

**Washington State
Fire Training Academy**

**Firefighter Recruit
Academy Catalog**



**Office of the
State Fire Marshal**



3000-440-011 (Rev. 5 January 2017)

Catalog certified as true and correct for content and policy.

Signature:  Date: 1/11/2017

TABLE OF CONTENTS

Introduction and Firefighter Recruit Academy Class Selection	iii
Tuition, Fees and Academic Calendar	iv
Payment Deadlines.....	iv
Financial Aid and Refunds	v
1.0 Mission Statement.....	1
2.0 Recruit Academy Objectives	1
3.0 FTA Organizational Structure	2
4.0 Firefighter Recruit Academy Syllabus	3
<u>Recruit Academy Rules and Regulations</u>	
5.0 Organizational Structure	7
5.1 Recognition.....	9
5.2 Attendance.....	13
5.3 Injury Reporting	14
5.4 Personal Hygiene and Grooming Standards	15
5.5 Dress Code and Personal Protective Equipment	16
5.6 Code of Conduct	17
5.7 Military Bearing and Courtesy.....	18
5.8 Grading Standards	19
5.9 Classroom Procedures.....	21
5.10 Cleaning Responsibilities	22
5.11 General Rules and Guidelines	23
5.12 Recruit Dormitory	24

FIREFIGHTER RECRUIT ACADEMY

(Recruit Academy)

Located on 51 Acres, the Washington State Fire Training Academy is a quality state fire training facility providing the most realistic live fire training possible. The ability to consistently burn Class A fuels (wood) and Class B fuels (gasoline, diesel, aviation fuels), utilizing a variety of props, makes the Washington State Fire Training Academy unique among the state's live fire facilities.

Our Basic Firefighter 1 Recruit Academy is an eleven-weekend program that provides comprehensive training in all aspects of basic firefighting skills. Recruits will participate in approximately 32 hours of live fire training.

This program is designed for those volunteer firefighters who wish to be trained to the NFPA Firefighter 1 and Hazardous Materials Operations* levels; conducted on weekends - Friday Evening, Saturday, and Sunday. This course meets all requirements for Firefighter 1 and Hazardous Materials Operation level certification, as identified in NFPA 1001, through the International Fire Service Accreditation Congress (IFSAC) process. *Hazardous Materials Operations level is a prerequisite of firefighter 1 certification.

Our Firefighter 1 & 2 Recruit Academy is a demanding twelve-week program that provides comprehensive training in all aspects of basic firefighting skills. Recruits will participate in approximately 105 hours of live fire training. A five to one, student to instructor ratio, is maintained for all live fire training. Attending the Firefighter 1 portion (Ten weeks) only is an option.

This hands-on course prepares and trains recruits to NFPA Fire Fighter 1, 2 and Hazardous Materials Operations* levels. Meeting hiring standards established by fire departments as entry-level firefighters; conducted weekly - Monday through Thursday. This course meets all requirements for Firefighter 1 & 2 certification, as identified in NFPA 1001, through the IFSAC process. *Hazardous Materials Operations is a prerequisite of firefighter 1 certification.

RECRUIT ACADEMY CLASS SELECTION

To apply for either Recruit Academy, all applicants must submit a completed registration form located at <http://www.wsp.wa.gov/fire/fireacad.htm>.

If the student is fire department sponsored, the billing information must be completed and signed by an authorized department designee.

Ideal class capacity is 32 recruits for the firefighter 1 & 2; 24 recruits for the basic firefighter 1 academy.

Selection for the class is based on the following priority:

- 1st: Washington State Fire Department Sponsored, Career Firefighters
- 2nd: Washington State Fire Department Sponsored, Volunteer or Resident Firefighters
- 3rd: Washington State Resident self-sponsored individuals
- 4th: Non- resident fire department or self-sponsored individuals

Washington State Fire Department Sponsored

Individuals who have an affiliation with a fire department either as a career, volunteer, or resident firefighter and the fire department is sponsoring and supporting them. This does not necessarily mean that the department is paying for the training.

Washington State Resident Self-Sponsored

Individuals not sponsored by a fire department are selected into the recruit class based on when the registration application is received and if accepted into the program, the necessary documentation is on file.

Non-Resident fire department or Self-Sponsored

Individuals that do not reside within the State of Washington are selected into the recruit class based on availability.

TUITION & FEES

A. Tuition	FF 1 & 2	Basic FF 1 (weekend)
• Washington State Fire Department Sponsored	\$4,160.00	\$1,890.00
• All Other	\$5,200.00	\$2,365.00

B. Meals.....	\$1,425*	\$555.00*
----------------------	-----------------	------------------

The food service program strives to provide recruits with three balanced meals per day. Even though recruits are not required to purchase meals, the Fire Training Academy recommends recruits utilize the food service because of time constraints. If the request is made in advance, special dietary needs can be met. *Note – the price of meals could change based on contract rates.

C. Housing.....	\$1470.00	\$660.00
------------------------	------------------	-----------------

Recruits are housed two to each room. Recruits are not required to stay on campus, however, it is recommended.

D. Payment Deadlines

Tuition and fees are due in full the first day of class. Late payment may result in cancellation of enrollment.

The fire department will be invoiced for sponsored recruit by the Fire Training Academy unless indicated otherwise.

Academic Calendar

Firefighter 1 & 2
Monday – Thursday 0600 hrs to 1800 hrs.
 (Except holiday weeks)

Class	Start Date		End Date
2017-01	January 26	to	April 21
2017-02	May 4	to	July 28
2017-03	August 7	to	November 3

Basic Firefighter 1
Friday – Sunday
1800 hrs. – 2200 hrs. (Friday)
0600 hrs. – 1800 hrs. (Saturday/Sunday)
 (Except holiday weeks)

Class	Start Date		End Date
2017-04	April 1 / 7	to	June 25
2017-05	August 12 / 18	to	November 5

FINANCIAL AID

Our Firefighter 1 & 2 and Basic Firefighter 1 academies meet the standards for the GI bill, Chapters 30, 31, 35, 1606 or 1607. For questions about eligibility in the program, please contact the Department of Veterans Affairs at 1-888-442-4551.

Our Firefighter 1 & 2 and Basic Firefighter 1 academies meet the standards for Career Bridge, an unemployment program offered through the Workforce Training and Education Coordinating Board. You can find more information about this program at <http://www.wtb.wa.gov/CareerBridge.asp>.

REFUNDS

Should it become necessary for a recruit to withdraw from the Recruit Academy training program, the Fire Training Academy (FTA) Commander should be notified in writing one day prior to the recruit leaving. A recruit must complete the official withdrawal procedure to receive a refund, if applicable. Refunds will be made according to the following policy:

- Recruits that need to withdraw because of family reasons during the course will be enrolled in the next available course. The entity or individual will be invoiced for the number of training days attended in course to include meals and lodging.
- Recruits that need to withdraw because of illness or injury reasons will be enrolled in the next available course. The entity or individual will be invoiced for the number of training days attended in course to include meals and lodging.
- Refund Schedule:
 - Recruit Academy canceled by the Fire Training Academy.....100%
 - Withdrawal occurs prior to start of the Recruit Academy.....100%
 - Withdrawal occurs during the first week of training.....80%
 - Withdrawal occurs during the second week of training.....40%
 - Withdrawal occurs after the second week of training.....0%
- A recruit dismissed from the Recruit Academy for a policy violation is not eligible for a refund.
- A recruit dismissed from the Recruit Academy for performance reasons may be eligible for a pro-rated refund.
- Appeals for extenuating circumstances will be directed to the Fire Training Academy Commander in writing for consideration.

