injury Report – In all cases of injury, regardless of severity, the Wildland Fire Academy Student Injury Report shall be completed by the instructor present at the time of the injury or by the injured party. (pg. 38)

- (1) Triplicate form to be filled out by injured cadet or a staff member at the Fire Academy or Administration of Justice Center office with immediate transmittal as follows:
 - a. Yellow copy to employer or school nurse in case of student other than cadet
 - b. White copy to school nurse
 - c. Blue copy to Administration of Justice Center files

F. Departmental Report – The cadet shall fill out, as soon as possible, his departmental injury report, regardless of the severity of the injury.

2. Unusual Occurrences – All unusual occurrences involving personal and/or property damage or theft shall be reported to the Vice President of Student Services immediately by telephone, (562) 908-3489. The Unusual Occurrence form shall then be filled out in the training office and immediately sent to the office of Vice President of Student Services. (pg. 40)
3. Permanent or Extended Injury – Defined as missing more than 24 hours or unable to participate in physical training for 3 days or more. Cadets whose injury precludes them from taking part in physical training for more than 3 days will be separated from the class without prejudice.
4. Medical restriction and evaluation involving duty status before any cadet can be restored to full duty; he/she must present written proof from a doctor that he/she can perform arduous physical activity.

CADET POLICY ORDER NO. 9

NOTEBOOK AND REFERENCE MATERIALS

OBJECTIVE:

1. To inform the individual cadet of the Academy and provide a recommendation to maintain a notebook and the use of this notebook as a study and reference source.
2. To inform the individual cadet of types of reference and study materials available for use at the Academy.

PROCEDURE:

1. Notebooks – Each cadet will keep a notebook which will include all of the cadet’s notes on the specific subjects taught in the course.
 - A. The notebook should be a three-hole ring binder.
 - B. The cadet should place his/her name on the inside portion of the front leaf in the upper left hand corner.
 - C. The notebook should contain all notes for permanent reference taken by the cadet during instruction as well as the handout material pertaining to each subject taught.
 - (1) Notes taken for reference are recommended to be typed or printed.
 - (2) The cadet should rewrite his or her notes daily so that the notebook will be neat and usable for reference.
2. Cadets are encouraged to develop a neat and complete notebook. Each notebook shall be inspected periodically.

CADET POLICY ORDER NO. 10

UNIFORMS

OBJECTIVE: To set forth regulations governing the wearing and proper use of uniforms while enrolled as a cadet in the Wildland Fire Academy.

PROCEDURE: 1. Physical Training Uniform – Each cadet shall equip him/herself with the following for the purpose of engaging in the physical fitness program.

Jogging / running shoes:

Color: light in color as base with minimal markings (no black or dark color as base of shoe)

Style or Brand: of no particular importance as long as they're "running shoes"; basketball and other sport shoes are not appropriate (examples: Asics or Brooks)

Suggestion: Search online for a "running" shoe store near you and get properly fitted for a pair of quality running shoes.

Socks: Plain white, Crew length – no stripes or logos

T-Shirts: Ash Grey crew neck with RHFA print

Shorts: Black with RHFA print

2. Class and Field Uniforms – Each cadet shall equip him/herself with the following for the purpose of classroom and field day operations.

Uniform Shirts: Flying Cross – Item #74S5125
Light Blue, short sleeve

Uniform Pants: Dickies – Item #2112372
Industrial Cargo Pants (Navy)

T-Shirts:

Color: White, crew neck, short sleeve

Note: This t-shirt is to be worn under the uniform shirt. Brand does not matter (examples: Hanes, Fruit of the Loom).

Color: Black, crew neck, long sleeve

Note: You must have your last name "screened" on the front and back sides of the shirt. It must be in 2" white, block letters.

Boots:

MUST be: black or brown, leather, minimum of 8" high with a Vibram® sole...

NO: steel toe or steel shank

Belts: Black, smooth leather (NO basket weave) with a plain, chrome buckle

Wristwatch: Black or mostly black, sporty (brand does not matter)

Note: Some examples: Casio, Timex – NO metal watches

CADET POLICY ORDER NO. 11

VEHICLE REGULATIONS

OBJECTIVE:

1. To establish a safe speed limit and uniform vehicle regulations for the Fire Training Center.
2. To establish a guideline for the safe operation of fire apparatus and other heavy vehicles while at the Fire Training Center.

