



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Cadet Program		Approved by: Chief Jeffrey R. Stien	
POL #25	Draft Date: 4/23/15	Revision Date: 12/22/16, 02/16/17	Effective Date: 4/23/15, 12/22/16, 02/16/17

PURPOSE: The purpose of this policy is to establish a Cadet Program.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge who will be responsible for the results of any deviation.

INTRODUCTION

The Mukwonago Fire Department Cadet Program has been established to allow qualified young men and women the opportunity to learn about the emergency services. This program will serve to provide the youth of our community with positive role models and career guidance. It will also assist the fire service with future staffing by training Cadets into the regular membership as they turn 18 and possibly by encouraging parents, guardians, friends and siblings to join.

It shall be the policy of the Mukwonago Fire Department to accept candidates as Cadet Firefighters of the Mukwonago Fire Department. These members are to serve the department as support personnel and as trainees as tomorrow's Firefighters. The total number of cadets on the department shall be a minimum of (2) two or more at the discretion of the Fire Chief.

CADET MANUAL

The Mukwonago Fire Department Cadet Manual is hereby established and this document shall hereinafter be referred to as the Cadet Manual. The following guidelines have been developed for the Mukwonago Fire Department Cadet Program so that all members of the Mukwonago Fire Department will know the duties and responsibilities of the members of the Cadet Program and the conduct of these members. These guidelines are to be used as a framework for maintaining the operation of the cadet program.

All members of the Mukwonago Fire Department Cadet Program are to conform to the rules and provisions contained herein and, where applicable, to the manual of rules and regulations for the Fire Department.

Every Cadet will be issued a Cadet Manual. It will be their responsibility to have knowledge of this manual.

APPLICATION PROCESS

Applications for the cadet program may be obtained at the Mukwonago Fire Department Monday through Friday 9:00am – 3:30pm. Applications are available on the department website.

All of the following steps must be completed before the cadet or adult advisor can be appointed.

1. An application must be completed.
2. A parental consent form must be signed by the parents or legal guardian of the Cadet.
3. A background check will be conducted by the Fire Chief or designee. The cadet must maintain a valid driver's license and maintain a clear criminal record.
4. A completed medical release authorizing any Cadet Advisor or Officer of the Mukwonago Fire Department to consent for medical treatment for the cadet.
5. A completed medical release authorizing any Cadet Advisor or Officer of the Mukwonago Fire Department to consent for medical treatment for the cadet.
6. Successfully complete a medical physical per NFPA 1582 and to be paid for by Mukwonago Fire Department.

ELIGIBILITY

Cadet members must meet the following requirements.

1. Are 16 years of age, but have not yet reached their 18th birthday. The child of a current active MFD member in good standing can be 15 years old.
2. Excellent physical condition with weight in proportion to height and body frame.
3. Be a person of high moral character.
4. See Educational Requirements.

CADET PROGRAM COMMITTEE

A Cadet Program Committee shall be composed of at least three adult men and/or women who will serve in the following capacities via appointment by and at the discretion of the Fire Chief: Cadet Advisor, and at least two Training Advisors. The Fire Chief shall serve in an ex-officio capacity on the Cadet Program Committee. All Mukwonago Fire Department officers are considered Training Advisors. If possible, a female member of the department will serve as a Training Advisor. Adult committee members do not necessarily need to be members of the Mukwonago Fire Department.

The Committee shall meet on a regular basis to review and discuss the quality, progress, and goals of the Cadet Program. The Committee shall also be responsible for the selection, discipline, and dismissal of Cadets. The final authority on decisions regarding the Cadet program is the Fire Chief.

CADET PROGRAM GOALS

Post goals shall be to:

- A. Achieve personal growth through:
 - Recognition of own potential
 - Building of self confidence
 - Development of leadership qualities
 - Honesty, respect, and dedication
 - Positive role models

- B. Achieve program growth through:
 - Team work
 - First-hand experience
 - Participation in Fire Department activities

- C. Seek recognition through:
 - Involvement with community service
 - Involvement in Fire Department and Community Relation
 - Involvement in Fire Prevention and public education

CADET PROGRAM SAFETY ISSUES

In accordance with Mukwonago Fire Department, the following is a general list of guidelines that should be used for the cadet's safety.

- Cadets must be equipped with personal protective equipment that is appropriate for the activity being done.
- Cadets may not be substituted for trained personnel.
- Cadets may be mobilized only as a support group, with required leadership.
- Cadets who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
- Cadets may not drive department vehicles.
- Cadets may not climb aerial ladders.
- 15-17 year old Cadets may not climb ladders that exceed 35 feet in length. .
- Cadets may not enter or perform ventilation procedures on a burning structure.
- Cadets may not use any dielectric tools or gloves on energized electrical equipment.
- Cadets may not operate powered hydraulic rescue tools or equipment.
- Cadets may not operate acetylene-cutting torches.

LIABILITIES THAT MAY RESULT FROM INJURY

All fire cadets are protected by workman's compensation insurance provided by the Village and Town of Mukwonago for any injuries incurred while participating in any activity sponsored and supervised by the Mukwonago Fire Department Cadet Program as long as they are compensated in any form. This insurance also protects Cadets traveling to and from such activities. All such injuries will be reported immediately to the Officer in Charge and the Training Advisor who will file a report with the Cadet Advisor. All MFD injury reports will be completed per department policy. MFD provides no health insurance coverage to the cadets.

PROBATION

Cadets will be considered on probation for their participation in the program.

The Cadet Advisor and/or Training Advisors will evaluate the cadet's attendance, and level of participation. Should a cadets' overall performance be unsatisfactory, the cadet may be expelled from the program.

Cadets must adhere to all of the rules contained within these guidelines, all policies of the Mukwonago Fire Department, and all of the policies of the Town and Village of Mukwonago.

ATTENDANCE REQUIREMENTS

Attendance at cadet and fire department meetings is encouraged. It is the responsibility of the cadet to find out what happened at the meeting he/she missed.

Attendance at cadet functions and fire department training is encouraged. To be excused, a member may arrange the absence with the Cadet Advisor or Training Advisor.

The cadet's parents should inform an Advisor if the cadet develops a serious illness or in the event of some type of extenuating circumstances which create a lack of attendance. The Cadet Advisor will consider all situations of this nature on an individual basis.

EDUCATIONAL REQUIREMENTS

High school students who are 18 years old and who have not received their GED/diploma may apply to the Fire Department. Students shall provide the Fire Department with a copy of their report card for review and shall meet a minimum GPA of 2.0 on a 4.0 scale or 3.0 on a 6.0 scale. High school students may attend trainings and receive their fire and EMS training as long as they are in good standing with their high school.

TIMEFRAMES OF PARTICIPATION

Cadets will only be allowed to participate in fire department activities during the following restricted hours.

1. Scheduled departmental activities such as evening drills or fund raising activities.
2. Post-Emergency calls:
 - Monday through Friday, after school till 1500-2200hrs.
 - Weekends, 0600hrs to 2200hrs.

- During summer vacation, and school holidays any day 6:00 am to 2200hrs.
 - Enough time allotted to comply with curfew laws.
3. Special occasions that are agreed upon by the Cadet Advisor, Chief, parents and school officials.
 4. Special duties as approved by the Cadet Advisor and/or Chief.
 5. Cadets will not be in the stations after 2200hrs or before 0600hrs without permission.
 6. When in the station, cadets should use discretion so as not to interfere with, or disrupt the operations of the fire department.
 7. Cadets should realize that spending free time in the stations is a privilege that can be revoked at any time.
 8. Cadets can bring (1) guest to the stations if approved by the Duty Officer between 1200-2000hrs. Parents or legal guardians are permitted and encouraged to visit the station.
 9. Cadets are not allowed in stations unless there is an adult member present.

YOUTH PROTECTION

The health and well-being of all fire department members is our prime concern. Cadet members will at no time be dealt with in a private one-on-one basis unless the adult is the parent or guardian of the cadet. There must be a minimum of two adults or two cadets in any given situation while interacting with adult members.

EQUIPMENT

The cadet will be provided with turnout gear adequate for their training and call duties. The department at no cost furnishes the gear to the cadet.

Unless otherwise directed, Cadets are to store their gear at the fire Station. Cadets shall not remove their turnout gear from the station unless they are participating in a Mukwonago Fire Department call or training session.

Cadets are responsible for the equipment issued to them. The cadet will return all fire department equipment issued to them should they leave the program.

UNIFORMS

After successful completion of probation the cadet may purchase a cadet uniform.

The Mukwonago Fire Department will arrange the purchase of:

- A work uniform t-shirt with the Mukwonago Fire Department emblem.

Cadet members provide:

- Navy blue pants
- Black belt with plain buckle
- Black socks
- Black shoes (no canvas or tennis shoes, all black leather sports shoes are acceptable)

Cadets shall wear only the uniform specified; civilian clothing shall not be worn with any part of the cadet's uniform. The uniform is only to be worn for the fire department training sessions, call response, and fire department special duties.

PERSONAL MATTERS

All Cadets are responsible for seeing that their current address and telephone number is on file with the Mukwonago Fire Department. Cadets will promptly inform their Advisor of any changes in address and phone number, even if only on a temporary basis.

Cadets should maintain a level of fitness, which will allow them to perform their duties effectively. If a question arises as to a Cadets ability to perform regular duties due to an apparent low level of health or fitness, the cadet may be required to show doctor's certification of current condition or pass a physical exam administered by a medical facility chosen by the Village or Town of Mukwonago at no cost to the cadet.

Cadets unable to function because of illness or injury should notify their Advisor as soon as possible so that scheduling adjustments can be made and must supply a return to work authorization from the doctor.

The fire service holds a position of trust in the community. The cadet may hear and see things that are legally privileged and confidential. No cadet shall release or divulge any information in relation to any official business of the Mukwonago Fire Department. Fire cadets of the department shall treat all official business as confidential. Cadets shall not have access to all department records generated for or by the Mukwonago Fire Department.

GENERAL APPEARANCE

Cadets should practice good grooming habits that reflect favorably upon the fire department, which is a public safety organization and therefore held to a higher standard of personal appearance. No cadet will wear offensive or reveling clothing. The Fire Chief has the final word as to what is appropriate.

In order to ensure that all personnel have an appearance that does not interfere with or detract from the safe and proper wearing of uniforms and safety equipment, the following standards are to be upheld.

Hair Standard: Hair is to be neatly groomed and clean. It shall be cut, styled and worn in a conservative manner. Hair may be in a bun, ponytail or braided to accomplish the above criteria. The bulk or length of hair shall not interfere with the proper wearing of any department headgear or equipment.

Hair Coloring: Hair coloring must look natural. Unnatural hair coloring, such as green, purple, blue, bright red, etc., are not permitted. Hair pins, combs, or barrettes may be worn to meet the requirement of this standard.

Wigs and Hair Pieces: Wigs or hair pieces may be worn while on duty or in uniform for cosmetic reasons to cover natural baldness or physical disfigurement. If a wig or hair piece is worn, it must conform to this standard for natural hair and must not cause a safety hazard.

Facial Hair: No person shall report for work or be on duty with facial hair of sufficient length to potentially interfere with an individual's ability to maintain a safe mask seal with/while wearing a self-contained breathing apparatus.

Beards and Goatees: Beards and goatees are not permitted.

Sideburns: Sideburns must be neatly trimmed. Sideburns must not extend below the bottom of the ear lobe and must end with a clean shaven horizontal line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA face piece. "Muttonchops," "Ships Captain," or similar grooming styles are not permitted.

Mustaches: Mustaches may be worn provided they are maintained in a neat, clean manner which presents a groomed appearance. The mustache must not interfere with the wearing of any fire equipment or SCBA and shall not expose the wearer to undue risk or hazard. Mustaches commonly known as "Fu Manchu" or "Handlebar" are prohibited.

1. Jewelry: A limited amount of jewelry may be worn while in uniform provided the items are discreet, do not expose the wearer to undue risk or hazard, and comply with the following guideline:
 - Ear rings in the nose, eyebrows, lips, etc., are not permitted.
 - Stud ear rings, one in each ear, is permitted while on duty and at the station.
 - Necklaces or chains worn about the neck are permitted as long as they are concealed beneath the uniform shirt.
 - Jewelry which is loose or protrudes and may catch in machinery or equipment may not be worn while in uniform.
 - Visible piercing of the body, with the exception of that mentioned above, is prohibited and must be removed or covered prior to starting duty or conducting Fire Department business.

2. Cosmetics: Females may wear cosmetics such as eye shadow, rouge, or powder as long as these items are used in moderation and worn in a conservative style.

3. Tattoos: All tattoos that are in visible areas shall not depict explicit sexual content, immoral, express radical social statements or other offensive implications must be covered at all times while on duty. If you are unsure of the acceptability of a potential tattoo, check with a Chief grade officer in regards to the intent of this policy.
 - All tattoos/body art on the head, face, neck, or scalp are prohibited.
 - Intentional mutilation of any part of the body that is visible is **prohibited**. Mutilation is defined as the intentional, radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:
 - Split, forked, or pierced tongue
 - Pieced nose, lip, eyebrow, or other areas of the face or body
 - Foreign objects inserted under the skin or intentional burns to create a design or pattern
 - Enlarged or stretched holes in ears (other than normal pierced earlobes)
 - Intentional scarring on neck, face, scalp, or anywhere on the body

If there is a question as to what is appropriate, the Fire Chief or designee will make the final determination.

SMOKING and USE OF TOBACCO PRODUCTS

The use of tobacco products by Cadets is prohibited. If violated result would be immediate dismissal from the program.

ILLEGAL DRUGS AND ALCOHOL

The use of illegal drugs and alcohol by cadets is prohibited. If violated result would be immediate dismissal from the program.

CHAIN OF COMMAND

The chain of command is established for the efficient operation within the Cadet program. Fire Chief, Cadet Advisor, Training Advisor, Cadet (in order of seniority).

DISCIPLINARY PROCEDURES

Due to the unique nature of the fire service, all fire department personnel are held to a strict standard of good behavior both on and off the job, therefore disciplinary problems will not be tolerated.

Any violation of or non-adherence to these guidelines, the policies of the Mukwonago Fire Department may be grounds for disciplinary action.

Mukwonago Fire Department members must go to the Cadet Advisor with formal disciplinary issues with a cadet. The Cadet Advisor is to be notified of any serious or persistent disciplinary problems. Depending on the seriousness of the infraction, the disciplinary action taken could range anywhere from a verbal reprimand to expulsion from the program.

Should a cadet be suspended or expelled from their school, the cadet would be subject to the same disciplinary action within the cadet program. The time and duration of school punishment will be mirrored by the cadet program.

Any conviction for the breaking of laws including traffic violations may be grounds for discipline in the cadet program.

Frequent or serious problems with authorities such as school personnel or law enforcement officials may be grounds for expulsion from the cadet program.

Any disciplinary action taken by authorized fire department personnel shall be documented in writing with copies made for the cadet's personnel file and the Cadet Advisor.

Cadets should realize that their behavior not only reflects on them as an individual, but also on the cadet program and the entire Mukwonago Fire Department.

TRAINING

Cadets are expected to attend regular Mukwonago Fire Department training sessions. On occasion additional training sessions are held and cadets may be invited to attend these sessions. Attendance at practical training sessions is critical to the cadet's proficiency in the performance of fire ground activities.

Experienced fire department personnel provide instruction for the training sessions. Safety is made an integral part of every session.

CPR TRAINING

Cadets are expected to obtain CPR certification and maintain it bi-annually. CPR certification will be instructed at the fire department at no cost to the cadet.

STATION DUTIES

Cadets are required to maintain a minimum of 8 hours a month during school and 12 hours a month during summer months of station duties, inclusive of training hours.

Station duties activities includes, but are not limited to:

1. Station clean-up and maintenance
2. Vehicle cleaning and upkeep
3. Vehicle and equipment knowledge
4. Equipment maintenance and clean-up
5. Fire prevention and Public education

CALL RESPONSE

After the Cadet's initial 60 day review period and obtaining CPR certification, and with the approval of the Cadet Advisor and Fire Chief, cadets will be allowed to respond to the stations for fire and EMS calls.

Attendance at calls is encouraged so that you will have an opportunity to put into practice the skills you have learned, while at the same time observing fire ground activities for various types of emergencies. Cadets are to respond to calls at a level that does not interfere with their schoolwork or jobs.

Cadets are encouraged but not required to attend fire or EMS calls. Cadet personnel will obey ALL traffic laws while responding to the station and will not utilize any warning or emergency lights. Cadets that are found to have emergency lighting in their vehicle will be expelled from the program.

Monthly Meetings

Cadets are encouraged to participate in the monthly business meetings of the Mukwonago Fire Department on the first Thursday of each month. If sensitive information is being discussed, the cadets may be asked to excuse themselves.

Parades

The Cadet may participate in attending any of the parades that fire department personnel attend throughout the year. All fire department personnel attending the parades riding inside a fire department vehicle must be seat belted at all times or they can walk alongside apparatus.

Fund Raising Event

Cadets are expected to assist fire department personnel with the Mukwonago Fire Department fund raising events.

Miscellaneous Duties

The cadet may elect to participate in any number of the optional duties. These duties are more of a public relations nature. We encourage the Cadets to get involved with these activities as another enhancement to their fire department experience.

USE OF FIRE DEPARTMENT VEHICLES

Cadets are allowed to ride in fire department vehicles during training sessions, parades, and miscellaneous special duties. Cadets are not allowed to drive department vehicles.

Cadets approved for call response, by the Fire Chief and Cadet Advisor, will be allowed to ride to a call on fire department vehicles. This is with the permission by the officer in charge of the vehicle. At no time will a Cadet take the place of a regular firefighter or officer.

When riding in any fire department vehicle cadets are to be seated and wearing seat belts. Riding the tailboard or running board is prohibited.

FIRE GROUND ACTIVITIES

The cadet will be allowed to perform the following duties while at the fire scene under direct supervision.

1. Make hydrant connections
2. Assist in apparatus hose hookups
3. Assist with advancing hose lines to the building
4. Assist MPO
5. Assist with exterior overhaul
6. Give outside ground level assistance with ventilation
7. Assist in exterior Fire Stream operations
8. Assist in crowd control by deploying fire line tape.
9. Assist in obtaining necessary equipment needed for fire extinguishment

At any time, emergency conditions could arise that may require all regular Mukwonago Fire Department members on the scene to perform dangerous tasks. These tasks Cadets may not be allowed to perform. Should the situation arise where the Cadet finds him/herself without direct adult supervision, they are **REQUIRED** to report to the incident commander for re-assignment. If ICS is too busy, the cadet will report to the nearest MPO.

AT NO TIME WILL A CADET BE ALLOWED TO ADVANCE INTO A SMOKED FILLED OR BURNING BUILDING.

At the discretion of the Incident Commander (I.C.) cadets may perform support functions on the interior once the incident safety officer has declared the structure and atmosphere “safe”. Cadets will be provided with the proper safety equipment needed to perform the task safely. Cadets must be wearing their PPE while at a fire scene.

Cadets are not allowed to respond to the scene of a fire, they must report to the station when responding to a call.

At all times, Firefighter’s take preference over Cadets on the fire apparatus.

Cadets will not respond on apparatus to mutual aid fire calls. This does not include observation responses in a staff vehicle accompanied by an officer.

ASSIGNMENT OF PAGERS

All fire department personnel are notified of emergency calls by a pager supplied by the fire department. If pagers are available, the Chief may issue pagers to some Cadets. The pager is not to be brought to school or work. Otherwise, the cadets will use a call tree that they will implement and use.

If pager is damaged or lost, the cadet must notify his/her advisor as soon as possible.

Active 911 capabilities are allowable but must be deactivated during school hours.

Mukwonago Fire Department
Cadet Program
Training Sheet

Topic	Instructor	Quiz	Date	Practical	Date
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Module A

Orientation & Safety					
PPE					
Hose and Water Supply					
Extinguishers					
Ladders					
3462					
3461					

Module B

Fire Streams					
Ventilation					
Fire Behavior					
Building Construction					
Forcible Entry					
Rescue & Extrication					
Ropes					
3463					
3471					

Module C

Loss Control					
Fire Control					
Alarms & Communications					
Origin & Cause					
Prevention and Pub Ed					
3492					
3481					
3484					
3487					

Module Tests	A	B	C	D
Date				

Cadets Name:

Cadet Advisor:

Date Completed: