

CADET RULES AND REGULATIONS

The following Cadet Rules and Regulations have been prepared for your information and compliance. They are intended to supplement the Rules and Regulations of the Corpus Christi Fire Department General Manual. These Regulations, where appropriate, are applicable to all cadets, both on and off duty.

I. DUTY HOURS

- A. Regular class hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. All cadets shall be in formation no later than 8:00 a.m., prepared for inspection. Cadets arriving late shall report to the Training Office as soon as they arrive.
- B. Some portions of training may be scheduled during evening and night shifts, and weekends.

II. ABSENCE, TARDINESS AND EMERGENCIES

- A. Absence from class must be authorized by the Training Chief.
 - 1. Authorization for absence may be obtained by calling the Training Offices at least thirty minutes prior to class time and leaving a message which shall include your name, reason for absence, and a number where you can be reached. If a number cannot be left, then the cadet will continue to call until he/she makes contact with a member of the Training Staff. Only the cadet may report himself/herself on or off duty.
 - 2. If prior permission was not given for the absence, the cadet shall report to a Training Officer immediately upon his/her return to the Academy.
 - 3. Cadets failing to obtain permission for any absence will be considered "Absent Without Official Leave" (AWOL). Being AWOL may result in dismissal from the Fire Academy.

- B. All requests for emergency absence while class is in session must be authorized by the Training Chief or his designee.
- C. Due to the importance of all aspects of the training presented in the Academy, absences must be minimized. Excessive absences may constitute grounds for dismissal.
- D. Reasons for any absence or tardiness must be reported in writing immediately upon returning to the Training Academy, and are subject to investigation for authenticity. The cadet shall report to a Training Officer upon return. The proper form(s) will be completed and signed at that time.
- E. **DO NOT RETURN TO CLASS UNTIL YOU HAVE REPORTED BACK TO DUTY PROPERLY. THIS PROCEDURE SHALL BE FOLLOWED REGARDLESS OF THE REASON FOR THE ABSENCE.**

III. SICK LEAVE

- A. Cadets will accumulate and use sick leave as per current collective bargaining agreement.
- B. Sick leave allowance may be used only by a cadet when incapacitated to perform his/her duties due to a bonafide illness or in the event of a bonafide illness in the cadet's immediate family.
 - 1. Definition of bonafide illness: (1) one which may necessitate a visit to a physician, or (2) one in which hospitalization is required.
 - 2. The immediate family for sick leave purposes shall be regarded to include parents, step-parents, spouse, children, brothers, sisters, grandchildren, grandparents, mother-in-law, and father-in-law.
- C. Cadets may use accumulated sick leave for approved absences.
- D. **IF THERE IS NO ACCUMULATED SICK LEAVE, THE LEAVE SHALL BE WITHOUT PAY.**
- E. Any Cadet that is absent more than three (3) consecutive calendar days shall be required to furnish a certificate from a physician certifying the illness of the employee. The Chief may at any time, call for a medical certificate if, in his judgment, deems it appropriate for a just cause.
- F. If you separate employment from the City while at the Training Academy, you will not be paid for any accrued sick leave time.

IV. MILITARY LEAVE:

- A. Military leave is available to C.C.F.D. military personnel.
- B. Although the above leave may be available to you, the use of military leave during your Cadet training period may adversely affect the number of hours required for fire and/or EMS certification, and is strongly discouraged.
- C. If possible, alternative training should be arranged with your Commanding Officer that does not conflict with Cadet training. Verification of current Fire Academy training status may be obtained from CCFD as needed.

V. VACATION LEAVE:

- A. Vacation time is accrued during your time at the Training Academy. However, you will not be able to use this time until you graduate from the Academy and complete the probationary period.
- B. Vacation time is accrued at a rate determined by the collective bargaining agreement.
- C. If you separate employment from the City while at the Training Academy, you will not be paid for any accrued vacation time.

VI. CLASSROOM PROCEDURES

- A. Cadets shall be facing forward and standing at attention at their assigned seat at 0800 and 1300 hours for roll call.
- B. You are expected to be prompt in reporting to roll call, classes, drills, and in carrying out instructions and performing all additional duties as assigned.
- C. Avoid consistently being the last one to assemble for roll call, class or drills.
- D. Notes shall be taken in all classes and shall be legible. All notes, notebooks, and texts are subject to inspection at any time by the Academy Staff.
- E. Strict attention will be paid to all instructors. Instructors will be addressed by their rank if an officer, or Mr., Mrs., etc., if a non-officer or civilian.
- F. Proper posture shall be maintained at all times. Slouching, leaning back in chairs, or placing feet on furniture is not allowed.

- G. Eating, drinking and gum chewing is permitted on breaks, but only in the designated area or outdoors. Smoking and chewing tobacco inside the Training Center is prohibited. Smoking allowed only in designated area. No chewing tobacco residue is permitted anywhere on the Academy grounds.
- H. There are normally ten minute breaks throughout the day between lectures. However, breaks are at the discretion of each individual instructor, and cadets shall remain attentive even though an instructor may lecture beyond the normal break time. Cadets shall not begin closing their books or putting away items in anticipation of a break or the end of class.
- I. Inspection of persons, equipment and notebooks may be held at unannounced times.
- J. Cadets may not use the audio/visual equipment without permission from a training officer.
- K. Cadets shall not use pagers, cellular phones or music devices during class, drill or clinical times. All should be turned OFF. Cadets may secure such devices in their lockers. They may be utilized during the lunch period only.
- L. It is strongly recommended that activities which may distract or interfere with your attentiveness to responsibilities in the academy be minimized or discontinued during your training period.
- M. Drill Field Conduct:
 - 1. Horse play will not be tolerated.
 - 2. Safety will be practiced at all times.
 - 3. Bunkers will be available at all times on duty.
 - 4. Gloves will be worn for all manual work.
 - 5. Equipment will not be abused.
 - 6. Equipment will be checked before beginning drill activity so that any problems can be rectified.
- N. Drill field performance will be constantly evaluated. Poor performance on the drill field may cause a Cadet to be brought in for counseling, and a counseling report filled out.
- O. Strict discipline shall be required in the classroom and drill field at all times.
- P. Sleeping will not be tolerated at anytime during duty hours.

VII. REST PERIODS AND LUNCH BREAKS

- A. Subject to individual instructors, a ten (10) minute break is scheduled between lectures.
- B. Cadets will normally be given one (1) hour for lunch. Cadets may bring a lunch and eat at the Academy or may leave the grounds to eat. Cadets may eat lunch in the designated eating area. No food or drinks are allowed in the classroom. Water with lids may be allowed at times.
- C. Being late from breaks will be considered the same as being late for roll call.

VIII. PARKING

- A. At the Academy, cadets will park only in designated areas assigned by the Training Staff.

IX. RESIDENCE AND PERSONAL CHANGES

- A. Cadets shall report in writing any changes in address, telephone number, marital status, etc., to a Training Captain immediately.
- B. Cadets shall not use another person's address as a permanent address, unless they are actually residing there.

X. BULLETIN BOARD

- A. Notes and orders will be posted on the bulletin board in the Academy. Cadets are responsible for knowing the orders posted on the board, and should check it frequently.
- B. Cadets may not post any notice on the bulletin board without approval from a member of the Training Staff.

XI. TELEPHONE CALLS

- A. All phones are off limits to Cadets unless permission is granted from a

training officer. Permission to use the phone for personal or city business will be given on a case by case basis.

- B. Cadets will not be taken from class for non-emergency calls. A message will be taken from the caller and posted on the bulletin board. Cadets will be called from the class for an emergency call.
- C. Cadets will answer the telephone as follows: Training Division, Cadet (Last Name). Use “Sir” or “Ma'am” as appropriate.

XII. INJURIES

- A. Cadets who suffer an on-duty injury shall report the injury to a Training Instructor or the Training Chief immediately. The Training Instructor will complete the appropriate forms and, if necessary, direct the cadet to the appropriate medical facility for treatment. **ALL INJURIES, NO MATTER HOW MINOR, MUST BE REPORTED IMMEDIATELY!**
- B. On-duty injuries that do not materialize until the cadet is off-duty but require medical attention may be treated at any hospital emergency room. The cadet must inform Emergency Room Personnel that he/she is a City employee and the injury occurred ON-DUTY. Cadets shall make every attempt to contact a member of the Training Staff prior to going to the emergency room.
- C. Cadets injured off-duty shall report the injury in writing as soon as possible to a Training Instructor or the Training Chief. The report will contain the nature and extent of the injury. Cadets should not participate in off-duty activities that are injury prone, because failure to complete the required physical activities may result in dismissal from the Academy. Use proper Fire Department form for reporting injuries.

XIII. CONDUCT:

- A. Due to the nature of this job, you will pay strict attention at all times to safety rules, instructions given, and to the performance of skills.
- B. Cadets shall stand at attention facing forward at their desks prior to the start of the morning and afternoon class sessions and will remain so until they are told to be seated by the instructor or staff member. Upon returning to class after a break, cadets will take their seat.
- C. Do not interfere with, investigate, assist in, or participate in any other manner in any official fire or EMS activity unless assigned to do so by the Academy Staff.

- D. You must notify an Academy Instructor when you are taking prescribed medication.
- E. Cadets are normally allowed to leave the Training Academy building or Drill Field during their lunch hour. Whenever a cadet leaves the training grounds, he/she must act in a professional and courteous manner to the public and be aware of his/her demeanor while eating at public restaurants.
- F. Do not engage in horseplay, pranks, practical jokes or other types of misconduct on duty.
- G. Successful completion of the Academy requires a complete commitment of time, attention and energy, cadets are discouraged from obtaining outside employment or attending other schools during their enrollment in the Fire Academy.
- H. Possession, consumption, or being under the influence of any alcoholic beverage or non-prescribed or illicit drugs while on duty may result in immediate dismissal from the Academy.
- I. Do not participate in gambling of any form anywhere on the Academy premises.
- J. Do not falsify in any manner a test, report, statement or other department document, whether written or verbal.
- K. Notify a Training Instructor or the Training Chief immediately if you are involved in a motor vehicle accident, violate a law or ordinance, or take part in any incident involving law enforcement/judiciary personnel.
- L. Do not tamper with, deface, damage or remove any City property.
- M. Avoid any action that endangers a Cadet or any other person, either through careless or willful violations of instructions or safety rules.
- N. Do not enter any Training Academy offices except for official business as authorized by a staff member.
- O. Exhibit a high degree of initiative in both your personal conduct and assigned academy work.
- P. Do not tamper with a staff member's property or another cadet's property such as protective gear, books, name tags, etc.

XIV. COURTESY

- A. The essence of courtesy is a sincere consideration for the feelings of others. Firefighters are expected to be courteous at all times.
- B. Greet all citizens, instructors, officers and any other person contacted with the appropriate greeting, followed by the person's title and name. Officers will be addressed by their rank. If the name or title is not known, "Sir" or "Ma'am" will suffice.
- C. Do not exhibit belligerence, insolence, contempt, vulgarity or lack of courtesy to any other person.
- D. Maintain an active interest and remain alert and attentive during class. Attention shall be focused on the instructor regardless of any activity in the classroom.
- E. When presenting or answering a question, a Cadet shall raise his or her hand and gain recognition.
- F. Only appropriate study material is allowed in the classroom during class time. No newspapers, magazines, or non-study materials are allowed in the classroom.
- G. Everyone must clean-up after himself/herself. This includes placing trash in proper receptacles.
- H. The Training Center is to be kept neatly maintained at all times. Every tool, cleaning supply, or other equipment has an appropriate storage location and should be returned to that location after use. **IF YOU DO NOT KNOW WHERE IT GOES, ASK SOMEONE.**

XV. DRIVER'S LICENSE POLICY

- A. Cadets must carry their driver's license at all times. Failure to do so may result in punishment up to and including termination.
- B. As City of Corpus Christi employees, cadets will be issued a Driver Authorization Card which must also be carried at all times. Failure to do so may result in punishment up to and including termination.
- C. A lost driver's license must be reported to the Academy staff immediately if on duty. If this situation occurs while off duty, report it to the Staff immediately upon your return to duty.

- D. Any Cadet that has an encounter with law enforcement, (e.g. traffic citation, conduct, or arrest) must be reported immediately.
- E. Cadets who have their driver's license suspended or revoked may be subject to disciplinary action, up to and including dismissal from the Academy.

XVI. ACADEMIC AND PERFORMANCE REQUIREMENTS

- A. Academic standards in the Corpus Christi Fire Department are controlled by State Statute and Departmental Policy. Therefore, a cadet must meet certain minimum requirements in order to become a certified Firefighter/Paramedic.
- B. Study all material presented. Examinations may cover classroom presentations, assigned reading, and handouts, whether specifically covered in class or not. You are advised to make class notes as completely and accurately as possible.
- C. WRITTEN EXAMINATIONS: Cadets must achieve a score of at least seventy (70) percent on all written exams.
 - 1. **Retests** may be given for written exams that a cadet achieves a score of less than seventy (70) percent. The Cadet must achieve a score of seventy (70) percent or better on a retest. The posted grade in grade book will be the original grade.
 - 2. All exam failures will be documented with a counseling session.
 - 3. In situations where a Cadet is required to take a retest, an exam equivalent to the original will be administered.
 - 4. **Failure of an exam retest may result in dismissal from the Academy.**
 - 5. **Failure of any four (4) exams may result in dismissal from the Academy.**
- D. MAP TESTS: Cadets must achieve a score of at least seventy percent (70%) on all map tests.
 - 1. Cadets must pass ten (10) map tests during the academy. Map tests will be given throughout the academy until the cadet has passed ten tests. The average of the cadets map tests will count as an exam grade. Map test failures will reflect upon a Cadet's Monthly

Evaluation Report.

- E. ACADEMY FINAL EXAMS: Cadets must achieve scores of at least seventy (70) percent on all Academy final exams. **Failure of the Academy's Fire or EMS Final Exams may result in dismissal from the Academy.**
- F. STATE and NATIONAL REGISTRY WRITTEN EXAMS:
 - 1. Cadets must pass the Texas Commission on Fire Protection state written exam.
 - 2. Cadets must pass the National Registry EMT and EMT-P written exams, as mandated by the Texas Dept. of Health.
- G. PRACTICAL SKILLS EXAMS: Cadets must achieve minimum scores as indicated on skills exam sheets.
 - 1. National Registry EMS skills exams: Skills testing shall be in accordance with National Registry criteria.
 - 2. State Fire skills exams: No more than two (2) testing attempts will be allowed for any one skill. Failure of a second attempt may result in dismissal from the academy.
- H. Cheating on any test or exam may result in immediate dismissal from the academy.

XVII. UNIFORMS

- A. General:
 - 1. Cadet uniforms shall comply with department policy, unless otherwise directed by the Academy Staff. One Cadet uniform will be provided; any additional uniforms will be purchased at the Cadet's own expense.
 - 2. Uniforms shall be worn complete. If the Cadet does not meet the dress code, he/she may be relieved of duty (without pay) until they are in compliance.
 - 3. Each Cadet is responsible for keeping and maintaining uniforms in a serviceable condition.
 - 4. A Cadet will report to an instructor immediately if any part of the uniform is lost or damaged.

5. Cadets shall not wear a uniform, or any part of it, except during regular duty hours and traveling to and from the Academy.

B. Cadet Uniform

1. The shirt shall be navy blue in color, short sleeve, and have two breast pockets with flaps over the pockets. The shirt shall be clean, pressed and tailored to fit. Shirt pockets shall be buttoned and free from items that produce an obvious bulge or protrusion. The Fire Academy shoulder patch shall be sewn on the outside of the left sleeve, with the top of the shoulder patch one-inch (1") below the yoke and centered laterally. When a shirt is worn tucked into the trousers, the front edge of the shirt and the front right edge of the fly shall be aligned vertically. The "gig line" is to be straight and neat at all times. The right edge of the belt buckle shall be aligned on the "gig" line. Shirts shall be neatly tucked into pants at all times. No jewelry or pins will be worn on the shirt.
2. A t-shirt shall be worn with the cadet uniform. The t-shirt shall be grey with short sleeves. If an Academy t-shirt is provided by the department, it will be worn with the Class "A" uniform.
3. Name tags for the Class A uniform will be provided by the Department and shall be worn centered at the top of the right breast pocket. The lower edge of the name tag shall touch the top of the shirt pocket, without extending over it.
Picture I.D. name tags used for EMS clinical activities shall be worn in a visible location on the shirt pocket, collar, or other location on the upper part of the shirt (not on the belt, etc.)
4. Trousers shall be navy blue in color and shall not present a baggy appearance. They shall be clean and pressed. They shall not be so short as to present a "high water" appearance. The hip pocket shall be buttoned at all times. Western cut trousers with western-type pockets are not acceptable. Pant legs shall not be tucked into boots.
5. Trousers shall be worn with a plain black leather belt with a pull through chrome garrison buckle.
6. **Footwear** may be either black shoes or boots made of leather.
 - (a) Shoes shall have laces, rubber heels, round toe, and no ornamental or decorative stitching.
 - (b) Boots must have flat rubber heels, plain round toe, and no

ornamentation or decorative stitching. Solid black military boots are permissible.

- (c) Leather portions of footwear shall be highly shined, and the entire shoe or boot shall be free from dust and dirt.
- (d) Cadets are advised to exercise caution in selecting footwear, as any shoe or boot not conforming with regulations must be replaced.

- 7. **Socks** worn with the uniform shall be black or navy blue, with no ornamentation, when wearing shoes. Nylon knit socks are acceptable. White socks are allowed if wearing boots and socks will not be seen in a sitting or squatting position.
- 8. The Cadet Class “A” uniform shall only be worn to, from, and during classes and assignments.

C. **Physical Training (PT) Uniform**

- 1. A t-shirt shall be worn at all times during physical training. The shirt shall be solid grey, unless a department-issued academy shirt is provided, in which case this shall be the only approved t-shirt.
- 2. Running shorts shall be 100% cotton or 50/50 poly-cotton, navy blue in color, with approved Fire Dept. logo silk screened in white on left leg. Shorts should have 6" or 8" inseam, and elastic waistband.
- 3. Running shoes should offer good foot and arch support.
- 4. Athletic socks are to be white in color and shall be worn.
- 5. The cadet physical training uniform shall only be worn to, from and during physical training sessions.

D. **Optional Uniform Components**

- 1. **Sweat shirt**: Solid navy blue, made of heavyweight 50/50 poly-cotton with long sleeves and no hood. The approved Fire Department logo will be silk screened on left breast pocket area. The Cadet’s name and rank shall be silk screened on the right breast area. Approved fire department lettering shall be silk screened on the back.
- 2. **Sweat pants** (optional with Physical Training Uniform only): Solid navy blue in color, 50/50 poly-cotton, with the approved Fire

Department logo silk screened in white on the upper left leg.

3. Ball cap: Navy blue ball cap with CCFD silk screened in 1 ½” box letters in white puff paint or white embroidery centered across the front.

XVIII. PERSONAL PROTECTIVE CLOTHING

- A. Firefighting personal protective clothing, or “PPE”, will be issued by the Department to each cadet.
- B. PPE shall consist of: one (1) protective hood; one (1) set of firefighting gloves; one (1) coat; one (1) pair of pants with suspenders; one (1) pair of boots, one (1) helmet, and one (1) SCBA mask.
- C. Once issued, cadets shall make sure that their PPE is complete and ready for use at all times on-duty during both Fire and EMS training. If any problems arise, contact a member of the Training Staff.
- D. Each cadet shall be responsible for the care of his/her assigned PPE.
- E. All PPE shall be stored in a designated area when not in use during the training period.
- F. The Training staff will advise cadets on how to properly label their gear.

XIX. GROOMING STANDARDS

- A. Cadets shall maintain a high state of hygiene.
- B. Fingernails shall be kept trimmed and clean.
- C. Uniforms shall be cleaned and pressed and in a good state of repair.
- D. The wearing of jewelry shall conform to Academy Rules.

1. Excessive and large jewelry is prohibited.
2. Cadets may wear a wristwatch and medic-alert bracelet.
3. Rings may be worn, but, only one on each hand. A wedding set shall be considered one ring.
4. Necklaces worn for religious or medical reasons shall be permitted, provided they do not show when wearing the uniform.
5. Earrings and/or ear studs are prohibited for both male and female cadets.

E. Hairstyles shall conform to Academy Rules.

1. Males:

- (a) Hair shall be neatly trimmed at all times on duty. It shall present an evenly tapered appearance, and the bulk or length will not interfere with the proper wearing of headgear. Hair in back shall not extend below the top of the shirt collar in normal posture, and hair in front shall not extend below the middle of the forehead. Hair shall not be trimmed or combed in such a manner as to cover any part of the ear.
- (b) Moustaches are allowed, but must be neat and closely trimmed, so that both the upper and lower lip is visible. The moustache must not extend more than one-half inch downward below the corner of the mouth, nor more than three-fourths of an inch horizontally from the corner of the mouth. Handlebar moustaches are not allowed.
- (c) Sideburns shall be neatly trimmed and straight and shall not extend past the middle of the ear, nor shall they be wider at the bottom or otherwise conspicuous. Extreme styles such as "Lamb Chops" or "Mutton Chops" are not permitted.
- (d) Natural or "Afro" hairstyles are acceptable, however, the depth of hairstyle may not exceed one inch.

2. Females:

- (a) Hair may touch, but not fall below, the bottom of the shoulders when standing. Pinning the hair up to conform to standards is allowed. Hair will not extend greater than three

(3) inches outward or upward from the head. Bangs may not extend below the eyebrows. In no case shall the bulk or the length of the hair interfere with the proper fitting of headgear.

(b) Females shall not wear ornaments such as ribbons, jeweled pins, etc. However, headbands, plain pins and barrettes in navy blue, black or brown may be worn to keep hair in place.

(c) Makeup that is appropriate may be worn. Eye shadow, eye liner and lipstick shall **not** be applied heavily.

F. If the Cadet does not meet the grooming standards, he/she may be relieved of duty (without pay) until they are in compliance. **TAKE PRIDE IN YOUR PERSONAL APPEARANCE.**

XX. CADET PROCEDURES

Throughout the Academy, cadets will be assigned to a team and each team assigned to a member of the Training staff. Assignments for each team will be posted on the bulletin board and will typically rotate monthly.

A. Cadet Reporting Procedure

1. Due to the number of cadets attending the Academy, and the limited space of our facility, we must limit access to the office areas. Cadets should not enter any office except to conduct official business.
2. Cadets encountering a situation needing the attention of a staff member should first utilize their team leader whenever possible. This is the proper chain-of-command procedure for the academy.
3. Any Cadet entering the Instructor Office area should:
 - (a) Knock clearly.
 - (b) Wait until granted permission to enter.
 - (c) Remain standing unless directed otherwise.

B. Clean-Up Procedures

1. It will be the responsibility of the Cadet class to keep the training facility, the training grounds, and the training vehicles clean and

properly maintained. In order to accomplish these objectives with a maximum degree of efficiency, each team will be assigned responsibility for one of several clean-up assignments.

2. The clean-up assignments shall typically rotate monthly between the teams. Each team will be given the opportunity to learn what is required in the different phases of their responsibilities. The team leader will supervise assigned clean-up areas.

XXI. PERFORMANCE EVALUATIONS

- A. Cadets will receive a monthly performance evaluation (Appendix I). These evaluations will contain positive characteristics as well as deficiencies.
- B. Cadets will be counseled as required during the course of the Academy.

XXII. DISCIPLINE PROCESS

- A. Discipline must be maintained throughout the Corpus Christi Fire Department. Nowhere is this more critical than during your assignment to the Academy.
- B. No cadet will act in any manner that is inconsiderate of public safety or service. Neither shall a Cadet cause discredit or embarrassment to be brought upon him or herself, or the Department.
- C. Cadet performance and behavior will be continually monitored and evaluated.
- D. Inadequate performance will result in an individual cadet counseling session. The counseling session will take place as soon as practical after discovery of the problem.
- E. Major infractions of these Rules and Regulations (pg. 19) will be handled by the Training Chief and require a written counseling report (Appendix II). The cadet will be counseled by the Training Chief in the presence of one Training Captain.
- F. The counseling session and written report will identify the specific problem, state the correction needed, state when the correction is to be completed, and allow for Cadet comments to be recorded. The counseling report also contains the date and signatures of all participants.

- G. While counseling sessions are serious and may indeed result in termination, their primary purpose is to identify the problem and allow the Cadet an opportunity to make the required corrections.
- H. Minor infractions will be handled by the Training Staff member witnessing the infraction and require a Minor Infraction Record (Appendix III). Disciplinary action may include, but is not limited to the following: assignment of extra duty, physical exercise, and/or written assignments. Repeated minor infractions will be handled as a major infraction and may result in termination.

XXIII. DISMISSAL FROM THE FIRE ACADEMY

- A. Cadets may resign voluntarily from the Fire Academy by submitting a letter of resignation. The letter shall include reasons for resignation.
- B. A cadet may be involuntarily dismissed from the Fire Academy for, but not limited to, the following reasons.
 - 1. Failure to maintain a grade average of seventy (70) percent or above.
 - 2. Questionable integrity or honesty, i.e., cheating on any examination, or lying to instructors or any member of the Academy Staff.
 - 3. Any act or omission violating any City, State, Federal Laws, or Traffic violations.
 - 4. Any other facts, actions or conditions that, in the opinion of the Academy Staff, would prevent the cadet from completing the required training.
- C. Involuntary Termination Procedures
 - 1. The Training Chief will inform the cadet that he/she is being recommended for dismissal from the Fire Academy, and the reasons for the recommendation.
 - 2. The written recommendation will not only contain the specific reasons for recommendation for dismissal, but also a complete summary of the cadet's performance in the Fire Academy.
 - 3. If the Fire Chief concurs with the recommendation for dismissal, he will prepare and sign a letter of termination of employment.

4. The cadet will be formally notified of his/her termination of employment by the Fire Chief. The cadet will be given the original letter of termination. A copy will remain in the cadet's personnel file.
5. The Training Chief will instruct the cadet to return all issued uniforms, supplies and equipment to a member of the training staff. After they are returned, the cadet will be given a clearance slip, which he/she must take to the Payroll Clerk at Fire Headquarters to have his/her final paycheck processed.

XXIV. POST GRADUATION

- A. Graduates from the Academy will continue to be evaluated on a monthly basis by station officers until completion of probation. The Monthly Probationary Evaluation Report (see Appendix I) will be used.
- B. Upon graduation, personnel will be issued the Probationary Firefighter Basic Skills Binder. Contained in this binder are a number of firefighter skills that must be performed satisfactorily under the supervision of a station officer. All skills in the binder must be completed prior to the end of the probationary period. The binders will be delivered to the Training Division by the employee.

CADET COUNSELING

The following is a guideline for cadet counseling. Major Infractions will require an immediate counseling letter. Minor infractions which are repeated will be handled as a Major Infraction. The following list is simply a guideline and is by no means all inclusive.

I. Major Infractions

1. **General:**
 - a. AWOL (includes not calling in if anticipating being tardy).
 - b. Disrespect for instructors.
 - c. Failing to obey an order.

- d. Failure to follow instructions.
 - e. Bad attitude.
 - f. Failure to participate as a team member.
 - g. Failure to have PPE available at all times.
2. **Failure to Report Lost or Damaged Equipment/Clothing:**
- a. Personal Protective Equipment (PPE)
 - b. Damage to vehicle or apparatus equipment.
3. **Classroom Performance:**
- a. Failure of an Exam.
 - b. Poor Academic Performance.
 - c. Sleeping during class.
4. **Drivers License:**
- a. Failure to renew license promptly.
 - b. Failure to report a moving violation.
 - c. Failure to have Drivers License or Drivers Authorization Card in possession.
5. **Drill Field Performance:**
- a. Safety violation in any drill field activity.
 - b. Failure to have PPE available.

II. Minor Infractions

1. **General**
- a. Late to work or assignment.
 - b. Failure to maintain professional standards.
 - c. Cadet locker unsecured.
 - d. Not following the chain-of-command
2. **Lost or Damaged equipment/clothing**
- a. Small article (hood, gloves, t-shirt, books, name tag, uniform).
3. **Classroom Performance**

- a. Fail quiz.
 - b. Fail map test. Three (3) map test failures will result in Major Infraction.
 - c. Improper posture.
 - d. Slacking during EMS clinicals.
4. **Physical Training Performance**
- a. Slacking during PT.
 - b. Not having proper uniform.
5. **Personal**
- a. Failure to be clean shaven for duty.
 - b. Failure to have uniform complete and clean.

Again, this list is not all-inclusive. Training Instructors may, at their discretion, issue infractions for other instances of misconduct.

**CORPUS CHRISTI FIRE DEPARTMENT
TRAINING ACADEMY**

TELEPHONE DIRECTORY

TRAINING CHIEF NUMBERS

Assistant Chief M. R. Trevino.....

OFFICE

826-3905

CELL

877-3910

PAGER

878-8385

| <u>TRAINING NUMBERS</u> | <u>OFFICE</u> | <u>CELL</u> | <u>PAGER</u> |
|--------------------------------|----------------------|--------------------|---------------------|
| Captain D. Matthijetz..... | 826-8425 | 877-3940 | ----- |
| Captain M. Tressider..... | 826-8428 | 537-2396 | ----- |
| FFII C. Grote..... | 826-8426 | 877-3948 | ----- |
| FFII R. Lopez..... | 826-8427 | 215-8496 | ----- |

BATTALION CHIEF ON DUTY (Battailion 1).....*887-1651*

*Use this number only after all attempts to contact Training Staff have been unsuccessful.