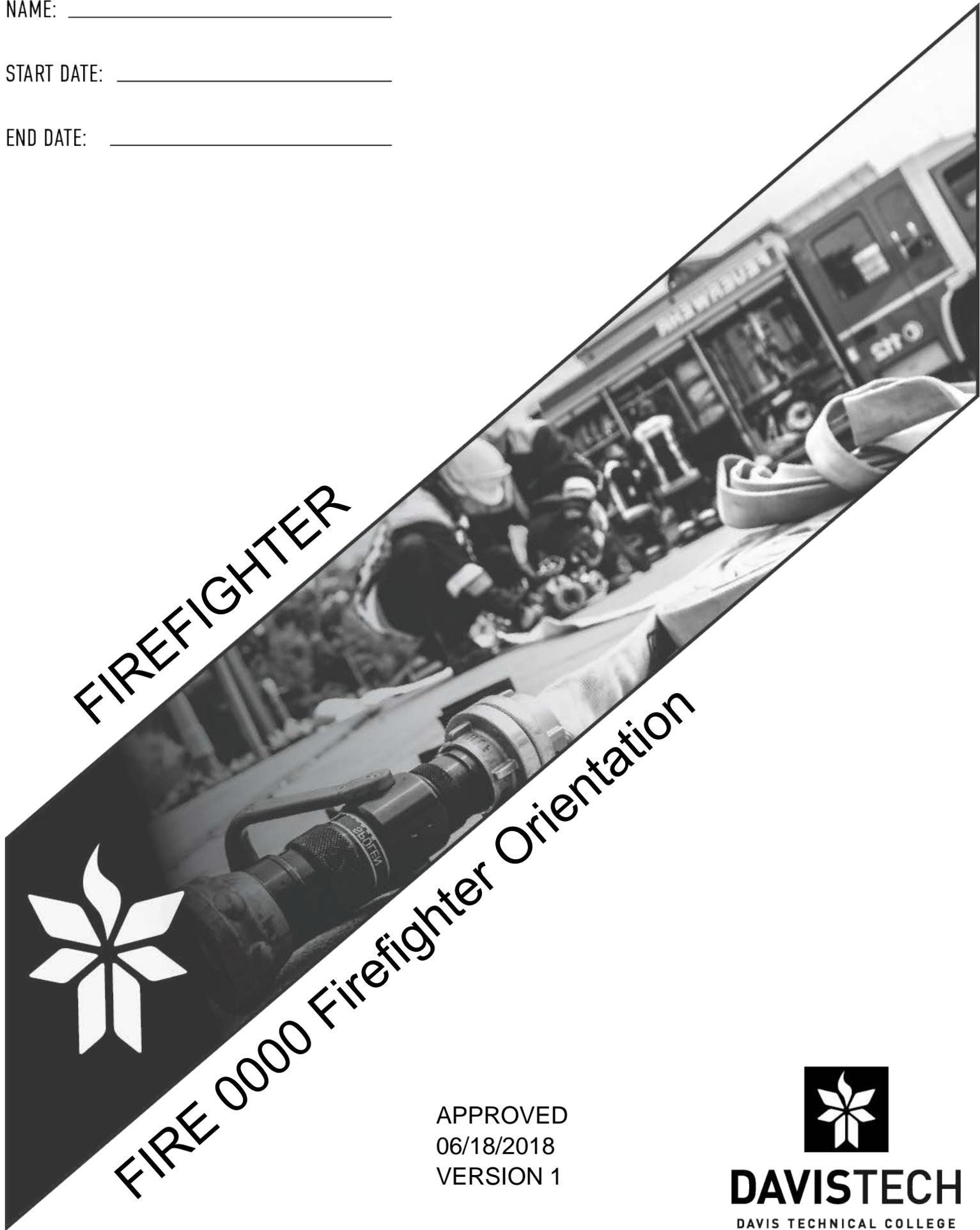


NAME: _____

START DATE: _____

END DATE: _____



FIREFIGHTER

FIRE 0000 Firefighter Orientation

APPROVED
06/18/2018
VERSION 1



DAVISTECH
DAVIS TECHNICAL COLLEGE



RECRUIT CANDIDATE ACADEMY



FIRE 0000 Firefighter Program Orientation

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Introduction

Welcome to the Firefighter program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu), or in Student Services.

Mission Statement

The mission of the Davis Tech Firefighter program is to train students in all of the UFRA certification standards giving them the knowledge and skills necessary to successfully, safely, and competently fulfill their duties in the fire service.

Program Description

The Firefighter program is accredited by the Utah Fire and Rescue Academy (UFRA) and courses are designed to meet the National Fire Protection Association (NFPA) professional qualifications requirements for certification. This program provides training focused on developing individual competencies such as beginning and advanced firefighting and hazardous materials handling in a team-based learning environment. Students develop skills that are fundamental to firefighting in preparation for entering the fire service. Certification testing is administered upon completion.

Program Objectives

Students who complete the program will demonstrate the knowledge and skills required to certify in Firefighter I, Firefighter II, Hazardous Materials Awareness, and Hazardous Materials Basic Operations. Students may also elect to certify in Wildland Firefighter I and II. Students will demonstrate the elements of teamwork, cooperation, ethics, and discipline that are expected of a professional firefighter, and they will possess problem-solving skills appropriate for emergency and non-emergency situations, as well as the following skills:

- Recognize and mitigate safety hazards and conditions that could cause injury
- Describe the basic chemistry of firefighting
- Deploy and operate off ladders and aerial devices
- Describe the different types of fire suppression systems
- Perform vehicle extrication with removal of patients
- Demonstrate the proper approach and practice for various types of structural fires
- Demonstrate the ability to operate hand and power tools used for forcible entry and rescue



General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

Advisement

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. These meetings are used for you and the coordinator to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System.
- Review performance and attendance.
- Define and clarify training and career goals.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior and communication.
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success.

Scheduling

Courses in this program have a defined-start/defined-end schedule. Students in this program begin and end courses on designated start/end dates.

Campus Technology



Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here: <http://www.davistech.edu/student-policies>.

Students with Disabilities

If you have a disability that may require some accommodation by the instructor, contact Student Services to document the disability through a Davis Tech Counselor.

Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.



Academy Coordinator/Instructors

Program Coordinator

The Program Coordinator is responsible for RCA course coordination, including instructor scheduling, course development and scheduling of training props and equipment (Check schedule for location).

Lead Instructor

The Lead Instructor is responsible for the majority of Academy instruction and continuity of instruction. In addition, the Lead Instructor counsels and advises Candidates and serves as a full-time or adjunct faculty member of UVU.

Instructors

All instructors report directly to the Lead Instructor. Instructors meet/exceed the qualification and credential requirements of the Utah Fire and Rescue Academy and Davis Tech. Instructors have years of practical experience in their respective field. All instructors are presently employed by Fire Departments throughout Utah.

Academy Officers

Class Officer (CO)

The Lead Instructor appoints a CO within the first week of the Academy. The CO position will be assigned for the duration of the class unless replaced by the Lead Instructor. In addition, the CO will be assigned to a company and report to the Company Captain.

Duties of the Class Officer:

- Call Candidates to attention each morning at roll call/inspection.
- Assist Lead Instructor and instructors as needed.
- Assign or delegate specific responsibilities to captains and/or companies.
- Start roll call/inspection in Lead Instructor's absence.
- Maintain a record of materials used during each class period.
- Report materials used to Program Coordinator and Logistics.
- Ensure that all candidates adhere to the policies and procedures of the RCA.
- Other duties as assigned by the Lead Instructor and/or instructors.

Company Captain

The Company Captain position will rotate at the beginning of each week unless replaced by the Lead Instructor.

Duties of the Company Captain:

- Account for all company personnel.
- Conduct personnel inspections.
- Recall Candidates to class one minute prior to end of break.
- Call roll of assigned company before the start of class and after lunch. Report any absences to the CO.



- Direct the company to fulfill assignments assigned by the Lead Instructor, instructors and/or CO.
- Inspect and ensure that equipment assigned to the company is properly maintained.
- Ensure that all crew members adhere to the policies and procedures of the RCA.
- Other duties as assigned by the Lead Instructor and/or instructors.

Candidate-Instructor Relationship

Many of you have learned different ways of performing various tasks. From this day on, there is only one way of doing things and this is the way you will be taught. Don't ever tell one of your instructors you did something else a particular way with your old department. You came to learn from us, not the other way around.

Warm and friendly relationships with your instructors should not be expected in the Academy. Your Instructor's primary purpose is to prepare you for a job in the fire service. Through discipline, hard work and teamwork you'll be prepared to face the rigorous entry-level requirements of a position in the fire service. Instructors will be addressed respectfully at all times (sir, yes sir, no sir, thank you sir) or by their last name preceded by their rank (Captain Steadman, Engineer Milne, Firefighter Bluth).

Candidate Evaluations and Performance

All aspects of recruit performance are monitored and evaluated on a continual basis throughout the RCA. To facilitate a fair and consistent evaluation by the RCA instructors, recruit general performance and behavior has been divided into six (6) broad categories of Written Tests, Drill Ground/Skills, Attitude, Physical Fitness, Equipment Maintenance and Personal Appearance. Formal evaluations will be done every other week with the recruit being rated as either: Exceeds Standard, Meets Standard, or Does Not Meet Standard.

General Performance Evaluation Guidelines

Written Tests

Exceeds Standard:

- Candidate scores at or above 95% on any/all academic testing.

Meets Standard:

- Candidate maintains an 80% or above on all academic testing.
- Candidate is attentive and participates in classroom sessions.
- Candidate is on time for roll call and all classroom sessions.

Does Not Meet Standard:

- Candidate fails to maintain an 80% in any of the areas of academic testing.
- Candidate is inattentive and does not participate in classroom sessions.
- Candidate is tardy for roll call and/or classroom sessions.
- Candidate is disruptive, unruly and/or argumentative in class.

Drill ground Activities

Exceeds Standard:



Davis Technical College

- Candidate significantly excels in all areas of drill ground performance on a consistent basis.

Meets Standard:

- Candidate performs all drill ground activities in a safe, timely and appropriate manner.
- Candidate demonstrates use of tools, equipment and apparatus with control and confidence.
- Candidate demonstrates the basic knowledge and operation of a variety of tools, equipment and apparatus.
- Candidate is consistent in the performance of all drill ground activities.

Does Not Meet Standard:

- Candidate consistently performs one or more drill ground activities in an unsafe, slow and/or inappropriate manner.
- Candidate is unable to use tools, equipment and apparatus with control and confidence.
- Candidate is unable to demonstrate the basic knowledge and operation of a variety of tools, equipment and apparatus.
- Candidate is inconsistent in the performance of any/all drill ground activities.

Attitude

Exceeds Standard:

- Candidate consistently demonstrates behaviors well “above and beyond” those outlined in the RCA Performance Expectations and the RCA Policy and Procedures.

Meets Standard:

- Candidate consistently demonstrates behaviors outlined in the RCA Performance Expectations and the RCA Policy and Procedures.

Does Not Meet Standard:

- Candidate demonstrates inappropriate behaviors in one or more areas outlined in the RCA Performance Expectations and the RCA Policy and Procedures.

Physical Fitness

Exceeds Standard:

- Candidate maintains and performs at a level of physical fitness well above that prescribed by the RCA Instructors.

Meets Standard:

- Candidate maintains and performs at a level of physical fitness as prescribed by the RCA Instructors.
- Candidate performs all components of the prescribed workout(s) in the appropriate manner as demonstrated by the RCA Instructors.
- Candidate performs prescribed workouts with the correct number of sets, repetitions, and/or time limits.
- Candidate demonstrates the endurance, strength, and physical ability necessary to perform all drill ground/ firefighting activities.



Does Not Meet Standard:

- Candidate is not maintaining the level of fitness as prescribed by the RCA Instructors as evidenced by:
- Not performing all components of the prescribed workout in the appropriate, demonstrated manner, and/ or by:
- Not completing the required number of sets, repetitions, and/or time limits.
- Candidate is unable to complete the required drill ground/ firefighting activities due to lack of endurance, strength, and/or physical ability.

Equipment Maintenance

Exceeds Standard:

- Candidate significantly excels in all areas of PPE, equipment, apparatus and station maintenance on a consistent basis.

Meets Standard:

- Candidate maintains all issued PPE in a ready and functional condition.
- Candidate maintains all PPE clean and stored properly.
- Candidate maintains all personally assigned tools and equipment in a ready condition and/or as outlined by the RCA instructors.
- Candidate reports any malfunction or problem with PPE and assigned tools, equipment and apparatus immediately to the RCA Instructors.
- Candidate maintains apparatus and associated hose/ equipment/tools in a clean, ready, and functional condition.
- Candidate participates in routine “housework” and keeps the classroom, drill ground, and work areas clean, neat, and well organized.

Does Not Meet Standard:

- Candidate fails to maintain any/all PPE in a ready and functional condition.
- Candidate fails to maintain all PPE clean and stored properly.
- Candidate fails to maintain all personally assigned tools and equipment in a ready condition and/or as outlined by the RCA instructors.
- Candidate fails to report malfunctions or problems with PPE and assigned tools, equipment and apparatus immediately to the RCA Instructors.
- Candidate fails to maintain apparatus and associated hose/ equipment/tools in a clean, ready, and functional condition.
- Candidate does not participate in routine “housework” and fails to keep the classroom, drill ground, and work areas clean, neat, and well organized.

Personal Appearance

Exceeds Standard:

- Candidate consistently maintains a level of personal appearance well “above and beyond” that required.



Meets Standard:

- Candidate consistently maintains a level of personal appearance as outlined in the RCA Policy and Procedures.
- Candidate presents a professional, clean and neat appearance.
- Candidate adheres to acceptable hygiene standards.
- Candidate is on time to and passes all uniform inspections and response ready inspections.

Does Not Meet Standard:

- Candidate fails to maintain personal appearance as outlined in the RCA Policy and Procedures.
- Candidate does not present a professional, clean and neat appearance.
- Candidate does not adhere to acceptable hygiene standards.
- Candidate is tardy to and/ or fails any/ all uniform inspections and response ready inspections.

Performance Expectations

Work Ethic/Initiative/Motivation

- Is reliable in following safety practices in all situations.
- Actively seeks academic and technical knowledge for self-improvement.
- Accomplishes tasks or goals without being ordered, coerced, or motivated by others.

Teamwork/Integrity

- Effectively works with others in order to accomplish tasks or solve problems.
- Offers help to crew members when appropriate.
- Consistently demonstrates safety practices for self and others.
- Keeps commitments.
- Is sincere and honest when dealing with others.
- Respects the personal property of others.
- Portrays a professional image in speech, action and appearance.

Judgment/Problem Solving

- Approaches problems in a safe, logical and well thought out fashion.
- Seeks proactive solutions to problems.
- Makes reasonable and safe decisions when attempting to accomplish a task or solve a problem.
- Obeys the policies and procedures of the RCA and Davis Tech.

Physical Fitness

- Maintains a level of personal physical fitness and abilities appropriate for firefighting and drill ground activities.
- Actively participates in physical fitness training with a positive and aggressive attitude toward improvement.



