

**SUBJECT:** CADET CONDUCT

**POLICY:** The Fire Cadet program is both an extension of the fire department and a school program. Cadets must conduct themselves accordingly.

**PURPOSE:** To provide cadets with the program's expectations of their conduct.

**SCOPE:** All Clark County Fire Cadets

**RESONSIBILITY:**

**PROCEDURE:** Cadets shall follow the below listed expectations and all other expectations given by their site coordinator and instructors.

**Come to class prepared.**

Know the material that is presented to you in class (read the material before the lecture).  
Study all pertinent material and complete all study guides and homework assignments.  
Achieve passing scores on all written tests and physical applications. Passing scores are 70% on written tests. Physical applications are scored on a pass/fail or point (minimum 70% to pass) basis.

Classroom: Every Cadet will have on their desk:

- their assigned textbook,
- other issued books that relate to the day's class, and
- a three ring binder organizing Cadet handouts and projects.

Drill ground: Full PPE and SCBA if required by instructor.

Physical Training: Water bottle and wristwatch (with a second-hand or stopwatch).

**Conduct:**

Show proper courtesy and respect to others.

Always give the proper greeting of the day.

**Follow daily instructions**

Show all instructors your undivided attention.

Always go through your chain of command.

Be in class every day. Attendance is crucial for success.

To participate in all class activities and to function as part of your company.

To remain with your company at all times unless otherwise directed by an instructor or officer.

Always show proper respect to the uniform you are wearing; and be aware of the fact that you are in the eye of the public.

**Participate in required program activities and events.**

To obtain assignments for excused absences. You may not make up work for unexcused absences.

To treat all cadets with the utmost courtesy and respect.

Follow all program policies, procedures, and protocols. Failure to do so will result in disciplinary action as defined by the Fire Department, the student's sending school or the Clark County Skills Center. (See Discipline guidelines in Appendix A.)

Act in a professional manner *at all times* while in class or when involved in a class function. Failure to do so will result in disciplinary action as defined by the Fire Department, the student's sending school or the Clark County Skills Center. (See Discipline guidelines in Appendix A.)

A. Cadets shall maintain an appropriate appearance at all times.

1. Hands out of pockets.
2. No gum in mouth.
3. No items will protrude from pockets with the exception of the training rope and a pen.
4. Good personal hygiene is required at all times.
5. Posture - Stand straight.
6. Address all persons while looking them in the eye.
7. Do not lean on objects or slouch.
8. No movements while at attention.
9. When waiting in line, the class will present the appearance of an ordered formation (no unnecessary talking or horseplay.)
10. Cadets will maintain an acceptable noise level while in the station and while on the drill ground.

B. The Fire Cadet Program has a **“zero tolerance”** policy for drugs/alcohol/tobacco. You will be removed immediately from the program for any of the following:

1. No intoxicating liquor, controlled substance or tobacco product of any kind shall be ingested, nor shall the same be in your possession on Department property.
2. You shall not be under the influence of any intoxicating liquor, controlled substance, or tobacco product **at any time** while registered as a student of the Cadet Program.

- C. No profanity, swearing, ethnic slurs and jokes, discriminatory references, or sexual harassment of any kind will be tolerated.
- D. Cadets shall not enter any offices, kitchens, bedrooms, or other area without specific authorization from a Department member. Authorization must be received each time. No long-term authorizations are allowed.
- E. Cadets wishing to contact a Department member will attempt to find a member of the department located at the station the class occurs at.
1. If contacting a Department member, wait at the front counter until escorted to that person's office.
  2. When summoned to an office, come to attention outside of the office door, knock on the doorframe, and announce your presence ("Sir, Ma'am, Cadet Jones reporting as ordered, sir/ma'am".)
  3. When in contact with Department members, wait to be dismissed before leaving. If you don't know whether to leave or not, ask "Sir, Ma'am, Is that all, sir/ma'am?"
- F. Cadets shall address Department personnel by their rank and last name.
- G. When responding positively or negatively, Cadets will respond, "yes sir/ma'am" or "no sir/ma'am."
- H. Greet all Department members and guests the first time you meet them during the day, "Good morning/afternoon/evening sir/ma'am." After this initial greeting, acknowledge them each time you come near (make eye contact, add "sir" or "ma'am"). Be cheerful and friendly.
- I. Never interrupt. If you are waiting to see or talk to a Department member or guest, make sure they see you, then wait at their convenience.
- J. Make way for all senior personnel ("hit the wall" at attention) - clear doorways and hallways, hold doors open, and assist them in any way.
- L. Harassment is not part of this program; however, discipline training, is an important part of the cadet program. The objectives of discipline training are:
1. To confirm that you can handle the stress of the fire and rescue services.
  2. To demonstrate your body can do more than you would expect
  3. To establish your own limits.
- M. The order of the day here in training is "hustle." You are to double time or walk at a fire ground pace anytime you are outside of the building.
- N. Companies shall walk in line between class rooms or drill stations.

- O. The Cadet is a representative of the fire service. He or she shall maintain a professional attitude and demeanor which shall not in any way communicate any personal prejudices or reflect any discredit on the organization they represent, whether in uniform or not.
- P. Every Cadet shall become familiar with and conform to the policy and procedures of this program. Cadets who violate any rules, regulations, or policies of the Department(s) shall be subject to disciplinary action.
- Q. No horseplay is allowed in the station or on the drill ground(s) at any time.
- R. Cadets shall not fraternize with any firefighter, Department employee, instructor, or other adult associated with the Fire Cadet Program.
- S. Cadets shall not accept either directly or indirectly a personal gratuity, fee, loan, reward, or gift of any kind from any person or persons through their position or affiliation with the Cadet Program.
- T. Cadets shall properly report any information given to him/her in good faith that might indicate the need for action by the fire department.
- U. The official business of the fire department is confidential. Cadets shall only discuss or give official information:
1. To persons for whom the information is intended.
  2. As directed by their superior officer.
  3. Under due process of law.