

# Indian River State College



## Fire Academy



### MINIMUM STANDARDS

### FIREFIGHTER TRAINING PROGRAM

## REGULATION MANUAL

**Louis Caprino**

**Executive Dean of Public Service Education**

Treasure Coast Public Safety Training Complex

**Anthony Nunez**

**Director**

IRSC Fire Academy



# Indian River State College

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## Welcome Letter from the Director

As you begin this program, understand that you are stepping into a **professional training environment** designed to develop disciplined, competent, and mission-ready firefighters. Our expectations, shared at every leadership level from the Executive Dean's office to the instructor cadre, are simple. We maintain firm standards for performance, professionalism, and accountability. This academy is structured to challenge you, support you, and prepare you for the operational realities of today's fire service.

You will train in an environment built on respect, safety, and high standards. In return, we expect commitment, integrity, and a willingness to put in the work. The fire service does not reward shortcuts. It rewards consistency, teamwork, and resilience. Those traits will define your experience here and shape the firefighter you become.

**Respect for others is non-negotiable in this academy. Disrespectful conduct of any kind, including racist, discriminatory, demeaning, or harassing language or behavior, has no place in the fire service and will not be tolerated. Firefighters must be trusted by the communities they serve and by the teammates who rely on them. Any conduct that undermines that trust, whether on or off duty, reflects a failure to meet the standards of this profession and will be addressed decisively.**

Indian River State College is investing significantly in strengthening this academy through enhanced facilities, updated equipment, refined program structure, and instructor development. That investment is matched by our dedication to delivering a training environment that reflects the expectations of the modern fire service. You will continue to see improvements, and you will be expected to operate at a level that reflects these standards.

Your journey begins here, but your reputation starts now. Make decisions that reflect the pride and responsibility of the uniform you are working toward.

Welcome to the academy. Now it is time to work.

Anthony Nunez  
Director  
IRSC Fire Academy

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# General Information

## 1. Purpose and Introduction

This manual is your guide for success at the IRSC Fire Academy. It explains how the program is organized, how you will be evaluated, and what behaviors are required for your safety and the safety of others. The Academy is a semi-military learning environment with clear roles, prompt obedience to lawful orders, mutual respect, and attention to detail. It operates under the authority of Florida Statutes Chapter 633 and Florida Administrative Code Chapter 69A-37. In the event of a conflict between this manual, IRSC policy, or Florida law or rule, Florida law and IRSC policy shall control. This manual is an instructional and administrative guide and does not constitute a contract.

You are expected to:

- a. Treat this manual as policy—it applies whenever you represent the Academy.
- b. Ask questions early and use the chain of command.
- c. Support your classmates—no one succeeds here alone.

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## 2. Florida Statutes 633.34 & 633.35

Florida Statute 633.34 establishes the minimum qualifications for employment as a firefighter, which include being at least 18 years old, possessing a high school diploma or GED, undergoing a background check, obtaining medical clearance, and maintaining a tobacco-free status for at least one year.

Florida Statute 633.35 covers training and certification: complete an approved program and pass the state written and practical exams to earn a Certificate of Compliance.

Firefighter training and certification are further governed by Florida Administrative Code Chapter 69A-37, which establishes requirements for recruit eligibility, curriculum, medical examinations, testing, and live-fire training.

IRSC teaches to—and above—these standards.

Key Points:

- a. Disclose any criminal or medical issues immediately.
- b. Follow Academy policy whenever it is stricter than state rules.

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### **3. Entrance Requirements**

All candidates must meet and maintain eligibility throughout the program.

#### Minimum Requirements

- a. Age 18 or older
- b. High school diploma or GED
- c. Pass the fire physical agility test (FPAT)
- d. Be a NREMT or have Paramedic certification (or eligibility for state exam).
- e. Valid Florida driver's license
- f. Medical clearance from a Florida-licensed provider
- g. Tobacco-free for at least one year
- h. Pass a Sex Offender verification
- i. Pass a background check

If any requirement changes after enrollment (e.g., license suspension or medical restriction), the recruit must notify the Academy Director immediately.

