

Verdugo Fire Academy *Cadet Policy and Procedure Manual*

Section: PP03
Rev. Date: 1/1/08
Approved

Policy and Procedure - 3

Cadet Discipline

I. Procedure

- A. All Cadet discipline shall be in accordance with the Policies and Procedures of the Fire Academy Program as well as Glendale Community College Student policy. In situations unique to the Fire Academy Program, Fire Academy Policy and Procedure will take precedence.
- B. All Cadet discipline is intended to be constructive and aid the Cadet in identification of deficiencies in performance so that improvement and progress can be accomplished.
- C. **Only** the Verdugo Fire Academy Staff and Instructors shall administer Cadet discipline.
- D. The following are the steps of progressive discipline:
 - 1. Training and/or Counseling (*verbal warning / physical exercise*)
 - 2. Oral Reprimand (*Cadet Counseling Report*)
 - 3. Written Reprimand (*Deficiency Notice*)
 - 4. Suspension
 - 5. Dismissal from the Academy Program (*Dismissal*)

In the case of Infractions of a serious nature the normal steps of progressive discipline can be circumvented. In other words, if an infraction is serious in nature, discipline may not be progressive.

II. Steps of Discipline

- A. Step 1 - Training and/or Counseling

The Cadet(s) will be advised verbally, in the clearest terms, of the violation. This can include, but is not limited too, physical exercise, extra training and/or Gig reports. (*For Gig Report format see Policy and Procedure 9b*). This step of discipline is for minor infractions or infractions of a recurring nature.

B. Step 2 - Oral Reprimand

The Cadet(s) will be advised verbally, in the clearest terms of the violation. This step of Discipline will include but is not limited to a written notation (*Cadet Counseling Report*) on the reprimand and a brief statement of the violation and retained in their personal file. This step of discipline is for minor infractions or an infraction of a recurring nature that has not been corrected from step 1 discipline or is a more serious offense.

C. Step 3 - Written Reprimand (*Deficiency Notice*)

The Cadet(s) will be advised verbally, in the clearest terms, of the violation. This step of Discipline will include, but is not limited too, documentation using a *Deficiency Notice*. The *Deficiency Notice* will be signed by the Cadet and retained in their personal file. This step of discipline is for unacceptable infractions or infractions of a recurring nature that have not been corrected from step 1 or step 2 discipline. Written reprimands do not need to be preceded by step 1 or step 2 discipline. Step 1 or step 2 discipline is not required to be administered before a written reprimand (*Deficiency Notice*) is issued.

Instances that warrant a Deficiency Report include, but are not limited too:

1. Failure of a Written Block Exam.
2. Unexcused Tardy or Unexcused Absence.
3. Dishonesty
4. Violation of any Policy, Procedure, Rule or Regulation of the Verdugo Fire Academy or Glendale Community College.
5. Unprofessional attitude.
6. Insubordination.
7. Negligence.
8. Misuse of equipment.
9. Unprofessional language.
10. Sub-standard or incomplete reports or homework.
11. Failure of manipulative skill or the Manipulative Final Exam.
12. Unprofessional uniform presentation.
13. Safety gear violations.

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Some deficiencies that are not significant enough to warrant a written reprimand, but may warrant verbal discipline include, but are not limited to:

1. Not maintaining proper drill and ceremonies.
2. Accidental mishaps.
3. Unintentional damage to equipment.

D. Step 4 - Suspension

The Cadet(s) will be advised verbally, in the clearest terms, of the violation. This step of discipline will include, but is not limited too, documentation using a *Deficiency Report*. The *Deficiency Report* will be signed by the Cadet and retained in their personal file. This step of discipline is used for unacceptable infractions, or infractions of a re-occurring nature that have not been corrected from step 1, step 2 or step 3 discipline. Suspension does not need to be preceded by step 1 or step 2 discipline. Step 1, step 2, or step 3 discipline is not required to be administered before a Cadet is suspended.

A Cadet may be suspended pending review of facts that may result in dismissal. Cadets are held accountable for time and training missed during any suspension period. Suspension normally does not exceed 1-week or more than 3 Academy Days. If a Cadet is suspended he/she will not be held accountable for time missed, only training missed.

E. Step 5 - Dismissal from the Academy Program

1. The Cadet(s) will be advised verbally, in the clearest terms, of the violation. This step of discipline will include, but is not limited too, documentation using a *Deficiency Notice*. This notice will be signed by the Cadet, and retained in their personal file. This step of discipline is for unacceptable infractions, or infractions of a recurring nature that have not been corrected from step 1, step 2 or step 3 discipline. Dismissal does not need to be proceeded by other discipline. Step 1, step 2, step 3, or step 4 discipline is not required to be administered before a Cadet is dismissed.

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2. Any Cadet receiving ten (10) *Deficiency Notices* will be dismissed from the Academy Program. Any Cadet dismissed from the program will not be permitted to re-enter the program (same class). Cadets may begin the program from the beginning (next class) if approved by the Academy Coordinator and the Fire Technology Director. No Cadets will be permitted to re-enter any class other than at the beginning of the class. Application deadlines must be met and Orientation must be attended by the Cadet. Any Cadet dismissed from the program will be given a disciplinary interview to discuss reasons for dismissal, other remedial programs available and general counseling.
3. Any Cadets dismissed from the Academy Program will be referred to the appropriate Glendale College counselor for follow-up and guidance.