



Monmouth County Fire Academy
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Fire Academy Rules and Regulations

TOPIC: Rules and regulations for Firefighter 1 candidates

PURPOSE: To increase and enhance student safety and success

PUNCTUALITY:

- Firefighter recruits SHALL report to the Training Academy 10 minutes prior to the start of class.
- Firefighter recruits who arrive late will report to the FF1 Coordinator on duty or Lead Instructor upon arrival to the Training Academy and will be ordered to complete a C3 Student Report.

CONDUCT:

- Firefighter recruits will carry themselves in a professional manner at all times.
- Firefighter recruits will treat their classmates with the highest level of respect.
- Firefighter recruits will treat all training Academy staff with the highest level of respect. Firefighter recruits will address the Training Academy staff by rank or with the title "Instructor", "Mr.", or "Ms.".
- When encountering Academy staff, Marshal's office staff, or the general public when on Academy grounds firefighter recruits will "make way" until the individual(s) has passed.

DISCIPLINARY PROCEDURES:

- A. The 4 tiered disciplinary protocol listed below are for any of the following infractions:
- a. **Lateness to class / tardiness**
 - b. **Sleeping or inattentive behavior in class**
 - c. **Food or drink or spit bottles for tobacco juice during the lecture part of any class**
 - d. **Cell phone, pager, or other electronic device disturbance during class**
 - e. **Text messaging from a cell phone or other electronic device during the lecture**
 - f. **Wearing of hats (other than for religious reasons) or hoods or sun glasses during class**
 - g. **Failure to wear approved clothing:**
 - i. See attached addendum entitled Dress Code Policy for specific details
 - h. **No beards or facial hair that violates 29 CFR 1910.134**
 - i. **Acts of insubordination**
 - j. **Failure to complete 3 homework assignments will result in a 1st offense. Every missed homework assignment after the third will result in an additional offense.**
 - k. **ALL HOMEWORK MUST BE COMPLETE AND SUBMITTED IN ORDER TO RECEIVE A FIREFIGHTER 1 CERTIFICATION FROM THIS ACADEMY**
- B. **1st offense** requires written documentation of the offense for fire academy records and a review with the student concerning fire academy rules and regulations.
- C. **2nd offense** requires written documentation of the offense for fire academy records and a letter to the student reiterating fire academy guidelines.
- D. **3rd offense** requires written documentation of the offense for fire academy records, a counseling session with the student, and a letter to the department from which the student represents.

- E. **4th offense** requires dismissal from the program with the intention that the student may return to take the program (starting from the beginning) at a time that is more suited to their time constraints, so long as there are openings for a course that is being run.

IMMEDIATE TERMINATION for acts of cruelty and bullying, intentional harm or threats of harm to students or staff, and / or intentional damage to property or equipment.

TERMINATION DUE TO MISSED CLASSES: Attendance will be based on a point system. A weeknight class carries a weight of 1 point. A weekend class carries the weight of 2 points. There are 40 points in total for this course. Any student accumulating 8 points of missed classes will be dismissed from the course. Additionally, failure to attend the following course modules will result in a student being dropped from the program:

- **Module 7: first SCBA practical session.** This session is critical to student safety. This session requires mandatory attendance or the student will be immediately dropped from the program. They will have the opportunity to re-enroll the following semester.
- **Module 10: Hydrants and Hose Line Operations:** This session is critical to student safety. This session requires mandatory attendance or the student will be immediately dropped from the program. They will have the opportunity to re-enroll the following semester
- **Module 19: Ladders:** This session is critical to student teamwork and safety. This session requires mandatory attendance or the student will be immediately dropped from the program. They will have the opportunity to re-enroll the following semester.
- **Modules 22-25: Hazardous Materials:** Failure to attend any of the Hazardous Materials modules will result in the Recruit being ineligible to take the Hazardous Materials State tests.
- **CPR:** CPR certification is a requirement for Firefighter 1. Recruits may take CPR on their own and turn in their certification forms during the semester. Any recruit who has not completed the CPR requirement prior to the Academy offering **MUST attend the Academy CPR training** (date to be announced).
- **Any student failing to attend a Live Burn module (Module 30 or Module 31) will be ineligible to participate in the Putting It All Together day.**
- Be advised: The Academy reserves the right to disallow a student to participate in Put It All Together Day based on skill drill proficiency throughout the course.

SUMMARY: It is the instructor cadre's responsibility to protect our students from potential harm. To do this, we must have a series of guidelines in place that will govern the actions of our students, provide them with an environment conducive to learning, and keep them safe.

MAKE-UP POLICY:

- Firefighter 1 students must complete **all** modules in order to receive a Monmouth County Fire Academy Firefighter 1 certification.
- No student shall receive a Firefighter 1 certification from the Monmouth County Fire Academy unless all modules are complete.
- As per NJ DFS guidelines, the student has 18 months to make up any missed modules.
- Hands-on sessions that are missed require the student to show proficiency in those skills in order to get a "pass" on that module.
- It is the responsibility of the student to ascertain make-up dates and to inform the academy when he/she will be attending a make-up session.
- Once all modules are successfully completed, the Academy will notify the NJ DFS and issue FF1 certifications to the student.
- The student is then responsible to send a copy of the Firefighter 1 certification to the NJ DFS using the proper form to be awarded a State Firefighter 1 certification.
- Until a student is issued a Firefighter 1 certification from the State, the State does not consider that student qualified to operate as a firefighter on any emergency ground.

Fire Academy Rules and Regulations

Dress Code Policy

No beards or facial hair that violates 29 CFR 1910.134 shall be permitted

In the interest of student safety, all Firefighter 1 students are required to wear clothing that will enhance their safety and well-being for the duration of their training. This clothing guideline is to be in effect for each and every Firefighter 1 training session regardless of what lecture or practical activity is listed for that day.

For the safety of our students, all Firefighter 1 candidates are prohibited from wearing synthetic clothing. Synthetic clothing degrades rapidly upon exposure to extreme heat conditions. While all of our students are required to wear complete personal protective equipment (PPE), this additional requirement will further protect our students.

No student (or their department), are to be subjected to the hardship of purchasing additional safety equipment such as uniforms, but students are required to be in non-synthetic clothing. Jeans, crewneck T-shirts, and / or sweatshirts are to be worn while at the fire academy. These are typical everyday items that are cotton.

These items wear well and offer a higher degree of safety to our students without subjecting our students to financial hardships.

Non-cotton (synthetic) items made of polyester such as spandex or Under Armour are not to be worn. Shorts, tank tops, or sleeveless shirts of any kind shall not be worn. Hats shall not be worn in the classroom.

Obviously, the departments that we serve on a daily basis would most readily agree that the safety and well being of their members is of the utmost importance. *NFPA Standard 1500 Fire Department Occupational Safety and Health Program, 2007 Edition*, section 7.1.6 reflects such a concern for our students.

Students found in violation of this safety guideline may be sent home immediately and required to make up the training day. If the student is sent home, that day will have to be repeated and counts as an absence, in addition to the disciplinary action taken.

Rules and Regulations Signature Block

I have received and read the Rules & Regulations and the Dress Code Policy for the Monmouth County Fire Academy, Firefighter 1 Course. These Rules & Regulations and Dress Code Policy are understood by me and by signing below I hereby acknowledge that I fully understand and will adhere to all of the Rules & Regulations and Dress Code Policy. Furthermore I understand that violation of these Rules and Regulations and Dress Code Policy shall be documented by the Fire Academy and is grounds for disciplinary action as identified above.

Firefighter 1 Candidate's Signature:

Firefighter 1 Candidate PRINT NAME:

