



Fire Academy
Contact: Chief
Alfredo Estrada

Cell: 760 222-0177

Email:
alfredo.estradajr@imperial.edu

Fire Academy
Contact: Chief
Robert Malek

Cell: 760 897-9749

Email:
Robertmalek@co.imperial.ca.us

**Imperial Valley
College
Mission Statement**

The Student Health Services provided for Imperial Valley College (ICCD) recognizes that wellness is essential to academic success. We are committed to recognize the health needs of our diverse student population and providing the social, emotional and physical wellbeing of our students so they may achieve their academic goals.

We strive to promote services and health education programming designed to prevent and resolve health problems which may interfere with student retention and success.



ACADEMY DAYS

Wednesdays: 18:30-21:30
Fridays/Saturdays: 08:00-16:30 (see schedule)



Table of Contents:

Page1 Course Name and Location Information
Page2 Course Syllabus, Goals, and Objectives
Page3 Class Materials and Uniforms, Grading Systems and Examination Standards
Page4 Academic Behavior Procedures and Rules
Page5 Cadet Code of Conduct
Page6 Plagiarism and Cheating
Page7-8 Uniforms and Grooming
Page 9 Line up Absences
Page 10-11 Addressing Staff, Instructors, and Visitors, General Performance
Page 12 Weekly Evaluations and Academic Probation
Page 13-17 Student Learning Outcomes
Page 18-19 Online Student Log in Directions
Page 20-27 Termination from the Academy,
 Disability/Sexual Harassment Policy
 How to file a complaint/ Contact Information
 No eating and drinking/ Important Dates
Page 28-64 Imperial Valley College Fire Cadet Guidelines, Rules and Regulation SOP 100 Manual
Page 65-85 Imperial Valley College Fire Academy Instructor Guidelines, Rules and Regulation SOP 200 Manual

Course Syllabus

Basic Fire Academy I is the first of two courses of the Fire Academy designed for the individual who desires a career as a professional fire fighter. This course includes instruction in basic firefighting skills, personnel rules and regulations in professional organizations, equipment operation and maintenance, elementary fire behavior, fire ground safety and operations, self-contained breathing apparatus operation and maintenance, portable fire extinguisher operation and maintenance, firefighting tactics and strategies on the fire ground. This course is intensive, requiring the students’ total dedication for successful completion.

Course Goals

The goal of the Basic Fire Academy I is to prepare the firefighter candidate to become a State of California Certified Firefighter I. Completion of these skills is required by most Fire Protection Agencies as the minimum requirements of those persons applying for full and part time employment. Pre-employment training is the main theme of this education and training experience.



Course Objectives

The objectives of this academy are for an individual to meet the requirements of the National Fire Protection Association (NFPA) Standard 1001, *Standard for Fire Fighter Professional Qualifications* and California State Fire Training, *Fire Fighter I certification program*.

Class Materials and Uniforms

The following text and materials are required for this course:

- **Text Book: NFPA, Fundamentals of Fire Fighter Skills 2nd Edition by Jones and Bartlett Publishers**
- **3-Ring notebook with paper/Pen/Pencils**
- **Academy Uniform (Uniform specifications are included in your packet)**
- **Firefighter Fitness Uniform (Uniform specifications are included in your packet)**



Phoenix Uniforms in El Centro: <http://www.uniforms911.com/fiac.html>

SHIRT



Belt



PANTS



BOOTS





Grading System and Examination Standards

- 1) To pass the Imperial Valley College Basic Fire Academy a cadet must achieve an accumulative score of 70% or better, successfully pass a written final and manipulative skill examination. A major safety violation during the skills portion is grounds for termination from the program.
- 2) Letter Grades: A- Superior= 90%-100%, B-Better than average 80%-90%, C-Average 70%-80% D- Below Average, F-Below 70% Failing



Academy Behavior Procedures and Rules

This section sets forth guidelines for the administration of policies, procedures, and operations that regulate the conduct and responsibilities of all members assigned to the Imperial Valley College Basic Fire Academy (FT-130).

All cadets involved in the Imperial Valley College Basic Fire Academy shall adhere to the guidelines, contained in this section and to all the Imperial Valley College policies and regulations. The Academy recognizes that due to the nature of training, modifications to the guidelines may be necessary in order to maintain program continuity however; such changes shall be kept to a minimum.

The Imperial Valley College Basic Fire Academy is an arduous, highly disciplined, and demanding program. A high level of commitment, training, and discipline is necessary to effectively prepare cadet firefighters for the responsibilities and dangers inherent to the fire service. The training is presented in both the controlled environment and in dynamic settings designed to simulate the field environment in the fire service.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

The Imperial Valley College Basic Fire Academy Instructors will instruct, train, evaluate, and discipline in a fair and equitable manner emphasizing the cadets basic skills, abilities, physical conditioning, and attitude. The Instructors will observe, evaluate, and instruct all aspects of the cadets performance. The basic objective of the Imperial Valley College Basic Fire Academy is to prepare cadets to become a safe and effective entry-level firefighter.



Cadet Code of Conduct

All Cadets in the Imperial Valley College Basic Fire Academy shall:

- Support the Constitution of the United States of America and the State of California; obey the policies, procedures, and code of conduct of the Imperial Valley College.
- Participate and live by ethical conduct in actions, words, and deeds. Be honest, fair, and tolerant of other's differences.
- Practice integrity: If a decision is made that is later determined to be incorrect, admit to the error regardless of the consequences. Take responsibility and stand accountable for your actions
- Be ethical: Do what you know to be right even in the face of resistance or peer pressure.
- Commit to excellence: Give 100% in everything you do. Do not judge yourself by comparison to others, but by your own sense of self-esteem and personal accomplishment.
- Be decisive: Make decisions based on what you have been taught
- Be honest: Never lie, cheat, or tolerate another cadet who does.
- Be responsive to constructive criticism.
- Respect the Imperial Valley College Basic Fire Academy Instructors and your peers.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- Cadets shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Cadets shall observe the rules and regulations of the College (Fire Academy).

Plagiarism and Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question, such as:

- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;
- allowing others to do an assignment or portion of an assignment, including the use of a commercial term paper service.

Plagiarism includes the deliberate misrepresentation of someone else's works and ideas, as one's own, as well as paraphrasing without footnoting the source.

The bottom line is you cannot copy anything directly from any source including your textbooks or the Internet, unless you are using a quotation and you must note the book or article or website, and page number from the source of your quote. If you paraphrase something, you must also cite the source of your information. **If you copy and paste other people's writing into your answers on any assignment, the assignment will be given "0" points the first time you do it and if you do it again, you will be terminated from the academy. If you use plagiarized material in your firefighter assignments (even if it is just a single sentence), you will receive a "zero" for the assignment and an "F" for the course.**



As a cadet, you are entitled to be treated with respect and dignity regardless of race, gender, religion, age, sexual orientation or national origin. You have the right to learn in an environment free from discrimination, harassment, and retaliation. You must not engage in any discriminatory behavior. Your conduct at all times reflects not only yourself, but also of this academy and educational institution.

Uniforms and Grooming

Uniforms and grooming standards shall be maintained and kept in an acceptable condition. Each cadet has a responsibility to personally contribute to the overall image of the Imperial Valley College Basic Fire Academy.

- Hair standards: A neat, clean, and well-groomed appearance contributes to building pride essential to an effective Basic Fire Academy. A vital ingredient of the Basic Fire



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

Academy's effectiveness is the pride in self-discipline, which each cadet brings to our program. It is the responsibility of each member to be properly groomed while in the program.

- There are many hair styles which are acceptable to the Imperial Valley College Basic Fire Academy. As long as the style does not lessen the protection of required safety equipment or expose the member to added personal injury. The acceptability of the style will be judged by the Lead Instructor using the following criteria: The length and/or bulk of the hair shall not be excessive or present a ragged or extreme experience. Hair styling (outward flip, teased, Afro, perm, block, or tapered), shall not cause hair to exceed in length or bulk the standards described in this section
- Length of hair on back of the head shall not extend over the top of the collar of the dress uniform when standing with the head erect. Hair may cover part of the ear, but the lower one-inch of the ear (when measured from the bottom of the ear) must remain exposed. Hair bulk shall not exceed one and one-half inches in depth, tapering at the sides, and back to a maximum depth of one inch at the top of the collar when in dress uniform, and



a maximum of one-fourth of an inch beyond the outer edge of the ear. At no time shall the hairstyle interfere with the proper sealing of a face-piece or the proper fit and appearance of approved headgear.

- **Female Cadets:** Female cadets shall wear their hair in a style that does not lessen the protection of required safety equipment or expose the cadet to added personal injury. If hair is long, it shall be pulled back and secured off the face and neck. Single ponytail or braid, including French braids may be worn providing the bottom end of the braid does not extend any longer than six inches from the top of the collar.
- **Sideburns:** Sideburns shall be well groomed, neatly trimmed, and shall not extend beyond the inner seal of a properly worn breathing apparatus face-piece. Sideburns shall not extend below horizontal line level with the bottom point of the ear when the head is erect.
- **Moustaches:** Moustaches shall not cover the upper lip, shall be well groomed, neatly trimmed, and shall not protrude the natural facial "smile" crease, nor extend beyond ½" below the corner of the mouth. Extreme styling of moustaches is not permitted.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- **Beards and goatees:** of any type are prohibited.
- All cadets shall be clean-shaven by 08:00 hours and at any other time when reporting to the Academy.
- **Cosmetics:** Female members are permitted to wear cosmetics. All cosmetics are to be worn in conservative amounts and color.
- **Fingernails:** Fingernails are to be kept neat and clean; for safety reasons, shall be no longer than 1/8" beyond the tip of the finger. If nail polish is worn, it shall be pale in color. No bright colors will be allowed.



-
- **Jewelry:** Jewelry or personal ornaments shall not be affixed to any part of the uniform equipment. Members shall not wear any unauthorized ornamentation such as earrings, flag pins or necklaces. Religious and Medic Alert medals may be worn, provided they do not show outside of the uniform
 - **Sunglasses/wrist watches:** Sunglasses and wrist watches may be worn during the Firefighter Fitness portion of the Academy. The sunglasses must be of a color that blends in with the Academy's uniform (example: black, brown, silver, blue, gold, etc.) Fluorescent or bright colors shall not be worn while on duty. Sunglasses shall not be of a type that restricts member's peripheral vision.
 - **Uniforms:** The cadet will have two uniforms. His or her academy uniform and their Firefighter Fitness uniform. The academy uniform and Firefighter Fitness uniform specifications are included in this packet.

Line-UP

- All cadets shall line-up at the designated location at 18:30 p.m. on Wednesday's and 08:00 a.m. on Saturdays . Cadets shall be properly attired and present with all necessary personal protective equipment.



Absences

- In case of absence due to an emergency or illness where the cadet is unable to report to the academy, the recruit shall personally notify a member of the appropriate training staff.
- Messages left on someone's telephone do not constitute notification
- Unexcused absences or unexcused tardiness will result in corrective action.



Addressing Staff, Instructors, and Visitors

- Chief Officers are addressed by rank and last name ("Chief Adams".) If the last name is not known, by only ("Chief") or "sir/ma'am" (as appropriate).
- Captains are addressed by rank and last name ("Captain Adams".) If the last name is not known, by only ("Captain") or "sir/ma'am" (as appropriate).
- Peer Group are addressed by rank and last name ("Firefighter Adams".) If the last name is not known, by "sir/ma'am" (as appropriate).
- Cadets shall not enter any office before knocking first and being acknowledged. Upon acknowledgement of the cadet by a staff member, the cadet will state his/her purpose and report to the desk/location of the staff member whom he/she wishes to speak.

General Performance

Listed below is required performance and skills to be a safe and effective cadet. Failure in one of these areas may result in a recommendation for termination from the Imperial Valley College Basic Fire Academy.



Strength and Stamina

The strength and stamina of all cadets will be continuously evaluated throughout the Academy. Each cadet will take part in fitness evaluations during the program. Cadets must demonstrate the strength and stamina to safely and effectively perform the tasks of an entry-level firefighter.



Manipulative Skills

All cadets will be required to develop sufficient manipulative skill to properly handle the tools, equipment, fittings, and breathing apparatus to complete their Firefighter I certification and pass the skills in accordance with the 5th Edition Essentials.

Professionalism

A professional demeanor is demonstrated by the manner in which a recruit presents him/herself in and out of the Academy. Professionalism is demonstrated in both performance and personal appearance. Personal appearance means neatness, good grooming, and being in uniform as directed. Additionally, awareness of and observance of the chain is another element of professional conduct in a paramilitary organization. All of these elements are subject to evaluation. Unprofessional behavior will not be tolerated.

