



Berne Township Fire Department Fire Cadet Program Program 530 By Laws, Policies, and Procedures

This manual is designed for the benefit and use of the youth participants and adult leaders of Fire Cadet Program 530, sponsored by the Berne Township Fire Department. Bylaws, policies, and procedures are written within the National Exploring program standards and parameters.

It is expected that all Fire Cadets and leaders become familiar with and strictly adhere to all regulations contained within. The policies, procedures and regulations are established to direct all Fire Cadets in carrying out their duties and responsibilities.

Manuals are to be kept secure and confidential. Loss of a manual or any of its parts is to be immediately reported to an Advisor. Policy manuals are to be kept in good condition. Fire Cadets will be responsible for maintaining their manuals in an up-to-date manner by making changes or additions as directed.

This manual and its contents are the property of Fire Cadet Program 530 and are to be returned if the person it was issued to is no longer affiliated with the Program .

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ARTICLE I

NAME

The name of this program shall be Berne Township Fire Department Fire Cadet Program 530.

ARTICLE 11

PURPOSE

The purpose of this program shall be to inform the Fire Cadets about careers and areas of responsibility within the field of fire protection and emergency medical services. Further, to help the Fire Cadet's better understand the principles and responsibilities of the fire protection and emergency medical service's

ARTICLE III

QUALIFICATIONS OF Fire Cadet/APPLICANTS

Applicants must be between the ages of 14 and up to 21 years of age.

Participation in this organization shall be limited to 20 annual active Fire Cadets and 4 inactive Fire Cadets.

Applicants must complete all forms required by the Program Fire Cadet Program. Applicants will be interviewed by the present Program officers and Program advisors. Only those applicants, who meet the standards set for the oral interview, pass a background check, have the necessary grade point average, and meet all other necessary criteria, may be accepted into the program.

Upon acceptance, the new Fire Cadet will pay an annual nonrefundable \$50 registration fee as required by the Program . This will assist with keeping cadet in uniform shirts.

Any Fire Cadet desiring to resign from the Program shall submit his/her resignation to the lead advisor in writing.

Participation may only be terminated by the Program advisors for cause, by the Fire Cadet him/herself, or by the Fire Cadet's legal guardian if the Fire Cadet is a minor. It is understood that the Fire Cadet will have an opportunity to speak with the Program advisor to discuss the situation prior to being dismissed.

ARTICLE IV

MEETINGS

The Program will meet the first and third Sunday's of the month, 1500- 1700 hours (3pm-5pm), at Berne Township Fire Station 530 unless otherwise stated.

Special meetings may be called by the officers and/or advisors. The purpose of the meeting shall be stated in the means of contact.

If a Fire Cadet is going to be absent from an activity, an officer or advisor must be notified as soon as possible, preferably 24 hours in advance.

If a Fire Cadet must leave a meeting or activity early, they must notify an officer or advisor in advance.

ARTICLE V

UNIFORMS

Uniforms shall be worn in accordance with the Fire Cadet uniform policy.

ARTICLE VI

RULES OF CONDUCT

Fire Cadets are expected to always act in a mature and professional manner, whether dealing with the public, firefighters, or other Fire Cadets. Common sense is to be used in all situations within this manual.

Specific rules and regulations are contained in the Fire Cadet rules and regulations policy, contained

ARTICLE VII

Fire Cadet OFFICERS APPOINTMENT

Youth officers will be elected by their peers and approved by the Program committee.

1. Officers must have been registered as a Fire Cadet for a minimum of one year.
2. Officers must have been a Lieutenant, to be elected to a higher position
 - a. Sign-up sheet will be out for 3 weeks for officer position
 - b. Equal or superior officers and advisors will conduct an interview
 - c. Experience, attitude, and attendance will play a role in the selection of the officer.

ARTICLE VIII

ADVISOR DUTIES

1. Supervise the activities of the Program
2. Arrange for an authorized signature on all checks for withdrawals from the bank account set up in the name of the Program .
3. Audit the treasure's books when needed.
4. Enforce the rules and regulations of the Program .
5. Have final veto authority over decisions made by the Fire Cadet officers and items put to vote.
6. Help prepare the agenda in advance for the meetings.
7. Have full responsibility for the Program and impose disciplinary action when necessary.
8. Serve as a liaison between the Program , its sponsor, and exploring.
9. Conduct officer/advisor meetings on a regular basis or as deemed necessary.

