

I. Ethical Responsibility

Conduct, behavior and ethics are the foundation of how the fire service has established itself as the most honorable profession in the world. It must be foremost in the Cadet's attitude that guides his/her actions.

The uniform the Cadet wears gives a public perception that the Cadet is part of the fire service. The general public cannot distinguish nor understand the difference between the two. Therefore, the Cadet must conduct him/herself in a professional manner at all times when in the academy uniform. Family and friends that know the Cadet is pursuing a fire service career will expect the Cadet to behave in a manner that is upright and properly represents the fire service.

A. Standard of Conduct

All Cadets shall conduct themselves in a professional manner. This will help to avoid a negative reflection upon the Verdugo Fire Academy, Glendale Community College, the Glendale Fire Department, their fellow Cadets (Class), as well as themselves.

B. Loyalty

Loyalty is expected from all Cadets toward their fellow Cadets, the Verdugo Fire Academy and Glendale Community College.

C. Cooperation

Cooperation is expected between all Cadets, Academy Staff and Instructors. Cadets are expected to work as a team to support and encourage the success of each other.

D. Assistance

All Cadets are required to take appropriate action toward aiding a fellow Cadet. **This does not mean during a period of instruction.** If a Cadet has a question during a period of instruction it is to be directed to the Instructor in-charge in order to enhance the learning process.

E. Conduct toward others

All Cadets shall treat Staff/Instructors, visiting guests, the general public, and fellow Cadets with respect. They shall be courteous and civil at all times in their relationships with others and in the attention to their duties.

F. Insubordination

Deliberate refusal or failure of any Cadet to obey, accept an order, or carry out a directive from Staff or Instructor.

II. Personal Responsibilities

A. Duty

Cadets shall devote their time and attention to their success in the Verdugo Fire Academy.

B. Knowledge of Policies and Procedures

Every Cadet is required to establish and maintain a working knowledge of all Academy Policies and Procedures related to the position of Cadet. Cadets shall adhere to all Policies and procedures as set forth in this manual.

C. Physical Fitness

All Cadets shall maintain that degree of physical fitness, which will enable them to handle the physical activities of firefighting and fire academy training.

D. Academic Readiness

All Cadets shall maintain that degree of academic readiness which will enable them to be successful on all academy testing tools (written exams). Cadets are expected to spend the necessary off-duty time to prepare themselves for academic success and to retain all information presented to them while in the Academy program

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Cadet Policy and Procedure Manual

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Conduct, Behavior, and Ethics

E. Mental Fitness

Cadets are expected to report to class on time and prepared to learn and participate in the learning process. It is the Cadet's responsibility to mentally fit each and every day of duty without exception.

F. Attitude

Attitude is everything! Cadets may be issued discipline for presenting poor attitude. They will be rewarded for a positive and helpful attitude. Poor attitude is determined by a Cadet's action or lack of action. A Cadet's attitude is perceived by everyone in the academy setting. A successful Cadet will always put forth the best attitude at all times. This is measured by having a positive 'can do' attitude and taking personal responsibility for themselves. Having a 'willingness and eagerness to learn' will take the cadet far. Cadets shall remember and apply the concept that the success of the team is far more important than the success of the individual'.