

Verdugo Fire Academy
Cadet Policy and Procedure Manual

Section: PP13
Rev. Date: 1/1/08
Approved

Policy and Procedure - 13

Infraction of Rules / Disciplinary Action

I. Procedure

All Cadets witness to an infraction of rules shall report such to a Staff Member or Instructor Immediately.

II. Infraction of rules

Such acts on the part of any Cadet shall be brought to the attention of the Academy Staff. Infraction(s) may include but are not limited to:

- A. Violations of Cadet Rules or Policies and Procedures.
- B. Insubordination.
- C. Dishonesty.
- D. Unexcused absence or tardiness.
- E. Discourteous treatment of fellow Cadets, Staff members, Instructors, College personnel or Visitors.
- F. Misuse of any Fire Department equipment, facilities or property of the Academy.
- G. A breach of good behavior either during or outside of duty hours which is of such a nature that reflects discredit to his/her agency, the Verdugo Fire Academy, Glendale Community College, the Glendale Fire Department and/or the Fire Service.
- H. Unacceptable attitude or behavior, as evidence by willful failure to comply with orders or directives of the Academy Staff or Instructors.
- I. Improper, unacceptable or unauthorized use of VFA uniform(s).

III. Reporting of misconduct

- A. All instances of misconduct shall be reported by the Cadet observing the misconduct to an Instructor OR Staff either verbally or on Cadet Memo. Reports of this nature may be submitted on Cadet Memo in a sealed envelop to remain anonymous.

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If reported to or observed by an Instructor, the Instructor shall then report such instances to a Staff Member. The determination as to the severity of the infraction shall be left to the discretion of the Staff Member. Disciplinary measures may include, but are not limited to:

1. **Training and/or Counseling** (verbal warning / physical exercise)
 2. **Oral Reprimand** (*Cadet Counseling Report CCR*)
 3. **Written Reprimand** (*Deficiency Notice*)
 4. **Suspension** (*Pending administrative investigation & review*)
 5. **Dismissal** from the Academy Program
- B. Any documentation used shall become a permanent part of the Cadet's file.
- C. Upon receiving a Deficiency Notice, the Academy Staff will conduct a disciplinary interview. A copy of the interview results will be documented on the Deficiency Notice and placed in the Cadet's file.