

RAPID CITY FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES	SECTION: Special Programs	SOP#: 1502 Page 1 of 12 DATE: July 2023
	SUBJECT: Cadet Program	

PREMISE: The Rapid City Fire Department Cadet Program is an official department program that provides an opportunity for high school students to gain insight into the fire service through hands-on training and other valuable learning activities.

PURPOSE: The following is to provide a framework for Rapid City Fire Department Cadet Program. If a policy or procedure is not specifically outlined in this document, the RCFD Cadet Program staff, RCFD members, and RCFD cadets will refer to existing Department policy for guidance (AR's, Directives, and SOP's).

SCOPE: This procedure pertains to all members of the Rapid City Fire Department and all participants in the Rapid City Fire Department Cadet Program.

REVISION HISTORY: Original: 08/2023

ATTACHMENTS: Cadet Program Forms

PROCEDURE:

I. General Organization

A. The Department's Cadet Program is a function of the Training Section.

1. The program is outlined and designed by the Department and shall be the responsibility of the Training Section Chief as delegated by the Fire Chief.

2. Cadet Mentors shall be appointed by the Training Section Chief.


a) Cadet Mentors may be Firefighters of any rank, in good standing, who have familiarity and understanding of the program.

B. The Training Section Chief and Cadet Mentors who are involved with the program will be known as Cadet Program Staff.

1. Cadet Program Staff are responsible for maintenance of the program and duties include:

a) Disseminate and collect Cadet Program applications and ensure completion.

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- b) Check the applicant's personal history with our agency as well as the Rapid City Police Department.
 - c) Contact the Principal of the applicant's school to ensure enrollment, attendance and good academic standing.
 - d) Ensure communication with operations personnel regarding the program, responsibilities of staff during ride along, observations, etc.
 - e) Ensure adherence to program policy.
 - f) Communication with Command and General Staff as necessary to provide updates, input, etc.
 - g) Attend meetings where program information is being shared.
 - h) Help promote the program through public appearances and meetings.
 - i) Promote secondary education.
- C. Cadet Mentor duties include:
- 1. Act as a liaison between the program administrator, Command and General Staff and the Cadets.
 - 2. Ensure Cadet adherence to policies and procedures as outlined.
 - 3. Ensure the safety of all Cadets during training activities.
 - 4. Maintain Cadet personnel files.
 - 5. Maintain program equipment.
 - 6. Arrange adjunct instructors for specialty trainings and drills.
 - 7. Set curriculum for the program.
 - 8. Ensure at least one Cadet Mentor will attend all trainings and activities.

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D. Cadet Requirements:

1. A High School student in his or her Junior or Senior academic year who is enrolled in a recognized public, private or homeschool.
2. Full time student with a 2.0 GPA or better.
 - i) Any Cadet whose GPA drops below a 2.0 or obtains any grade less than a C minus in any course of study shall be placed on academic probation.
 - ii) The Cadet will be required to improve the grade within the next 9-week academic quarter or face possible dismissal from the program.
3. Must be at least 15 years of age.
4. Successfully pass a background investigation.
5. Shall have the recommendation of a parent/guardian.
6. Shall have recommendations of at least one teacher and their Principal.
7. Shall fully complete the Department's Cadet Program application.
8. Shall obtain a minimum score of 50 on the Physical Standards test using the Cadet Program guidelines.
9. Shall submit a South Dakota High School Activities Association Pre-Participation Physical form signed by a physician/physician assistant/nurse practitioner certifying that the cadet is physically able to participate in the program.
10. Shall have no record of felony criminal conviction.

E. Cadet Attendance

1. This program is designed to help the cadets gain school credit for participation, strict adherence to the attendance policy will be required.
2. If a Cadet is unable to attend a scheduled shift, they will notify a Cadet Mentor by making a phone call as soon as possible.

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3. The Cadet Mentor shall notify the on-duty Battalion Chief that a Cadet will not make their scheduled ride-along.
4. Unexcused absences will not be tolerated and will result in disciplinary action up to and including termination from the program.
5. A Cadet Mentor will notify the Cadet's school of any unexcused absence immediately.
6. After two consecutive unexcused absences, the Cadet Program Staff will communicate with the Principal of the cadet's school to determine if the cadet needs assistance and to determine if the Cadet desires to continue in the program.
7. Cadets will report to their home station, in uniform, with their appropriate personal protective equipment, prepared to begin their shift promptly at the appointed time.

