

SUBJECT: DISCIPLINE

POLICY: The public holds the fire service to a standard higher than the average citizen and Cadets are also expected to abide by this standard. It is the policy of the Clark County Fire Cadet Program to insist that high standards of personal conduct be consistently followed by Cadets at all times including but not limited to when in class, on school and/or fire department property, or when representing the Cadet Program. The intent of discipline is to assure observation of the rules and regulations, policies and procedures, and customs of the Cadet Program, the host fire department, and the school in which a student normally attends.

PURPOSE: To provide consistent guidelines for administration of discipline within the Clark County Fire Cadet Program. The system of discipline herein is based on the principle that good discipline is corrective, not punitive.

SCOPE: All Clark County Fire Cadets

RESONSIBILITY: Program Director

The Program Director shall coordinate all disciplinary actions and shall have responsibility for the administration of equitable discipline throughout the program. He/she will see that the rules, regulations and other conditions of participation in the Cadet Program are communicated to all Cadets. The Program Director along with the host agency will have the final say on whether a Cadet shall remain in the program.

Instructors

The Instructors are charged with the responsibility of instructing students, ensuring their safety, making assignments, reviewing and evaluating performance, approving or denying requests, resolving disputes and maintaining proper conduct and discipline among the members under his or her supervision. The Instructor is responsible to:

1. Keep Cadets informed of the rules and regulations of the program, host Department, and any other directives or conditions that they must observe.

2. Take all possible steps, through the application of good management techniques, to prevent situations, which might lead to disciplinary action.
3. Gather and analyze all facts and carefully consider circumstances before taking disciplinary action. All incidents and actions should be recorded and filed by the Instructor.
4. Administer or initiate necessary disciplinary action and when conditions warrant, order the temporary suspension of Cadets, pending further disciplinary action.
5. Recommend more severe disciplinary action to the Program Director.

PROCEDURE: Specific disciplinary actions shall be as follows, listed in order of severity. Violations listed under each level are examples, but should not be considered all-inclusive. It is the right of the Instructor, Lead Instructor and Program Director to determine when an action warrants discipline and at what level.

Level 1

level one violation would include minor offenses such as failure to follow a specific rule or regulation, profanity, minor safety violations, littering, etc. Discipline would include an oral reprimand and an appropriate physical reinforcement such as push-ups, sit-ups, or other job related physical tasks. The Instructor will handle level one violations.

Level 2

A level two violation would include a continual failure to follow a specific rule or regulation, repeated safety violations, student-to-student harassment, or similar actions/activities. Discipline will include having the student develop a written plan (including restitution and consequences), conducting a parent conference (to include instructor, parent, student, and if necessary Program Director), and community service activities. The Program Director shall be notified of any level two discipline.

Level 3

A level three violation would include severe safety violations, severe or continued harassment,

use/possession/sale of tobacco/alcohol/drugs, insubordination, possession of weapons, or failure to follow written plan as outlined in level two, participation in any illegal activity, or any action taken with malicious intent. Discipline will include expulsion from the Cadet Program for the remainder of the school year. Expulsion will occur only after the Program Director has reviewed all facts associated with the violation(s) and discussed the matter with the student, the instructor, the host fire department, and the home school.

Final discipline rulings at all levels are the responsibility and right of the host fire department.