Contact/Registration Information

Administrative staff: (425) 453-3000.

Registration Form: <http://www.wsp.wa.gov/fire/fireacad.htm>

“Selected programs of study at the Washington State Patrol Fire Training Academy are approved by the Workforce Training and Education Coordinating Board’s State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.”

SECTION 1.0 - MISSION STATEMENT

“We prepare safety professionals to confront emergencies.”

The FTA Recruit Academy staff sets the tone and provides the environment to achieve IFSAC Firefighter 1 & 2 certification. The training curriculum is divided into instructional blocks. Each block contains certain basic skills that recruits will learn and then apply in a variety of ways to accomplish a task. During the course of training, recruits will respond to fire ground scenarios and will be evaluated on their ability to apply the knowledge as a responding company.

SECTION 2.0 – RECRUIT ACADEMY OBJECTIVES

The total allocation of manpower and resources devoted to these programs are for the purpose of providing the recruit with the highest quality instruction. The course content and required instructional hours are in accordance with the mandate as set forth by state guidelines.

The recruits completing their respective Recruit Academy can be assured that they have received the best available training to enable them to perform the required functions of their new profession.

Upon completion of the twelve-week Recruit Academy, the recruit will be eligible for IFSAC certification as a Firefighter 1, Firefighter 2, and at the Hazardous Materials Operations level. Upon completion of the eleven-weekend Recruit Academy, the recruit will be eligible for IFSAC certification as a Firefighter 1 and at the Hazardous Materials Operations level.

SECTION 3.0 - FTA ORGANIZATIONAL STRUCTURE

The Academy staff has the responsibility for the supervision and administrative coordination of all Academy affairs.

State Fire Marshal: The State Fire Marshal is responsible for all phases of the Fire Service Training program, which includes all Academy programs.

Fire Training Academy Commander: The Commander is responsible for the overall administration of the Academy including all phases of the Fire Service Training program and all other Academy programs.

Chief of Instruction: The Chief of Instruction coordinates all Academy training programs. The Chief of Instruction serves as liaison between instructors and the Fire Training Academy Commander.

Recruit Academy Coordinator: The Recruit Academy Coordinator is the Class Advisor and may be consulted by recruits regarding personal, academy, or on employment matters. The Coordinator is directly responsible for the day-to-day operation of the Recruit Academy. This individual is responsible for the organization, staffing, logistics, and overall operation of the recruit firefighter training program.

Academy Instructors: Academy instructors are selected for their expertise in specific fields. They are responsible for the instruction in their areas and for the conduct of their classes.

Company Officer: The Company Officer assists the Recruit Academy Coordinator in the day-to-day activities of the individual recruits.

CHAIN OF COMMAND



SECTION 4.0 - FIREFIGHTER RECRUIT ACADEMY SYLLABUS

4.0.1 DESCRIPTION

The Washington State Patrol Fire Training Academy Recruit Academy prepares recruits to meet the job performance requirements for career and volunteer firefighters whose duties are primarily structural in nature as described in *NFPA 1001 Standard for Fire Fighter Professional Qualifications*. Additional instruction is provided to meet the requirements of *Washington Administrative Code (WAC) 296-305 Vertical Safety Standards for Fire Fighters* and *NFPA 1500 Fire Department Occupational Safety and Health Program*. The Recruit Academy emphasizes manipulative skills, team building, physical fitness, and wellness concepts. Classroom and training ground instruction includes firefighter skills, fire behavior, fire control techniques, fire ground operations, salvage, hazardous materials, and incident command. Training ground activities allow the recruits to apply their knowledge and emphasize the mastery of basic manipulative firefighter activities and skills needed to perform tasks successfully and safely.

Duration:

Basic Firefighter I: Twelve-weekend Recruit Academy includes 250 Hours of Lecture, Manipulative Skills and Certification Testing; and 22 hours of physical fitness training.

Firefighter I & II: Twelve-week Recruit Academy includes 438 Hours of Lecture, Manipulative Skills and Certification Testing; and 48 hours of physical fitness training.

Firefighter Recruit Academy Prerequisites:

- 18 years of age
- Valid driver's license
- First Aid and CPR certification (IFSAC Certification Requirement)
- High School Graduate or GED certificate
- Medically certified as per National Fire Protection Standard 1582 or authority having jurisdiction (sponsoring department) medical evaluation requirements.
- Completed physical agility assessment or CPAT evaluation
- The physical ability and dexterity to lift and carry heavy objects as well as endure working conditions and environment hazards in which firefighting task are performed.*
- Medical Insurance

** Firefighter candidates that identify a medical condition which may limit involvement and participation in the training program shall submit a letter from the sponsor's medical physician stating that the individual meets the medical requirements in NFPA 1582.*

4.0.2 COURSE CONTENT

A. General Goals:

1. At the conclusion of the Recruit Academy the recruit will be tested to meet the State of Washington Accreditation and Standards as well as IFSAC certification requirements for Firefighter 1, Firefighter 2 (per program) and Hazardous Materials Awareness and Operations.
2. The recruit will additionally receive training in the ICS 100 and IS 700 National Incident Command System.

4.0.2 Course Content (continued)

B. General Objectives:

1. Provide an approved curriculum that combines basic course work with enhanced instruction that meets and/or exceeds the requirements for IFSAC Firefighter I, Firefighter II and Hazardous Materials Awareness and Operations.
2. Ensure that the recruit can successfully perform tasks that combine manipulative and technical competency required for IFSAC Firefighter I & II certification and Hazardous Materials Awareness and Operation.
3. Build strength and stamina during Recruit Academy by participating in a physical fitness training program.
4. Cultivate an attitude of teamwork and a mind-set of positive customer service.