II. Squads, Training and Ride-along's

A. Cadets Squads

1. Cadets will be assigned to Cadet Squad 1 or Cadet Squad 2.
2. The first shift of the month will be a blend of hands on and classroom training and drills.
3. Cadet Squads will report for duty on the first Tuesday or Thursday of each month, depending on their Squad assignments.
4. The shift will begin promptly at 1:30 pm and will end at 4:00 pm.
5. The second shift of the month will be ride-along with an assigned company, pre-scheduled no less than two weeks in advance, and approved by the affected Battalion Chief.
6. Cadet Squads will report for duty on the third Tuesday or Thursday of each month, depending on their squad assignment.
7. The shift will begin promptly at 1:30 pm and will end at 4:00 pm.

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8. The third shift will be focused on training and drills.
9. Cadet Squads 1 and 2 will report for duty on the 4th Saturday of the month.
10. The shift will begin promptly at 8:00 am and will end at 12:00 pm.

B. Cadet Training

1. Cadets will be trained on a variety of emergency services topics including:
 - a) Structural Firefighting
 - b) Wildland Firefighting
 - c) Aircraft Rescue and Firefighting (ARFF)
 - d) Technical Rescue
 - e) Hazardous Materials
 - f) Public Education
 - g) Fire Prevention
 - h) Community Paramedicine
 - i) Public Information
 - i) Cadets will not receive certification in these areas.
2. Cadets will be trained and certified in cardio pulmonary resuscitation (CPR) and Stop the Bleed.
3. Before Cadets will be allowed to participate in ride time, they must have complete training in the following areas:
 - a) Personal protective equipment use.
 - b) Firefighter survival and fire ground safety.
 - c) Health Insurance Portability and Accountability Act (HIPPA).

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d) Communications

4. Cadets will wear all appropriate personal protective equipment for training and drills.

- a) Failure to wear appropriate personal protective equipment will result in the Cadet being dismissed for the shift.

5. At the beginning of their shift, the Cadets will be briefed on the objectives and expectations for the shift.

C. Cadet Ride-Along's

1. During ride time, Cadets will remain with the Company Officer or their designee while operating on a scene.
2. Cadets will not enter an immediately dangerous to life or health (IDLH) atmosphere.
3. The Company Officer, ACO, or supervising firefighter has the final say whether a Cadet should or should not ride along to a call, remain with the apparatus, or enter the scene.
4. At no time will a Cadet be allowed to operate on a scene alone.

III. Uniform

- A. Cadets will be expected to look professional at all times.

1. The Cadet will be responsible for his/her assigned uniform and equipment and must immediately notify a Cadet Mentor of any deficiencies, damage or replacement needs.

B. Department Issued Duty Uniform

1. Two dark green t-shirt
2. Two dark blue pants
3. Boots
4. Belt
5. Dark green crew neck sweatshirt

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6. Beanie
7. Glove pouch
- C. Department Issued Personal Protective Equipment
 1. Turnout coat
 2. Turnout pants including suspenders and belt
 3. Structural firefighting boots
 4. Orange Phenix First Due helmet with shield
 5. Flashlight
 6. Structural firefighting gloves
 7. SCBA mask
 8. SCBA mask bag
 9. Accountability tag
 10. Nomex hood
 11. Traffic safety vest
 12. Gear bag
 13. Wildland Nomex shirt
 14. Wildland helmet
 15. Wildland pack and shelter
 16. Wildland Gloves
 17. Eye Protection
- D. Wildland personal protective equipment will be handed out on an "as needed" basis and be collected at the end of the shift.

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E. Cadets are not allowed to take their personal protective equipment home without expressed consent from Cadet Program Staff (example- School presentation).

F. When on duty, Cadets will possess, at all times, their assigned personal protective equipment and be dressed in a clean, presentable, professional uniform.

1. All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready for immediate use.

IV. Grooming

A. Cadets will adhere to the Department's Grooming Standard as outlined in Administrative Rule 8.

V. Cadet Conduct

A. This portion outlines Cadet conduct on City of Rapid City property, conduct on scenes managed by the Department, personal conduct, unauthorized public release of public statements, disobedience, and insubordination.

1. Cadets will be ready for duty at the appointed time.

a) If the shift is scheduled to begin at 8:00 am, the cadet should be dressed with their necessary personal protective equipment ready at 8:00 am.


i) The cadet should not be walking in to the building at 8:00 am.

2. Cadets should stand, walk, and talk in a manner commensurate with being a representative of the Department.

3. No Cadet shall demonstrate inattentiveness through side conversation, distraction, or through general disengagement while on duty.

4. Flirting, romantic or sexual advances or innuendos will not be tolerated.

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5. Cadets who fail to obey the orders of any supervisor, or willful and/or repeated violation of a directive, rule or policy is subject to immediate discipline.
6. No Cadet shall sleep while on duty.
7. All cadets shall give strict obedience to the Constitution of the United States of America, the laws of the State of South Dakota, ordinances of the City of Rapid City, and all policies and procedures set forth by the Department.
8. Cadets shall not consume any drugs or alcohol at any time, on or off duty.
 - a) Any Cadet found to be under the influence of drugs, or found to be a habitual user of drugs not prescribed by a licensed physician is subject to immediate termination from the program.
9. No Cadet shall conduct themselves so as to bring discredit upon the Department.
10. No Cadet shall engage in any gambling activity while on duty or on City owned property.
11. Cadets shall not engage in any horseplay, playing of pranks, or other mischievous behavior while on duty or in any fire station or other City owned property.
12. No Cadet shall use loud, profane, indecent or harsh language while in the presence of citizens or in any public place.
13. Each Cadet shall regulate their personal behavior and affairs so that no act or conduct on their part, if brought to the attention of the public, could result in unfavorable criticism of the Department or its members.
14. No Cadet shall mock, belittle, deride, taunt, banter or belittle any person; nor willfully embarrass, shame, or humiliate any person at any time.
15. No Cadet shall use abusive, insulting or indecent language toward any fellow cadet, or toward any Department employee or member.

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16. No Cadet shall willfully misrepresent any matter, sign any false statement or report, or give any false testimony regarding an event or incident.

17. No Cadet shall gossip about the Department, Departmental affairs, or any member of the Department.

18. No Cadet shall make any unauthorized public statement.

19. No Cadet shall disseminate any confidential information to anyone at any time.

20. No Cadet shall post photos or accounts of any incident on social media without the expressed, written permission of the Department Public Information Officer.

a) At no time will the Cadet post any protected health information of any patient in any forum, online or otherwise.

21. Cadets shall not be digitally distracted during their shift.

a) Cell phone use will not be allowed with the exception of family emergencies and for purposes of approved photo taking.

VI. Program Authority

A. Chain of command for the Cadet Program is as follows:

1. Training Section Chief

2. Cadet Mentor

B. Violation of the rules and procedures will subject the offender to disciplinary action which may take the form of verbal or written reprimand, probation, suspension from program activities, or dismissal from the program.

1. The action taken will depend on the seriousness of the offense and the record of the offender.

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- C. It shall be the duty of all Fire Officers, Acting Company Officers (ACO's) and Cadet Mentors to take corrective action whenever they, through personal observation or report, learn of any violation of the rules and procedures.
- D. Should the violation involve an incident of a serious nature, the Cadet Mentor, Company Officer or ACO detecting the violation shall inform the Training Section Chief of the violation immediately.
- E. Properly written documentation of any violation of policy or procedure shall be submitted to the Cadet Mentors and Training Section Chief in a timely manner.
 - 1. Supervising firefighters should make note of any issues using the Cadet Program ICS 213 form (General Message).
 - 2. Supervising firefighters should complete the Cadet Evaluation Form located on the current Department software at the completion of each ride-along shift.
- F. A review board shall consist of the Cadet Mentors, Training Section Chief and Command Staff.
- G. When a Cadet is found to have violated a policy or procedure, the Cadet will receive a letter outlining the violation and corrective action to be taken as well as penalties that may result (probation, suspension, etc.).
- H. The Cadet and their parent/guardian will receive a printed copy of all policies and procedures pertaining to the program prior to beginning the program.
 - 1. The parent/guardian and the Cadet will be required to sign an acknowledgement of receipt of these policies.
 - 2. The Cadet is responsible for knowing, understanding and following the policies.

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ADDENDUM

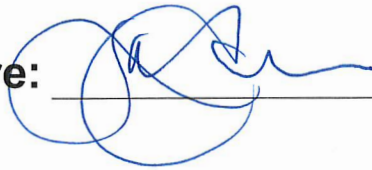
Change:

New SOP

Reason For Change:

New SOP

Chiefs Signature:



Date: 9/12/2023