Work Ethic

A positive work ethic is a collection of values and actions that appropriate for the workplace. Work ethics are traits such as punctuality, attendance, efficient use of time, character, appearance, productivity, communication, cooperation, respect for others, initiative, and teamwork.

Acrophobia

All cadets will be required to perform a variety of above ground evolutions. Manifestations of acrophobia (fear of heights), such as failure to perform and above ground evolution or excessive hesitation during an above ground evolution, demonstrates an inability to perform the tasks necessary to be a safe and effective Basic Firefighter Academy cadet.



Weekly Evaluations and Academic Probation

Each week during the Academy, each cadet will receive a weekly evaluation from the Lead Instructor. This evaluation will include your academic and manipulative scores for the week. It will also include any observed performance that is below standard. This evaluation is for the cadet to receive feedback regarding any barriers to learning or perceived deficiency in the program. Failure to maintain a standard level of performance will lead to academic probation. Continual failure to maintain a standard level of performance demonstrates an inability to perform the tasks necessary to be a safe and effective Basic Fire Academy cadet. Additional training, counseling, oral reprimands, deficiency notices or personal notices will be issued to cadets who fail to meet the Imperial Valley College and Imperial Valley College Basic Fire Academy standards. The Academy standards will include, but not be limited to the following:

- Physical Performance
- Manipulative Performance
- Academic Performance
- Personal Appearance/Uniform
- Professionalism and Work Ethics
- Punctuality/Reliability/Dependability
- Violation of Imperial Valley College and Imperial Valley College Basic Fire Academy

The Levels of corrective action will be as follows:

Counseling A

A verbal and written warning to improve the deficient behavior in Academy standards. Direction for improvement will be given, and the cadet will be put on Academic probation for two weeks.

Counseling B

A verbal and written warning to improve the deficient behavior in Academy standards. Direction for improvement will be given, and the cadet will be put on Academic probation for two weeks.



Counseling C

A verbal and written warning to improve the deficient behavior in Academy standards. Direction for improvement will be given, and the cadet will be put on Academic probation for two weeks.

Counseling D

A verbal and written warning to improve the deficient behavior in Academy standards. Direction for improvement will be given. The cadet will have meeting with Academy Coordinator, Dean, and Disciplinary Committee.

Termination Counseling E/ Termination from the Imperial Valley College Basic Fire Academy

Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. Students will define fire department organization and culture, and the expectations of entry-level fire department personnel.
2. Student will demonstrate knowledge of fire department equipment through the selection and application of equipment for given firefighting tasks.
3. Student will analyze and assess firefighter hazards inherent to the profession.
4. Student will demonstrate the ability to communicate effectively through multiple methods of communication including: written, electronic, face to face, and radio transmitted messages.
5. Student will demonstrate their knowledge of strategies, tactics and incident command through the selection and implementation of firefighting methods, and the application of the Emergency Command System.
6. Student will demonstrate safe practices by using minimum standard safety procedures.

Types of Assessment to be used:

SLO #1	Assessment Instrument(s)	Assessment Example	SLO Attainment Criteria-
--------	--------------------------	--------------------	--------------------------



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

Students will define and demonstrate knowledge of fire department organization and culture, and the expectations of entry-level fire department personnel.	Written quizzes that address fire department culture and employee expectations. Physical training performance measured against standard physical testing criteria. Final exam to measure the student's comprehensive knowledge of all Fire Academy subjects.	Select one instrument to "assess" the student learning outcome. For example: physical ability. Students will be issued a physical abilities assignment to complete a physical abilities test.	Success is achieved if 90% of students achieve the student learning outcome with a score of 70% or higher during the assigned assessment activity. Learning outcome is not achieved if these criteria are not met.
--	--	---	--

SLO #2	Assessment Instrument(s)	Assessment Example	SLO Attainment Criteria-
Student will demonstrate knowledge of fire department equipment through the selection and application of equipment for given firefighting tasks	Manipulative skills tests to measure the student's ability to select and don breathing apparatus, ladders, hose and appliances. Field exercises to measure the student's ability to select and apply appropriate tools for rescue and firefighting operations, salvage and overhaul, and hazardous materials response and decontamination. Written quizzes to assess the student's knowledge and application of equipment. Final exam to measure the student's comprehensive knowledge of all Fire Academy Subjects.	Select a manipulative skill that you wish to assess such as ladders. After the students complete the manipulative exam associated with ladders, assess the results to determine if the student learning outcome was met.	Success is achieved if 90% of students achieve the student learning outcome with a score of 100% for manipulative skills tests and 70% for written work. Learning outcome is not achieved if these criteria are not met.
SLO#3	Assessment Instrument(s)	Assessment Example	Did not meet SLO-
Student will analyze and assess firefighter hazards inherent to the profession.	Written quizzes to measure the student's ability to identify life-threatening situations that involve building construction, environmental hazards, criminal activity, personal injury and injuries to others. Written quizzes for the purpose of assessing the student's knowledge of the Ten Standard FF Orders and the 18 Situations that "Shout Watch Out" and common factors in line of duty deaths. Final exam to measure the student's comprehensive knowledge of all Fire Academy subjects	Select a quiz or quizzes during the instructional period that measure the students' knowledge of firefighter hazards. Assess the results to determine if the student learning outcome was met or not.	Success is achieved if 90% of students achieve the student learning outcome with a score of 80% or higher during the assigned assessment activity. Learning outcome is not achieved if these criteria are not met.
SLO #4	Assessment Instrument(s)	Assessment Example	Did not meet SLO-
Student will demonstrate the ability to communicate effectively through multiple methods of communication including: written, electronic, face to face, and radio transmitted messages.	Self-study written work on firefighting terms, language, acronyms, and operating procedures. Completing fire prevention inspection forms during mock inspections. Written and oral quizzes to assess the student's ability to write, verbalize, and present information on firefighting subjects. Field exercises for the purposes of	Select a written quiz and field exercise to assess during the instructional period for the purposes of assessing the students' ability to communicate. For field exercises, an evaluation instrument will need to be developed to	Success is achieved if 90% of students achieve the student learning outcome with a score of 70% or higher during the assigned assessment activity. Learning outcome is not achieved if these criteria are not met.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

	simulating firefighter conditions and communications via memos, electronic media and radios. Final exam to measure the student's comprehensive knowledge of all Fire Academy Subjects.	track student performance.	
SLO #5	Assessment Instrument(s)	Assessment Example	Did not meet SLO-
Student will demonstrate their knowledge of strategies, tactics and incident command through the selection and implementation of firefighting methods, and the application of the Incident Command and Emergency Management Systems.	Self-study workbook to measure the students' ability to read, comprehend and apply knowledge of the Incident Command and Emergency Management Systems. Written exercises to assess the students' comprehension of firefighting standard operating procedures, tactics, strategies and regulatory standards. Field exercises to measure the student's knowledge of fighting methods. Written quizzes to assess the student's knowledge of firefighting terminology. Final exam to measure the student's comprehensive knowledge of all Fire Academy Subjects.	Analyze the student's self-study work and select a quiz to analyze if the student learning outcome is being met. Criteria may include spelling, grammar, content, organization and legibility.	Success is achieved if 90% of students achieve the student learning outcome with a score of 70% or higher during the assigned assessment activity. Learning outcome is not achieved if these criteria are not met.

SLO # 6	Assessment Instrument(s)	Assessment Example	Did not meet SLO-
Student will demonstrate safe practices by using minimum standard safety procedures.	Student will be evaluated during manipulative exams against standard safety practices and operating procedures to measure the student's comprehension and utilization of safe work practices. Example: proper lifting techniques. Written quizzes to assess the student's knowledge of standard operating procedures associated with ventilation, forcible entry, rapid intervention, rescue and fire suppression-related subjects. Final exam to measure the student's comprehensive knowledge of all Fire Academy subjects.	Select a manipulative skill that represents multiple firefighter hazards. Measure the students' performance to safely and competently achieve the skill. This can be achieved throughout the academy's manipulative skills exams and also during a final skills performance exam.	Success is achieved if 90% of students achieve the student learning outcome with a score of 100% for manipulative skills tests and 80% for written work. Learning outcome is not achieved if these criteria or not met.

SKILL

Upon completion of this course, the student will be able to: Demonstrate mastery of firefighting skills based on academy instruction, including appropriate use of safe technique.



PHYSICAL ABILITY

Upon completion of this course, the student will be able to: Demonstrate and be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

INTERPERSONAL COMMUNICATION

Upon completion of this course, the student will be able to: Demonstrate the ability of speaking and/or signaling people to convey or exchange simulated administrative, firefighting and emergency medical information during the academy. Includes giving assignments and/or directions to fellow peers.

LANGUAGE ABILITY

Upon completion of this course, the student will be able to: Demonstrate the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Certified Firefighter. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE

Upon completion of this course, the student will be able to: Demonstrate the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Certified Firefighter.

VERBAL APTITUDE

Upon completion of this course, the student will be able to: Demonstrate the ability to record and deliver information to academy instructors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE

Upon completion of this course, the student will be able to: Demonstrate the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012
to determine time and weight.

FORM/SPATIAL APTITUDE

Upon completion of this course, the student will be able to: Demonstrate the ability to inspect items for proper length, width, and shape, visually with supplied equipment.

MOTOR COORDINATION:

Upon completion of this course, the student will be able to: Demonstrate the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY:

Upon completion of this course, the student will be able to: Demonstrate the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERAMENT:

Upon completion of this course, the student will be able to: Demonstrate the ability to deal with people (i.e. staff, instructors, general public, and fellow peers) beyond giving and receiving instructions such as in interpreting firefighter instruction and procedures. Must be adaptable to perform under considerable stress when confronted with a simulated emergency related to firefighting instruction during the academy.

PHYSICAL COMMUNICATION:

Upon completion of this course, the student will be able to: Demonstrate the ability to speak and/or hear: (speaking: expressing or exchanging ideas by means of spoken words). (Hearing: perceiving nature of sounds by ear).



ONLINE STUDENT LOGIN DIRECTIONS

Web address: <http://green.jbcourse.com>
COURSE ID: (will be provided in an email)
ENROLLMENT KEY: (will be provided in an email)

=====

STUDENT LOGIN INFORMATION

NOTE: All users *outside* of the Eastern Time Zone must click the PROFILE link in the Administration Block, click EDIT PROFILE, and select their specific timezone (Google UTC for your city, for example Boston is UTC -5, alternatively you may select "America, _____ <choose closest city from list>) *It is critical to adjust the timezone setting in your profile to ensure local time is accurately reflected*

Welcome,

As part of your course, we will be using a virtual classroom environment, known as a JBCourse Manager. In order to gain access to this system, you will need to create an account and enroll in your course.

Please pay close attention to the below instructions:

1. Visit <http://green.jbcourse.com>
2. Under the heading "*Is this your first time accessing JBCourse Manager?*" - click "Create new account"
3. Enter valid information in the text fields from the account creation page, including the image-based password and click "Create my new account"
4. You will receive an email confirming your registration from either "JB Administrator" or "JB Support"
 - o If you do not receive this email within 30 minutes, please check your SPAM and JUNK folders.
 - o If you've still not received it, please contact the Jones & Bartlett Technical Support by submitting a report to: <http://support.jblearning.com> (copy and paste into a browser if the link doesn't work)
5. Once you receive it, click the hyperlink in that email to confirm your registration and log in to the site: <http://green.jbcourse.com>



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

6. Once logged in, you will be directed to your own personal dashboard, called **myJBCourse**. To the right of the page, click the link titled "Click here to Search For Your Course" (In the Search Courses block)
7. From the next page, enter your Course ID Number into the search box & click GO: Course ID Number:
8. Locate your course, and click the course/class title (hyperlink)
9. To protect your security online, we have password-protected each individual course – You will need to enter the following "Enrollment Key" in the open box and click *Enroll Me In This Course*: [Enrollment Key](#):

Relax! The hard work is now over – The next time you login to the website you'll only need your username and password.

NOTE: All users *outside* of the Eastern Time Zone must click the PROFILE link in the Administration Block, click EDIT PROFILE, and select their specific timezone (Google UTC for your city, for example Boston is UTC -5) *It is critical to adjust the timezone setting in your profile to ensure local time is accurately reflected*

Jones & Bartlett Technical Support can be reached by submitting a report to:
<http://support.jblearning.com>

=====
RETURNING STUDENTS
=====

1. You only have to follow the above directions the *first time* you create an account
2. To log into your course, visit: <http://green.jbcourse.com>
3. Under the heading "*Already have a JBCourse Manager Account?*" enter your user name and password
4. Click Login
5. You will be directed to your personal dashboard, called "myJBCourse" You can enter the virtual classroom from here.

Jones & Bartlett Technical Support can be reached by submitting a report to:
<http://support.jblearning.com>

Taking an online course and corresponding via the World Wide Web presents communicators with the task of overcoming the lack of non verbals in communication. When taking a



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

course online, it is important to remember several points of etiquette that will smooth communication between the students and their instructors.

- 1. Avoid language that may come across as strong or offensive.** Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.
- 2. Keep writing to a point and stay on topic.** Online courses require a lot of reading. When writing, keep sentences poignant and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement. Also, do not introduce new topics; it may just confuse the readers.
- 3. Read first, write later.** It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
- 4. Review, review, then send.** There's no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
- 5. An online classroom is still a classroom.** Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
- 6. The language of the Internet.** Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings (example: :-) or :(), but avoid overusing them.
- 7. Consider the privacy of others'.** Ask permission prior to giving out a classmate's email address or other information.
- 8. If possible, keep attachments small.** If it is necessary to send pictures, change the size to an acceptable 100k.
- 9. No inappropriate material.** Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden

Termination from the Academy



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

Recommendation for termination from the Academy will be made when it is determined that a cadet fails to demonstrate the required skills to perform the duties of a safe Basic Fire Academy cadet. Some of the following are grounds for termination from the program:

- Insufficient Progress- manipulative skills
- Insufficient Progress- Academic Knowledge
- Inappropriate behavior
- Insufficient Progress- Firefighter Fitness
- Below standard on weekly performance evaluations



Testing/Lecture/Manipulative Drills/ and Online Quiz Schedule

- **Written/Online tests** will be completed after each section of the course. Multiple-choice, matching, identify, and short-answer written tests are used to evaluate student achievement of the cognitive lesson objectives taught. Each test item has its own criterion standard. To show mastery of each tested objective, you must achieve a required percentage score of 70%.
- **Skills Sheet** will be completed after each section of the course that requires evaluation of the student's mastery of the lesson's psychomotor objectives. Performance tests address the highest thinking and performance skills- those that are likely to give the firefighter the most problems on the job. All manipulative skills must be passed with a percentage score of 80%.
- **Final Evaluation:**
 - A) All written tests must be successfully completed.
 - B) All performance tests must be successfully completed.
 - C) Final exam must be successfully completed with a grade of "C" or above.
- **All Make up tests** will be given by the Lead Instructor. The highest score that you are able to attain is a 70% regardless of the higher score you achieve.



Disability

- Any cadet needing supportive services because of a disability must contact the Lead Instructor or Disabled Student and Services Programs

Sexual Harassment Policy / Imperial Valley College

- All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: national origin, religion, age, sex (gender), race, color, medical condition, Vietnam era Veteran status, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.
- The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012 thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Board Policy 3430 Prohibition of Discrimination and Harassment
AP 3430 Prohibition of Harassment (pending Board approval)

How to File a Complaint

The written policy and procedures for filing and processing complaints for unlawful discrimination and sexual harassment are contained in the District's Policy and Procedures for Unlawful Discrimination Under Title 5, Sections 59300 et seq.

Imperial Community College District Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et seq.

Contact Information

Travis Gregory
Chief Human Resources Officer/Equal Employment Officer/
Americans with Disability Act Coordinator
Human Resources Office
Building 2400
Telephone: (760) 355-6212

Russell Lavery
Title IX Compliance Officer

Office 205

Telephone: (760) 355-6202

Olga Artech
Title IX Compliance Officer

Building 100

Telephone: (760) 355-6264

Ed Gould
Superintendent/President
Building 10
Telephone: (760) 355-6219

A community college district **employee** may also file his or her employment-related complaint with the U.S. Equal Employment



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012
Opportunity Commission (EEOC) (<http://www.eeoc.gov/>) and/or the
California Department of Fair Employment and Housing (DFEH).
(<http://www.dfeh.ca.gov/default.asp>) 1-800-884-1684;

Community college **students** may also file an unlawful discrimination
complaint with the Office for Civil Rights of the U.S. Department of
Education (OCR).
(<http://www.ed.gov/about/offices/list/ocr/index.html>);

For more information, please visit CA Community College System
Office website at:
<http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

Or contact Imperial Valley College - Human Resources at (760) 355-
6212.

No eating, drinking, or smoking in classrooms

- Eating, drinking, and smoking are prohibited in the classroom.



IMPERIAL VALLEY COLLEGE FIRE ACADEMY CADET GUIDELINES RULES AND REGULATIONS SOP 100 MANUAL

Rules and Regulations SOP 100.01

INTRODUCTION

- I. These Rules and Regulations shall be known as the Imperial Valley College Firefighter I Academy Rules and Regulations Standard Operating Procedure (SOP) 100 Manual
- II. The purpose of this manual is to inform agencies, staff, and cadets of instructional guidelines, acceptable behavior, and training procedures for the Imperial Valley College Firefighter I Academy
- III. Imperial Valley College Firefighter I Academy's curriculum is designed to provide the cadet with the necessary knowledge and skills to function at the entry-level firefighter position. Since a certain personality is required to function in a quasi-military organization we have established a chain of command. This is similar to the structure as used in a fire department, and will allow the cadets the opportunity to evaluate how they function under the conditions of both giving and taking orders.
- IV. Purposeful failure to follow these standard operating procedures, and any guidelines established by the Imperial Valley College Firefighter I program is considered to be an act of insubordination. Willful and or repeated violations will lead to disciplinary action and possible dismissal from the Imperial Valley College Firefighter I Academy program.
- V. These standard operating procedures are to provide:
 - A. Uniform classroom instruction and practical field training for Imperial Valley College Firefighter I Academy classes, and to assure that adequate materials are available as required for each class.
 - B. To clarify the cadet's role and responsibilities within the training program.
 - C. To maintain and enforce cadet rules and these standard operating procedures.
- VI. Staff and cadets shall be familiar with all standard operating procedures and guidelines. All staff and cadets shall be held responsible for compliance with every standard operating procedure, rule, and/or regulation.



Rules and Regulations 100.02

REGISTRATION AND ABSENCES

- I. The purpose of this regulation is to establish control of and a system of reporting registration and absences to the Imperial Valley College Firefighter I Academy staff.
- II. Cadets shall provide proof of Imperial Valley College enrollment.
 - A. Any misuse of credit cards or dishonored checks for registration or other related expenses, including uniform or supplies, will be cause for disciplinary action up to dismissal from the academy.
- III. 100% attendance is the expected standard. Missing more than 3 days in either half of the academy **WILL** cause the cadet to be dropped from the Imperial Valley College Firefighter I Academy by the coordinator. Taking fire service entrance tests, picking up applications, oral interviews, chronic illness, or other reasons will not change this policy, there are no exceptions or excused absences.
- IV. Many of the required subject matter classes are taught over a one or two day period. Absence during a required Certification Training Standard subject matter area will not allow the cadet to receive the Firefighter I completed training certificate.
- V. Whenever a cadet is delayed and unable to report for a class or formation at the designated time, the cadet must turn in a leave-of-absence slip at the first break after arriving. The chain-of-command will be utilized. Time will be used in increments of 15 min. i.e. 1-15 minutes late = 15 minutes, 16-30 minutes = 30 minutes.
- VI. Any cadet needing to leave the facility, or any drill grounds, before the end class shall notify and receive permission from the Imperial Valley College Firefighter I Academy Coordinator, or Instructor, through the chain of command, prior to the requested dismissal time. A leave of absence slip must be turned in. The time is based on the scheduled end of class not the actual end of class.



Rules and Regulations SOP 100.03

CHAIN OF COMMAND

- I. The Academy Coordinator is responsible for all facets of fire and related technology programs at Imperial Valley College. This includes Fire Technology Degree Program Firefighter I Academy. The Academy Coordinator and Public Safety Allied Dean assists students with Fire Technology Degree problems, and makes the final decision when situations warrant the dismissal of a student from any of the programs. The coordinator assures that all programs meet or exceed standards set by the college, all advisory committees, and applicable state or federal standards.
- II. II. The Imperial Valley College Firefighter I Academy Coordinator is responsible for overall coordination of the Imperial Valley College Firefighter I Academy Program. The Coordinator supervises daily operation of the Firefighter I Academy directly or through Academy Instructors.
 - A. Is responsible for scheduling instructors and program assistants for the Firefighter I Academy
 - B. Has authority to remove a cadet from the Firefighter I Academy with concurrent approval of the Disciplinary Committee.
 - C. Reviews and approves all handout material and lesson plans.
 - D. Assures that all required subject material meets the Certification Training Standards requirements set by CAL FIRE /California State Fire Marshal, State Fire Training, for certification as a Firefighter I.
- III. Imperial Valley College Firefighter I Academy Instructors are responsible for calling their assigned class to order, accounting for cadets and making sure that all equipment necessary for class is obtained and ready for use. Each instructor is responsible for drill ground, and field training activities. All instructors work closely with the Firefighter I Academy Coordinator and other Imperial Valley College Firefighter I Academy Supervisors to provide the same level of instruction and utilize the same instructional material for each class. Firefighter I Academy Instructors will also:



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- A. Be responsible for disbursement of Imperial Valley College Firefighter I Academy equipment that will be issued to cadets in their assigned academy.
 - B. Provide equipment as necessary for manipulative skill drills.
 - C. Maintain grades, attendance, and other academy records.
 - D. Have authority to remove cadet from academy for one class session.
 - E. Discuss cadet problems with academy coordinator as needed.
- IV. Instructors are selected by Imperial Valley College Fire Academy Coordinator based on knowledge, ability to perform as a member of the fire service, and able to successfully teach in a college atmosphere.
- A. Instructors have the responsibility to maintain discipline, and have a proper, safe, training environment during all facets of their assigned training.
 - B. Will act in the capacity of a tactical officer (program assistant) if none are assigned to the class.
 - C. Lead or primary instructors are also responsible for payroll for other instructors and program assistants.
- V. Imperial Valley College Firefighter I Academy program instructors and Academy Coordinator are responsible for discipline in the class room and during field operations. Instructors shall assist the lead instructor with teaching during field operations and shall notify the academy coordinator of problems with any cadet either for disciplinary reasons or problems with manipulative skills. Instructors shall prepare written reports as necessary to document problems. Instructors officers shall deal with cadet personal problems as they occur and refer the cadet as necessary to academy coordinator.
- A. Program Instructors shall receive homework assignments, records of attendance, and other records and pertinent papers from students.
 - B. Program instructors have the authority to recommend removal of cadet from academy. If the situation warrants may dismiss a cadet from the class for one day, and can assign extra work as necessary.
- VI. Squad leaders collect all material at the beginning of class from captains and accounts for all cadets through roll call. Responsible that proper decorum is maintained in the classroom, and for formations on parade ground. Discuss problems with the appropriate staff member through the chain of command.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- A. Gives handout materials to captains and collects all relevant material and passes on to academy staff member responsible for the academy at that time.
 - B. May initiate disciplinary action with the academy instructors or Firefighter I Academy Coordinator as is required for each incident. May with concurrence of Firefighter I Academy Coordinator recommend a merit or censure slip as is dictated by events.
 - C. Will be assigned to the appropriate crew as determined by the academy coordinator or supervisor.
 - D. A squad leader at the conclusion of the academy will lead the "Pledge of Allegiance" at the graduation ceremony.
 - E. During manipulative skill drills will become a working member of the assigned crew, under the direction of the squad leader.
- VII. Squad leaders shall be responsible for performance and discipline of their assigned crew. Squad leaders shall maintain strict decorum of their crew in the class room and shall be responsible for crew members on the parade and drill grounds.
- A. Shall pass out and collect all papers from the crew, and collect any papers for missing crew members. Squad leaders shall be accountable for crew members through the passport system and utilize the passport system of accountability both in the classroom and during field operations.
 - B. Are responsible for crew during manipulative drills. The squad leader will work as a member of the crew, and may require the crew to perform manipulative tasks as many times as necessary.
 - C. Can initiate disciplinary problems through chain of command, and may recommend a merit or censure slip through the chain of command.
- VIII. Cadet Squad leader is responsible for class "Esprit de Corps", and coordinates class projects and assists with class graduation issues.
- A. May communicate with appropriate staff members as necessary.
 - B. Will present message from the graduating class during the graduation ceremony.
- IX. Squad Leaders:



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- A. Responsible for drill and ceremonies exercises during academy.
- X. Squad Leaders:
- A. Responsible for maintaining passport accountability system throughout academy.

Rules and Regulations, SOP 100.04

CADET CONDUCT

- I. Classroom Conduct
 - A. Cadets will be in their seats by 0900 hrs for Saturday academy and 1830 hours for Wednesday academy.
 - B. Day academy starts with physical training at 2514 La Brucherie at Imperial County Fire Department Station 1. The physical training is a required component of the fire academy and attendance is mandatory.
 - C. Online test days will normally be open on Mondays and Tuesdays at the end of each session.
 - D. Cadets will be alert and ready for class at the appointed time. All materials will be obtained and ready for use at the beginning of class
 - E. The classroom is to be maintained in a quiet disciplined manner at all times. Loud or boisterous behavior is not permitted and cadets violating this are subject to disciplinary action.
 - F. Items will **NOT** be thrown in the classroom.
 - G. Whenever asking a question during a classroom session, the cadet asking a question shall remain seated, raise their hand, and upon being recognized ask the question. When addressing an instructor the Cadet shall address them as: Mister, Mrs, Miss, or by their fire service rank if known.
 - H. Under no circumstances shall cadets argue with an instructor.
 - I. California Education Code requires that no food or beverages may be consumed by cadets in the classroom this includes gum, candy, or mints.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- J. When entering the classroom all open drink containers will be properly disposed of and not brought into the classroom nor left on the exterior of the classroom. The exception is water bottles with the lid replaced and placed out of sight. **WATER IS NOT TO BE CONSUMED DURING CLASSROOM SESSIONS** except for extreme conditions with consent from academy coordinator or supervisor.
- K. Cadets are encouraged to ask questions in order to clarify the subject matter being taught.
- L. Cadets shall be responsible for remaining attentive during all periods of instruction. When a cadet becomes drowsy or in any manner incapable of paying attention he or she shall leave their desk and quietly move to the back of the room. The cadet will stand at the back of the room without leaning or sitting on anything until the next break. This is not an excuse to wander during class.
- M. Cadets' tables and areas shall be neat and clean at all times. Books, papers, and reference materials shall be neatly stacked under the chair or alongside the chair. Table tops shall be clear when desk is unoccupied during lunch or manipulative skills.
- N. All cadets shall be respectful at all times
- O. Breaks will end at the allotted time with cadets in their seats and quiet.
- P. Cadets will not sit on tables or use the tables as a foot rest.
- Q. It is the responsibility of each cadet to obtain material and information which has been distributed during his or her absence from their Squad leader.
- R. Laptop computers are allowed during lecture sessions pursuant to the following rules.
 - 1. No inappropriate images or sound to be displayed at any time.
 - 2. Computers will only be used for **NOTE TAKING** during the lecture portion of any subject matter areas.
 - 3. Drawing diagrams or other forms of illustrations is **NOT** allowed during lecture periods.
 - 4. Only the current subject matter being taught will be worked on. Other material including prior subject matter areas, or web, will **NOT** be allowed to be worked on during the lecture.



5. There will be no computer use during any portion of the subject matter area other than lecture, such as video presentations or demonstrations. The computer top will be placed in the down position during videos and demonstrations.
6. Use in classroom during breaks and lunch is allowed as long as there is no detracting sound.
7. No unauthorized downloading of any material.
8. Any cadet playing video games during class will result in **ALL** computers being removed from the classroom.

II. General Conduct.

- A. Many fire service professionals are on the campus during the academy and all cadets are expected to display the professionalism of the fire service.
- B. Cadets shall conduct themselves in an orderly manner, and shall maintain a dignified appearance at all times (in and out of class). Cadets shall not clog isles and walkways. Hands shall not be in pockets during breaks. Horseplay, games, and loud or boisterous behavior is not acceptable.
- C. Cadets will not converse with fellow cadets in the classroom or during field manipulative skill drills unless instructed to do so.
- D. Imperial Valley College Firefighter I Academy has a **NO** tobacco use.
- E. Staff offices are off limits except by permission from the staff through the chain of command.
- F. Academy caps or may be worn at all times while outside of buildings.
- G. Pagers, knives, EMS packs, etc, cellular phones will **NOT** be brought into the classroom nor worn on the belt. This includes backpacks, cases or other items used to carry personnel effects.
 1. No cellular phone use during breaks, going to or from manipulative skill drills, or during drills. There will be **NO** cellular phone use including photography during manipulative skill drills.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

2. Cellular phones may be allowed during family or other emergencies with consent from Fire Academy Coordinator or instructors.
- H. Camera use during the Fire Academy will be allowed with instructors consent.
- I. Imperial Valley College has a strict Alcohol and Drug Policy. No consumption of alcohol or drugs before class, during breaks, or meal times will be allowed. Any doubt as to non-compliance with this policy will cause a cadet to be dismissed from the academy.
- J. Any cadet using prescription drugs with the “May Cause Drowsiness” warning must be disclosed to the Academy Coordinator through chain of command.
- K. Sunglasses may be worn with consent. Some will be given with a Doctors written order requiring the cadet to wear them. They must be appropriate and not make a fashion statement. An exception with instructor concurrence may be made during wildland firefighting drills.
- L. When responding positively or negatively, cadets shall respond “yes sir/ma’am” or “no sir/ma’am”.
- M. Female cadets have the same hair policy as the male cadets. Hair shall not touch the collar of the uniform shirt at any time. It will be the responsibility of each female cadet to maintain this standard throughout the day. This includes manipulative drills as well as in the classroom.
1. Female cadets will not alter or fix hair while in the classroom. This includes breaks.
- N. Turnouts whether fire department or college owned must be kept in a turnout bag. The turnout bag and turnouts must be properly secured to prevent theft or destruction. Any college turnouts that are lost or destroyed will be replaced by the cadet prior to receiving course certificates.
- O. Lockers in the restroom facilities will be used for daytime use only. **NO equipment is to be left overnight .**
- P. Harassment is **NOT** part of this academy; however the learning of discipline is an important part of the training. The objectives of disciplined training are:
1. To illustrate to you and to us that you can handle the stress of the firefighter’s job.



2. To establish your own limits.
- Q. Remember you are not competing against each other. You are competing against a standard that we require of fire academy cadets. If you are competing against the top person in your class, keep in mind that person may be below the established standard.
- III. Infractions of Rules or Meritorious Conduct.
- A. Any act on the part of the cadet involving infractions of rules or meritorious conduct shall be handled within the chain-of-command.
- B. Infractions may include but are not limited to:
1. Purposeful violations of Cadets Rules and Regulations.
 2. Insubordination.
 3. Dishonesty.
 - a. Includes any and all forms of academic dishonesty.
 4. Any form of misappropriation or taking of college property for personal use other than allowed by established procedure.
 5. Inexcusable absence or tardiness.
 6. Discourteous treatment of fellow cadets or academy staff.
 7. Misuse of academy name, Fire Safety, Fire Department, or college property.
 8. Wearing the uniform in an unbecoming manner including wearing the hat in other than the correct manner with the bill forward and level.
- C. Meritorious conduct may include but is not limited to:
1. Initiative /Motivation.
 2. Good judgment.
 3. Exemplary conduct.
 4. Exceptional adherence to instructions.



5. Outstanding appearance.

D. For the following subject matter areas one cadet may be selected as the outstanding cadet for that subject matter. Only one award may be given for each subject matter, and once selected to receive the outstanding award that cadet will be ineligible for additional subject matter awards. .

1. Ropes, Knots, Hitches, Rope Rescue Systems
2. Hose
2. Ground Ladders
3. Wildland
4. Vehicle Extrication
5. Burn Trailer

This award will be approved by the lead instructor for that subject matter area, and will be awarded pending concurrence of the Fire Academy Coordinator

IV. Counseling Slips.

A. Counseling slips WILL handed out by the disciplinary committee.

B. Appeals to disciplinary action shall be pursued through the chain-of-command to Academy Coordinator.

1. Any counseling slips in the cadet's file at the end of the academy may be removed if the cadet petitions the academy coordinator in writing.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

V. Social Activities.

- A. **ALL** social activities that Academy cadets participate in reflect back on the academy and Imperial Valley College. The academy or college name shall not be used to gain favor or gratuities from any group or agency. Uniforms and or Academy T-Shirts will not be worn outside of class time without permission of Academy Coordinator. There will be zero tolerance of infractions of this policy.

VI. Law Enforcement Contacts

- A. **ALL** law enforcement contacts between a cadet and any law enforcement agency, whether positive or negative must be reported to the Fire Academy Coordinator prior to the first class period following the contact. The contact will be fully explained through a written memorandum stating all of the particulars.

Rules and Regulations SOP 100.05

EXAMINATIONS, GRADING SYSTEM, EVALUATIONS

- I. These rules and regulations will establish the standards for all written examinations, the grading procedure, and evaluations given during the Imperial Valley College Firefighter I Academy.
- II. The purpose of these rules and regulations is to insure that all staff, cadets, and fire departments understand the grading system and the requirements for passing the class and Graduating from the Academy.
- III. These rules and regulations will provide a standard minimum performance for individual examinations and practical field problems.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- IV. **Successful completion of the Firefighter 1 Academy program is dependent on the cadet scoring a minimum of 70% on EACH Certification examination AND 90% on EACH Manipulative Skills Examination. *Failure to attain a minimum of 70% on EACH Certification examination, written final AND 90% on EACH Manipulative Skills Examination will result in the cadet not meeting Certification Training Standards, and failure of the Fire Academy. The cadet will be removed from the academy at that time.***
- V. Make-up and missed fire service terminology tests will be given one time only. Failure to take make-up test at time provided will be a failure for that area. Makeup times will be announced. **Make-up test have to be passed with an 90% or higher and the highest grade possible during any make-up will be 70%.**
- VI. Cadets are responsible to study the appropriate areas as determined by the schedule. Any confusion as to what material to study, clarify the issue at the beginning of class.
- VII. Test Review.
- A. Test review will be given in class following completion of grading.
- VIII. Testing will be done according to the schedule. As each subject matter area is completed testing will be done on a specific schedule. It will be each cadet's responsibility to study and be prepared to take the certification examinations, fire service terminology, book and class quizzes, and complete homework assignments.
- IX. Certification Examinations
1. Online Exams
- a. Monday 6:00am until Tuesdays 23:00 at such time as established by the Fire Academy Coordinator.
- B. Make up exams
- a. Prior to the beginning of a new subject as established by the Academy Coordinator.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- X. Fire Service Terminology Lecturers will be on new subject(s) that will be covered.
- A. Wednesday academy.
 - B. Fire Service Terminology points are subtracted for spelling errors as well as missing the word.
- XI. Textbook Quizzes.
- A. Will be given after the subject matter and manipulative drills have been executed to the subject matter area being covered in the classroom.
 - B. Will come directly from the corresponding chapter(s) in the *Fire Fighter Skills 2nd Edition NFPA*
 - C. Use of *Fire Fighter Skills 2nd Edition CD* will assist in understanding key components of each chapter.
- XII. Quizzes.
- A. Any subject matter area can have a quiz given before or during the class on the information from the Imperial Valley College Firefighter I manual or other classroom information.
- XIII. Homework.
- A. Most subject matter areas will have homework assignments.
 - B. **EACH HOMEWORK ASSIGNMENT IS TO BE COMPLETED BY TYPING OR COMPUTER. IF HANDWRITTEN MUST BE PRINTED WITH USE OF A LINE GUIDE AND BLACK INK.**
 - C. All homework must be submitted in appropriate folder. If it is not submitted in folder it will lose 5 points.
 - D. Each assignment is worth 10 points.
 - 1. 5 points for content.
 - 2. 5 points for spelling and appearance. Neatness counts!!!!!! This also includes punctuation.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- E. Late homework will automatically have 5 points taken away for each day late.
 - F. All homework must be completed even if late and no points given.
 - G. If homework is not turned points will be deducted from the homework final score.
- XIV. Final Examinations - A written and manipulative examination covering all material taught will be given at the end of each section of the Academy.
- XV. Grading System.
- A. A minimum score of 70% must be attained on each Subject Matter Examination as well as the final examination, and the notebook.
 - B. Grade Computations
 - 1. Final 25%
 - 2. Volunteer Participation Events & Activities, Fires, Parades, Disasters, Charity, Educational, Burn Center Trip, Fill The Boot, etc. 15%
 - 3. Online Quizzes 25%
 - 4. Homework 10%
 - 5. Manipulative Examinations 25%
 - C. Letter grades based on percentages
 - 1. 90% and above A
 - 2. 80% to 90% B
 - 3. 70% to 80% C
 - 4. 60% to 69% F



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- D. Extra credit is available in each half of the Imperial Valley College Firefighter I Academy.
 - 1. Refer to Notebook and extra credit standards.
- E. Merit/Censure Slips may adjust overall Imperial Valley College Firefighter I Academy grade.

Rules and Regulations SOP 100.06

TESTING REGULATIONS

- I. These shall be the rules and regulations pertaining to the taking of tests and the remediation rules for any cadet failing a test.
- II. The following applies to all testing processes at the Imperial Valley College Firefighter I Academy.
 - A. If a student fails a third test, the student may fail the course.
 - B. A brief introduction to the multiple-choice testing format will be offered to students who have not had prior experience taking multiple-choice tests.
 - C. Test security shall be maintained. There is to be no copying, tape recording, or otherwise obtaining or using unauthorized information about a test or its items.
 - D. Any and all forms of cheating are prohibited and any violation is subject to dismissal from the Imperial Valley College Firefighter I Academy. (See Rules and Regulations 100.07)
 - E. Students shall be provided the performance objectives and training standards as a part of every class.
 - F. Before a test is administered, instructors shall have delivered instruction that provides students with an opportunity to learn the general principles and strategies needed to answer the test questions.
 - G. Be retested with the same or alternate form of the failed test.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- H. Bad test items shall not be counted in computing the students' percent correct scores.
 - I. After taking the first test on a given subject, all students will be provided an after test review session.
- III. Imperial Valley College Firefighter I Cadets take five types of tests most are online:
- A. Narrowly focused, multiple-choice, true-false, fill in blank, short essay, matching tests given at the end of each subject matter area, and online.
 - B. Broadly focused, multiple-choice tests administered at the end of each Ia and Ib referred to as final examinations.
 - C. Fire Service Terminology tests in which the cadet must provide the correctly spelled word or term when the definition is read in the classroom.
 - D. Physical manipulative skill tests in which the cadet must be able to meet the minimum state standard in completion of a demonstrated skill.
 - E. Exercise tests are any tests that are given to measure the acquisition of the knowledge, skills, abilities required to achieve one or more performance objectives.
- IV. Imperial Valley Firefighter I Academy test descriptions.
- A. A narrowly focused knowledge test is a paper-and-pencil test that measures acquisition of knowledge required to achieve one or more instructional goals. Knowledge tests are multiple-choice, true-false, matching, short essay, or fill in the blank tests. For the most part, they measure only declarative knowledge (i.e., recall of information without analysis or application).
 - B. A comprehensive knowledge test is a paper-and pencil test that measures acquisition of knowledge in multiple subject areas. These tests are similar to the knowledge tests except that they cover performance objectives in more than one subject area.
 - C. Fire Service Terminology tests in which the cadet must provide the correctly spelled word or term when the definition is read in the classroom.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- D. Physical manipulative skills test: The physical manipulative skills tests are **Imperial Valley Firefighter I** Recruit Academy developed processes for testing the physical skills required by the Firefighter I Curriculum. Each demonstrated skill will be evaluated to meet the standards required in each subject area.
- E. An exercise test is any test where the cadet is asked to complete a verbal response or demonstrate a physical skill. Exercise tests may given at any time during the day and are designed to measure the acquisition of the knowledge, skills, abilities required to achieve one or more performance objectives.
- V. Students who **DO NOT** earn a passing score when first tested must:
- A. Be provided with an opportunity to review their test results in a manner that does not compromise test security.
 - B. Have a reasonable time (established by the academy) to prepare for a retest; and is administered and scored.
 - C. All other exercise tests which are administered and scored by the training presenters. "Exercise test" is an omnibus label for any test that does not fall into one of the other four categories. However, exercise tests are most often used to assess the students' ability to perform relatively discrete motor tasks such as tying knots, donning SCBA, or performing hose evolutions.
- VI. Pass/Fail Decisions
- A. Every mandated test requires a pass/fail decision. On knowledge tests, the cut score (i.e., minimum passing score) is set by the State of California in the Firefighter I Curriculum. The Firefighter I Career Development Guide also sets the required standards on all physically demonstrated performance skills.
 - B. Physical manipulative skills test: The physical abilities test is a Imperial Valley College Firefighter I Academy developed process for testing the physical skills required by the Firefighter I Curriculum. Each demonstrated skill will be evaluated to meet the standards required in each subject area. On these tests, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

into the fire service at the firefighter I recruit level, and this determination is made by the academy staff following guidelines established by the State of California.

VII. Remediation and Retesting

- A. Knowledge tests: Students who fail a knowledge test on their first attempt shall:
 - 1. Be provided with an opportunity to review their test results in a manner that does not compromise test security.
 - 2. Have a reasonable time, established by the academy, to prepare for a retest.
 - 3. Be provided with an opportunity to be retested with the same or an alternate form of the failed test.
 - 4. The maximum number of retests in certification examinations will be based on the overall performance of each cadet and will be established after a conference between the Fire Academy Coordinator.
- B. Other tests: Students who fail to clearly demonstrate proficiency when first administered a physical abilities skill test, or exercise test shall be provided with an opportunity to be retested.
- C. Failure: Cadet's who fail to pass a test when retested, fail the course. Although students who fail the course may be dismissed from the academy class in which they are currently enrolled, they are not prohibited from repeating the Firefighter I Academy.
- D. High-stakes tests: All Firefighter I Academy tests are high-stakes tests because students who twice fail the same subject matter area certification examinations may be dismissed from the course. High-stakes tests have been shown to influence the behavior of students, instructors, and administrators by focusing attention on those things that are required and away from those things that are not.



Rules and Regulations SOP 100.07

ACADEMIC OFFENSES

- I. The Imperial Valley Firefighter I Academy is dedicated to assuring success of each cadet based on their own efforts and merits. Any academic dishonesty will not be tolerated, and may be cause for dismissal from the academy since it involves stealing, lying, and cheating.
- II. Academic offenses include but are not limited to plagiarism, cheating, and any other forms of academic dishonesty.
- III. Any cadet involved with any form of academic dishonesty will loose all credit for the work completed, and will at a minimum be dismissed from the academy for one class period. Any examinations or other class work scheduled during that class period will not be completed nor given credit following the dismissal.
- IV. Decisions relating to the final grade and whether the cadet will be able to continue in the Imperial Valley Firefighter I Academy will be made by the Academy Coordinator after discussion with the offending cadet.

Rules and Regulations 100.08



MANIPULATIVE DRILL GROUND PROCEDURES

- I. The purpose of these rules and regulations is to assure safety standards for cadets and participants during manipulative drills, and to maintain control of personnel and equipment used during field problems during the Imperial Valley Firefighter I Academy.
- II. These rules and regulations are to ensure that cadets and other participants are under strict supervision at all times during field manipulative drills.
- III. Safety Inspection - Safety inspections of the cadet's personal equipment and protective gear shall be conducted by the staff prior to the start of each field problem to assure proper equipment.
- IV. Equipment Control - The cadet's own protective clothing and equipment shall be their responsibility. Any equipment issued to participating cadets for specific field problems will be controlled by the instructor or the tactical officer. Cadets are responsible for equipment damage due to negligence.
- V. Participating cadets:
 - A. Cadets shall be briefed by the staff prior to field problems.
 - B. All cadets belonging to a department may utilize their own fire department issued turnout equipment, including coat, pants, boots, gloves, breathing apparatus and helmet.
 - C. For those cadets who do not belong to a department, turnout coat, pants, breathing apparatus, and helmet will be provided by the Imperial Valley College Firefighter I Academy for a rental fee. The student must purchase a turnout bag to protect Academy issued equipment.
 - D. All participating cadets shall obey the staff's directions and remain in their assigned areas. Any cadets involved with horseplay or safety violations during manipulative drills shall be referred to Imperial Valley College Firefighter I Academy Supervisor or Coordinator for corrective action. Such activity may involve termination from Academy.
- VI. Manipulative skills - Performance of the individual cadet during the manipulative skill testing process shall be evaluated by staff members conducting the respective exercises. Each cadet will be advised at the conclusion of the testing process whether they have met the minimum standards for that manipulative drill.



Standard Operating Procedures SOP 100.09

GROOMING-STANDARDS

- I. The purpose of these rules and regulations is to establish the required grooming standards for cadets participating the Imperial Valley College Firefighter 1 Academy.
- II. **HAIR - NO FASHION STATEMENTS.** Hair must not touch the collar when standing erect and looking straight ahead, and be neatly kept at all times. Moustaches, if worn, shall be neatly trimmed and not extend below the corners of the mouth.
- III. **SIDEBURNS** - Sideburns shall not extend below the center of the ear.
- IV. **SHAVE** - Male cadets must be clean shaven at 0800 hours of Saturday Academy and 1830 hours Wednesday.
 - A. Failure to have a clean shave at manipulative drills will result in disciplinary action up to dismissal for the day. This may result in the cadet not receiving a Firefighter I Certificate
- V. **NO JEWELRY** - There shall be no jewelry showing during the Imperial Valley College Firefighter I Academy except for a watch or ring. The watch shall be a durable type that will stand the abuse given it in the Academy. A ring is not recommended but will be allowed. No earrings or other visible body rings or studs are allowed. Necklaces shall not be worn as they may become entangled with safety equipment.
- VI. **TATTOO'S AND BODY ART** – No tattoo's or other forms body art will be visible when wearing the fire academy uniform. Long sleeved fire academy tee shirts will be required to cover any tattoo's or body art on the arms.
- VII. **PERSONAL HYGIENE** - Each cadet is responsible for his/her personal hygiene. Neatness and cleanliness will be part of inspection.
- VIII. **UNDER GARMENTS** - Supportive under garments shall be worn during the Firefighter I Academy to ensure cadet protection.



Rules and Regulations SOP 100.10

CADET UNIFORMS

- I. These are the rules and regulations governing the wearing and proper use of uniforms while enrolled as a cadet during the Imperial Valley College Firefighter I Academy.
- II. Uniform of the Day
 - A. All members of the Imperial Valley College Firefighter I Academy are to report to the classroom or area of instruction in the prescribed regulation uniform.
 - B. All uniforms are to be clean, neatly pressed, and maintained in a presentable appearance for inspection.
 - C. Boots are to be clean and the toes shall be polished to a high gloss shine. Edges and thread used in soles shall be black.
 - D. Shirts shall be pressed with a military crease.
- III. Uniform Specifications
 - A. **SHIRT**- **Midnight Blue**, short or long sleeves (Flying Cross) Lions Imperial County Fire Spec.
 - B. **PANTS** – Midnight Blue, Imperial County Fire Spec.
 - C. **BOOTS** - 8-inch, black, lace-up or laced zipper, steel toe and in sole. Must hold a "gloss finish".
 - D. **BELT** – Web Belt/ Chrome Buckle Imperial County Fire Spec
 - E. **CAP** - **Black in color** IVC Logo
 - F. **PT Shorts**- basketball style with Imperial Valley College Logo
 - G. **UNDERSHIRTS** – Academy T-shirts ONLY.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

1. Only those with tattoo's or body art on the arms will be allowed to wear long sleeved tee shirts, all other cadets **MUST** wear the regulation short sleeved tee shirts.
 2. The class undershirt may be approved for wear by the Academy Coordinator. All cadets will wear the same undershirt.
- H. **GLOVES** - Leather firefighter type (Cal-OSHA approved).
- I. **GOGGLES** - Safety (CLEAR), NOT SAFETY GLASSES
- J. **SWEAT SHIRT & SHORTS** – Imperial Valley College Firefighter I Academy
- IV. Imperial Valley College Firefighter 1 Academy shoulder patches shall be sewn on both sleeves ½” from the seam at the top of the sleeve, and in such a manner that patches are level when the shirt is worn by a cadet at attention.
- V. The Imperial Valley College Firefighter I Academy name tag shall be worn centered above the right shirt pocket with the bottom of the tag even with the top of the pocket.
- VI. Squad leaders shall be worn centered above the left shirt pocket with the bottom of the tag even with the top of the pocket.
- VII. Uniforms shall be worn during all class times and while attending **OFFICIAL** Academy functions only.
- VIII. Academy uniforms may be worn during official fire department functions when authorized by the fire academy coordinator.
- A. Cadets wishing to wear the uniform other than the fire academy must request and receive permission from the fire academy coordinator through a written memorandum.
- IX. The full uniform shall be worn at all times, including lunch, and while on campus. The only exceptions will be at the beginning and end of each day while going to or from the changing facilities. No uniform changing in the parking lot. The staff may authorize an abbreviated uniform in manipulative skill drills or in unusual circumstances.
- X. Other equipment that must be acquired prior to the beginning of the Imperial Valley College Fire Fighter I Academy.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- A. Rope - 18' polybraid, 5/8", white nylon rope.
 - 1. This item must be available each day for rope drills.
 - B. One inch tubular webbing.
 - 1. Red 60".
 - 2. Yellow/Green 72".
 - C. Turnout bag.
 - 1. Color optional.
 - D. Rubber boots.
 - 1. Must have steel safety toe and sole.
 - 2. Use of rubber boots during hose and ladder drills is recommended. Use of uniform boots is allowed, however they may become badly scuffed.
 - E. Six feet of seven millimeter kernmantle rope.
 - F. Suspenders for turnout pants.
- XI. All equipment must be marked in such a manner that each individual cadet can recognize their own equipment if mixed with other similar items.
- XII. No Imperial Valley College Firefighter I Academy issued helmet shall have anything affixed to it, other than the cadet's last name, velcro on underside of brim with the passport name tags, or an Imperial Valley Firefighter I Academy sticker.
- A. No name shall be affixed on academy helmets.
- XIII. Sponsored cadets with department issued helmets will be marked per their department policy. Questions related to cadet identification on the rear brim will be forwarded to the Academy Coordinator for clarification.



Rules and Regulations SOP 100.11

PERSONAL INSPECTIONS AND PARADE GROUND DRILL PROCEDURES

- I. The purpose of these rules and regulations is to inform the cadet of the inspection and parade ground drill procedures.
- II. Classroom sessions will begin in the classroom with all cadets in their seat and quiet. Role will be called promptly at 0800 on Saturday Academy and 1830 Wednesday Academy.
- III. Cadets will then be excused from the classroom to form on the Floor Ground. There will be no talking and Cadets will double time to Parade Ground.
- IV. Inspection - Inspections will be held at the floor ground following the taking of role in the classroom.
- V. Some field manipulative drill sessions will have role called from the drill formation. Role will be called at 0800 day, and 1830 night.
 - A. Uniforms shall be worn pursuant to Rules and Regulations SOP 100.07. The uniform shall be in a clean and non-wrinkled condition.
 - B. Grooming standards shall be maintained pursuant to Rules and Regulations SOP 100.08.
 - C. Personal Protective Equipment (PPE) shall be brought each class session and left in vehicles unless asked for. It shall be kept clean and dry at all times and in a turnout bag.
- VI. Commands used on the drill grounds
 - A. All commands used on the Floor Ground consist of a preparatory command and an action command.
 - B. The preparatory command states what action is going to be taken, and the action command causes the movement.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

C. Definitions of commands used a Imperial Valley College Firefighter 1 Academy.

1. **Attention** - Stand straight with hands at side looking straight ahead. Moving or talking is not allowed unless ordered by Academy Staff.
2. **Parade Rest** - A formal motionless position of rest. Hands are clasped palm to back of hand with thumbs together in center of small-of-back. No talking or other movement is allowed.
3. **At Ease** - An informal position of rest during formation. Cadets are not allowed to leave formation but are allowed to converse and are allowed body movement. Left foot must remain in position at all times.
4. **Fall In** - The command to form ranks by crews. This will be for inspection or for manipulative drills.
5. **Dress Right Dress** - The command used to straighten a line of cadets and create uniform distance between each cadet.
6. **Cover** - The command used to establish uniform distance between rows.

VI. General Instructions

- A. Cadets will fall into and out of inspections in a quick and orderly manner.
- B. There will be **NO TALKING** after the command **FALL IN** is given.
- C. Squad Leader f will accompany inspecting staff through the crew ranks. Comments positive or negative made by the inspecting staff will be noted (written) by the Squad Leader.
- D. Cadets whose uniform or personal hygiene does not meet the Academy's Rules and Regulations will be penalized by loss of points or may be dismissed until problem is corrected.
- E. Any cadet not meeting the clean shave requirement shall be dismissed until the problem is corrected.
- F. Boots shall be cleaned and shined.
- G. Shirts and pants are to be clean and neatly pressed. No writing items, knives, or other objects will be allowed in pockets of the academy uniform.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

This includes both shirts and pants pockets. Buttons shall be fastened except for top shirt button.

H. Belt will be kept black and shined. NO raw leather may be seen.

VII. Order to FALL IN - Will be given by the Squad Leader.

A. Fall in at ATTENTION.

VIII. Placement of crews.

A. For inspection:

Facing this way ↑

CREWS	1	XXC
	2	XXXC
	3	XXXC
	4	XXXC
	5	XXXC
	6	XXXC
	7	XXXC
	8	XXXC

B. For manipulative drills:

Facing this way ↑

CREWS	1	2	3	4	5	6	7	8
	C	C	C	C	C	C	C	C
	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X

IX. DRESS RIGHT DRESS Command - This command is given by the Squad Leader.

A. On the command of execution DRESS, the Cadets will lift up their left arm straight up and out from the side with the fingers extended - except for the last person in line.

B. Turn their head to the right except for the Captain who will look straight ahead

C. Move to touch the shoulder to their left and make sure they are in a straight line.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- X. READY FRONT - Command given by the Squad Leader.
- A. On the command of execution FRONT, cadets will drop their arms sharply and face front, back to the position of attention.
- XI. OPEN RANKS MARCH - Used to open up ranks for inspection.
- A. On the command of execution MARCH:
- | | |
|---------|-----------------|
| crew #1 | 3 steps forward |
| crew #2 | 2 steps forward |
| crew #3 | 1 step forward |
| crew #4 | stands fast |
| crew #5 | 1 step back |
- XII. INSPECTION - Command given by Squad Leader.
- A. Crews 2 through 5 PARADE REST
- B. Squad Leader will follow the person conducting the inspection and record points as given by the inspecting officer.
- C. Squad Leader will call the next crew to ATTENTION when the inspector reaches the end of the crew being inspected.
- D. When the Inspector starts inspecting the next crew the Squad Leader will call the crew that just finished being inspected to PARADE REST.
- E. When the last crew has been inspected the Squad Leader will put his or her notebook on the ground and stand in front of the Inspector to be inspected.
- XIII. CLOSE RANKS MARCH
- A. The Squad Leader will call the class to ATTENTION.
- B. The command CLOSE RANKS MARCH will be given.
- C. On the command-of-execution MARCH
- D. Crew#1 will stand fast and all other crews will step off with their left foot and march forward until they are approximately 30" behind the cadet in front of them, maintaining dress and cover standards.
- XIV. ACADEMY DISMISSED
- A. On the command of execution DISMISSED, all cadets lined up.



XV. TAKE SEATS

- A. On the command-of-execution SEATS the class will sit at their desks in one quiet motion. NO TALKING.
- B. The command AT EASE will be given and the academy will be ready to start.

XVI. When each classroom break is announced the Squad Leader will mfront and center in the classroom.

- A. The order ATTENTION will be given and all cadets will stand without talking or moving.
- B. The order FALL OUT FOR BREAK (LUNCH) will be given depending on situation.
- C. The Cadets will file out from the rear without talking.
- D. At the end of the day the same procedure will be followed except the command DISMISSED will be given.

XVII. Following the break all cadets will return to their desks and stand behind their chairs. The Squad leader will move front and center in the classroom.

- A. The order ATTENTION will be given.
- B. The order TAKE SEATS will be given and all cadets will simultaneously take their seats without additional movement or talking.
- C. The order AT EASE will be given and the class will commence.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012
Rules and Regulations SOP 100.12

NOTEBOOK AND EXTRA CREDIT STANDARDS

- I. The purpose of these rules and regulations is to set the standards for the preparation of the Imperial Valley College Firefighter I Academy Notebook.
- II. These regulations will also provide for requirements of the extra credit term paper.
- III. The notebook has a maximum of 100 points and a minimum score of 70% is required for successful completion.
 - A. Those notebooks that do not meet the standard will be allowed one make-up period of time to bring the notebook into compliance.
- IV. Notebook Exterior (10 Points).
 - A. Cover (5 points).
 1. Clean exterior front and back.
 2. Clean interior front and back.
 3. No dirt or smudges on interior metal components.
 4. Appearance is everything.
 - B. Emblem (5 points).
 1. Cut out carefully and placed on upper right corner $\frac{1}{2}$ " from right edge and top.
 2. Emblem is not to be smudged or scratched.
- V. Notebook Interior (10 Points).
 - A. Contents (5 points).
 1. Wrinkle free pages.
 2. No rip or scuff marks.
 3. No loose papers protruding beyond dividers.
 4. No loose papers stuffed in inside pockets.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

5. No plastic covers over sheets of paper or pouches.
- B. Divider labels (5 points).
 1. Must be wrinkle and scuff free.
 - C. Table of contents completed neatly in order of subject matter presentation.
- VI. Notebook Content Organization (10 points)
 - A. Organized consistently throughout entire notebook and in the order as presented during the academy lectures.
 - B. The first section of the notebook shall contain the following material in the order listed.
 1. The Fire Academy Syllabus
 2. All homework assignments
 - C. Title page
 1. Each subject matter area will have a title page following the tab divider.
 - a. May be anything appropriate however will be consistent throughout notebook
- VII. Lecture notes (10 points).
 - A. Required for all lectures given.
 1. Unless advised by academy instructor.
 - B. Notes shall be complete.
 1. The standard for complete notes is whether the class can be taught using the notes.
 - C. Notes shall be done in outline form.
 1. Example of required outline.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- I.
- II.
- III.
 - A.
 - B.
 - C.
 - 1.
 - 2.
 - 3.
 - a.
 - b.
 - c.
 - i
 - ii.
 - iii.

VIII. Style and Quality of notes (10 points).

- A. Typewritten (computer, typewriter, etc.).
- B. Same font and letter size to be used throughout entire lecture notes.
- C. Notes should be complete and able to provide sufficient information to teach the subject.

IX. Diagramming and Illustrations (5 points).

- A. Minimum of two diagrams or illustrations for every lecture.
- B. Illustration can be hand drawn or computer assisted.
- C. No sloppy pasted cutouts from magazines, etc.
- D. Illustrations, drawings and photographs must be properly labeled.
- E. Labeling is the same font and letter size throughout entire illustration, drawing, and/or photograph.

X. Spelling (5 points).

- A. All words must be spelled correctly, including instructors name.

XI. Punctuation and Grammar (15 points).



- A. Evaluation based upon your notes.
- XII. Extra Material (15 points).
- A. All lecture topics must have some form of extra material. Material obtained from sources other than classroom lecture material.
 - B. Copies of pertinent articles, etc.
 - 1. Copies **MUST BE** neat, readable and have no sloppy margins
 - 2. Minimum of three items of extra material will get you minimum credit.
 - 3. The web **CANNOT** be the only source of extra material. Use the web to contact outside relevant sources for their material. Web sources with same or close dates will also lose full credit
- XIII. Comprehensiveness (10 points).
- A. Subjective, based on overall attention to detail and presentation.
 - B. Overall notebook must be comprehensive and complete.
 - C. Any of the other evaluated areas can impact this area of evaluation.
 - D. Grader's overall view of notebook directly affects and impacts this score.
- XIV. No notebook or any portion of one may be used from prior academy's. All work on a notebook must be done independently.
- XV. Extra credit term paper
- A. The extra credit paper should be considered an extension of excellence in your academy work and not something to spend less than 100% of time and effort.
 - B. The topic is to be something relating to the fire service that is not covered in the Academy.
 - C. There will be **TWO** full percentage points added to the final score for both Ia and Ib. The two points earned are added to the final score, however the work done in completing the extra credit is not for the two points but to learn something new about the fire service.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

D. Subject

1. Any fire related subject that is not covered in the academy.
2. Examples:
 - a. History of a fire department.
 - b. Famous fires.
 - c. History of a specific item used in the fire service.
 - d. A study of some aspect of extinguishment.
 - e. Technology.
3. If you are not sure that the subject matter is appropriate ask fire academy coordinator or supervisor through chain-of-command.

E. Format.

1. Minimum of 5 double spaced typed pages with a font size no larger than twelve point.
2. References used:
 - a. Must have a minimum of four references.
 - b. References cited on bibliography page.
3. Copying material from other sources is not acceptable, other than short statements with proper credit given for the work.
4. This should be finished as a college level term paper.

F. Grading.

1. One percentage point is given for content, and one percentage point is given for correct spelling, punctuation, and formatting.
2. The use of a word processor with a spell checker is highly recommended.



- G. Resources.
 - 1. The IVC Learning Resource Center (LRC) (library).
 - 2. The fire academy has a limited number of reference materials available.
- H. Due date.
 - 1. Extra credit is due on the same date as the notebooks.

Rules and Regulations SOP 100.13

SEXUAL AND OTHER FORMS OF HARASSMENT

- I. The purpose of these rules and regulations is to set the standards governing all forms of harassment while attending any Imperial Valley College Firefighter I Academy.
- II. Discrimination on the basis of gender, including all forms of sexual harassment is strictly forbidden by Title VII and Title IX of the Civil Rights Act, and college policy established by the board of trustees on sexual harassment.
- III. Within the educational environment, sexual harassment is prohibited between students, between academy staff, and between academy staff and students.
- IV. The following forms of harassment are unacceptable behavior and grounds for punitive action.
 - A. Racial slurs, which can include ethnic jokes.
 - B. Sexual harassment, either verbal or physical.
 - C. Personal insults.
 - D. Coarse or degrading language, acts, or gestures.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- V. The Imperial Valley College Firefighter I Academy is an adult learning experience. Academy staff shall treat all cadets as responsible adults. Cadets shall be referred to by their proper last name. Purposeful mispronunciation of slang description of cadets names is not appropriate by staff or cadets during the academy.

