



Standard Operating Guidelines

Key Largo Fire Rescue

Fire Cadet Post 2425

East Drive
Key Largo Florida 33037
305-942-0037

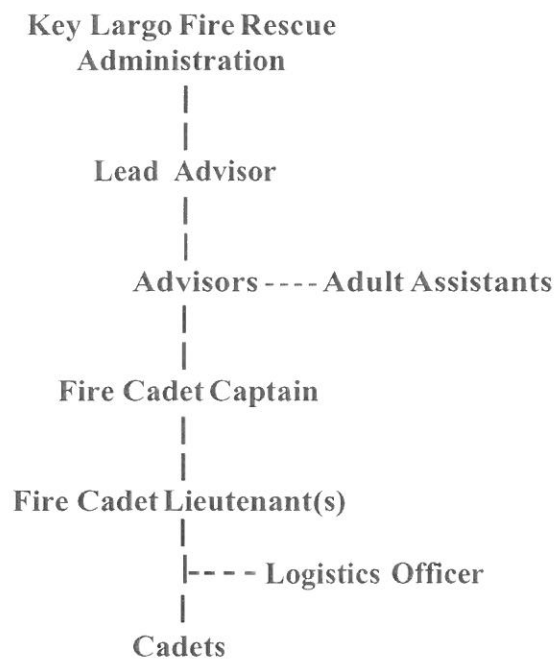
2015/2016

A. Introduction:

The direct supervision of Key Largo Fire Rescue Fire Cadet Post 2425 is the responsibility of the Lead Advisor, Associate Advisors, and appointed Adult Assistants.

Standard Operating Guidelines are used for the structure and organization of Cadet Post 2425. A copy of the SOG's will be issued to each Cadet upon joining the program .

B. Organizational Structure:



Purpose: To provide direction using Chain of Command for maintaining open lines of communication between Cadets, Cadet Officers, and Advisors.

Procedure: Use of the Chain of Command is the way to move concerns and problems through a system. Cadets are expected to use the Chain of Command for all Cadet activities. When a member on the chain is not available, it is appropriate to go up to the next member on the chain. The Advisors will always keep an open-door policy for the Cadets and Parents/Guardians.

C. Fire Cadet Position Descriptions:

Captain:

- Coordinates activities with Advisors
- Maintains suitable operations, equipment, planning, and uniforms
- Helps Advisors at meetings and during training
- Oversees Cadet Committees
- Public Relations at events and with new recruits
- Attends FFCA Fire Cadet meetings when needed
- Serves as an information link between Advisors and Lieutenants
- Group and individual discipline with Advisors

Lieutenants:

- Keep phone contact with Cadets
- Training of new and existing Cadets
- Coordination of Cadet activities
- Group discipline with Captain and Advisor
- Serves as an information link between Cadets and Captain

Logistics Officer:

- Appointed by the Advisors
- Responsible for Post records, communication between Cadets, and coordination of events.

Failure to perform the duties of the position will result in removal from position . Position will be given to the next qualified person, based on testing procedures , if replacement is necessary.

D. Membership Requirements:

Members must:

- Be between the ages of 14 and 21 years of age.
- Register with the Florida Fire Chief's Association Fire Cadet Section.
- Submit Key Largo Fire Cadet application packet.
- Pass Drug Screening Test (provided by Key Largo Fire)
- Pass background investigation if over 18 years of age.
- Pay initial application fee.
-

E. Meetings and Training:

- Attendance is mandatory for all Post meetings and training.
- Meetings will be held on every Monday night, 7:00PM to 9:00PM unless informed otherwise.
- Permission to leave meetings, training, events, or a class early must be granted prior to the start of the event by an Advisor.
 - Promptness is expected, but if you are late, be sure to see officer in charge or an

Advisor to get credit for attendance. 3

F. Policies:

- Cadets must remain in high school and maintain at least a "C" average in **ALL** required subjects. Each Cadet must present their report cards to the advisors upon request. If a Cadet is failing any required subject, he or she will be suspended from all activities until next progress report shows a passing grade.
- Cadets must not have a criminal record or any major disciplinary actions at school.
- Cadets should conduct themselves in an orderly, professional, and disciplined manner during all Cadet functions. Unsafe acts or horseplay on training grounds will not be tolerated and may result in suspension or expulsion from the Post.
- Each Cadet will be expected to follow the directions of all Advisors, as well as any Adult Assistants functioning within the Cadet organization.
- An adult must accompany Cadets participating in any function and must be approved by an Advisor.
- Cadets are not to respond or to assist in any Fire/EMS activity unless clearly released to do so by the Advisors.
- Cadets are not to engage in any activities unless they are properly trained to do so.
- Cadets are not to respond to calls by personally owned vehicles, unless they are directed to do so by an Advisor.
- Under no circumstance should a Cadet drive any Estero Fire Rescue apparatus or vehicle.
- Only one Cadet may ride on an apparatus at a time.
- No Cadet shall be in a fire station without a minimum of 2 firefighters present or without one of the Cadet's parents.
- Sexual harassment or harassment in any form will not be tolerated. This may lead to expulsion from the Post.
- Cadets must follow all SOG's of the Fire Cadet Post.
- The possession of any firearms or other weapon at any Key Largo Fire Rescue station is prohibited. No firearms or other weapons may be carried by Cadets.
- Upon the termination or resignation of a Cadet's membership, all Key Largo Fire Cadet property should be returned immediately.
- Cadets will not provide any information to civilians or the media unless instructed to do so by an Advisor or the Key Largo Incident Commander. Breaches of confidentiality may result in expulsion from the Post and legal action.
- Issued protective clothing and equipment (PPE) must be worn during all training and emergency activities.
- All PPE must remain on Key Largo Fire property unless approved by Advisor.
- Cadets must maintain a safe distance from any burning structure or vehicle.
- Cadets must not engage in structural firefighting.
- Cadets may assist in brush fires if approved by the Incident Commander and when accompanied by an Key Largo firefighter.
- Cadets are not allowed to visit the fire stations unless attending an official Fire Cadet function.
- Cadets must leave the fire station by **2100 hours** on school nights and **2200 hours** on non-school nights, unless prior approval has been obtained from an Advisor
- PASS tags will be utilized at all incidents and training exercises with Key Largo Fire personnel.
- Cadets will be seated in vehicles and must wear seat belt while traveling.

- At no time will a Cadet take the place of an On-duty firefighter.
- Use of tobacco products or alcohol is not permitted at any time.

G. Attendance:

- Cadets are expected to be at all meetings and official functions.
- Absences will be counted and will count against you and your privileges as a Cadet.
- Excused absences will be considered, at the discretion of the Advisors, if notified prior to the meeting or event. You are allowed to miss 3 meetings in a 6 month period unless otherwise approved by an Advisor.
- Tardiness will also count towards absences. If you are more than 10 minutes late for an event, you will be considered tardy. 2 occurrences of being tardy will result in 1 absence.
- If you do not call 24 hours in advance of missing a scheduled ride time, you will be counted as absent and your ride-along privileges may be suspended.

H. Standards of Appearance:

As part of a professional organization, you need to recognize the importance of presenting a professional image to the public we serve. Cadets will maintain a professional appearance and a positive attitude during the performance of their duties and will be courteous to all individuals. Respect will always be given to the Key Largo Fire Rescue personnel and officers while at the fire stations.

Key Largo Fire Cadet uniform consists of the following:

Navy blue pants (BDU's)
Black boots/shoes (clean and polished)
Fire Cadet t-shirt (issued)
Black belt
1" binder with pen and notebook paper
Black baseball cap

- Cadets must maintain a neat appearance, be well groomed, and act in a respectful manner while on duty or in uniform. **Any violation of the uniform code and you will be asked to go home.*
- Extreme hair styles should be avoided.
- No earrings shall be worn with the uniform.
- No bright or unusual nail polish, just natural colors, unless approved by Advisor.
- Any jewelry worn must be in good taste, not to convey inappropriate messages, and not compromise the safety of personnel. Dangling jewelry, including but not limited to neck and wrist chains, is prohibited. Only one ring may be worn on any finger at a time.
- Uniforms shall be worn while on duty for ride-alongs, at all Cadet functions, and all meetings. No part of the uniform shall be worn separately, except for T-Shirts on occasions designated by the advisors. The uniform is to be clean and pressed for a professional appearance.
- Personnel who are not on duty or officially representing the department shall not wear their uniform unless authorized by an advisor. No part of the uniform is to be worn by itself without prior authorization from an advisor.
- All personnel are expected to practice healthy oral and systemic hygiene routines. You should smell and appear clean and minimize or be free from excessive body odors (internal, external, or artificial). Good personal hygiene is expected at all time.

I. Fire Cadet Classifications:

The Fire Cadet Program is divided into three classifications :

- Probationary Fire Cadet (gray t-shirt)
 - a. Entry level position
 - b. Probationary period for 3 months
 - c. Must show sincere interest in EMS/Fire Service
- Fire Cadet (blue shirt)
 - a. Completed 3 month probationary period
 - b. Must be fundraising trained.
- Fire Cadet - Ride Qualified – 16 years old minimum
 - a. Must have been in the Cadet program for 6 months
 - b. Must have completed all required training for position
 - c. First Aid certification preferred.
 - d. Must be Healthcare Provider/AED CPR certified.
 - e. Must be familiar with EMS/Fire equipment
 - f. Must have approval of Lead Advisor

J. Officer Requirements:

Lieutenant

- Minimum of 1 year as a Fire Cadet
- Must have current HCP CPR card.
- Must submit a resume with cover letter
- Must complete an oral interview
- Must have competed in at least 1 Firematics competition
- Must have attended at least 1 major trip/competition
- Must have good attendance record
- Must have demonstrated dedication to fundraising

Captain

- To be eligible for Post Captain, you must have served at least 6 months as a Lieutenant and attended at least two Firematics and two major events.
- Must have at least 24 hours of EFR ride-along time.

K. Discipline:

The Fire Cadet Captain, Lieutenants, along with the oversight of the Advisors, will be responsible for discipline. This policy applies to all SOG's that do not have a direct penalty listed within them. The policy will be as follows:

- First Offense – Verbal Warning
- Second Offense -Written Warning
- Third Offense – Removal from Program

Discipline levels may be skipped depending on the severity of the offense. A Cadet may be removed from the Post at the discretion of the Lead Advisor .

L. Patient Confidentiality:

While on the apparatus or during training, you will hear privileged information. You should not discuss patient information outside of the program. It is against the law to discuss patient care information. Any violation may result in removal from the Fire Cadet Program.

M. Fundraisers:

- Cadets and parents are encouraged to volunteer time at fundraisers. Funds raised will be used towards competitions, trips, uniforms, and other necessary equipment. Examples of fundraisers are car washes, boot drives, and working concession stands.
- Once a Cadet has committed to a fundraiser, they are required to show up for the fundraiser on time. **Any late or no-shows will result in loss of funds** in their Cadet account and possible disciplinary action.
- Each Cadet will each have a fundraising account that can be used towards any Cadet activity or Fire Cadet related item. Upon leaving the Post, the account will be closed and the money will be transferred to the general operating account.
- Parents, family members, and friends are encouraged to participate at fundraisers and will result in additional money for that Cadet. Guests must be approved prior to the event.
- All Cadets are required to attend fundraisers according to the following guidelines. Failure to meet these requirements will result in a **\$30 reduction** in your account per 2 or 3 month period listed below:
 - October through May – 1 event every 60 days
 - May through September – 1 event every 90 days
- Any money over \$200.00 in your account may be used to purchase Cadet related equipment or supplies. All purchases must be approved by an Advisor.

N. Fire Cadet Challenge Coin:

- Must have been a Cadet for at least 18 months.
- Must have competed in at least 2 Firematics competitions and 1 Winterfest competition.
- Must have at least 40 hours of fundraising.
- Must have HCP CPR card and First Aid certification.
- Must have demonstrated leadership ability by teaching a class to the Cadets.
- Must have completed at least 24 hours of ride time.

0. Drug Testing:

Key Largo Fire Rescue Fire Cadet Post 2425 has chosen to implement a random drug testing program similar to that of the Florida High School Athletic Association. Key Largo Fire Rescue has a legal responsibility and management obligation to ensure a safe work environment and to protect the public trust and the integrity of the agency (*see Drug Testing Release Form/or more information*).

Key Largo Fire Rescue Fire Cadet Post 2425

I, _____, certify that I have read and understand all rules and regulations set forth by this department and Fire Cadet Post 2425 as stated in the SOGs. I agree to follow each and every one and to uphold the integrity and honor of this department and Fire Cadet Post 2425.

Signature of Cadet

Date

Signature of Cadet's Parent/Guardian

Date

Signature of an Advisor

Date

Key Largo Fire Rescue Cadet Post 2425

DRUG TESTING RELEASE

Be advised that Key Largo Fire Rescue Cadet Post 2425 has chosen to implement a random drug testing program similar to that of the Florida High School Athletic Association. Key Largo Fire Rescue has a legal responsibility and management obligation to ensure a safe work environment and to protect the public trust and the integrity of the agency.

