



**Department Operating Guidelines**  
*Best Practices, Response Guidelines, Rules & Regulations*

## Cadet Program

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|---------------|------------------------------|--|
| <b>SOG #:</b> | <b>Effective:</b> 05/22/2017 | <b>Type:</b><br><i>Rules &amp; Regulations</i> |
|---------------|------------------------------|--|

### *Purpose*

To provide guidance of this DOG shall be to establish and detail the Newburgh Fire Department High School Cadet Program.

### *Guidance*

#### Chapter 1- Coordinator

- A. The Cadet Program Coordinator position is assigned by the Fire Chief and will consist of one Senior Firefighter usually within the Department Officer Ranks. If the assigned coordinator decides too he may have an assistant to be made of anyone within the ranks of Newburgh Firefighter.
- B. The coordinator and any assistants are responsible for all aspects of the Cadet Program. They will be responsible for the training and development of all cadets who are in the program and responsible at any time where cadets are on station or at Fire Department functions.

#### Chapter 2- Eligibility

- A. Any minor ages 14-18 who have successfully completed there 8<sup>th</sup> grade year and are either enrolled in High School or already attending High school are eligible to participate. Anyone who meets the age requirement and is enrolled in a home schooling program are also eligible.
- B. To be eligible to participate the prospective cadet must live in the Newburgh Community and (or) be attending school in the Castle High School District.



### Chapter 3- Information and Waiver

- A. The purpose of this Cadet Program is to familiarize young people with emergency services; to present emergency services as a career path; to train interested individuals in life-saving procedures; and to promote the growth and development of the fire department by encouraging young people to dedicate time and energy to their community.
- B. The Waiver (parental Consent Form) shall be found in the Appendix of this DOG.

### Chapter 4- Participation (Training, Public Relations & Emergency Responses)

- A. Cadet Training will take place on Monday Evenings at 1830 hours unless otherwise notified. During the School year any Monday in which School is not in session whether it be due to a scheduled Holiday or a weather cancellation there will be no Cadet Training. During the summer time there will be continued trainings on any Monday that is not a Holiday. Fire Department regular trainings take place on Wednesday evenings at 1900 hours and Cadets are encouraged to attend and get to know the Firefighter Ranks of our Department. This excludes meetings of the association which are held the second Wednesday of every month.
- B. Cadets are encouraged to participate in Public Relations Events when they are able to. If the Cadet wishes to participate they must get approval from the Cadet Coordinator and also must be approved by the Public Relations Officer or a Department Chief Officer. When participating in a department Public Relations Event the Cadet will be issued a Grey Polo shirt to be worn for the duration of the event and turned in at the conclusion of said event.
- C. Cadets are to report to the "Station Only" for emergency responses. If licensed, cadets are to obey all rules of the road. Cadets are not permitted to display any emergency lights within their vehicle and if are caught with them will be subject to immediate disciplinary actions and possible termination from the program. Cadets will not be permitted at any time to get on any apparatus for an emergency response in which lights and sirens will be operating. The only exception to this rule would be if the Cadet were participating in an offsite training in which he/she were assigned to a truck or any time they are participating in a public relations event. In the event they are at one of these and an incident comes out they are to remain in the truck buckled in seat unless otherwise directed by only the officer of the truck, a chief officer or the Cadet Coordinators. A cadet is never to be left unattended at the firehouse without a senior member present. In the event they respond to the station for a call the cadet is to



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ensure all doors are closed and remain closed until personnel arrive back on station. A cadet is not to open the door for anyone while standing by on station alone. If someone needs to get in they will use their key or wait until appropriate personnel return. Cadets at times may be permitted to participate in certain fireground activities. These activities include :

- a. Assist with Firefighter Rehab
  - b. Assist at the command post
  - c. Obtain equipment for Fire and EMS personnel
  - d. Assist with Rehabbing Apparatus
- D. Curfew- During the school year the Cadets will abide by a 9:00 PM curfew for being on station. There may be exceptions in only extreme circumstances. During the summertime and Non School Evenings the curfew will be extended to 11:00 PM. Cadets will not be permitted at any time to stay overnight at the Firehouse. Cadets will also not be permitted to bring any guests with the exception to family members to the station to hang out (remember cadets are only allowed on station with a ranking member of the department- ranking means Firefighter and above).

### Chapter 5- Expectations

- A. Equipment – All cadets will be issued a complete set of turnout gear including boots, pants jacket gloves and helmet. Cadets are expected to care for and maintain your equipment. You will be shown how too by your Cadet Coordinator. Cadets are not to be issued a mask but when need one will be issued it for the duration of drill only.
- B. Schooling –**School is #1 Priority** Cadets to remain eligible in the cadet program must maintain good standings in school always putting their studies first. Cadets must maintain a Grade Point Average of 2.0 or better and submit their report cards upon receiving to the Cadet Coordinator. If at any time the Cadets GPA drops below 2.0 they will be suspended from the Cadet program until their next report card and GPA has been raised to required average of 2.0. At no time will fire department take president over school. At no time will Cadets be permitted to leave school for any fire department function or be able to where pagers when applicable to school. When a pager is issued if it is it will remain in Cadets vehicle or at home.
- C. Uniforms – The Cadet will be given a Grey polo when needed for events the Fire Department will participate in such as PR events or special details. The cadet shall wear this polo with Khaki Shorts (Memorial Day thru Labor Day) and Khaki Pants the rest of



the times of the year and will turn back in at the conclusion of the events. T-Shirts may also be purchased for \$15.00. These shirts may be worn for training or any other time out. When a cadet as well as any other member of the Newburgh Fire Department are wearing this shirt always remember you are representing The Newburgh Fire Department and must act accordingly.

## Chapter 6- General Conduct

- A. School Code of Conduct policies are in place at the Fire Department as well as Newburgh Fire Department Policies Procedures and Guidelines.
- B. Cadets are to be neat clean and generally well groomed when at the Fire Department and Fire Department Events.
- C. Cadets will be expected to do their part to keep the station cleaned and equipment as well. These duties will include washing trucks when needed, collecting of trash, and placing on curb for pickup and any other tasks they may be asked to perform.
- D. Cadets should refrain from conducting themselves in any manner, or be party to any act that would create any bad image to themselves or the Newburgh Fire Department.
- E. Cadets shall not at any time have in their possession alcohol, drugs or tobacco products and if caught with will be immediately terminated from the cadet program.
- F. If at any time a cadet is permitted to go on a call anything that he sees on said call must not be gossiped about. Privacy laws are in effect and could be punished by dismissal.

## Chapter 6- Final Overview

- A. The cadet program is designed with one goal in my mind. To introduce youth into the exciting and rewarding world of public safety .We hope too teach you many skills and look forward to seeing you grow in our program and hopefully one day become full firefighting members of our Organization.
- B. HAVE FUN and BE SAFE!

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Cadet

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Date



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## Appendix

All Forms and Releases for the Newburgh Volunteer Fire Department Cadet Program

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**Cadet Firefighter Parental Consent Form**

Cadet Coordinators

Captain Mark Sellers/ Firefighter Zeke Fleming

\_\_\_\_\_ has my permission to be an active participant in the Newburgh Fire Department Cadet Firefighter program. In being a participant in the program I understand that Cadets will be traveling to offsite locations for events such as training and if they choose to do so Public Relation Events. I understand that at times said events may exceed the regular posted curfew cadets are required to abide by. Said curfews are as follows: 0700-2100hrs on school nights and 0700-2300hrs on weekends and non- school nights. I also understand that in the event of any injury while on fire department activities and time on station the Newburgh Volunteer Fire Department, Newburgh Volunteer Firefighters Assn Inc., or the Town of Newburgh cannot be held liable for any injuries that may occur.

It is also to my understanding by entering into this program my son/daughter chooses to be a representative of Newburgh Volunteer Fire Department. By doing so they agree to maintain a minimum GPA of 2.5. We also understand that as a representative of the Newburgh Volunteer Fire Department they will do nothing to bring any discredit to the department. While in attendance at Department Functions they will act maturely and professionally.

As a Cadet Firefighter they may respond to the station for credit during emergency incidents. During those responses no special permissions will be granted to a cadet firefighter (ex: NO BLUE LIGHT USE OR DISPLAY). All traffic laws must be obeyed while enroute to the station.

I understand that failure to abide by the rules and regulations set forth in this permission form could result in disciplinary actions to my son/daughter including but not being limited to suspension or expulsion form the Newburgh Volunteer Fire Department Cadet Program.

\_\_\_\_\_  
Coordinator/Chief Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cadet

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



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**General Information Sheet**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Emergency Contact Information**

Contact # 1 Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact # 2 Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Medical Information**

Physician Name: \_\_\_\_\_

Physician #: \_\_\_\_\_

Medications: \_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

Pre Existing Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_