PROCEDURE:

1. Speed limits – All vehicles shall travel at a safe speed while operating within the parking area. Maximum safe speed for the compound shall not exceed five (5) miles per hour.
2. Vehicle Registration – The registration of all cadet vehicles shall be visibly displayed while at the Training Center.
3. Cadet Parking – Cadet vehicles, unless otherwise directed, shall park only at the training center. Cadets shall not park, or stop in any designated and/or restricted marked areas.
4. Locking of Vehicles – All cadet vehicles shall be locked while parked on training grounds, and all anti-theft devices available to be activated. All items of value shall be locked in the trunk or glove compartment; preferably left at the cadets' residence. Neither the college nor the training center assumes responsibility for lost or stolen articles. Cadet vehicles will not be allowed entry after morning formation unless permission is obtained from the Lead Instructor.
5. Operation of Apparatus
 - A. All fire apparatus will be operated by drivers licensed to operate those vehicles. Students not licensed and endorsed to operate said vehicles will not enact any procedure which would place those vehicles in any type of motion, no matter what agency or individual has ownership of the property on which said vehicle sits.
 - B. Students will be seated and wear seatbelts at all times while the vehicle is in motion. No student will stand, sit, kneel, or otherwise place themselves in any position other than this at any time the vehicle is in motion. Tail board riding, running board riding, and hose bed riding is prohibited at all times, including laying hose, backing and repositioning.

CADET POLICY ORDER NO. 12

HARASSMENT

OBJECTIVE:

1. To establish a line of procedure to be followed by all cadets for reporting of any unconstitutional harassment.
2. To declare the position of the Fire Technology section regarding unconstitutional harassment such that all harassment is eliminated.

PROCEDURE:

1. All cadets are to be aware that the training program at the Rio Hondo Wildland Fire Academy is designed to be a highly disciplined program. The basic objective of this highly disciplined program is to train the cadet to operate efficiently in emergency situations. The instructors will observe and evaluate the cadet's behavior while under these conditions. The level of the discipline training must be such that a high degree of physical and mental pressure is applied to the cadet without affecting the academic program and the individual's dignity and ability.
2. The Fire Academy does not tolerate any form of harassment, either verbal or physical, based on ethnicity, color, religion, gender, national origin, age, disability, medical condition or marital status. Harassment of fellow cadets, staff members, or members of the public is absolutely forbidden. Harassment can take many forms. Examples of prohibited harassment are:
 - A. Verbal (racial, sexual, or ethnic jokes or insults)
 - B. Physical (sexually suggestive or unwelcome touching, or obscene gestures)
 - C. Visual (insulting cartoons, sexually suggestive or lewd pictures or movies)
3. It is also a specific policy of the College to provide a learning and work environment free of sexual harassment. Sexual harassment is defined as follows:
 - A. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or otherwise offensive nature when:

- (1) Submission to such conduct is made either explicitly or implicitly; a term or condition of an individuals' participation in the fire academy program.
 - (2) Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual.
 - (3) Such conduct has the purpose or effect of unreasonably interfering with an individuals' academy performance or creating an intimidating, hostile or offensive work environment.
4. Any cadet who feels they are the victim of any type of harassment is to report the incident and the name(s) of the harasser(s) to the Fire Academy Coordinator directly.
 5. All incidents of harassment will be promptly investigated and will be conducted on as much a confidential basis as possible.
 6. All cadets must be assured that there will be no retaliation against anyone for reporting harassment or participating in the investigation of a harassment complaint.
 7. Violators of cadet Policy Order No. 12 will be subject to disciplinary action including but not limited to:
 - A. Notice of Substandard Cadet Performance
 - B. Dismissal from the Wildland Fire Academy
 - C. Expulsion from Rio Hondo College
 - D. Civil and Criminal prosecution

CADET POLICY ORDER NO. 13

WITHDRAWAL

OBJECTIVE: To establish a line of procedure to be followed by all cadets for withdrawal from the Wildland Fire Academy.

- PROCEDURE:**
1. All cadets who drop from the Wildland Fire Academy prior to successfully completing the course shall be personally responsible for notifying the Rio Hondo College Office of Admission and formally withdrawing from the class. Any drop during the last quarter of the program will receive an “F” grade.
 2. All cadets, prior to leaving the Academy either by resignation, termination, or graduation shall:
 - A. Return any other items which may have been loaned to him/her for use while a cadet at the Academy.
 - B. Submit a written statement to the Lead Instructor stating his/her reason for withdrawing if resigning from the Academy.

“Honor” – A Bedrock of Fire Service Leadership

1. Why have an Honor Code?

In professions such as the Fire Service where life is endangered by virtue of the institution’s purpose, trust becomes sacred and integrity becomes a requisite quality for each professional. A firefighter who is not trustworthy cannot be tolerated; in some professions, the cost of dishonesty is measured in dollars – in the Fire Service, the cost can be measured in human lives. The ability of the Rio Hondo Wildland Fire Academy to educate, train and inspire outstanding leaders of character for the Fire Service in general and more specifically, the Roadrunner Fire Crew is predicated upon the functional necessity of honesty. In short, the Rio Hondo Wildland Fire Academy expects its graduates and cadets to commit to a lifetime of honorable living.

In order to foster a genuine commitment to honorable living, the Rio Hondo Wildland Fire Academy maintains honor as a fundamental value. This value is clearly set out through the Cadet Honor Code, the Honor Investigative and Hearing System, and the Honor Education System. Although the Honor Code “belongs” to ALL Wildland Fire Academy graduates, staff and faculty members, cadets have the obligation of maintaining it.

2. The Cadet Honor Code

The Cadet Honor Code is defined as:

“A cadet will not lie, cheat, steal, or tolerate those who do.”

The Honor Code expresses four succinct prohibitions. On a behavioral level, the Code represents a simple standard for all cadets. On a developmental plane, the Wildland Fire Academy expects that all cadets will strive to live far above the minimum standard of behavior and develop a commitment to ethical principles guiding moral actions.

The Wildland Fire Academy’s core mission is developing leaders for the Fire Service. A leader of character knows what is right, and possesses the moral courage to act on that knowledge. The principles of truthfulness, fairness, duty, respect for others, and a personal commitment to maintaining values constitute that fundamental ideal known as the Spirit of the Code. A person of character will apply the Spirit of the Code when making all decisions.

3. The Investigative and Hearing System

The cadets of the Wildland Fire Academy bear the responsibility to resolve all possible violations of the Honor Code by addressing suspected violations of the Code as soon as they are known. Cadets are obligated to meet head-on *any* Code violation.

If a cadet (or anyone else) suspects that a violation occurred, then he/she is expected to approach the individual to clarify what happened. If that approach resolves the issue; *i.e. the cadet making the allegation realizes no Honor Code violation occurred; the issue should/will be dropped.*

However, if the person making the allegation still believes a violation may have occurred, he/she is obligated to inform a member of the Wildland Fire Academy Cadre within 24 hours. Failure to do so is considered “*toleration*” which in itself is a violation of the Honor Code (the 24-hour rule is a guideline; cadets are not automatically in violation should it take more than 24 hours to report the violation). Once a suspected violation is reported to a member of the Cadre, it must be investigated. The Lead Instructor will assign two Cadre members to investigate the alleged violation. These Cadre members will be designated the Honor Investigative Committee for this purpose.

If a determination is made that there was no Code violation, the cadet subjected to the allegation will continue with the program without action taken against them. If however, the determination is made that a Code violation did occur, the cadet subjected to the investigation will immediately be dropped from the program. Should there be more than one cadet involved, they will all be subject to termination from the program. Any cadet(s) found in violation of the Code is subject to termination from the program at any time regardless of academic standing.

4. The Honor Education Program – “The more we educate, the less we investigate”.

The goals of the education program can be summarized in a simple concept: internalization of the Spirit of the Honor Code. Achieving that however, is not so simple.

Approximately 25% of the Wildland Fire Academy’s instruction is in formal classes involving traditional instruction wherein an instructor is expected to impart knowledge. The Wildland Fire Academy contains courses in the core values of the Fire Service: Duty, Honor, Respect, along with the topics of Sexual Harassment, High Reliability Organizations and Fire Leadership among others. These classes are not designed to provide “right answers”, but rather to challenge the cadets to examine their own value systems and provide internalization of the Wildland Fire Academy’s value system.

The remainder of the classes is experience-based; meaning small group exercises on hypothetical and actual experiences, forcing the decision-maker to choose between options with a variety of consequences, some of which may pose moral dilemmas. Additionally, Cadre members are graduates of our own Wildland Fire Academy who do nearly all of the small group instruction and facilitation. We strongly believe that the leadership they provide will establish, maintain and/or alter the values actually adhered to and internalized by cadets.

All cadets are encouraged to seek out Cadre members for assistance with not only “technical” instruction but guidance in the Spirit of the Code as well and all aspects of life in the Fire Service.