Communication/Adaptability/Stress Management

- Utilizes the “Chain of Command”.
- Uses appropriate tone of voice.
- Articulates in a clear, logical and understandable manner.
- Demonstrates appropriate non-verbal communication techniques.
- Adapts behavior in order to deal with changing situations in a safe manner.
- Adapts behavior in order to accomplish individual and/or organizational goals.
- Remains calm in stressful situations.
- Recognizes symptoms of stress in self and seeks to deal with stress appropriately.

Interpersonal Skills

- Accomplishes tasks or goals with a “safety first” attitude.
- Displays confidence and personal discipline.
- Is courteous and respectful.
- Demonstrates desire for personal and professional development.
- Takes on additional tasks or duties.
- Relates to a wide variety of individuals in a positive and effective manner.
- Handles interpersonal conflicts effectively and calmly.
- Is persuasive and makes a positive impression.

Personnel Notice Policy

The Academy uses a "Three strikes and you're out" personnel notice policy. Failure to meet the above standard results in a personnel notice. The following breaks down the personnel notice policy.

#1 and #2: "Notice to Improve"

When substandard performance is noticed, instructors may give a verbal and/or written notice to improve. In any case, all notices are documented. No further action is taken unless performance fails to improve. If performance does not improve following a verbal and/or written notice, an additional written notice to improve will be issued. All notices require both the Instructor/Lead Instructor and Candidates signatures.

Conduct

Your personal conduct during the Academy will virtually make or break you. The following areas highlight specific areas that you will either be graded in or could lead to your dismissal.

Academy Honor Code and Academic Integrity

No academic dishonesty will be tolerated in this course. Academic dishonesty includes, but is not limited to cheating and plagiarism as defined in the Davis Tech Student Code of Conduct.

You are entrusted to obey all laws and the "Academy Code of Ethics." The code of ethics consists of an "honor code" that is widely accepted in the fire protection community as well as the civilian community. Any Candidate that has committed any one of the below listed violations of the honor code may be subject to immediate expulsion from the Academy program:



1. Altering answers or scores on tests.
2. Altering scores on another Candidate's test or aiding a Candidate to cheat.
3. Turning in assigned paperwork produced or written by someone other than the Candidate.
4. Cheating or copying from another during testing.
5. Using unauthorized aids during testing.
6. Falsifying or altering any records or any Academy document or log.
7. Signing off work that, in fact, has not been completed.
8. Engaging in any conduct involving moral turpitude or violating the code of ethics.
9. Any conduct that would bring discredit to the RCA, Utah Fire and Rescue Academy or Davis Tech.
10. Knowingly giving false information to any member of the Academy staff.
11. Violation of any local, state or federal law, excluding minor traffic offenses.
12. Fighting with or assaulting another.

Candidates that commit any of the above listed violations or witness a violation by another Candidate are required to report the incident to a member of the RCA or Academy staff immediately (within the next class day).

General Rules of Conduct

Chain of Command

- Candidates will use the "Chain of Command" at all times. The "Chain of Command" also represents the "Line of Communication" except in any issue involving discrimination or harassment. With regard to issues of discrimination or harassment a candidate can bypass the chain of command and go directly to the program coordinator, program director, or Davis Tech counselor.
- "Chain of Command" means any matter, which needs the attention of, or action by the RCA Instructors will be brought to the reporting person's most immediate supervisor.
- Any issues or concerns that affect candidate performance shall immediately be brought to the RCA Instructors through the appropriate channels.
- Any appeal by a candidate with regards to their standing in the class will follow the chain of command. The appeal process will be as follows attempting to alleviate at the lowest possible level:
 1. Adjunct Instructor
 2. Lead Instructor
 3. Program Coordinator
 4. Program Director (final say)

Respect

- Respect shall be shown to all RCA and academy staff at all times.
- Respect shall be shown to all guests and classmates at all times.
- Disrespect or abusive language toward any individual or group will not be tolerated and shall be considered insubordination.



- All instructors and academy staff shall be addressed in a courteous, professional manner, either by rank and last name or by Sir or Ma'am.
- Candidates must knock (regardless if the door is opened or closed) and be acknowledged prior to entering into any instructor or administrators office.

Teamwork/Effort

- The candidate's best effort is expected at all times and in all situations.
- Candidates shall work well in a team and function in all positions.
- Any action which hinders or disrupts team drills or classroom activities will not be tolerated and shall be considered insubordination.
- When appropriate, candidates are expected to offer help to team members.
- Candidates are to "double time" while on the drill ground. Walking is only permitted when specified by the Instructors.

Insubordination

- Disobedience of any orders issued by an instructor will not be tolerated.
- Arguing with the Instructors will not be tolerated.
- Unruliness and/or distracting behavior will not be tolerated.

Substance Abuse

- Alcoholic beverages or illegal drugs are not permitted at the RCA. Violation will result in immediate dismissal.
- Any use of prescription or over the counter medications which may affect the candidate's performance must be brought to the attention of the RCA Instructors.
- Tobacco, in any of its forms, shall not be used in any place where instruction or on-duty activities or drills are being conducted. Tobacco may only be used during breaks and in designated locations. Waste from tobacco products shall be disposed of in the appropriate container

Miscellaneous

- Candidates will maintain a dignified appearance at all times (in or out of the classroom).
- While in the classroom, candidates will stand when visiting dignitaries or academy staff enter the room.
- Candidates will stand at "parade rest" while watching demonstrations or Evaluations unless otherwise instructed.
- No food or beverage is allowed in the classroom unless approved by an instructor.
- No sleeping in class. If you feel sleepy stand up in the rear of the classroom. Sleeping shows disrespect for the instructor.
- Candidates will speak respectfully and appropriately while on the premises of the Academy. Even private conversations can be overheard by others while in the halls, restrooms, apparatus bay, or classrooms.



Dress Code

Uniforms

Clean uniform daily:

- Free of rips or tears
- No loose threads
- No alterations
- Worn in good taste and free of distractions
- Boots shined and polished

All Candidates will be in the same uniform at any given time. The Lead Instructor must approve uniform deviations.

All uniform and personal items must be marked with the Candidates name or initials. Personal and issue items must be secured in personnel lockers when not in use.

Shirt

House uniform shirt will be worn whenever in the classroom. It is the candidate's responsibility to maintain the dress shirt in a clean, pressed and presentable manner at all times.

The navy blue academy t-shirt is to be worn when out on the drill ground or during PT. Shirts must be tucked-in at all times.

Pants

Navy uniform pants (5-11, Propper, Tru-Spec, or Workrite)

Shorts

Shorts are only permitted for physical training and must be navy blue in color with approved logos.

Shoes

No sandals, slippers, or tennis shoes. Boots or other substantial shoes are required. Must be laced or zipped all the way up. Boots must be polishable. Running shoes are only allowed during PT.

Baseball Caps

Not worn indoors. If worn during outside instruction not requiring a helmet, all Candidates must wear the same cap. Each company cap must be of the same style, color and contain the same logo. The cap must be approved by the Lead Instructor prior to use. All caps to be worn in the forward position, not backwards.

Jewelry

Any ornament (not including clothing) that you can slide, glide, place, hang, pierce, or wear on your body is not authorized on the drill ground. This includes rings, bracelets, ear/nose/eye/lip/other rings and necklaces. This is a safety issue and must be adhered to. A single watch is the only authorized jewelry item.

Hair

Hair (on your head and facial) must not interfere with the seal of a Self-Contained Breathing Apparatus (SCBA). Beards, goatees and/or excessively long sideburns are not authorized.



Candidates must be clean-shaven at all times. In addition, excessively long hair must be controlled while on the drill ground.

Personal Grooming and Hygiene

Each Candidate will maintain good personal appearance. "Good" personal appearance reflects attitude. The following is a "guide" that should help alleviate some subjectivity.

1. Hair must look neat and professional with and without a cover and must not interfere with proper cover wear.
2. Candidates will be clean shaven at all times. Beards are not permitted and mustaches will be neatly trimmed.
3. Candidates should shower or bathe prior to returning to the Academy or classroom after PT.
4. Candidates should brush their teeth and practice good oral hygiene. Breath mints may be a necessity.
5. Fingernails will be clean, short and neatly trimmed.
6. Turnouts must be kept clean. Logistics does have a washing machine for turnouts. Periodic cleaning of your turnouts can be coordinated with logistics.

Roll Call and Inspections

Roll Call

An official roll call will take place at the beginning of each class. Candidates will be in place (company formation) and accounted for (by Company Captains and CO) prior to the official roll call. The roll call and inspection will also include a briefing on the day's "events" and other pertinent information. Roll call will take place in the apparatus bay or where the Lead Instructor or instructor directs.

Company Inspections

Company Captains will inspect his/her company each morning prior to the official roll call. On occasion, the Lead Instructor will perform an inspection in the apparatus bay or classroom.

Inspection items include uniform, personal appearance and personal protective equipment. In addition, the Lead Instructor may conduct an inspection at any time.

During both roll call and inspections, Candidates will assume the position of "parade rest."

Certification

Candidates have the opportunity to receive certification through the Utah Fire Service Certification System as accredited through the International Fire Service Accreditation Congress (IFSAC) and the National Professional Qualification System (NPQS). Certification information is included in the student handbooks and is also available at <http://www.uvu.edu/ufra/certification/index.html>.

Candidates are awarded up to four certification levels upon satisfactory completion:

- **Firefighter I**
- **Firefighter II**
- **Hazardous Materials Awareness**



- **Hazardous Materials Basic Operations**

State Certification

Candidates must meet the following criteria to certify at each level with UFRA:

- Pass the state written examinations with a minimum 70%.
- Pass the state manipulative skill tests.
- Show competency in all individual skills, team skills and Evaluations. Candidates are required to meet “state times” and competency levels for each skill.

If a 3rd personnel notice is issued, a Candidate may not be recommended for certification at **any of the levels by Davis Tech’s Program Coordinator or Lead Instructor.

Written Tests

Tests

The tests are made up of multiple choice questions and require a minimum score of 80% to pass. A personnel notice is issued each time a Candidate does not meet the standard (80%).

The candidate must also retake the test the following class period and pass with a 90%. A second personnel notice is issued if the Candidate does not score 90% on the retake and must do a second retake of the test on the next class period. If the candidate fails to achieve the score of 90% they will be terminated from the class.

Hazmat Tests

These tests are administered by the state and include 60 questions for Hazardous Materials Awareness and 80 questions for Basic Hazardous Materials Operations. A personnel notice is issued if the Candidate does not meet the standard (80%) after the two test scores are averaged.

Skills and Evaluations

Individual Skills

Candidates must pass the three Individual Skill Sheets with a minimum score of 80%. A personnel notice is issued each time the Candidate does not meet the standard (80%).

Evaluations

Candidates are required to understand and be able to perform in all four positions listed on the evolution sheets. For testing they will be required to perform in only one of the four positions of that evolution. Positions will be selected by the instructors. A minimum score of 80% is required to pass. A personnel notice is issued if the Candidate does not meet the standard (80%).

Peer Evaluations

At the end of the semester each Candidate is required to complete a peer evaluation for the other candidates in their company using the “Candidate Appraisal Form.” The Candidate is expected to be truthful in such an evaluation keeping in mind that the object of this exercise is to assist other Candidate’s growth and development in their pursuit of a career in firefighting. This is also an opportunity for the Candidate to learn how others perceive them. The evaluation is not used by the Lead Instructor in the overall evaluation of the Candidate unless an issue described in the Academy Honor Code is addressed.



Grading

Grading Areas

Written Tests	Skill Demonstration
Quizzes/Tests = 100%	Skills = 20%
	Scenarios/Evaluations = 80%

Grading Scale

Written Tests

A = 94%+	C = 82%-83%
A- = 92%-93%	C- = 80%-81%
B+ = 90%-91%	D+ = 73%-79%
B = 88%-89%	D = 66%-72%
B- = 86%-87%	D- = 60%-65%
C+ = 84%-85%	E = 59% and below

Skill Demonstration

A = 96%+	C = 84%-85%
A- = 94%-95%	C- = 80%-83%
B+ = 92%-93%	D+ = 73%-79%
B = 90%-91%	D = 66%-72%
B- = 88%-89%	D- = 60%-65%
C+ = 86%-87%	E = 59% and below

Attendance

Because of the limited number of hours allocated to Academy training, and because of rigid Academy standards, unexcused tardiness and/or absences will not be tolerated. If you are going to be tardy you must contact the Lead Instructor, CO, or your company captain prior to the start of class. If a candidate fails to show up to class 30 minutes after it has started it will be considered a failure to report for duty and an unexcused absence. Missing class due to emergencies will only be allowed with proper notification given to the Lead RCA Instructors or Program Coordinator. **One (1) unexcused absence may result in termination from the RCA.**

Tardiness will not be tolerated. This includes reporting for class, to the drill ground or any other designated place or time by an instructor.

A letter from a doctor, legal court document, or similar compliance must verify an excused tardy. The candidate must complete work missed due to acceptable excuses during off- hours with the permission of the instructor.

Only two (2) tardies of any kind are permitted. More than this may result in termination from the RCA.



Break Periods

During “classroom” sessions, 10-minute breaks will be provided approximately each hour. Breaks on the “fire ground” will be provided at the instructor’s discretion.

The lunch break is usually one hour. Candidates must be in place precisely when directed. The lunch hour, on occasion, may have to be shortened to ensure Candidates are “in place” and prepared for the afternoon training session.

Company Captains inform their company when the break/lunch hour has ended, ensure all members are present and report any absences to the CO. The CO will report the status of all Candidates following each break.

Candidates will be cognizant of other classes in session and conduct themselves in a quiet manner. Company Captains are responsible for correcting behavior of company members.

There is a break room with a refrigerator and tables for lunch and break periods. Candidates are responsible to keep this area clean and tidy. “Leave it better than you found it” will be the policy. No food shall be left in the refrigerator over the weekend, any food or containers left in the refrigerator will be thrown away on Friday evening.

Program Safety

You will learn more about program safety in each of the Firefighter courses at Davis Tech.

Injuries

All injuries must be reported to the Lead Instructor. If a Candidate is unable to perform a skill due to an injury, he/she will not be allowed to participate. Any injury sustained during or away from class that results in the inability to participate in class activities will be handled on a case-by-case basis and could result in the termination or removal of the individual from the RCA.



Davis Technical College Recruit Candidate Academy
Policies and Procedures Statement

I, the undersigned, have read the Davis Technical College Recruit Candidate Academy policies and procedures outlined in this program orientation. I understand their meaning and agree to abide by the policies contained within at all times while attending the Davis Technical College Recruit Candidate Academy. **Further, I understand and agree that failure to comply with any of the aforementioned policies could result in my immediate dismissal from the Recruit Candidate Academy.**

Print Name

Signature

Date



**Davis Technical College Recruit Candidate Academy
Disclosure Statement**

I, the undersigned, do give the UFRA Recruit Candidate Academy program permission to release and/or reproduce any and all information contained within my personnel folder to any fire service agency that requests it. I also acknowledge and agree that my picture may be used for future instructional or promotional purposes.

Print Name

Signature

Date

