

**Verdugo Fire Academy**  
*Cadet Policy and Procedure Manual*

**Section:** PP06  
**Rev. Date:** 1/1/08  
**Approved**

Policy and Procedure - 6

Cadet Officers / Class Officers

**I. Procedure**

Each class shall have appointed 'Cadet Officers' and 'Class Officers'. All selection and criterion shall be followed as outlined in this procedure for the selection of Cadet Officers.

**II. Cadet Officers (Appointed by Academy Staff)**

Cadet Officer Assignments are given by Staff to Cadets in an effort to develop each Cadet's leadership and organizational skills and abilities. Staff will make every effort to give all Cadets the opportunity to serve as a Cadet Officer some time in the Academy Program.

Cadet Officers include: Cadet Battalion Chief, "A" Platoon Leader, "B" Platoon Leader and, Audio / Visual Officer.

- A. Cadet Officers shall wear the collar insignias that are outlined in *Policy and Procedure 8, Cadet Officer Insignias*. Cadet Officers shall have the authority to carry out the responsibilities of their Class or Platoon, and shall be given the same respect as any Staff Member or Instructor.
- B. While it is important to give them respect, Cadet Officers shall not be given any preferential treatment above and beyond any other Cadet.
- C. Cadet Officers shall not abuse their authority nor give preferential treatment to other Cadets.

**Selection of Cadet Officers**

- A. Initial assignment of Cadet Officers shall be made by the Formation Officer. Further selection of the Class Battalion Chief, shall be made by the Formation Officer or by Staff Members. After the initial assignment of the Class BC, any subsequent Class BC's must have held the rank of Platoon Leader unless otherwise specified by the Formation Officer or Staff. The Academy Staff reserves the right to select Class Officers based on either physical abilities, academic abilities, or leadership abilities, and may require a performance evaluation.

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- B. Cadet Officers may be relieved of duty or demoted from their rank based on grades, attendance, performance or attitude. Only the Staff or Formation Officer will demote Cadet Officers.

**III. Battalion Chief**

- A. The Cadet B.C. shall occupy the seat at the front left of the Classroom. He/she shall be responsible for the following duties during his/her tenure:
1. Maintaining order with all Cadets in the classroom and during all formations.
  2. Preparing and giving the Morning Report to a Staff Member.
  3. Completion of the *Daily Attendance Form* as requested by a Staff Member.
  4. Collection of all assigned *Gig Reports* that are due to be collected.
  5. Following the Staff Member conducting the Inspection and record all pertinent comments and assignments during standard inspections.
  6. Collection of handouts materials for any Cadet that is absent from a particular class.
  7. Delegation of facility set-up and clean up as per the Staff instructions.
  8. During the absence of a Platoon Leader or Guide, the BC will appoint a temporary Platoon Leader or Guide, until the appointment is approved by the Formation Officer, or a Staff Member.
  9. Maintain and submit a Daily BC Report.
  10. Maintain a current BC notebook for Staff to review.

**Note: The Class B.C. has an open line of communication with the Formation Officer, Staff, or Instructors with daily operational issues.**

#### **IV. Platoon Leader**

The class shall be divided into two (2) Platoons with a Platoon Leader in charge of each Platoon. They shall be responsible for the following duties during their tenure:

1. Assist the Class BC as requested.
2. Maintain discipline and order pertaining to the actions of their Platoon Members, under the direction of the Class BC.
3. Maintain responsibility for his/her platoon at all formations, during all classroom sessions.
4. Responsible for determining the intent of the instructions, when they are unclear, when it comes to extra duty and/or extra physical training for any Platoon Member.
5. At morning formation, provide the Class BC with attendance information pertaining to their platoon.
6. During the absence of the Class BC, the "A" Platoon Leader shall assume the position of the Class BC. This will require that a Cadet from the "A" Platoon must assume the responsibility of the "A" Platoon Leader.
7. Maintain a current Platoon Leader's notebook for review.

#### **V. Audio Visual Cadet**

At the beginning of the Academy term, a Cadet shall be designated by the Staff or Formation Officer as the Audio-Visual Cadet (AV Cadet).

The AV Cadet is responsible for the following:

1. Posting prior to formation at the entrance of the classroom and checking with the Formation Officer or Staff Member to determine

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what audio-visual equipment is needed, or if the Instructor requires any assistance in setting up. In the absence of the Formation Officer or the Staff Member, the AV Cadet shall inquire from the Primary Instructor what the audio-visual needs are for the day.

2. Setup of the room where instruction will occur as needed for audio-visual presentation.
3. At the end of any lecture where audio-visual equipment was used, the AV Cadet is to assist the Primary Instructor with cleaning up, and securing any equipment, at the direction of Staff or the Instructor.

**VI. Class Officers (Elected by Fellow Cadets)**

- A. Class Officers shall be elected by the Class, by the 1<sup>st</sup> Block Exam of the Academy term, or as directed by a Staff Member. Class Officers shall maintain the esprit de corps, and shall be responsible for maintaining the Verdugo Fire Academy traditions.
- B. 'Class Officers' consists of a President, Vice-President, Secretary/Treasurer, and Sergeant-at Arms.

1. Class President

Responsible for delivering the message from the class during the VFA graduation ceremony. A copy of the message shall be submitted to a Staff Member, two (2) weeks prior to the graduation ceremony.

2. Class Vice-President

Assists the President as directed. Will deliver the class message in the absence of the President. Cadet Chair of the Graduation Committee.

3. Class Secretary/Treasurer

Responsible for recording the class meeting records and minutes, as well as controlling any class funds. Conducts and runs the election of the Class Officers in a fair and

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equitable manner. Collects and accounts for any due's collection as established and approved by majority vote of the Class.

4. Class Sergeant-at-Arms

Responsible for communicating the vacancy of Class Officer positions to the class. Also point of contact for informing all cadets of Fire Department Exams and qualification. The Sergeant-at-Arms is responsible for alumni contact and future class Cadet Liaison.

**NOTE:** Any Cadet who has failed any Block Exam, or has been issued more than 1 Deficiency Notice, will not be permitted to hold the ranks of a Class Officer or Cadet Officer unless authorized by a Staff Member