ARTICLE IX

COMMITTEES

If committees are required, a sign-up sheet will be Program ed for all active Fire Cadets not currently on probation to participate.

ARTICLE X

AMENDMENTS

Any Fire Cadet may propose an amendment to the bylaws. This amendment must be written and submitted to the advisors.

Proper debate time is to be given at an officer advisor meeting where speculation and debate on the amendment are to occur.

BERNE TOWNSHIP FIRE DEPARTMENT

Fire Cadet Program 530

STANDARD OPERATING PROCEDURES

ROLE OF THE FIRE & EMS CADET Program

1. PURPOSE

The purpose of this policy is to describe the role of Berne Township Fire Department Fire Cadet Program 530

II. POLICY

The Berne Township Fire Department shall serve as a sponsor for Fire Cadet Program 530. It is the policy of the department to provide opportunities for the Fire Cadet to learn about careers in fire suppression and emergency medical service (EMS) while assisting with tasks related to community service and to utilize the Fire Cadet as a personnel resource in emergencies and large-scale special events.

III. DISCUSSION

Berne Township Fire Department Fire Cadet Program 530 is sponsored by the Berne Township Fire Department. The Exploring program is an affiliate of the Boy Scouts of America. This program is for young adults, ages 14 to 21, who have an interest in learning more about careers in fire protection and EMS. Youth leaders under guidance of adult advisors run the program. The Fire Cadet participates in activities related to the five areas of Exploring program emphasis: career opportunities, character development, life skills, leadership experience and citizenship. These activities enhance Fire Cadet preparation for future roles as productive citizens, responsible community members, and prospective firefighters.

IV. PROCEDURE

A. Program Memorandum of Understanding (MOU)

Fire Cadet Program 530 shall be required to renew their registration with Exploring on an annual basis. Renewal due date is determined by the local Exploring office.

The Fire Chief shall have sole authority for signing the Memorandum of Understanding (MOU) and may terminate the sponsorship agreement at any time by providing notice in writing to the local exploring office.

B. Participation Requirements

Exploring is a coed program with equal opportunities available to males and females.

The minimum age requirement for an Fire Cadet is 14

A Fire Cadet must be registered in the Program prior to reaching the age of 21.

Applicants to the program must pass a background check to be conducted by the Program advisor or designee and an oral interview conducted by the Program youth officers, department officers, and Program advisors. Negative police contacts or lack of maturity may result in the application being denied.

Fire Cadets are expected to have and maintain a 2.0 or better grade point average (on a 4.0 scale), consistent with the policies in the Fire Cadet policy manual.

C. Adult Supervision

The lead advisor to the Fire Cadet program is to be a member of the department who has successfully completed their probationary period of one year. Other firefighters and EMS personnel may assist as associate advisors.

All applicants who wish to register with Exploring as adult leaders for Program 530 are subject to the approval of the Berne Township Fire Department Chief

At least two adult leaders, both of which must be 21 years of age or older, are required for all meetings, trips, and outings.

The duties of the advisor or their designee include, but are not limited to:

a. Prepare for meetings, set agendas, and plan programs

- b. Train youth leaders and other fire cadets
- c. Budget and fundraise
- d. Recruit new Fire Cadets
- e. Coordinate with internal and external agencies for special events
- f. Positively promote the program
- g. Keep accurate records of attendance, awards, and progress
- h. Provide positive feedback to Fire Cadet, and council or discipline when necessary
- i. Supervise and chaperone meetings, trips, and activities
- j. Serve as a role model and mentor to youth

D. Authority

Fire Cadet shall wear a uniform that clearly distinguishes them from firefighters

Misuse or misrepresentation of authority or other misconduct by a Fire Cadet shall be communicated to the Program advisor who shall proceed with disciplinary or discharge action, as appropriate, under the rules and regulations of the Program .

E. Duties

Fire Cadet shall only be assigned to assist in non-hazardous situations under the direction and supervision of firefighters in accordance with the National Fire & EMS

Fire Cadet program and safety guidelines.

In performing their duties, Fire Cadets are expected to act maturely and professionally.

Department personnel or community members seeking to utilize the services of the Berne Township Fire Department Fire Cadet shall make a request through the Program advisor or designee.

- a. The advisor or associate advisor shall have the authority for determining whether the request will be honored.
- b. The involvement of the Fire Cadet is to be meaningful, but, at the same time, sufficiently restrictive to preclude them from becoming unnecessarily exposed to dangerous situations.
- c. Exploring prohibits Fire Cadet from being utilized in covert operations.

Examples of appropriate requests for Fire Cadet assistance include, but are not limited to:

- a. Assisting at large-scale emergencies
- b. Distributing fire prevention information for Department activities
- c. Assisting in controlled burns and training

F. Training

- a. The Program advisor or designee shall be responsible for providing classroom training in policies and procedures that relate to the function of a fire Fire Cadet as an auxiliary of the department
- b. All training shall follow the National Exploring Safety First Guidelines found at www.exploring.org/training-safety
- c. The Fire Cadet may receive specialized training at regular Program meetings from fire protection professionals who have been invited to speak with the Fire Cadet about their areas of expertise.

FIRE DEPARTMENT & STATION ACCESS

I. OBJECTIVE

The purpose of this policy is to establish guidelines for non-supervised Fire Cadet access to the Berne Township Fire Department building.

II. POLICY

Fire Cadets who enter the fire department building must be under the supervision of a fire department employee. As the need exists, however, advisors may grant authorization for individual Fire Cadets to access the fire department building.

III. DISCUSSION

All the Fire Cadet equipment needed for regular Program meetings and special events is secured within the Berne Township Fire Department building. At times, Fire Cadets may need to access the building to gain access to this equipment.

Additionally, as Fire Cadets are assigned more responsibilities by advisors, it may be necessary for Fire Cadets to access the building to use the equipment necessary to perform their duties, such as telephones and copy machines.

IV. DEFINITIONS

Authorized Fire Cadet: Fire Cadet or an assistant adult leader who has been granted authorization by advisors to enter the fire department building without an escort.

V. PROCEDURE

A. Selection of Authorized Fire Cadet:

- i. The Program advisors shall be responsible for determining which Fire Cadets are authorized to enter the building without supervision. A record of authorized Fire Cadets must be kept in the radio room.

- ii. An authorized Fire Cadet must ensure that any Fire Cadet they escort into the building are escorted and always accompanied. They are not to be left unattended. Two advisors or members of the department are to be always present.
- iii. Loitering in the station is not permitted.
- iv. Fire Cadet will not remove any equipment from its proper location without department member authorization. Fire Cadets shall not enter sleeping areas or offices and must stay in common areas.
- v. Authorized Fire Cadets may only use department equipment for Fire Cadet related business.
- vi. Fire Cadets may not remove any department or township owned equipment from the station without permission from a department employee. Fire Cadets should also check with an advisor prior to taking any Fire Cadet owned equipment from the station.

B. Infractions

- i. Fire Cadets who abuse their authorized access privilege will lose the privilege.
- ii. Fire Cadets may also be subject to other disciplinary action, as outlined in the rules policy.

FIRE CADET GRADES POLICY

1. OBJECTIVE

The purpose of this policy is to ensure that the Berne Township Fire Department Fire Cadet maintains average or better grades in school. The policy also sets an academic standard of admission for applicants to the Program . At no time will Program activities cause a drop in grade average because of a lack of needed academic study time

II. DISCUSSION

The Berne Township Fire Department Exploring program recognizes the importance of academics in preparing its Fire Cadet for their roles as adults in the community. Grades reflect effort put forth in academics. This policy reinforces the importance of maintaining good grades and encourages Fire Cadets who are having academic difficulty to do better.

III. POLICY

Fire Cadets who are still in high school are expected to maintain a 2.0 or better grade point average on a 4.0 scale. Applicants to the program must also have a minimum grade point average of 2.0 before they can be accepted into the program. Ideally, a cumulative GPA of 2.0 or higher would be preferable. However, if an applicant has an overall GPA of less than 2.0 but their most recent quarter or semester grades were 2.0 or higher, they will be allowed to apply.

IV. PROCEDURE

A. General Procedure

- i. At the end of each grading period, every Fire Cadet is responsible for providing the Program advisor a copy of their report card. The grading period is defined by the school district of the participating Fire Cadet. It is understood that the Fire Cadet's grade is private and will not be discussed with any other Fire Cadet without his or her permission. Should any Fire Cadet fail to show proof that they have met the minimum grade requirements, he/she shall be placed on temporary probation until proof is shown.
- ii. Anyone whose GPA falls below 2.0 will be placed on probation for one academic grading period. This is to serve as a strong warning to improve the grades. Fire Cadet placed on academic probation may elect to limit their participation in Fire Cadet activities so that they can devote more time to academics. It is the responsibility of the Fire Cadet to make whatever changes necessary to improve their grades.
- iii. When a Fire Cadet's GPA falls below 2.0 during the last grading period of the school year, academic probation will commence upon the start of the next grading period.

B. Special Cases

- i. High school dropouts are not eligible to join or remain as Fire Cadet of Program #HI unless they have obtained a General Education Diploma (GED).
- ii. Students who are enrolled in a home-schooling program are exempt from this policy, but verification from their guardian that they have been studying and

passing shall be provided at the same times as the local school district grade reporting time frame.

iii. Those who have graduated from high school are exempt from the grades policy. Those who have decided not to pursue additional schooling will be allowed in the Program , but only if they show a strong interest and are active in the program.

C. Re-Application

i. A Fire Cadet, who has been dismissed for failure to meet the grades requirement may reapply for Program participation after six months, provided his/her GPA for the most recent grading period is 2.0 or better.

1. These individuals are not required to go through the interview process again. The Program officers and advisors will meet and discuss the application. The officers may request to speak with the applicant regarding any changes in attitude (i.e., a determination to do better in school)
2. Any person reapplying under these circumstances is not guaranteed acceptance.

RULES AND REGULATIONS

I. OBJECTIVE

This policy provides the rules and regulations of Berne Township Fire Department Fire Cadet Program 530 and describes the discipline procedures.

II. DISCUSSION

The duties performed by the Berne Township Fire Department are vital to the safety and wellbeing of the citizens we serve. Because of the importance of these duties, it is essential that the department sets and maintains high standards of conduct among its personnel and Fire Cadet. Misconduct by Fire Cadet will not be tolerated because it weakens the departments and the Program effectiveness, erodes public trust, and can endanger members of the public or members of the department.

III. POLICY

Fire Cadets shall, at every Fire Cadet Program function or meeting, follow all rules and regulations. Fire Cadets should remember that when they are either on or off duty, they are a reflection of their Program, the department, their community, and Exploring. They should act accordingly so as not to bring discredit to themselves, their Program, the department, the community, or Exploring.

IV. PROCEDURE

A. Rules and Regulations

- i.** No use of tobacco products.
- ii.** No vulgar language/swearing
- iii.** No use or possession of controlled substances, except as prescribed by a physician or dentist. When a Fire Cadet is taking prescribed medication and when such medication could affect performance, the Fire Cadet will notify the Program advisor.
- iv.** Fire Cadets, even if of age, are not to consume or possess alcohol at any Fire Cadet activity.
- v.** Uniforms shall be worn for public functions and only public functions, unless otherwise told by advisors or officers. (i.e., parades, recruiting, etc.)
- vi.** All Fire Cadets shall dress appropriately to Fire Cadet functions. Please see "uniform policy. Advisors/officers will have final say as to what is or is not appropriate.
- vii.** For safety reasons, no facial hair below the lip line is allowed. Advisors/officers will have final say as to what is or is not appropriate.
- viii.** For safety reasons jewelry/piercings/medical alert tags shall be controlled. Advisors/officers will have final say as to what is or is not appropriate.
- ix.** Fire Cadets, who are arrested, issued a citation, referred to court or have any other action taken against them because of an alleged violation of the law, must notify the advisor within 24 hours of the incident. Such action may result in disciplinary action or dismissal. If an advisor is not informed and becomes aware of any infraction, the disciplinary action is apt to be more severe.