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### **4. Equal Opportunity & Harassment Policy**

Every recruit has the right to train in an environment free from discrimination and harassment. The Academy prohibits harassment or discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, veteran status, or genetic information.

To report concerns, contact the Academy Director immediately. Retaliation is prohibited.

**Examples of Prohibited Conduct:** slurs, derogatory jokes, unwanted touching, intimidation, display of offensive material.

A single serious incident may justify immediate disciplinary action.

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### **5. Chain of Command & Obedience to Orders**

We train as we operate: clarity saves lives. Orders from instructors, the Class Leader, or Squad Leaders (on instructor direction) must be followed immediately unless unlawful.

Structure:

Executive Dean → Fire Rescue Chair → Academy Director → Lead Instructor →  
Instructors → Class Leader → Squad Leaders → Recruits.

If two orders conflict, politely notify the instructor and follow the most recent lawful directive.

Maintain professional courtesies (e.g., "sir" or "ma'am"), adhere to proper reporting protocols, and maintain an attentive posture during instruction.

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## 6. Instructional Overview

The program combines classroom instruction, hands-on training, and physical training.

You will log over 450 hours of instruction, exceeding state minimums.

Training emphasizes repetition, safety, and teamwork under realistic conditions.

The Fire Academy delivers the Florida Firefighter Minimum Standards Course, consisting of Part I and Part II, meeting or exceeding the curriculum and hour requirements of Florida Administrative Code 69A-37.055.

Topics include:

- a. Fire behavior and combustion
- b. PPE and SCBA use
- c. Hose handling and water supply
- d. Ladders, tools, and forcible entry
- e. Ventilation, rescue, and survival techniques
- f. Building construction and fire dynamics
- g. Hazardous materials awareness and operations
- h. Incident command and communications

Regular quizzes, skill check-offs, and live-fire evolutions measure your progress.

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## 7. Program Objectives

By graduation, you will be able to:

- a. Perform entry-level firefighter tasks safely and efficiently.
- b. Work as part of a disciplined team.
- c. Communicate clearly under stress.
- d. Apply ethical and professional standards.

Success is measured through written and practical exams, physical readiness, and conduct.

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## 8. General Procedures

Professional conduct is expected at all times on campus, on the drill ground, and when representing IRSC. Failure to maintain discipline disrupts learning and undermines safety.

General Rules:

- a. No tobacco, alcohol, drugs, or weapons on Academy property.
- b. No profanity or disrespectful language.
- c. Follow all posted signs and instructor directions.
- d. Keep classrooms, apparatus bays, and grounds clean.
- e. Report injuries or hazards immediately.
- f. Keep phones silent; use them only during breaks.
- g. Treat equipment carefully; you are responsible for loss or damage.

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## 9. Attendance and Tardiness

Attendance is mandatory and directly tied to certification. It directly impacts eligibility for state certification. Missed instructional hours may render a recruit non-certifiable regardless of academic standing. Certain drills, especially live-fire, cannot be made up. If you are ill or have an emergency, please notify the Academy within 30 minutes of the class start time.

Standards:

- a. Three late to class infractions = disciplinary review or dismissal.
- b. AWOL (no notification) = dismissal.
- c. Bring documentation for excused absences.
- d. Medical release must state "*Full and Non-Restricted Activity*" to return.

Attendance and punctuality align with the expectations of the professional fire service.

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## 10. Uniforms and Personal Appearance

Your uniform reflects pride and safety.

Recruits must wear the assigned uniform of the day and maintain good grooming.

Uniform Classes:

- a. **Class A:** Formal occasions or ceremonies.
- b. **Class B:** Daily classroom wear.
- c. **Class C:** PT gear.

- d. **Class D:** Full PPE and turnout gear for drill/fireground activities.