C. Class Titles, Applicable Standards:

Orientation to Fire Service Organization.....	NFPA 1001-5-1.1.1
Protective Clothing and Equipment.....	NFPA 1001-5-1.1.2
.....	WAC 296-305-02001
Fitness and Disablers, Physical Fitness Training	NFPA 1500-9.2
Fire Department Communications.....	NFPA 1001-5-2
Health & Safety	NFPA 1001-5-1.1.1
Respiratory Protection/ Breathing Apparatus.....	NFPA 1001-5-3.1
.....	WAC 296-305-04001
Ladders	NFPA 1001-5-3.6; 5-5.1; 5-5.3
Ropes and Knots.....	NFPA 1001-5-1.1.2; 5-5.3
Hose.....	NFPA 1001-5-3.6; 5-3.7; 5-3.10; 3-5.5.2
Search and Rescue.....	NFPA 1001-5-3.9
Ventilation	NFPA 1001-5-3.10; 5-3.11
Fire Extinguishers and Agents.....	NFPA 1001-5-3.16
Salvage and Overhaul.....	NFPA 1001-5-3.13
Fire Behavior Science.....	NFPA 1001-5-3.9; 5-3.10; 5-3.11
Forcible Entry and Rescue Tools.....	NFPA 1001-5-3.4
Arson	NFPA 1001-5-3.13; 5-3.8
Inspection	NFPA 1001-5-5.1
Multi-Company Operations.....	NFPA 1001-5-3
Hazardous Materials (Awareness & Operations Levels).....	NFPA 472
.....	WAC 296-62, Part P,Q & WAC 296-824
Fire Ground Operations	NFPA 1001-5-3.14; 5-3.15; 5-3.17; 5-3.4;
Incident Command	NFPA 1001-5-1.1.1
Building Construction.....	NFPA 1001-5-3.11; 5-3.9
Sprinkler Systems	NFPA 1001-5-3.14
Public Education Delivery.....	NFPA 1001-5-5.2
Ground Cover Fires	NFPA 1001-5-3.19
Live Fire Training.....	NFPA 1001-5-3. 5-3.7; 5-3.10; 5-3.15;
Foam Application	NFPA 1001-6-3.1
General Firefighter II Qualifications	NFPA 1001-6-6.1; 6.2 – 6.5
Fire Department Communications.....	NFPA 1001-6-2.1; 6.2.2
Fire Ground Operations	NFPA 1001-6-3.1 – 6.3.3
Rescue Operations	NFPA 1001-6-4.1; 6-4.2
Prevention, Preparedness and Maintenance	NFPA 1001-6-5.1 – 6-5.5

4.0.3 METHODS OF INSTRUCTION

- A. Lecture
- B. Demonstration
- C. Hands-on Training
- D. Application
- E. Visual Aids

4.0.4 METHODS OF EVALUATION

- A. Written and Oral Exams: Class rating is based on examination questions correctly answered. The final written IFSAC exams require a minimum passing score of 70% for IFSAC Certification.
- B. Task Performance: Ratings based on Company Officer and instructor observations of student performance.
- C. Skills Testing: Follows Washington State Firefighter 1, Firefighter 2 and Hazardous Materials Operations IFSAC Task Sheets. The final skills IFSAC exams require a passing score of 100% for IFSAC Certification.

4.0.5 MATERIALS OF INSTRUCTION

A. Texts

- Essentials of Firefighting 6th Edition IFSTA
- Hazardous Materials for First Responders 4th Edition IFSTA
- Safety Standards for Fire Firefighters, Chapter 296-305 WAC
- DOT Emergency Response Guidebook (ERG)
- National Incident Management System (NIMS) ICS 100/IS 700

B. Supplementary Skills Manual

- Washington State Fire Marshal's Office,
Fire Protection Bureau, Standards and Accreditation:
 - Firefighter 1 - Skill Sheets
 - Firefighter 2 - Skill Sheets
 - Hazardous Materials Operations - Skill Sheets

4.0.6 TIME ALLOTMENTS

FF I		FF I & II		UNIT/TOPIC	DELIVERY
HOURS		HOURS			
8		8		Academy Orientation	Lecture
2		2		Fire Service Organization	Lecture
6		6		Firefighter Safety (General)	Lecture
4		6		Personal Protective Equipment	Lecture
9		17		Breathing Apparatus	Lecture/Lab
16		32		Fire Service Ladders	Lecture/Lab
4		4		Ropes and Knots	Lecture/Lab
4		6		Fire Control	Lecture
9		18		Hose Handling Techniques	Lecture/Lab
9		17		Search and Rescue	Lecture/Lab
9		24		Ventilation	Lecture/Lab
9		8		Fire Extinguishers and Agents	Lecture/Lab
4		6		Salvage and Overhaul	Lecture/Lab
8		6		Fire Behavior	Lecture
9		9		Forcible Entry and Rescue Tools	Lecture/Lab
4		6		Fire Prevention	Lecture/Lab
4		8		Fire Department Communications	Lecture/Lab
9		18		Flammable Liquid Firefighting	Lecture/Lab
4		8		Firefighter Survival	Lab
2		3		Arson Investigation	Lecture
4		8		Building Construction	Lecture
2		4		Sprinkler Systems	Lecture
4		20		Multi-Company Operations	Lecture
45		40		Hazardous Materials	Lecture
32		105		Live Fire Exercise	Lecture/Lab
4		10		Maintenance	Lecture/Lab
2		2		NIMS/ICS	Lecture
22		48		Physical Fitness Training	Lab
4		8		Electricity & National Gas Emergencies	Lecture/Lab
2		2		Drill and Discipline	Lab
18		27		Written & Practical Exams	Evaluation
<hr/>		<hr/>			
272		486			

SECTION 5.0 - ORGANIZATIONAL STRUCTURE

5.0.1 Recruit Academy Organizational Structure

The Fire Service typically uses a paramilitary organizational model when establishing a command and rank structure which functions through a delegation of responsibility with some authority of command. However, the military model and the Fire Service management model differ considerably in application. To provide a structure which models Fire Service organizations we have established an accountability model and assigned responsibilities in each recruit class at the Fire Training Academy.

5.0.2 Company Officer

Company Officer is responsible for providing direction to the Class Leader for day-to-day movements and activities of the recruits. Company Officers work closely with the Recruit Academy Coordinator to ensure the daily training objectives are met and FTA policies are being adhered to. Company Officer duties are as follows:

- A.** Assist the Recruit Academy Coordinator in all assigned duties.
- B.** Report attendance to the Recruit Academy Coordinator.
- C.** Direct the Class Leader to the assigned location in proper uniform with required equipment to train.
- D.** Conduct individual recruit weekly progress evaluations, and provide those in a timely manner to the Recruit Academy Coordinator.
- E.** Ensure all other documentation is in order and transferred to the Recruit Academy Coordinator in a timely manner.

5.0.3 Class Leader

The Recruit Academy is organized into companies that are led by a Class Leader. The Class Leader is directly responsible for the day-to-day movements of the class. The Class Leader reports to the Fire Recruit Academy Coordinator, Company Officer, and/or Lead Instructor. Class Leader duties are as follows:

- A.** Assist the Company Officer in all assigned duties.
- B.** Report attendance to the Company Officer.
- C.** Ensure that the Companies report to the assigned location in proper uniform with required equipment to train.
- D.** Ensure that all documents, assignments, absence memos, evaluation forms, or any other document is completed as expected and submitted on time to the Company Officer.
- E.** Perform all tasks as assigned by the Recruit Academy Coordinator, Lead Instructor, and/or Company Officer.
 - 1.** Maintains control over all companies to ensure recruits comply with all rules and regulations.
 - 2.** Ensure completion of equipment inventory and vehicle maintenance checks.
 - 3.** If necessary, lead physical fitness training with Company Leaders' assistance.
 - 4.** Improve company's drill and order.
 - 5.** Ensure the Bulldog votes are accounted for prior to 1300 hrs. on the last day of the training week and delivered to the Company Officer.

5.0.4 Company Leaders

Company Leaders are directly responsible for the day-to-day operation of their team. Company Leaders report directly to the Class Leader. Company Leader duties are as follows:

- A. Assist the Class Leader in all assigned duties as necessary.
- B. Report attendance to the Class Leader prior to physical fitness training or start of class.
- C. Ensures that all written assignments, absence memos, evaluation forms or any other document is properly completed and turned in on time to the Class Leader.
- D. Perform all other duties or tasks assigned by the training staff or Company Officer.
- E. Maintains control over Company to ensure proper conduct and compliance with Recruit Academy rules and regulations.
- F. Assure that Company is at the assigned area on time and in the proper uniform with all required tools and equipment.
- G. Manages equipment inventory and fluid level check of vehicles.
- H. Makes certain daily cleaning assignments are carried out.

5.0.5 Firefighter Recruit

Firefighter Recruit (recruit) is responsible for being a contributing member of their individual companies. Firefighter Recruit reports directly to the Company Leader. Firefighter Recruit duties are as follows:

- A. Assist the Company Leader in all assigned duties as necessary.
- B. Perform all duties as instructed to the best of their abilities.
- C. Be punctual for all assignments and in proper uniform.
- D. Ensure they are physically and mentally prepared for training.
- E. Maintain military bearing and courtesies at all times.

5.0.6 Selection of Class Leader and Company Leaders

The Recruit Academy Coordinator and the Company Officer(s) will select the Class Leader and the Company Leaders; eventually every recruit can expect to be placed in a leadership role.

SECTION 5.1 - RECOGNITION

5.1.1 The Pathway

To travel on the “Pathway to Success” from the upper campus down to the drill ground is a privilege and an honor. Consequently, recruits shall not walk on it until permission is granted. The footpath over the years has come to symbolize the coming together of the class into a firefighting team. Therefore to earn the right to walk on the “Pathway” the class must demonstrate the following traits and values.

A. Discipline

1. Class sets goals and objectives and creates a plan with timelines to achieve them.
2. Recruits give best effort in accomplishing task or assignments.
3. Able to carry out task or assignments with little supervision.
4. Show initiative and correct problems before instructed to do so.

B. Respect/Courtesy

1. The class demonstrates a caring and polite attitude.
2. Avoid conflict and/or have disagreements resolved mutually.
3. Behavior is professional; class demonstrates military courtesy and bearing.
4. Avoid irritating habits or behavior.

C. Accountability

1. Recruits take responsibility for behavior and actions; makes no excuses for mistakes.
2. Do not cover up a mistake or negligent act.
3. Do not lie, cheat or steal.
4. Assignments turned in on time.
5. Class reports to assigned location(s) on time and with proper equipment and ready to learn.

D. Teamwork

1. Recruits watch out for one another. A buddy system is set-up so that all recruits support one another.
2. Show support of one another through helping others to achieve success.
3. Team members do not use others as stepping-stones to success.
4. Individuals do not glorify their egos, but give credit to those who have earned it.
5. Drill and order performed in a professional manner.

E. Firefighting Skills

1. Recruits work together to complete task; companies work together as a team and the team works as a company.
2. Recruits take criticism positively and learn from mistakes.
3. Recruits practice skills to improve performance.
4. Team continuously shows improvement and does not regress. Entire class is meeting minimum academic and manipulative skill standards.
5. Maintain equipment in a ready state.

5.1.2 Most Improved Firefighter Award

The recipient of this award is chosen by the Company Officer or Recruit Academy Coordinator. Not only has this recruit improved in a variety of areas such as academic or physical ability, but has contributed to the improvement of their team, field work or attitude.

5.1.3 Inspirational Award

The recipient of this award is chosen by fellow recruit firefighters. The receiver throughout the Recruit Academy has demonstrated quality characteristics that inspire colleagues to prevail during challenging times or a personal crisis. This recruit demonstrates:

- A. **Integrity:** Aware of the choices they make and take responsibility for the course of action they have chosen.
- B. **Team Player:** Supports others, helping them perform at their best. Takes advantage of personal strengths to improve the team's performance. Motivates fellow recruits to contribute, makes the team stronger and more competent, carrying the team to the next level.
- C. **Friendship:** Most importantly, the award recipient is a friend and is sensitive to feelings and needs of others.

5.1.4 Bulldog Award

The Bulldog is a firefighter that shows aggressiveness, never gives up and is able to rise above difficulty. The Bulldog is not necessarily at the top of their class, but demonstrates the following six characteristics:

- A. **Courage:** Demonstrates confidence in their abilities; does the right thing for the company or fellow recruit in spite of personal hardship or sacrifice and stands up for unpopular ideas when it is the right thing to do.
- B. **Dependability:** Follows through, keeps commitments, meets deadlines, takes and accepts responsibility for actions, admits mistakes, and works effectively with little or no direction from superiors.
- C. **Flexibility:** Functions effectively in a changing environment, provides stability, remains objective when confronted with many different tasks at once.
- D. **Integrity:** Adheres to the Recruit Academy Code of Conduct and Military Bearing; behavior exemplifies good moral values and professional responsibility. Gains trust/respect by their actions and serves as a role model for others.
- E. **Judgment:** Uses logical and intellectual discernment to reach sound actions; bases decisions on logical, factual information and consideration of human factors; knows own authority and is careful not to exceed it; uses past experience and information to gain perspective on present decisions.
- F. **Respect for Others:** Honors rather than belittles the opinions or work of others and demonstrates a belief in fellow recruits' value regardless of each individual's background.

5.1.5 1st Due Engine Award

At the end of the Recruit Academy, up to four recruits will be selected as members of the 1st Due Engine Award. A recruit selected for this honor has demonstrated throughout the Recruit Academy the following traits and values: desire, discipline, honesty, accountability, and respect.

A. Desire

1. Wants to be a firefighter to help others and their community.
2. Is looked upon by others as a role model; a recruit whose actions speak louder than their words.

B. Discipline

1. Sets or has a plan to become a firefighter.
2. Willing to make necessary sacrifices to achieve goals and objectives.
3. Does not let adversity diminish desire to help others.

C. Honesty

1. Does not lie, cheat or steal.
2. Will not cover up a mistake or negligent act; will bring matters to the attention of the training staff.
3. Does not take credit for good deeds, acts or actions completed by others.
4. If a mistake is made, offers no excuse and does not blame others.

D. Accountability

1. Carries out directions and orders as expected.
2. Accepts leadership role and works with others to get the mission accomplished.
3. Is a good follower and helps leaders carryout and complete assignments.

E. Respect

1. Considers others as equals.
2. Willingly helps other recruits when asked.
3. Never gives any advice that can be detrimental to another.
4. Praises others for accomplishments and performance.
5. Lives up to promises made to others and considers a handshake as word of honor.

F. Academic and Manipulative Skills

1. Individual's written examination scores are consistently in the upper 30th percentile of class.
2. Recruit completes manipulative skills with minimal errors.
3. Carries out firefighting (Engine Company) tasks safely and efficiently.

5.1.6 1st Due Truck Award (Firefighter 1 & 2 Academy)

At the end of the Recruit Academy, up to three recruits will be selected as members of the 1st Due Truck Award. A recruit selected for this honor has demonstrated throughout the Academy the following traits and values: desire, discipline, honesty, accountability, and respect.

A. Desire

1. Wants to be a firefighter to help others and their community.
2. Is looked upon by others as a role model; a recruit whose actions speak louder than their words.

B. Discipline

1. Sets or has a plan to become a firefighter.
2. Willing to make necessary sacrifices to achieve goals and objectives.
3. Does not let adversity diminish desire to help others.

C. Honesty

1. Does not lie, cheat or steal.
2. Will not cover up a mistake or negligent act; will bring matters to the attention of the training staff.
3. Does not take credit for good deeds, acts or actions completed by others.
4. If a mistake is made, offers no excuse and does not blame others.

D. Accountability

1. Carries out directions and orders as expected.
2. Accepts leadership role and works with others to get the mission accomplished.
3. Is a good follower and helps leaders carryout and complete assignments.

E. Respect

1. Considers others as equals.
2. Willingly helps other recruits when asked.
3. Never gives any advice that can be detrimental to another.
4. Praises others for accomplishments and performance.
5. Lives up to promises made to others and considers a handshake as word of honor.

F. Academic and Manipulative Skills

1. Individual's written examination scores are consistently in the upper 30th percentile of class.
2. Recruit completes manipulative skills with minimal errors.
3. Carries out firefighting (Truck Company) tasks safely and efficiently.

SECTION 5.2 - ATTENDANCE

5.2.1 Class Schedule

A schedule of training activities will be posted in the classroom area.

5.2.2 Class Attendance

All recruits will be required to attend orientation on the scheduled week before class begins. During orientation the Fire Training Academy and Recruit Academy rules and procedures will be read and explained.

Recruits are required to attend all training sessions provided by the FTA. The training schedule during the Recruit Academy does not provide room for absences. **Recruits who miss more than three days of the Recruit Academy may be dismissed from the Academy.** The Recruit Academy Coordinator and the Chief of Instruction shall review exceptions on a case-by-case basis. Therefore, it is the responsibility of each recruit to know and understand the following rules.

A. Attendance Criteria

Recruits may not graduate from the program if they:

1. Miss any of the mandatory subjects in the Recruit Academy.
2. Miss any of the manipulative skills training or testing that is offered on a single cycle in the Recruit Academy.
3. Have more than 30 hours of unexcused time in the Recruit Academy.

B. Absences

1. Excused

- a. Any family emergency that prevents a person from attending or actively participating in training sessions.
- b. Any sort of medical illness or injury, which may harm or impact the recruit's performance or the performance of others.
- c. Sponsoring organization request to meet with the recruit.

2. Unexcused

Any absence from training, which is not due to a medical cause, family emergency, or department request, shall be considered unexcused.

3. Procedure for Reporting Any Absence

- a. Any recruit not able to report for training at the start of the week shall call the administrative office immediately at 425-453-3000 and leave a message for the Recruit Academy Coordinator.
- b. Any absence from training, as the result of illness, the recruit shall notify either a Company Leader or the Class Leader. The Class Leader will inform the Recruit Academy Coordinator of the recruit's illness.
- c. Any recruit needing to be absent from training must submit a memo utilizing the chain-of-command to the Recruit Academy Coordinator at least two-days prior to any absence not due to illness. The memo shall describe the justification for missing training.
- d. In all cases, the Recruit Academy Coordinator will notify the recruit's agency and inform them of the absence, illness or injury.

5.2.3 Withdrawals

Should it become necessary for a recruit to withdraw from the Recruit Academy the FTA Commander shall be notified. All equipment and supplies issued to the recruit must be returned before departing. A letter of withdrawal, signed by the recruit shall be given to the Recruit Academy Coordinator.

- A. When a recruit withdraws for emergency reasons during a course and funds are left on account, the FTA will enroll them in the next available course. Meals consumed and nights spent in housing will be deducted from account.
- B. When a recruit withdraws from the course due to illness or injury and funds are left on account, the FTA will enroll them in the next available course. Meals consumed and nights spent in housing will be deducted from account.
- C. When a recruit withdraws from the course for any other reason, all application, course and supply fees will be forfeited.

SECTION 5.3 - INJURY REPORTING

5.3.1 Insurance

The Washington State Fire Training Academy does not provide medical insurance coverage for recruits. Recruits shall be covered under a medical insurance plan prior to attending the Recruit Academy.

5.3.2 Illness or Injury

- A. Recruits who become ill or injured must report the condition immediately to the Company Officer or Instructor so proper medical care may be provided and a MANDATORY injury report is completed. All injuries or illness, no matter how minor, shall be reported.

5.3.3 Training Ground Injuries

- A. All training ground injuries, regardless of severity, shall be reported to the Recruit Academy Coordinator as soon as possible.
- B. Injuries that require immediate emergency medical treatment will be reported at once to an instructor, Recruit Academy Coordinator or the Company Officer.
- C. Any non-life threatening injury that demands medical care by a doctor will necessitate the recruit to be transported to a Hospital or Emergent Care Clinic for treatment.
- D. Recruit shall complete both sides of the Injury/Exposure Part A report and turn in prior to start of class the next day.
- E. Injury report form shall also be accompanied with witness statement(s).

5.3.4 Non-Training Ground Injuries

- A. Recruit shall report any injuries sustained which are not training related to the Recruit Academy Coordinator as soon as possible.
- B. Recruit shall complete both sides of the Injury/Exposure Part A report and turn in prior to start of class the next day.
- C. The Recruit Academy Coordinator will report all training and non-training ground injuries to the recruit's sponsoring fire department and the FTA Safety Officer.

SECTION 5.4 - PERSONAL HYGIENE AND GROOMING STANDARDS

5.4.1 Grooming Code

Firefighter Recruits shall conform to the following grooming standards; no exceptions:

5.4.2 Male Recruits

A. Hair Length

Hair shall be no longer than three (3) inches in length and shall be neatly tapered downward on the sides and back of the neck. Hair shall not touch the ears or uniform collar.

B. Facial Hair

Facial hair, sideburns and/or mustaches shall not interfere with the seal of the self-contained breathing apparatus face piece. A recruit who has facial hair that impedes the proper seal of the self-contained breathing apparatus face piece shall not be permitted to participate in training.

1. Sideburns shall be neat and not excessively thick. Sideburns shall not extend below the lowest part of the earlobe. Sideburns must never attain a width of more than one and one-half (1 ½) inches.
2. Mustaches shall be neatly trimmed. They shall not extend laterally more than one-half (½) inch from the corner of the mouth or more than one-half (½) inch below the corner of the mouth. The mustache may not extend more than one-quarter (¼) inch over the upper lip.
3. Beards of any style shall not be worn.
4. Recruits shall be cleanly shaven prior to 0800 hrs. each day.

5.4.2 Female Recruits

A. Hair Length

1. Hair shall not extend below the uniform collar with a uniform cap on.
2. Hair clips, etc. may be used under the cap to secure the hair. The bulk or length of the hair must not interfere with the normal wearing of uniform cap or helmet. When the uniform cap is not worn, hair may be down but must comply with the collar rule.
3. If bangs are worn, they shall be maintained at a minimum distance of one and one-half (1 ½) inches above the eyebrows or so they do not interfere with the seal of the SCBA mask face piece.

B. Makeup

1. The wearing of facial make-up shall be kept to a minimum.
2. False eyelashes and/or artificial fingernails are not permitted. Nail length shall not extend ¼ inch past the end of the fingers.

SECTION 5.5 - DRESS CODE AND PERSONAL PROTECTIVE EQUIPMENT

5.5.1 Dress Code

Recruits are expected to be properly dressed while on the FTA campus. Recruits are required to wear shirts during training in all public areas of the campus.

T-shirts, sweat-shirts and caps worn during training must be Fire Training Academy approved. 100% Cotton or Fire Resistant clothing shall be worn during live fire training. Recruits shall wear the assigned uniform of the day, as established by the Recruit Academy, as follows:

A. Uniform

1. Red T-shirt "Recruit"; FTA Issued.
 - a. Department uniform pants
2. Class B uniform (department uniform shirt and pants)
 - a. White or Blue T-shirt underneath.

B. Boots

1. A Fire Department, safety toe duty boots are required.
2. Boots must be black in color, polish-able, with non-marking soles.

C. Physical Training Clothing

1. Navy blue crew neck sweatshirt
2. Navy blue gym shorts.
3. Navy blue sweat pants.
4. Navy blue or white T-shirts.
5. White socks
6. Athletic shoes (preferable running shoes).
7. Navy blue or black watch cap (knit stocking cap, optional).
8. Navy blue or black baseball style cap.
(Department identification and logos are acceptable on clothing.)

D. Personal Protective Clothing and Equipment shall meet National Fire Protection Standard (NFPA) and Washington Administrative Code (WAC) 296-305 Firefighter Vertical Safety Standards).

E. Jewelry

The wearing of jewelry of any type, except watches, wedding rings, and medical alert identification bracelets, will be restricted. During training evolutions the wearing of excessive rings, earrings, neck chains or necklaces is prohibited during the Recruit Academy due to safety concerns.

SECTION 5.6 - CODE OF CONDUCT

5.6.1 Conduct and Discipline.

During the Recruit Academy, recruits are expected to conduct themselves in a manner consistent with becoming a dependable and reliable firefighter. Immoral or disorderly conduct, such as profanity, sexual slurs, harassment, and use of alcohol or illegal drugs may result in dismissal from the Recruit Academy. The Chief of Instruction or the FTA Commander will address all infractions.

- Harassment is any unwarranted or unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, embarrasses, annoys, degrades, or insults another person, either female or male, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment.
- Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or nonverbal actions of a sexual nature.
- Alcohol or illegal drugs are not permitted on campus. Anyone determined to be under the influence of alcohol or illegal drugs shall be removed from campus and departments notified.
- The FTA has a “Zero Tolerance Policy” related to Harassment, Sexual Harassment, and alcohol or illegal drug use.

5.6.2 Demeanor

Recruits using vulgar, disrespectful, or disruptive remarks and/or engaging in other activities strictly prohibited by Academy rules and procedures will face disciplinary action. *Disciplinary action may include dismissal.* Conduct unbecoming a professional firefighter is strictly prohibited by the FTA.

The following are personality traits you will be held accountable for and expected to display:

A. Accountability

1. Recruits shall be responsible for their behavior and actions. You will be judged by the choices you make.
2. Recruits will be accountable for turning in assignments as expected and policing their own equipment.
3. One of the most important lessons to be learned and displayed during Recruit Academy is the ability to follow directions and orders. If an order given is unclear recruits are expected to ask for clarification. Recruits will be held accountable for completing it; not understanding the assignment is not an excuse.

B. Courtesy:

1. Recruits shall demonstrate a caring and polite attitude towards others at all times.
2. Rude or offensive behavior will be grounds for dismissal.
3. Firefighters must adapt and develop one’s attitude to avoid conflict. It is important to master courtesy because you will be working in a close environment. Irritating habits must be reconciled and behavior modified in order to avoid conflict.

5.6.2 Demeanor: (continued)

C. Honesty

1. Recruits shall not lie, cheat, or steal.
2. Recruits shall admit to making a mistake. If a mistake is made, the recruit will acknowledge the error and take corrective action to prevent it from happening again. "No Excuse is offered."
3. Recruits shall not cover up a mistake or negligent act but shall bring it to the attention of the Training Staff.

D. Punctuality

1. Recruits shall carry out orders and assignments as expected and to the best of their abilities.
2. When given a location to report to the recruit shall move swiftly.

SECTION 5.7 - MILITARY BEARING AND COURTESY

5.7.1 Conduct and Behavior

The fire service and the Recruit Academy are structured as a Para-military organization. There are certain rules of conduct and behavior that apply to the military, which are also applicable to the Recruit Academy:

- A. All Academy staff and guests will be addressed by their respective title or as "Sir," "Mister," "Ma'am," or "Madame."
- B. Greet all staff and guests with appropriate greeting, for example "Good morning, Sir."
- C. Never interrupt an instructor or fellow recruit. Wait patiently, recruits will be given the opportunity to speak or comment.
- D. When performance or behavior is being critiqued by an instructor and/or staff the recruit shall respond in one of the following ways:
 - "Yes" "Sir or Ma'am."
 - "No" "Sir or Ma'am."
 - "No excuse" "Sir or Ma'am."
 - "I do not understand" "Sir or Ma'am?"
- E. Make way for all superiors. Clear doorways and hallways, hold doors open, and assist them in any way that presents itself.
- F. When in contact with Academy staff, wait to be dismissed before leaving. If unsure, recruits should ask, "Is that all "Ma'am or Sir?"

SECTION 5.8 - GRADING STANDARDS

5.8.1 Evaluation Procedures and Process

Throughout the Recruit Academy, recruits will undergo written and manipulative examinations. The evaluation system is designed to objectively measure a recruit's ability to meet the Recruit Academy's performance standards. Therefore, a recruit must demonstrate four measurable qualities in order to graduate:

- A. The mental capacity to read pertinent firefighting information plus retain it, apply it and pass* a written examination. ***Minimum score of 80% on all written exams.**
- B. The manipulative ability to learn vital firefighting skills needed to safely carryout firefighting tasks under adverse conditions.
- C. The physical strength, endurance, and dexterity to lift and carry heavy objects and endure physically demanding working conditions over an extended period of time.
- D. The characteristics and values to create a positive work environment and demonstrate the positive attitude and ability to work with others.

5.8.2 Written and Practical Examinations

To ensure that the recruit's aptitudes are accurately measured the following evaluation procedures shall be utilized:

- A. Grading System: In order to rate each recruit in a systematic, accurate, and impartial manner, the grading procedure and terms listed below will be utilized:

1. Standard Definitions

- a. **Exceeds Standard:** Recruit exceeds the task performance.
Written Exam score of 90 – 100%
- b. **Meets Standard:** Recruit meets minimum task performance.
Written Exam score of 80 – 89%
- c. **Below Standard:** Recruit did not meet the minimum task performance.
Written Exam score below 80%

5.8.3 Written Examinations

Throughout the Recruit Academy, recruits will be given various written examinations. Each exam is designed to test the recruit's reading comprehension and knowledge of the various reading assignments. The number of questions in each quiz will vary. Recruits must score a minimum of 80% on all written exams in order to receive a passing grade.

- A. Any recruit scoring below 80% on a written exam shall be offered one (1) opportunity to retest. **Failure of any retest will automatically disqualify a recruit from the Recruit Academy. In addition, during the Recruit Academy, recruits that score below 80% on two (2) written exams shall attend a mandatory meeting between the Recruit Academy Coordinator and recruit's Department Training Officer.**
- B. To graduate from the Recruit Academy, a cumulative written score of 80% is required. A retest score does not change the original cumulative score.
- C. Prior to a recruit taking a retest, the Academy staff will provide the recruit with an organized review of the information regarding the subject. It is the recruit's responsibility to schedule the remediation session.

5.8.4 Manipulative Skills

Testing is an integral part of the Recruit Academy. Recruits must demonstrate that they possess the ability to learn vital skills and follow direction in order to carry out necessary emergency scene tasks.

5.8.5 IFSAC Written and Practical Examinations

Each skill or task is based on IFSAC testing standards and procedures. The recruit will be expected to complete each step in the process; the order of completion is not vital on certain tasks, however, certain skills have items that must be safely accomplished. A recruit unable to meet these expectations will be given an automatic failure. Written examinations are graded by the Washington State Patrol, Fire Protection Bureau, Accreditation and Certification Division. The Division will contact the candidate with their written exam score.

5.8.6 Performance Critiques / Dismissal

Recruit Academy Coordinator and/or Company Officer shall complete a performance evaluation for each recruit to include:

- A.** Starting the second week of the Recruit Academy a weekly letter on the recruit's performance for the previous week will be e-mailed to their Department Training Officer.
- B.** Any recruit scoring below 80% shall meet with the Recruit Academy Coordinator and the Company Officer(s) to discuss his/her performance.
 1. A time and date will be scheduled for the remediation of the exam and when the retest will be taken.
 2. The discussion with the recruit shall be documented and included in the recruit's weekly evaluation. The sponsoring department will be notified.
- C.** Drill performance assessment will be a coordinated effort between the instructional staff, the Company Officer(s) and the Recruit Academy Coordinator. The instructor, with time permitting, shall informally and briefly summarize each recruit's performance that they have had the opportunity to observe.
 1. Daily overall performance of skills will be rated as per the grading standards.
 2. Areas in which the recruit performed exceptionally well will be noted.
 3. Areas in which the recruit performed poorly or struggled completing the task or else did not show improvement by the end of the session will be noted and discussed with the recruit.
 4. Any recruit whose manipulative skill performance is below the Recruit Academy standard or needs improvement shall meet and discuss the matter with the Recruit Academy Coordinator at the end of the training day. The Recruit Academy Coordinator will record the discussion and place a note in the recruit's file.

5.8.6 Performance Critiques / Dismissal (continued)

- D.** Any recruit not meeting the academic and/or skill performance standards shall be recommended for dismissal from the training program. *Within 24 hours, the Recruit Academy Coordinator shall notify the sponsoring department representative of the recruit's performance deficiencies.
1. The FTA Commander shall review the documented information and decide whether the documentation supports the Recruit Academy Coordinator's recommendation of dismissal.
 2. After being advised of the FTA's recommendation, the sponsoring department representative may decide to have the recruit continue in the training program.
 3. The FTA Commander reserves the right to dismiss a recruit from the program regardless of the departments' decision.
- E.** Any recruit who presents an imminent danger either to themselves, other persons or the educational process may be dismissed from the Training Program.
1. A recruit identified as presenting a risk shall be immediately removed from activity. The issue will be discussed between the recruit and Company Officer(s). The discussion with the recruit shall be documented and included in the recruit's weekly evaluation.
 - a. Should the issue continue, the recruit will meet with the Recruit Academy Coordinator and the Company Officer(s). The discussion with the recruit shall be documented and included in the recruit's weekly evaluation. The sponsoring department will be notified immediately.
 - b. Continued risk, the recruit will meet with the Recruit Academy Coordinator, sponsoring department representative and/or the Chief of Instruction. A written Performance Improvement Plan (PIP) will be drafted and implemented. The PIP will be included in the recruit's file and noted on their weekly evaluation. The FTA will support the department representative's decision and plan of action.
 - c. Failure to improve per the PIP, the Recruit Academy Coordinator will draft a written recommendation for dismissal from the program. The FTA Commander and Chief of Instruction shall review the recommendation and all documentation. Meet with the recruit and sponsoring department representative. The FTA Commander shall provide a decision to dismiss or retain the recruit.
 2. The FTA Commander reserves the right to dismiss a recruit from the program regardless of the departments' decision.

5.8.7 Special Accommodations

Recruits who require special accommodations under Americans with Disabilities Act (ADA) shall provide sufficient documentation specific to the disability or disabilities as required by the Washington State Fire Training Academy. The FTA staff will make all possible effort to meet the needs of students requiring special accommodations.

5.8.8 Releasing of Test Scores and Transcripts

Test scores and training records will be released only upon written request. For details on the request process, contact the FTA Administrative Office at 425-453-3000.

SECTION 5.9 - CLASSROOM PROCEDURES

5.9.1 Classroom Procedures

- A.** When entering the classroom recruits will remove their caps.
- B.** The class will come to attention whenever an officer or instructor enters the classroom, at the start of the training. Recruits will remain standing until told to sit.
If an instructor is lecturing or the training staff is having a discussion with the class, the class will not come to attention if a superior officer walks in.
- C.** Gum chewing and any type of tobacco products shall not be permitted in the classroom or on the drill ground. Smoking will only be allowed in designated areas.
- D.** Beverages and snacks may be allowed with the instructor's permission prior to the start of class.
- E.** During instruction, recruits will not converse with one another; they will give their undivided attention to the instructor. Should they have any questions or need information clarified; recruits may ask the instructor to elaborate on the matter.
- F.** To ask a question, recruits shall:
 - 1. Raise their hand until acknowledged by the instructor;
 - 2. Upon being recognized, recruit will address the instructor by proper title; and
 - 3. Then state their name and question.
- G.** Cell phones or pagers are strictly prohibited during training activities and on test days.
- H.** During instruction, should a recruit become drowsy, they are encouraged to get up and stand at the rear of the classroom.
- I.** The instructor in charge of the class will set times for breaks.

SECTION 5.10 - CLEANING & MAINTENANCE RESPONSIBILITIES

5.10.1 Recruits shall be responsible for cleaning up after themselves.

An important responsibility of a firefighter is maintaining and cleaning equipment, vehicles, and facilities provided for them to carry out their mission. Apparatus and tools not in proper working order or condition can result in a serious injury to you or other firefighters.

- A. Firefighters demonstrate and display their pride by ensuring that facilities, equipment, and apparatus are clean and in good working order.
- B. Recruits shall inventory and inspect the equipment to ensure it is accounted for and in good working condition.

5.10.2 Cleaning & Maintenance Duties

A daily cleaning schedule will be posted; Engine Companies will be assigned the following cleaning duties.

- A. **Classroom:** arrange items so that they are neat and orderly, tables cleared, vacuum the carpet, empty the trash, and replenish the water supply; end of each day.
- B. **Dining Hall:** wipe/clean up the tables and chairs, clean the bathrooms, empty the trash, mop the floors and replenish the water supply; after meals and end of each day.
- C. **Apparatus Bay:** pick up various items left lying around and return them to their proper place, wipe up oil spots, clean the bathrooms, sweep and mop the apparatus floors, and hose off apparatus apron; end of each day.
- D. Assigned recruits shall inventory the equipment and conduct a maintenance check on the vehicles.
 - 1. Inventory Equipment, before the start of training for the week and at the end of each training day.
 - 2. Maintain Apparatus, wash apparatus after each use and ensure various fluid levels (oil, fuel, coolant, battery water) are within the proper ranges.
 - 3. Apparatus Check and Inventory form(s) shall be completed.
 - 4. Equipment and apparatus not in proper working order or needing maintenance shall be "RED TAGGED" and turned in with a service request.
- E. **Training Locations and Props Used:** clean up the area, arrange to neat and orderly, equipment returned, tables cleared, empty the trash, and replenish the water/rehab supply; end of each day. Leave it better than it was found.

SECTION 5.11 - GENERAL RULES AND GUIDELINES

5.11.1 Rules and guidelines governing recruit conduct will be strictly enforced.

Responsibility for compliance with these rules and guidelines rests with the recruit. Any recruit not in compliance will be subject to expulsion from the program. A full report of their conduct will be submitted to the recruit's Training Officer.

- A. Personal Items:** The FTA will not assume any responsibility for loss, theft, or damage of personal items.
- B. General Care of the Facilities:** Recruits are required to place all refuse in the proper containers, to observe all posted signs, and to avoid any abuse of the FTA facilities. Abuse or damage of state property may result in dismissal from the Recruit Academy.
- C. Parking:** Recruits must park their vehicles in designated lots.
- D. Equipment and Supplies:** Recruits are responsible for the care and return of all FTA issued equipment and supplies.
- E. Use of the Exercise Area and Equipment is Encouraged:** The exercise room is limited to fitness use only. Leisure activity is not allowed. Recruits unaccustomed to using the exercise equipment should seek the supervision of a staff instructor.
- F. Medications:** The FTA does not provide medications of any kind for recruits. Recruits that are taking medications with side effects which might impact their ability to complete tasks safely shall not be permitted to train.
- G. Use of Tobacco Products:** The FTA prohibits the use of any tobacco products inside all buildings and on all training grounds. Containers are provided in designated areas for disposal of cigarettes and cigars.
- H. Weapons and Explosives:** Weapons of any type and/or explosives are prohibited on FTA campus. Any recruit found displaying and/or carrying any type of weapon or explosive may be subject to immediate dismissal.
- I. Gambling, Intoxicants, Narcotics:** Gambling in any form and/or possession of alcoholic beverages or illegal narcotics is prohibited on FTA Campus. Violation of any of the above will result in immediate dismissal.
- J. Impaired Behavior:** Any recruit that reports for training with odor of alcohol or that exhibits impaired behavior shall not be permitted to train and his/her organization will be immediately notified. The FTA Commander and the recruit's Training Officer shall determine whether or not the recruit is dismissed from the training program.
- K. Violation of the Law:** Any recruit arrested or under the influence of any intoxicants or narcotic substances, etc., while enrolled at the FTA may be subject to immediate dismissal. Inappropriate behavior in public premises may result in dismissal.
- L. Unauthorized Personnel:** Unauthorized personnel are restricted from the FTA.
- M. Pornography:** Pornographic materials such as magazines, movies, posters, etc. are not permitted anywhere on campus.
- N. Safety Policies:** "Seat belts shall be worn at all times." All traffic signs and posted speed limits on the FTA access road and campus shall be obeyed. Riding in the back of a pick-up truck, on the tail/running board or hose bed of fire apparatus is prohibited.

SECTION 5.12 - RECRUIT DORMITORY

5.12.1 Recruit Dormitory

Only recruits enrolled in the Recruit Academy and housing may stay in the dormitory. Unauthorized visitor(s) are prohibited in the dormitory and assigned rooms.

- A. Dorm room inspections are performed at random. Inspections are limited to view observable conditions only. The inspections will be performed by the Recruit Academy Coordinator and Company Officer (or FTA Staff).
 - 1. If violations of rules are suspected, all dormitory rooms shall be subject to inspection and/or searched. Proper authorities will conduct investigations and searches.
 - 2. A request for admission to the Washington State Fire Training Academy will be construed as an implied consent to all investigations and searches.
 - 3. The Dorm is equipped with a video monitoring system, monitoring all public areas.
- B. Dormitory furnishings destroyed as a result of negligent acts will be charged directly to the recruit(s) responsible and/or the organization(s) the recruit(s) represents the cost for repairs or replacement. ***Recruits found responsible for negligent acts may be dismissed immediately from the Recruit Academy.***
- C. The FTA Administration will make room assignments. Changes to the room assignments are at the discretion of the Recruit Academy Coordinator.
- D. Rooms are inspected prior to and upon departure of recruit occupancy. The recruit(s) is responsible for cleaning and vacuuming during their stay and prior to departure.
- E. Recruits shall share in the proper policing of their room, building and campus as directed.
- G. No room shall be shared by a male recruit and female recruit. Recruits of the opposite sex shall not visit one another's room at any time. ***Violation of this rule may result in immediate dismissal.***
- H. Recruits will be properly clothed when in public areas of the dormitory. Personal protective equipment is not permitted in the dormitory.
- I. Quiet time shall be observed between the hours of 2200 and 0600.
- J. In order to maintain a clean and uniform living environment, the FTA provides bed linen; a top sheet, a bottom sheet and two blankets.
 - 1. Beds shall be made up using the clean sheets and blankets provided.
 - 2. Soiled bedding shall be placed into the laundry bin, located in the linen storage area.
 - 3. Clean bedding from the linen storage area shall be obtained to replenish the bed.
- K. Food or drinks are ~~not~~ permitted in the sleeping quarters. Appliances (coffee makers, microwaves, popcorn makers, etc.) are prohibited in the sleeping quarters.
- L. Brooms, mops and limited cleaning supplies are provided for use in the dormitory.