x. Fire Cadets, who are suspended from school, or have any other action taken against them because of an alleged violation of school policy, must notify the advisor within 24 hours of the incident. Such action may result in disciplinary action or dismissal. If an advisor is not informed and becomes aware of any infraction, the disciplinary action is apt to be more severe.

xi. Fire Cadets will conduct themselves, both on and off duty, so as not to reflect disfavor on the Fire Cadet Program or the Berne Township Fire Department. Conduct unbecoming an Fire Cadet shall include which brings the Program or department into disrepute or reflects discredit upon the Fire Cadet as a participant of the Program , or that which impairs the operation or efficiency of the Program , department, or the Fire Cadet.

xii. A guardian permission slip must be turned in before taking part in any activity for the first time. All forms must be turned in upon acceptance into the Program and before participating in any Fire Cadet activity.

xiii. Fire Cadets must maintain satisfactory academic grades. See grades policy.

xiv. All Fire Cadets will report for assigned responsibilities on time and will be properly equipped. They shall make themselves aware of any information necessary for proper performance.

xv. If due to illness or other circumstances, a Fire Cadet will be late or unable to attend a meeting or other activity, they are to notify their officer. See attendance policy.

xvi. Fire Cadet will utilize department and Fire Cadet equipment only for its intended purpose and will not abuse, damage, or lose that equipment. Fire Cadets will not convert department or Fire Cadet equipment to their own use. Losing, damaging, or wasting department or Fire Cadet property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. Fire Cadets will report any inoperative, defective, or hazardous equipment that comes to their attention to an advisor/officer.

xvii. A Fire Cadet will promptly obey the lawful order of a fire fighter or fire department officer. Should a lawful order given by a fire fighter or officer conflict with any previous order or published directive, the Fire Cadet will respectfully

bring this conflict to the attention of the fire fighter or officer. The fire fighter or officer who issued the conflicting order will take any necessary steps to correct the conflict and, at the same time, assume responsibility for the Fire Cadet's actions while carrying out this order. Any Fire Cadet that refuses to obey a lawful order will be considered insubordinate and may be subject to disciplinary action.

xviii. Fire Cadets will not use their positions, identification cards, or uniforms to obtain privileges not otherwise available to them. Fire Cadets will not solicit while in uniform or accept gratuities at any time.

xix. No Fire Cadet will harass, verbally abuse, or threaten any citizen or fellow Fire Cadet who files a complaint against that Fire Cadet or any other department or Fire Cadet personnel.

xx. All Fire Cadets are responsible for making sure that their current address, phone number, and e-mail address are on file with the Program .

xxi. All Fire Cadets are responsible for making sure that their guardian contact information is current and on file with the Program .

xxii. Fire Cadet will treat representatives of the press and broadcast media in a courteous, professional manner. Any request for the media for confidential information or access to restricted areas should be politely referred to the appropriate department member or the person in charge at the scene.

xxiii. Information regarding suspects, cases, department operations, and the identity of persons giving confidential information to the department, and the address or telephone numbers of any department employee are to be kept confidential.

xxiv. Fire Cadets shall maintain a level of health/fitness, which will allow them to perform their duties effectively. If a question arises about a Fire Cadet's ability to perform regular duties due to an apparent low-level of health or fitness, the Fire Cadet may be required to submit to a physician's examination at their own expense. If possible, a reasonable opportunity to bring his/her health or fitness to an acceptable standard shall be provided.

xxv. Fire Cadets with known health issues will carry proper medication with them during all Fire Cadet events. (i.e., inhaler, epi-pens, etc.).

xxvi. Relationships between Fire Cadet and Fire Cadet or Fire Cadet and advisors are not permitted by both the Fire Cadet Program and the Berne Township Fire Department. Fire Cadets are not allowed to date other Fire Cadets.

xxvii. Fire Cadets who do not take part in fundraising events shall not receive any of the rewards from Program paid activities. In these cases, Fire Cadets shall pay their portion of the event.

V. Discipline

- i. Fire Cadets may only be disciplined by an adult leader over the age of 21.
 - a. Complaints against Fire Cadet (whether originating from a citizen, a fellow Fire Cadet, other department personnel or officers from another agency) will be thoroughly reviewed. If the complaint does not involve illegal activity, the Fire Cadet will be informed of the allegations and permitted to provide an explanation or comment on the allegations. Where possible illegal activity is involved, the Fire Cadet will be given every right due any other person in the context of a criminal investigation. Fire Cadets may be relieved from duty pending the outcome of the complaint process.
 - b. Upon completion of the review of the charges in a complaint, the matter will be classified as:
 1. Exonerated - the alleged conduct occurred but it was lawful and proper
 2. Unfounded - the complaint was false or unfounded.
 3. Not sustained - there was insignificant evidence to prove or disprove the allegation.
 4. Sustained - the allegation was supported by proper and sufficient evidence.
 - c. If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation involved and the Fire Cadet's past record, such action could include but not necessarily be limited to:
 1. Verbal reprimand
 2. Written reprimand

3. Letter to parents
 4. Suspension
 5. Loss of privileges
 6. Lowering of rank
 7. Termination from the Fire Cadet Program
 8. Placed on probation for any amount of time.
- d. Fire Cadets will be promptly notified of the disposition of any complaint and of any disciplinary action to be taken. Any disciplinary action taken will become a part of the Fire Cadet's permanent record.
- e. Complaints against Fire Cadets which, alleged criminal violations, may be grounds for bringing criminal charges. This action will not serve to prevent the internal disciplinary process from dealing with the same matter.
- f. Fire Cadet will answer fully all questions which an advisor, investigating officer, or supervisor may ask regarding the internal investigation of any complaint. The Fire Cadet will cooperate with the internal investigation and disciplinary process. Statements made by the person accused of wrongdoing in the internal investigation shall not be used as a basis for any criminal action.

VI. Conclusion

Fire Cadet and adult leaders of Berne Township Fire Department Fire Cadet Program 530 should take pride in their organization and do everything possible to keep personal conduct above reproach to maintain their own integrity of the Fire Cadet organization.

APPLICANT SCREENING PROCEDURES

I. OBJECTIVE

This policy has been developed to ensure that all prospective Fire Cadets to Berne Township Fire Department Fire Cadet Program 530 meet all the criteria of participation so that they may become a productive and valuable participant and can benefit from the program.

I. DISCUSSION

To determine if an applicant is qualified to become a participant of Berne Township Fire Department Fire Cadet Program 530, a screening procedure has been developed. This procedure is described in this document.

III. POLICY

Participation in Fire Cadet Program 530 shall not be denied based on color, race, religion, gender, sexual orientation, ethnic background, disability, economic status, or citizenship. However, participation is a privilege and not a right.

IV. PROCEDURE

A. Contacting Program Advisor

All individuals interested in joining Berne Township Fire Department Fire Cadet Program 530 can contact the department at 740-746-8244 or email Scott Hite (fire chief) at firechief@bernetownship.org.

B. Screening Process

1. Before First Meeting

- a. Prior to the first meeting, applicant packets will be mailed, or hand delivered to the prospective Fire Cadet.
- b. Fire Cadet shall complete the application and other informational sheets and return them to the Program advisor at the first meeting.
 - i. Failure to provide necessary information will weigh heavily on the officer/advisor's decision on allowing applicants to join the Fire Cadet program.

2. First Meeting

- a. From the information sheets, the advisors and officers can get a general idea about the prospective Fire Cadet's background
- b. The prospective Fire Cadet meets with the Fire Cadet's and advisors for the oral interview. After the oral interview, the Fire Cadet will then get a chance to observe the Fire Cadet activities. This will give the applicant the opportunity to decide whether he/she is willing to make a commitment to this program.

3. Reference and Background Check

- a. Applicants may be asked to supply references that can provide information on their background, maturity, and suitability for the program. The school resource officer where the applicant attends school may also be contacted.
- b. Applicants must have a minimum grade point average of 2.0 on a 4.0 scale. Proof of meeting this standard is required prior to acceptance into the program.

C. Interview

- a. The interview is given by the Fire Cadet officers and advisors. The applicant is asked a series of questions to determine their maturity, credibility, and reliability. The prospective Fire Cadet does not have to answer any of the questions he/she does not wish to, but it is advised that this may be taken into consideration
- b. After the interview, the prospective Fire Cadet is advised to return to the meeting room, at which time the elected officers will deliberate over the interview to see if the applicant has met and satisfied all criteria.
 - i. If an applicant lies or gives false information during the application or interview process, the applicant's request for participation may be denied.

D. Participation Accepted / Denied

a. Accepted

If the prospective Fire Cadet is accepted, they are given the appropriate forms and are placed on a 6-month probation term. See probation policy for more information.

b. Denied

If participation is denied, you will be notified before the next meeting. The prospective Fire Cadet is invited to reapply at the next recruiting session. All papers on prospective Fire Cadet interviews are given to the advisor who will keep them on file for twelve months after the interview is conducted.

V. CONCLUSION

This policy was developed to ensure that only the most qualified individuals will be accepted into the Berne Township Fire Department Fire Cadet Program ##I#. Making

sure that each prospective Fire Cadet fits the participation criteria can only enhance the reputation of this organization.

FIRE CADET DRESS CODE

1. OBJECTIVE

The intent of this policy is to ensure that each Fire Cadet of the Berne Township Fire Department Fire Cadet Program 530 is properly identified as such by the public and department personnel. This policy provides guidelines as to how and when the Fire Cadet dress code is to be followed.

II. DISCUSSION

The Berne Township Fire Department Fire Cadet apparel shall have a different appearance than apparel worn by Berne Township Fire Department personnel. This ensures that there is no confusion as to what level of the department they represent.

III. POLICY

Fire Cadets are to wear their appropriate apparel selected for that calendar day, unless otherwise notified. The apparel shall be worn properly and completely in accordance to the selected dress code.

IV. PROCEDURE

A. Issuance of apparel

i. Fire Cadets will be issued a uniform shirt after their participation in the Program has been approved, they have completed the Fire Cadet application, and they have paid their yearly registration fee, as required by Exploring. The Uniform is to be kept in serviceable condition so that it can be utilized in the participation and performance of Fire Cadet activities.

ii. Upon termination from the Program, the uniform and accessories not personally owned by the Fire Cadet will be returned. This will usually include the patches on the shirts, bugles, I.D. card, and turnout gear. Fire Cadets have the option of purchasing a uniform jacket. The patches on that jacket are Fire Cadet

property and must be returned. All items issued to a Fire Cadet are property of the Berne Township Fire Department Fire Cadet Program . No one has permission to retain possession of the property after his/her participation with the group has been terminated. Failure to return the Fire Cadet property may result in legal sanctions.

B. Dress Uniform

- i. This will be addressed at a future date

C. Polo and Duty pants/Shorts

- i. Polo - Navy blue polo shirt. The polo shall be tucked into the Fire Cadet's jeans in an appropriate manner
- ii. Duty pants - Jeans are to be blue in color. Jeans or duty pants shall not have any holes of any kind. They shall be clean.
- iii. Shorts - Shorts shall be navy blue in color. They shall be without holes of any kind. Further, they are to be of appropriate length. The bottom of the shorts must be at or below the Fire Cadet's fingertips when standing with arms straight and held at their sides.

D. Shoes/Boots

- i. When wearing jeans or shorts, tennis shoes are allowed. They are to be without excessive wear. When wearing duty pants shoes/boots are to be black. They must be neat in appearance and in good, clean condition.

E. Fire Cadet T-shirts and jeans/shorts

- i. Shirt - The Fire Cadet shall wear their Fire Cadet t-shirt to all meetings/classes unless otherwise specified by an officer/advisor. The t-shirt will be issued to the Fire Cadet after they have paid the registration fee and have been active for at least two months in the Program .
- ii. Shorts - The Fire Cadet shall wear blue shorts that do not have holes of any kind and are of appropriate length. The bottom of the shorts must be at or below the Fire Cadet's fingertips when standing and arms straight and at their sides.

iii. Shoes - Fire Cadets are allowed to wear tennis shoes with shorts. The shoes must be neat and appear in good condition. No open toed shoes will be allowed at any time during an Fire Cadet event, meeting, and training.

F. Grubs

- i. The Fire Cadet shall wear clothes that they are not worried about getting dirty or stained.
- ii. The Fire Cadet shall wear shoes that provide good support for their feet and ankles. Sandals, heels, etc. are not allowed.

V. CONCLUSION

Questions about the wearing of Fire Cadet apparel may be directed to the officer/advisor. When special circumstances dictate, the advisor may temporarily waive these requirements. At no time are open toed shoes, sandals, crocs, or heels allowed.

PROBATION

I. OBJECTIVE

This policy has been developed to ensure that all prospective Fire Cadet and current Fire Cadet of the Berne Township Fire Department Fire Cadet Program 530 keep within the guidelines stated in these standard operating procedures to maintain safety and the Program professional image for all Fire Cadets.

II. DISCUSSION

To maintain a high level of safety and professional image of the Program, new Fire Cadets and Fire Cadets placed on extended or academic probation will follow this policy.

III. POLICY

All Fire Cadets on probation are to follow all the rules under this policy.

IV. PROCEDURE

A. New Recruits

- i. The new Fire Cadet will be placed on a 6-month probation term.

ii. At the end of their probation, they will be given a written and skills test like the State of Ohio Volunteer Firefighter test on all topics covered during their training so far to become an active Fire Cadet

iii. Any Fire Cadet who does not pass the test will be given a second chance to pass. If at that time they do not pass the second time their status will be discussed at an officer/advisor meeting.

iv. Any time during the probation term the recruit can be terminated for just cause. The cause will be discussed between command staff and advisors and a vote will be taken at an officer/advisor meeting concerning the Fire Cadet's status. Fire Cadets can be given the reason "It just wasn't working out with you".

B. Academic Probation

- i. Fire Cadets who do not meet the 2.0 GPA will be placed on academic probation.
- ii. They are expected to follow the rules under this section until they can pull up their GPA.

C. Probation Rules

- i. Fire Cadets on probation will not be allowed to assist at any emergency scene.
- ii. Fire Cadets will not be allowed to go to extra activities such as controlled burns, department training, or any activities outside of weekly training. They will be allowed to attend Fundraising activities. A Fire Cadet can attend an extra event with special permission from an advisor/officer.
- iii. Fire Cadets will not be allowed to purchase extra apparel.

V. CONCLUSION

This policy was developed to help maintain a high-quality Program in the departments and public view and to also maintain a high-quality learning environment.

ATTENDANCE POLICY

I. OBJECTIVE

This policy has been developed to ensure that Fire Cadets of the Berne Township Fire Department Program 530 meet all the criteria of attendance so that they may become a productive and valuable Fire Cadet and can benefit from the Fire & EMS Exploring program.

I. DISCUSSION

To determine if a Fire Cadet is qualified to remain a participant of the Berne Township Fire Department Fire Cadet Program 530, an attendance policy has been developed. This procedure is described in the document.

III. POLICY

Participation in Fire Cadet Program 530 shall only be allowed if the Fire Cadet meets the requirements outlined by this policy.

IV. PROCEDURE

A. Attendance

i. Attendance shall be taken at all Fire Cadet required events. Attendance may also be taken at optional events but missing optional events will not count against the Fire Cadet.

ii. New recruits still on probation must attend at least 80% of scheduled meetings

B. Excused Absences

i. Excused absences will not be punishable. A Fire Cadet must notify an advisor/officer in advance of a scheduled event, preferably 24 hours in advance.

C. Unexcused Absences

- i. One unexcused absence

Verbal warning

- ii. Two unexcused absences

Written warning given and placed on probation for 3 months

- iii. Three unexcused absences

The Fire Cadet will be called in front of a review board of advisors and officers.

Further probation or termination is possible depending on review board decision

V. CONCLUSION

This policy was developed to ensure that only the most qualified individuals will maintain participation in the Berne Township Fire Department Fire Cadet Program 530. Making sure that each Fire Cadet meets the attendance policy can only enhance the reputation of this organization.