Appearance Requirements:

- a. Clean-shaven daily (for SCBA seal).
- b. Hair above collar and secured.
- c. Nails trimmed short.
- d. One ring and one concealed necklace allowed.
- e. Phones silent; no smartwatches during drills.

Uniforms must be neat, pressed, and free of unauthorized patches or writing.

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## 11. Academic Performance and Examinations

You must maintain at least 75 percent on written tests and 70 percent on practical skills. Cheating, plagiarism, or dishonesty results in immediate termination.

State certification examinations are administered in accordance with Florida Administrative Code 69A-37.062. Testing violations will be handled consistently with Florida rules and IRSC disciplinary procedures.

Exam Guidelines:

- a. Only authorized materials allowed.
- b. Stop immediately when time is called.
- c. Make-ups require prior approval and may be more comprehensive.
- d. Maintain a notebook with all handouts and notes—this becomes your reference manual.

Failure to meet academic or skill standards jeopardizes graduation and state certification.

### METHODS OF TESTING

- a. Written Examination
- b. Practical Demonstration (oral participation and manual dexterity)

### GENERAL:

- a. Tests will be administered on subjects covered during lectures, demonstrations, and fire ground exercises.
- b. Recruits are responsible for all material contained within assigned book(s), handouts, videos, lectures, etc.

- c. Practical Examinations will be conducted on Firefighter Skills that are in compliance with the Florida Bureau of Fire Standards and Training Requirements.
- d. The Indian River College Fire Academy requires that all recruits score a minimum of 75% on all written tests and 70% on each skill performed.

#### **WRITTEN EXAMINATION(s):**

- a. Should a recruit fail a written examination, they may be retested at the beginning of the next scheduled class day.

Note: The passing score on any RE-TEST examination will be recorded as achieving 75% credit and no more.

- b. Any recruit not present for a written examination without prior approval from the Academy Director and/or director of the Fire Science Program will receive a failing grade and must request (in writing) permission to take a make-up test.

Note: Make-up test “WILL NOT” be limited to multiple choice questions only.

- c. Should the recruit fail to pass any written re-examination, they will be terminated from the program.
- d. Failure to pass three written examinations will result in termination from the program.

#### **FIREFIGHTER I - REVIEW EXAMINATIONS**

Two (unscheduled) review examinations (written/practical) may be conducted during the Fire Fighter I portion of the program, covering information that has already been covered during lectures or practical skill demonstrations.

- a. Should a recruit fail any portion of the review examination, they may be retested the same day.
- b. Should the recruit fail to successfully pass any portion of that examination on the second attempt, they will be terminated from the program.

#### **FIREFIGHTER I (Written and Practical)**

- a. Should a recruit fail any portion of the examination, they may be retested the same day (Lead Instructor’s Discretion).
- b. Should the recruit fail to successfully pass the portion failed on the examination, they will be terminated from the program. The recruit will do all parts of the Examination for consistency.

- c. Any recruit not present for the examination (for any reason other than an emergency absence) may be terminated from the program.

## **FIREFIGHTER II- REVIEW EXAMINATIONS**

Two (unscheduled) review examinations (written/practical) may be conducted sometime during the Fire Fighter II portion of the program, covering information that has already been covered during lectures or practical skill demonstrations. This may include any information covered during the Fire Fighter I portion of the program as well.

- a. Should a recruit fail any portion of the review examination, they may be retested the same day.
- b. Should the recruit fail to successfully pass any portion of that examination on the second attempt, they will be terminated from the program.
- c. Should a recruit fail any portion of the Final Examination, they may be retested the same day (Lead Instructor's discretion).
- d. Should the recruit fail to successfully pass the portion failed on the Final "Re-Examination", they will be terminated from the program.
- e. Any recruit not present for a Final Examination (for any reason other than an emergency absence) may be terminated from the program.