Rules and Regulations SOP 100.14

CADET ACCIDENTS AND IMPERIAL VALLEY COLLEGE INSURANCE PROGRAM

- I. The purpose of these Rules and Regulations are to establish the procedure for accidents or injuries that occur during the Imperial Valley Firefighter I Academy.
- II. The staff member in charge shall be notified by any cadet who is injured that the injury has occurred. The staff member shall take necessary action to assist the cadet.
- III. If the injury can be treated with first aid the staff member will assure that the appropriate first aid measures are taken. If the injury requires additional treatment the cadet will be directed to contact their personal physician.
- IV. If necessary an ambulance will be requested, or other transportation to the appropriate medical facility will be utilized.
- V. Staff members will notify the Imperial Valley Firefighter I Academy Coordinator as soon as is practical of any accidents or injuries that occur during the Academy.
- VI. The staff member in charge of the academy at the time of the accident or injury shall file the appropriate report with the Academy Coordinator and the School Nurse on the day of the accident or injury.
- VII. Following all injuries all cadets will file the appropriate reports with the school nurse.
- VIII. The insurance policy of Imperial Valley Community College is to provide secondary coverage of any medical bills. If the student has insurance it is the primary coverage for any medical costs. If the student does not have any insurance the coverage provided by the college will reimburse a portion of the medical cost.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

**IMPERIAL VALLEY COLLEGE FIRE ACADEMY INSTRUCTOR
GUIDELINES
RULES AND REGULATIONS SOP 200 MANUAL**

The purpose of these Instructor Guidelines is to facilitate the standardization of Imperial Valley College Firefighter I Academy training throughout all academies. The management of the Firefighter I Academy has become more complicated in recent years by the complexity and frequency of content and testing changes, as well as adoption of workplace safety standards by OSHA.

The Firefighter I training mission is to prepare Cadets mentally, morally, emotionally, and physically to perform the duties of a firefighter in the State of California. Training and testing must ensure that each student graduates with the demonstrated character, knowledge, problem-solving abilities, human relations, communication, and physical skills necessary to meet the professional standards required of a firefighter.

All Firefighter I Academy staff members are selected based upon their demonstrated ethical, moral and professional character, job knowledge, demonstrated ability, enthusiasm, and support of the Firefighter I training mission. Our management policy ensures that these personnel, through their appearance, demeanor, and professionalism, exemplify the high standards required of the Firefighter I Academy instructors and staff.

It is the responsibility of the academy staff to ensure that the State Fire Training instructional system is managed properly. The instructional system requires that the student receive immediate supervision by a training officer. Instruction and testing is established and controlled by a qualified coordinator, and participation in an academy environment that is well managed and disciplined.

All staff members are dedicated to ensuring that the training facilities are operated and maintained in such a manner as to ensure a clean, safe, and properly functioning training environment.

The purpose of this guideline is to provide guidance for and to foster consistency in the management of basic training throughout all academies.



Imperial Valley College Firefighter I Recruit Academy Training Mission

- I. The primary goal of basic firefighter training is to prepare Cadets mentally, morally, and physically to assume the responsibilities and execute the duties of a firefighter in society.

Guideline

Each student prior to graduation from Imperial Valley College Firefighter I Academy must demonstrate acceptable proficiency in the following core competency areas:

- A. Professional Reasoning: Ability to execute the duties and responsibilities of a firefighter based upon principles of Ethics, Integrity, Honesty, Courage, Self-discipline, Determination and Teamwork. Proficiency shall be demonstrated in testing activities specified in the California Firefighter I Certification Training Standards and adherence to the academy code of conduct.
- B. Human Relations/Communication Skills: Proficiency in human relations and communication skills and abilities outlined in the Performance Objectives by passing the tests specified in California Firefighter I Certification Training Standards.
- C. Problem-solving: Proficiency in the problem-solving skills and abilities outlined in the Performance Objectives by passing the tests specified in California Firefighter I Certification Training Standards.
- D. Job Knowledge: Acquisition of the knowledge outlined in the Performance Objectives by passing the tests specified in California Firefighter I Certification Training Standards.
- E. Physical Skills: Proficiency in the physical skills and abilities outlined in the Performance Objectives by passing the tests specified in California Firefighter I Certification Training Standards.



II. General Responsibility of All Academy Staff to Cadets.

All academy staff members have the responsibility to exemplify the core competencies expected of cadets. Academy policy ensures that all personnel through appearance, demeanor, language and professionalism exemplify the high standards of a professional firefighter.

Guideline:

The training mission should be that all academy staff model the behaviors that are expected of Cadets. The primary responsibilities of staff include:

- A. Demonstrate strong ethical and moral character.
- B. Demonstrate good reasoning, job knowledge, problem-solving, ethics, human relations, communication and physical skills.
- C. Instruct and supervise training functions to ensure that training time is expended in such a manner as to allow maximum learning.
- D. Ensure the safety and well-being of the cadet throughout training in the Firefighter I Academy.

III. Academy Coordinator Responsibilities.

The designated academy coordinator shall have responsibility for the administration, management, discipline and control of the academy.

Guideline:

The effective management of the academy requires instructional planning, organization of the training resources, selection and motivation of training personnel and control and discipline of the training environment. The responsibilities and qualifications of the Imperial Valley College Firefighter I Academy coordinator should include:



A demonstrated ability based upon training, experience and knowledge to manage the California State Firefighter I instructional system including:

- A. Integration and sequencing of instruction.
- B. Effective use of instructional methods, technology, testing and remediation.
- C. The hiring, assigning and evaluating of instructors, and Program Assistants.
- D. Coordination, budgeting, control and discipline of the training environment including adherence to the Faculty/Staff and Student Codes of Conduct.
- E. Stressing ethics and professionalism through their conduct in all aspects of the training program.
- F. Maintaining and operating the training facility in such a manner as to ensure a clean, safe and professional training environment.
- G. Effectively communicating and maintaining relations with all levels of management and outside clients to include advisory committees, training managers, college communities, agency academies.
- H. Understanding and explaining the mission, goals and needs of the Firefighter I academy to all levels of management and outside clients including the advisory board, training managers, college community, agency academies.
- I. Meeting periodically with the Dean of Nursing and Allied Public Health and Safety to actively participate in the instructor, and Program evaluation process.
- J. Supporting official organizational values and goals.



- IV. The Imperial Valley College Firefighter I Academy Coordinator shall be responsible for the coordination of instruction and the management of the Learning Domain Instructional System.

Guideline:

The Learning Domain Instructional System is a complex organization of instructional units and testing requirements. The task of managing the course is further complicated by the frequency of instructional and testing changes. The academy coordinator's qualifications and responsibilities should include a demonstrated ability based upon training, experience and knowledge to coordinate the Firefighter I Academy including:

- A. Stressing ethics and professionalism through their conduct in all aspects of the training program.
- B. Supporting official organizational values and goals.
- C. Ensuring compliance with the high ethical standards exemplified by the Professional Code of Ethics, Faculty/Staff and Student Codes of Conduct.
- D. Integrating and sequencing of instruction.
- E. Assuring the effective use of instructional methods, technology, testing and remediation.
- F. Developing staff recommendations.
- G. Assigning staff.
- H. Coordinating the evaluation of instructional staff.
- I. Managing training expenditures.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- J. Meeting periodically with the director to actively participate in the instructor and program assistant evaluation process.
- K. Maintaining a safe, clean and professional training environment.
- L. Develop a written student performance appraisal system that provides feedback to the student in their mastery of the core competencies.

V. Instructional Staff Responsibilities

The academy is responsible for developing and employing instructional staff that are professional, ethical, knowledgeable, credible and enthusiastic in the delivery of the training curriculum.

Guideline:

Imperial Valley College Firefighter I Academy instructors shall deliver the mandated instruction in a manner consistent with the training specifications. The qualifications and responsibilities of instructors shall include:

- A. Emphasizing, as a role model, the principles, values and ethics required of fire service professionals.
- B. Adhering to the Faculty/Staff Code of Conduct.
- C. Supporting official organizational values and goals.
- D. Understanding the mission of the basic training delivery system, their role as instructors, and a "commitment to excellence" to present quality and effective training.
- E. Providing a resume that identifies the instructor as a subject matter expert in their area of instructional responsibility based on background, training, education, experience, and demonstrated abilities.
- F. Understanding and demonstrating proficiency in their instructional responsibility and its relationship to the fire service.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- G. Assuring currency through, independent study, active participation in professional organizations, and/or job-related experience.
 - H. Understanding adult learning theory and the application of appropriate adult instructional methodologies that produce quality and effective training results.
 - I. Possessing ability to "plan for instruction" by providing a comprehensive training package (lesson plan, exercises, handouts, etc.) for their instructional area of responsibility.
 - J. Possessing ability to select and use various instructional aids, and understand the concept of emerging instructional technology and its application to firefighter I training.
 - K. Possessing ability to mentor, coach, counsel and remediate the cadets where appropriate.
 - L. Demonstrating responsibility for maintaining an appropriate learning environment, including cadet decorum, a safe, clean and professional atmosphere, and notifying the coordinator of any existing problems.
 - M. Meeting periodically with the coordinator to actively participate in the instructor evaluation process.
 - N. Reviewing and responding to student instructional evaluations.
- VI. Instructional Code of Conduct.

Guideline:

It is imperative that staff be held to a higher standard of conduct than the Cadets. The Imperial Valley Firefighter I Academy Staff Rules and Regulations shall be known as the **Imperial Valley College Fire Academy Instructor Guidelines Rules and Regulations SOP 200 Manual**. This code of conduct is consistent with organizational policy and, the Imperial Valley College Firefighter I Academy Instructor Guidelines.

- VII. Student Conduct and Discipline.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

The Imperial Valley College Firefighter I Academy has developed a written Cadet Rules and Regulations, Manual 100, that clearly outlines the academy's expectation of student performance, standard of professional conduct and grounds for dismissal from the academy.

Guideline:

The student should understand the principle of discipline as a process which is necessary to ensure the achievement of professional and organizational goals. To ensure the development of values and ethics, the student shall be held accountable to a strict code of conduct outlining prohibited activity, performance standards, and dismissal procedures. As part of the academy curriculum, instruction should be provided on the provisions of the code and dismissal procedures. The Code and definitions should cover, but not be limited to, the following:

- A. General Conduct: Cadets are expected to conduct themselves professionally at all times and treat all people with dignity and respect. Harassment, insulting behavior, insubordination or violation of any state, federal or local law (excluding minor traffic violations) could be grounds for immediate dismissal from the academy.
- B. Harassment or insulting behavior is defined as language, treatment or conduct that would offend the sensitivities of a reasonable person.
- C. Insubordination is defined as the failure to carry out any lawful order, command or instruction given by a competent authority in a thorough and precise manner without delay.
- D. Cheating: Lying or cheating in any form is grounds for dismissal from the academy.
- E. Academic cheating, as grounds for dismissal, is defined and includes, but is not limited to:



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

1. Altering any answers or scores on tests including manipulative drill scores - Altering scores on another student's test or aiding another student to cheat.
2. Copying another student's answers during a test.
3. Using unauthorized aids during a test.
4. Falsifying any official academy record, document or log.
5. Knowingly giving false information.
6. Failing to report any observed violation of the law, student rules of conduct or organizational policy within the next class day.

VIII. Use of Imperial Valley College Firefighter I Academy Advisory Committee

Advisory committees by definition are varied in formation, membership and function. College academies are required to institute an advisory committee to assist in providing guidance, logistical support and validation of the training.

The Imperial Valley College Firefighter I Academy Advisory Committee consists of members of the Fire Service from Imperial County, El Centro, Calexico, Holtville, and Brawley Fire Departments.

Guideline:

The purpose of the advisory committee is to assist in the continuing enhancement and improvement of Imperial Valley College Firefighter I Academy training environment. It is required that each college Firefighter I Academy operates in conjunction with the advice and counsel of an advisory committee.

- A. Providing guidance on ethical and professional standards.
- B. Evaluating existing curriculum and making recommendations for curriculum changes.
- C. Assisting in developing academy entrance standards.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- D. Advising on qualifications and performance of academy staff and instructional personnel.
- E. Assisting in recruiting cadets and instructional staff.
- F. Publicizing the training program.
- G. Participating in developing training goals that address future training needs.

Rules and Regulations SOP 200.01

INTRODUCTION

These Rules and Regulations shall be known as the Imperial Valley College Firefighter I Academy Rules and Regulations Standard Operating Procedures (SOP) 200 Manual.

- I. The purpose of this manual is to inform agencies, staff, and cadets of instructional guidelines, acceptable behavior, and training procedures for the Imperial Valley College Firefighter I Academy.
- II. The Imperial Valley College Firefighter I Academy's curriculum is designed to provide the cadet with the necessary skills and knowledge to function at the entry-level firefighter position. Since a certain personality is required to function in a quasi-military organization we have established a chain of command concept. This is similar to the structure as used in a fire department, and will allow the cadets the opportunity to evaluate how they function under the conditions of both giving and taking orders.
- III. Failure of any cadet to follow the standard operating procedures and guidelines may lead to disciplinary action and possible dismissal from the Imperial Valley College Firefighter I Academy program.
- IV. These regulations are to provide:
 - A. Uniform classroom instruction and practical field training for Imperial Valley College Firefighter I Academy classes, and to assure that adequate materials are available as required for each class.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- B. Clarification of staff's role and responsibilities within the training program.
- C. Staff member rules and regulations as a part of the Imperial Valley College Firefighter I Academy.
- V. Staff and cadets shall be familiar with all standard operating procedures and guidelines. All staff and cadets shall be held responsible for compliance with every standard operating rule and regulation.

Rules and Regulations, SOP 200.02

CODE OF CONDUCT

- I. As a basic condition of employment at the Imperial Valley College Firefighter I Academy, all staff have an obligation to conduct their duties in a manner that serves the public interest, upholds the public trust, and protects the Academies resources. To this end, all Staff have the responsibility to:
 - A. Perform their duties to the very best of their abilities and in a manner that is efficient, is cost-effective, and meets the needs of the academy.
 - B. Demonstrate integrity, honesty, and ethical behavior in the conduct of all academy business.
 - C. Ensure that all college resources, including funds, equipment, vehicles, and other property, are used in strict compliance with college policies and solely for the benefit of the academy.
 - D. Conduct all dealings with the public, school employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the Firefighter I Academy.
 - E. Treat academy Cadets fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race religion, gender, sexual orientation, or any other factor unrelated to the academy's business.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- F. Avoid any behavior that could fall under the definition of misconduct.
 - G. Report for assignment at the appointed time and place fully equipped, fit, and able to perform assignments.
 - H. Refrain from using the cellular phone during assigned work time except for emergencies.
- II. Instructors and staff members shall set a positive example for cadets and other staff members. All staff members have a responsibility to ensure that their activities and decisions pertaining to the academy are consistent with the college policies and practices.
- III. Academy staff shall not fraternize or socialize with cadets, nor will recruits accept invitations to socialize with academy instructors or staff members while attending the Firefighter I Academy.



Rules and Regulations, SOP 200.03

OBEDIENCE TO ORDERS

- I. All staff members shall read and become familiar with the college rules, regulations, policies, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.
- II. Instructors and other staff members shall make sure that all cadets promptly and willingly respond to their lawful orders. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.
- III. Instructors and other staff members shall ensure that cadets abide by federal and state law, local ordinances and rules, and the academy general orders and rules of conduct. Cadets shall not be required to obey orders that are illegal or in conflict with the departments rules and regulations.
- IV. Staff members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from the fire academy director or coordinator.
- V. Every instructor or staff member acting in any supervisory capacity shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- VI. Every academy staff member will be held responsible for enforcing the academy's rules. If a violation comes to a staff member's attention, that member shall immediately notify the individual of the violation and take corrective action.
- VII. Any cadet who is given an order believed to be unjust, improper, or contrary to a general order or rule of the academy or a federal, state, or county policy should respectfully decline to obey the order and shall state the reason for doing so. The cadet shall request that the academy director or coordinator be contacted for instructions if the person issuing the order does not rescind or alter the original order.
- VIII. A cadet may appeal for relief from orders or instructions that the cadet believes to be illegal, unjust, or improper.



Rules and Regulations, SOP 200.04

PROFESSIONAL RELATIONS

- I. Academy staff shall exhibit courtesy and respect to all cadets and other staff members.
- II. Academy Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all staff in a fair and impartial manner.
- III. Staff shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
- IV. Staff are required to speak the truth at all times.
- V. Staff shall not make false reports concerning any department business or the personal character or conduct of any member.
- VI. Staff shall exhibit courtesy and respect to members of the public and other college employees.
- VII. Instructors and Academy Supervisors shall follow the guidelines established by Federal Law, and Imperial Valley College policy in dealing with disabled cadets. This includes both classroom and drill grounds. All suspected circumstances of disability shall be referred to the Academy Coordinator for required reasonable accommodation.



Rules and Regulations, SOP 200.05

PERSONAL APPEARANCE

- I. During all academy classes college staff shall wear departmental or academy uniforms and shoes shall be neat and clean. When not in uniform, members shall dress in a professional manner that is appropriate for the occasion. At no time while participating in the academy shall a member wear jewelry, pins, ribbons, buttons, or an article of clothing that constitutes an advertisement; a religious, political, or social viewpoint; or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation.
- II. College staff shall maintain proper personal hygiene while on duty.
- IV. Hair shall be kept clean and well-groomed, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment.
- V. Male instructors and other staff members are prohibited from wearing earrings and ear studs. Female staff members shall limit their use of earrings and ear studs to a single pair. Nose jewelry or other items that draw attention to the wearer are also prohibited.
- VI. General requirements.
 - A. All staff shall be issued uniforms, if requested, and shall wear the appropriate uniform while on duty.
 - B. No part of a uniform shall be worn with non-uniform garments, nor shall non-uniform items be worn with the uniform.
 - C. Uniforms shall be kept clean, neat, and in a proper state of repair. Faded, frayed, and worn-out items shall not be worn.
 - D. Jacket and shirt pocket flaps shall be buttoned at all times. Pockets shall be free of objects that create bulges or that otherwise detract from a professional appearance.
 - E. Shoes and boots shall be kept clean and polished at all times.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- F. Nothing may be worn that could constitute a safety hazard or be offensive to another person on the basis of age, color, disability, ethnicity, national origin, political or social affiliation, race, religion, gender, or sexual orientation.



Rules and Regulations, SOP 200.06

PHYSICAL AND MENTAL FITNESS

- I. Each staff member shall remain mentally and physically fit and shall be able to perform his job duties.



Rules and Regulations, SOP 200.07

DUTY HOURS

- I. Imperial Valley College Firefighter I Academy's hours are:
 - A. Wednesday - 1830-2130
 - B. Saturday- 08:00-17:00

- II. Instructors are expected to be prompt in beginning the class on time, and class should not end until the scheduled ending time.

- III. Assistant Instructors should contact the academy coordinator prior to the scheduled class to assure that they will be needed.

- IV. At the time that an academy schedule is received, all instructors should call the academy coordinator or supervisor advising that they are able to present their program or whether there are scheduling difficulties.

- V. All lead instructors should check with the academy coordinator prior to each class to discuss any issue relating to the class including, instructors, tactical officers, aids, and any equipment needs as well as any problems or circumstances that relate to the class.

- VI. Each instructor should assure that all persons assisting in the class presentation know what their assignment is and that they sign in on the payroll.



Rules and Regulations, SOP 102.08

VEHICLES AND EQUIPMENT

- I. General requirements
 - A. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
 - B. Staff members who use or require use of any Imperial County Fire vehicles shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
 - C. Staff members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the academy coordinator. Damage, destruction, or loss due to the staff member's negligence may result in restitution. Disciplinary action also may be taken as appropriate.
 - D. Staff members shall return vehicles and equipment issued to them or entrusted to their care following use.
 - E. Staff members required to drive a vehicle owned or operated by the college shall possess **an appropriate and valid driver's** license.



Rules and Regulations SOP 200.09

Manipulative Skill Drill Exercises

- I. The purpose of these guidelines is to perpetuate a safe and injury free training environment. Fire service training by its nature is highly conducive to injury. Risk factors must be identified and appropriate procedures must be followed to insure the causes of injuries are eliminated.
 - A. The intent of these guidelines is not to identify each and every potential training hazard, but rather to establish procedures which identify and eliminate unsafe training conditions and practices when they do exist and to insure proper procedures are followed when and if injuries do occur.
 - B. For the purposes of these guidelines the term "staff" refers to: instructors, and all Academy Personnel.
 - C. The term "student" refers to, cadets or any person under the supervision of staff.
 - D. Imperial Valley College Firefighter I Academy program solicits the efforts of everyone in developing a safe atmosphere within all of its training programs.

- II. Staff/Administration Responsibilities.
 - A. Staff personnel shall constantly monitor all training courses and methods of training for conditions which may cause injury.
 - B. Staff shall encourage Cadets to monitor and immediately report any unsafe training practices, faulty equipment safety rule violations.
 - C. Upon notice of any unsafe training practice(s) safety rule violations, or unsafe equipment all training shall stop until the risk is removed and a safe training environment can be resumed.
 - D. Staff shall conduct safety inspections of all training facilities and equipment prior to its use and identify and remove any potential hazards.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- E. Staff shall maintain an appropriate level of supervision over Cadets at all times and control the tendencies of some Cadets to show-off or be overly aggressive.
- III. Instructors/evaluators shall consistently enforce the rules of conduct.
- A. Instructors/evaluators shall notify the Academy Coordinator to instill discipline when appropriate.
 - B. Staff shall provide advance notice to Firefighter I Academy Cadets on the anticipated demands or physical performance expectations of the pending training.
 - C. Staff shall review the specific safety guidelines pertaining to their course of instruction prior to commencement of training and rigidly adhere to those guidelines.
 - D. Instructors shall adhere to the course outline as established by State Fire Training and to the lesson plan approved by the Fire Academy Coordinator at Imperial Valley College.
 - E. Staff shall ensure that emergency communications are accessible at all times at all training sites (telephones or radio).
 - F. Staff shall identify and have available medical facilities to call in event of an emergency or student injury.
 - G. Staff shall be capable of administering first aid and/or CPR.
- IV. Firefighter I Academy Cadet responsibilities.
- A. Cadets shall adhere to staff directives and specific rules of conduct.
 - B. Cadets shall immediately notify staff of any unsafe training conduct or conditions.
 - C. Cadets shall have emergency notification information cards on file.
 - D. Cadets shall notify staff of any pre-existing medical condition which is likely to be aggravated by continued training activity.



IVC Basic Fire Academy Part I (FT-130) Fall Semester-2012

- E. Cadets shall notify staff if they under the care of a physician for any condition, or have ingested (within 48 hours prior to the training date) any drug or narcotic prescribed by a physician.
 - F. Cadets, shall notify staff immediately of any injury sustained during training.
 - G. Cadets shall be required to provide evidence of medical suitability for training if requested to do so by any staff member.
 - H. Cadets shall not engage in training without the proper protective equipment or clothing.
 - I. Cadets shall not engage in training until they have a complete understanding of the proper safety procedures to be followed.
- V. Minor Injury Procedures.
- A. Minor injuries are those injuries sustained that do not appear to require medical specialist intervention, i.e., physician, nurse, etc.
 - B. Any staff member present shall render first aid if qualified or cause first aid to rendered by a qualified person.
 - C. Staff shall notify the Academy Coordinator as soon as reasonably possible of all injuries.
 - D. Staff shall submit a detailed injury report to the Academy Coordinator which shall minimally include the extent and cause of the injury as soon as reasonably possible.
 - E. The person injured shall submit a written report or cause a written report to be made to the Academy Coordinator as soon as reasonably possible.



VI. Serious Injury Procedures.

- A. Serious injuries are those which require medical specialist intervention, i.e., physician, nurse, etc.
- B. Staff shall render first aid if qualified, or cause first aid to be rendered by a qualified person.
- C. The injured person shall be transported to the nearest medical facility in the vicinity. local paramedic and/or ambulance services may be utilized if required.
- D. Staff shall immediately make telephone notification to the Fire Academy Coordinator or the Dean of Nursing and Public Allied Health and Safety and report any death or serious injury.
- E. In all cases of injury, regardless of severity, an Imperial Valley College Injury Report shall be completed by the staff member present when the injury occurred. The Injury Report shall be submitted to the Academy Coordinator in accordance to Imperial Valley College policies and procedures.

VII. Emergency Equipment (First Aid Kits/Fire Extinguishers)

- A. First aid kits shall be accessible at all training sites. They shall be inspected by staff periodically and restocked after each use. They shall be inspected by staff periodically and restocked after each use.
- B. Fire extinguishers shall be accessible at all training sites. They shall be currently charged and periodically inspected by staff.
- C. Non-operational fire extinguishers shall be immediately recharged or replaced.
- D. All personnel shall be advised as to the location of first aid kits and fire extinguishers at the training site.