- I, _____, (this applicant) affirms that he/she currently does not use illegal drugs or narcotics and does not abuse non-prescription or prescription drugs and is prepared to provide a statement by a licensed medical provider confirming this fact if requested.
- The undersigned Cadet and parent or guardian acknowledges that Key Largo Fire Rescue will schedule random drug testing to include this Cadet.
- The testing will be conducted on Key Largo Fire Rescue property, using a rapid drug screen (urinalysis), and may be administered without advanced notice.
- After the entrance testing, upon initial application, Key Largo Fire Rescue shall pay the cost of drug testing requested of the Cadet.
- Within five days of the department receiving positive testing results, the Cadet and parent/guardian will be notified in writing. The Cadet and parent/guardian will be offered references to counseling and/or rehabilitation services and the Cadet will be suspended from the post activities until two consecutive tests return negative results.
- Key Largo Fire Rescue will not assume financial responsibility for any cost of treatment or testing during the suspension period.
- Refusal to comply with drug testing request will result in immediate termination of membership in the post.

We, the undersigned Cadet and parent/guardian, hereby acknowledge that Key Largo Fire Rescue has advised us of their random drug testing policy and agree to abide by the policy and procedures.

Dated this _____ day of _____, 20____

Cadet Signature: _____

Parent/Guardian Signature: _____

State of Florida

County of Monroe

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public My commission expires: _____

Key Largo Fire Rescue Fire Cadet Post 2425

Photo/Media Release Form

I hereby grant permission to Key Largo Fire Rescue Fire Cadet Post 2425 to use my photograph(s) on the KLFREMS website or other official media publications without further considerations. I acknowledge Key Largo Fire Cadet Post 2425's right to crop or use the photograph/media at its discretion. I also acknowledge that Key Largo Fire may choose not to use my photo at this time, but may do so at its own discretion at a later date.

I understand that once my image is posted on the internet, the image can be downloaded by any computer user. Therefore, I agree to indemnify and hold harmless from any claims the following:

- Key Largo Fire Rescue
- Florida Fire Chiefs' Association
- Key Largo Fire Rescue Fire Cadet Post 2425 and its Advisors

I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media.

Key Largo Fire Cadet Post 2425 reserves the right to discontinue the use of photos and other media without notice.

AGREED TO AND ACCEPTED this _____ day of _____, 20 _____

Fire Cadet's Signature

Printed Name

Signature of Parent or Guardian

Printed Name of Parent or Guardian

Contact Phone Number: (_____) _____



Application for Key Largo Fire Rescue Fire Rescue Cadet Post 2425

Sex: M or F

For Key Largo Fire Rescue Cadet Post use only; complete and submit to an Advisor

I. INFORMATION:

DATE: _____

Name: _____
Last First Middle

Address: _____
Street

_____ City State Zip

Home Phone: (_____) _____ Work/Cell
Number: (_____) _____

Email: _____

Age: _____ Date of Birth: MM / DD / YY

Social Security# _____ DL# _____

Currently Enrolled in School? Y or N Graduated or GED? Y or N

School Name: _____

Current Grade Level? 8 9 10 11 12 College 1 2 3 4

Parental Information (If under 18 years of age):

Mother's Name: _____

Address : _____

Phone: (_____) _____ Work/Cell Number: (_____) _____

Father's Name : _____

Address: _____

Phone: (_____) _____

Work/Cell Number (_____) _____

Name of Applicant: _____

Previous Address (if less than 7 years at current address):

Emergency Contact/Number: _____

Applicant Medical History:

Any significant medical problems: _____

Any allergies: _____

Any medications: _____

Other medical concerns: _____

*Background checks will be completed on any Cadet 18 years and older

II. REFERENCE (work or school related):

Name: _____ Relationship: _____

Address : _____

Phone: (____) _____

How did you hear about the Cadet program: _____

III. SPECIAL INTERESTS:

(Please list any organizations, sports, social, or community activities you have been involved with)

1. _____

2. _____

3. _____

PARENTS/GUARDIANS/APPLICANT: Being involved in a Fire Rescue Cadet Program can be physically demanding at times and by signing below, you agree that this applicant can meet the health and physical fitness requirements of such activities.

APPLICANT SIGNATURE

Date: _____

PARENT/GUARDIAN SIGNATURE (if under 18 years of age)

Date: _____

Name of **Applicant**: _____

IV. QUESTION:

Briefly tell us why you want to be a Fire Rescue Cadet: