

Holley-Navarre Fire District

Standard Operating Procedure **XXXXX**

Cadet Firefighter Program

Purpose: To educate and inspire young individuals interested in the fire service, fostering skills, values, and a commitment to community service.

Scope: The following procedures apply to all Members participating in the Cadet Firefighter Program.

Minimum Requirements:

1. Be physically and mentally capable of safely performing normal firefighting duties as required by the program.
2. 16 years of age with a parent's signature of Holley Navarre's Citizen ride along form and liability waiver; not to exceed 18 years of age or graduation of Highschool.
3. Obtain and provide a valid Physician's sports physical.
4. Obtain and provide a valid background check.
5. Minimum GPA of 2.0 must be maintained Cadets are required to bring a copy of their report card to the station and be given to an Advisor within a week of receiving it.

Program Structure:

1. Adult leadership
 - a. Adult leadership is provided by HNFD. These positions are designed as Program Advisors. The personnel to fill these Advisor positions shall be designated by the district chief. Advisors should be personnel in good standing and well respected members of the organization and community.
 - i. One Lead Advisor; Responsible for overseeing Adjunct Advisors, Cadets and Cadet Lt's, daily ride schedule, and training events.
 - ii. Three Adjunct Advisors; Responsible for overseeing Cadets and Cadet Lt's, daily ride schedule, and training events.
2. Cadet Lieutenant (Cadet. Lt.); One Cadet Lt. will be assigned to every 3 Cadets not to exceed 5 Cadets.
3. Cadet.

Advancement:

1. Cadets must complete all compliance paperwork and a truck familiarization tool identification verbal exam to be eligible to ride on an emergency apparatus. Cadet's riding assignment subject to change based on certified staffing, on duty company officer and Battalion Chief discretion.
2. Promotion to Cadet Lt. position will be based on completion of Skill sign offs and an oral interview.

Monthly meetings and rides:

1. All Cadet Lt's and Cadets will be required to attend the monthly Cadet training meeting to be held on the first Saturday of each month at HNFD Station 45 located in the training room.
 - a. If a Cadet is unable to attend, the Cadet is responsible for informing the Cadet's Cadet Lt who in turn will inform the meeting adjunct instructor.
2. A minimum attendance of ½ of the yearly meetings must be maintained.
3. Two consecutive unexcused absences will result in disciplinary action.
4. All Cadets will be allowed to participate in training and staff their preferred apparatus (See Advancement) Monday-Friday 1500-2000, Saturday and Sunday 0800-2000 not to exceed 5 hours per day.

- a. Any Chief officer, Battalion Chief, Company officer, or Adjunct may revoke the Ride Privilege at any time for any reason.
- b. Medical Calls:
 - i. The Cadet will wait by the threshold of the door to the Patients residence with a certified firefighter until all clear is given by the company officer.
 - ii. While riding Cadets will abstain from direct patient contact.
- c. High Risk calls (e.g. but not limited to Active shooter, GSW):
 - i. Cadets will not be permitted to participate in High Risk calls. Cadets will remain in the emergency vehicle with doors locked.
- d. Fire Calls
 - i. Upon the arrival to a Fire related call the Cadet will proceed to the Incident Commander to render support services as directed.
 - ii. In the event that an Incident commander is not yet established or deemed unnecessary, the Cadet will remain at the Emergency vehicle assisting the Engineer/Driver in support services as directed.
 - iii. The Use of any power saws or cutting equipment is not permitted.
5. Cadets will be afforded the ability to work and train with C.E.R.T. in a support and educational capacity, not to reach beyond the HNFD Cadet Firefighter Program SOG's.
6. All program participants, Advisors, Chief officers, and Administrators shall follow the child labor provisions for Nonagricultural occupations under the Fair Labor Standards Act, NIOSH Youth Worker Safety and Health guidelines, Florida Department of Business and Professional Regulation guidelines as well as the Florida Department of Education policies on Child Labor.

Uniforms:

1. All Cadets and Cadet Lt's will maintain a professional appearance while on duty. Uniform items include the following.
 - a. HNFD Cadet T-shirt
 - b. Navy Blue EMS style pants
 - c. Black boots
 - d. Black belt
 - e. One blue or black ink pen
2. All Cadets will maintain the HNFD grooming standards.

Disciplinary Action:

1. All Cadets and Cadet Lt.'s will adhere to HNFD's SOG's, obey lawful commands by HNFD personnel, and maintain a professional attitude while interacting with citizens of the community. Failure to do so will result in Disciplinary action.
2. Progressive disciplinary action includes:
 - a. Verbal warning
 - b. Written warning
 - c. Suspension
 - d. Termination from the program



Holley Navarre

Cadet firefighter program

I, _____, on this _____ day of _____ in the year of _____,

Have agreed to abide by all rules and regulations as stated in the Holley Navarre Fire District Cadet Firefighter Program's Standard Operating Procedures/Guidelines.

By signing this agreement, you acknowledge that you have read and understand the Holley Navarre Fire District Cadet Firefighter Program's Standard Operating Procedures/Guidelines, and that you agree to be bound by the Terms and conditions as stated within.

Junior firefighter's Name (Printed)

Parent/Guardian Name (Printed)

Junior firefighter's Signature

Parent/Guardian Signature

Date

Date

Notarization: