

Verdugo Fire Academy

Cadet Policy and Procedure Manual

Section: PP01
Rev. Date: 1/1/08
Approved

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Academy Organization & Chain of Command

I. Overview

- A. The fire department is a paramilitary organization. The command structure that the Verdugo Fire Academy uses is very similar to the structure found in the fire service.
 - a. It is imperative that Cadets understand the various ranks and responsibilities in the Academy, so that information can be clearly disseminated to the appropriate Staff through the proper chain of command.
- B. The Verdugo Fire Academy is one division of the Verdugo Regional Fire Academy. The Regional Academy encompasses the Glendale Community College “Fire Technology” program and the “Fire Academy Program” to include the California Fire Service Training and Education System courses.

II. Academy Staff and Instructor Ranks

- A. Academy Staff and Instructor ranks are as follows from the highest ranking to the lowest:
 - 1. Chief Administrator (Fire Technology Director)
 - i. Chief Sam Di Giovanna
 - 2. Basic Fire Academy Coordinator
 - i. Captain Tony Bagan
 - 3. Formation Officers
 - i. Todd Jennings
 - ii. Kelly Chulick
 - 4. Primary Instructor (This position will be filled by different instructors from week to week. See Primary Instructor Assignments)
 - 5. Assistant Instructor (This position will be filled by different instructors from week to week)

III. Staff and Instructor Definitions

A. Staff

Staff Members are responsible for the overall administration of the fire academy program. Staff Members include the ranks of Chief Administrator and Academy Coordinator.

The general responsibilities of the Staff include:

1. Development and enforcement of policies and procedures
2. Evaluations and Testing
3. Discipline

B. Instructors with a Staff Assignment

Some instructors are given 'Staff Assignments' each class. These 'Staff Assignments' can vary from class to class as can the Instructors that have them. Every day of instruction at least one of the Staff or Instructors with Staff Assignments will be present with overall administrative authority and responsibility for the day to day operations of the class.

C. Instructors

Instructors are scheduled for the delivery of classroom lecture and drill yard manipulative skills. 'Instructors' include both Primary and Assistant.

The general responsibilities of Instructors include:

1. Lesson plan and AV development
2. Delivery of technical instruction in the classroom
3. Delivery and supervision of manipulative instruction on the drill yard
4. Proctoring of manipulative performance exams

IV. Chain of Command

- A. The Chain of Command is intended to assure accountability and flow of information. The Chain of Command must be understood and followed by all Cadets at all times. The only exception to this is when a cadet feels he/she has an issue of a personal nature to

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discuss with either an Instructor or Staff member. Office hours are available for Cadets to communicate directly with a Staff Member.

- B. The Chain of Command for the Basic Fire Academy is:
 - 1. Chief Administrator
 - 2. Academy Coordinator
 - 3. Formation Officer
 - 4. Primary Instructor
 - 5. Assistant Instructor

- C. Issues of a personal nature can be brought directly to the attention of any Academy Staff or Instructor at any time. The method of this transfer of information shall be through a memo.

- D. Cadets are strongly encouraged to follow the Chain of Command within the Cadet ranks when possible. Cadet Platoon Leaders and the Cadet Battalion Chief should be included in this flow of information with issues of a routine, non-time sensitive, or personal nature.

- E. Cadet Officers shall forward all correspondence through the cadet chain of command and to the appropriate Instructor or Staff Member in a timely manner.