## **EXAMINATION PROCESS**

- a. Recruits will be prepared and ready to take an examination when scheduled.
- b. When the instructor enters the classroom for testing, recruits will remove all items from the top of the desk with the exception of the following:  
ScanTron® answer card  
  
Two #2 pencils (sharpened in advance)
- c. The following information shall be recorded on the ScanTron® card (in advance):
  1. Name: Last Name (first) First Name (last) on all documents
  2. Subject: What you are being tested on
  3. Date: Date of testing
  4. Test No.: Record the test number given by the Instructor
  5. Period: Indicate Class #
- d. The instructor may direct the recruits to inspect their test booklet to ensure all pages are accounted for.
- e. Should a recruit have a question during the exam, they will raise their hand and WAIT TO BE ACKNOWLEDGED BY THE INSTRUCTOR. The only time a recruit may leave their seat during an exam is when the exam is over or they are directed to do so by an instructor.

- f. No marks are to be made on test booklets/sheets, unless directed to do so by the instructor.

Note: Every attempt will be made to provide recruits with exam results the same day the exam was administered.

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## **12. Physical Training (PT)**

Physical training develops the strength, endurance, and flexibility needed for the fire service. Participation is mandatory unless a medical provider has restricted you.

Medical examinations and fitness-for-duty determinations are conducted in accordance with Florida Administrative Code 69A-37.037. Lawfully prescribed medications will be evaluated solely for safety and operational readiness.

Expectations & Safety:

- a. Arrive prepared with proper footwear and hydration.
- b. Notify instructors of injuries before class.
- c. Warm-up and cool-down are part of every session.
- d. Hydrate before, during, and after PT.
- e. A doctor's release is required before returning from injury.

Sample Activities: running, stairs, rope pulls, tower climbs, drags, push-ups, sit-ups, and hose carries. Consistency and effort matter more than raw performance.

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## **13. Safety and Equipment**

Safety is everyone's responsibility. Wear PPE correctly and report hazards immediately. Equipment issued to you must be cleaned and returned in serviceable condition.

All live-fire training evolutions shall comply with Florida Administrative Code sections 69A-37.404 and 69A-37.405, including the designation of an Instructor-in-Charge, assignment of a Safety Officer, accountability procedures, and emergency medical planning.

Rules:

- a. No horseplay on or around apparatus.
- b. Always wear gloves and eye protection when required.
- c. Report every injury or near-miss, no matter how minor.
- d. Unsafe acts may result in suspension or dismissal.

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## **14. Fitness Center Policies**

The Fitness Center in the High Liability Training Building is available to IRSC students and staff with approved access. Use is a privilege that may be revoked for violations.

### **A. Key Rules**

- a. Follow posted instructions and dress code.
- b. Wipe down equipment after use; report damage immediately.
- c. No horseplay, food, or glass containers.
- d. Wear closed-toe athletic shoes and modest training attire.
- e. Report accidents to the Academy Director or TCPSTC desk.

Hours of use and safety policies are subject to change in accordance with IRSC operations.

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## **Code of Conduct**

## **15. General Conduct**

### **A. Safety**

Some aspects of recruit training will inherently be dangerous; it is vital to think and act safely to help minimize risks whenever possible.

### **B. Telephones or Mobile Phones**

Recruits are not authorized to use landline phones or use or carry mobile phones inside the building unless specifically authorized by your instructor. Emergency messages will be communicated to trainees by contacting the Fire Academy Program Assistant, Noelle Sotomayor, at 772-462-7951.

### **C. Professionalism**

Student cadets should always conduct themselves in a respectable manner, both on and off duty. Their conduct while off-site for lunch should be representative of a professional firefighter. Remember – while you wear your uniform, you represent the Fire Academy, IRSC, and your sponsoring agency, if applicable; wear it professionally.

### **D. Courtesy and Respect**

Student cadets will give all due respect to Fire Academy instructors, IRSC staff and faculty, and visitors.

a. Salutation

1. You will address everyone appropriately using Mr., Mrs., Professor, Doctor, Dean, etc.
2. Greet staff with, “Good morning, Sir,” or “Good afternoon, Ma’am.”
3. Student cadets will be brought to attention when a member of the Fire Academy Leadership Team and/or Instructor, visitor, the Executive Dean, or IRSC Staff enters the classroom, except in the event of testing or during high liability instruction.

b. Positive Comments

1. Be positive; do not publicly criticize or ridicule peers, agencies, or the Fire Academy.

c. Compliance

1. Student cadets will obey all legal orders given by instructors, professors, the Executive Dean, or other Fire Academy staff; this is essential to maintain a positive and efficient learning environment.
2. Always stand at “at ease” when speaking, unless ordered otherwise.

d. Orderliness

Do not:

1. Talk or be disruptive during instruction.
2. Lounge in your seat, sit on, or place your feet on the desks or table-tops.
3. Sit on the floor in the halls. If you notice a group impeding the flow of traffic through the hallway, announce “Stand clear” in a low voice, but loud enough to be heard by the other recruits in the group. The other recruits should then move out of the way of the approaching person(s).

e. Hallway Movement and Building Etiquette

1. Recruits walk in single-file on the right.
2. Stand at “at ease” while waiting.
3. Stay clear of doorways and intersections.
4. Administrative Office (Room 103) entry protocol: *Three knocks → Request permission to enter.*

E. Be Alert

You must be alert during training. If you feel sleepy, please stand at the back of the classroom. Sleeping in class is a Class I offense and may eventually be grounds for discipline.

#### F. Intoxicants

No behavior or performance-altering substances (alcohol, medications, etc.) are allowed on any IRSC campus; recruits will not be allowed to participate in ANY training if they are under the influence of any such substance.

#### G. Respect for Fire Academy Neighbors

Treat our neighbors with respect; no speeding, playing radios loudly, or honking horns.

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## 16. Contact with Law Enforcement

### A. Criminal or Non-Criminal Matters

Recruits must notify their instructor in writing if they have **ANY contact** with a law enforcement officer or agency. Examples include, but are not limited to:

- a. Traffic stops (even if a citation or warning is not issued)
- b. Traffic accidents
- c. Domestic dispute or violence
- d. Physical altercations
- e. Use or misuse of any fire academy authority on the part of a recruit
- f. Arrests or suspicion of involvement in a crime
- g. Involvement in the investigation or arrest of an individual

### B. Civil Matters

Student cadets must notify their instructor in writing if they have any contact with a law enforcement agency on a civil matter. Examples include, but are not limited to:

- a. Vehicle repossession
- b. Subpoena service, lawsuits, or pending divorce proceedings
- c. Notice of lawsuit
- d. Neighbor disputes
- e. Eviction

### C. Weapons

Per IRSC policy, recruits shall not physically possess or carry a personal weapon anywhere on the IRSC campus, including the TCPSTC, or in their privately-owned vehicles.

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## 17. Classification of Infractions

Disciplinary actions are penalties for failing to meet established standards. Discipline is intended to be corrective, with timely and judicious administration, to maintain morale and order in the academy.

### A. Class I Offense

- a. Tardiness – Being late for class or training
- b. Uniform issues – Missing equipment, uniform accessories, or wrinkled or dirty uniform, and/or dull footwear
- c. Unprofessional or unsafe behavior while on or off-duty
- d. Talking or being disruptive during class
- e. Openly critical comments about a recruit, or PSE staff
- f. Disrespectful behavior to Fire Academy staff, visitors, or class members
- g. Eating or drinking in the classroom or in the hallways, except as authorized
- h. Failing to comply with non-criminal Florida Statutes, local codes, or the policies of the IRSC or Fire Academy
- i. Failing to report any incident involving civil or criminal police action
- j. Sleeping in class
- k. Using foul language
- l. Unauthorized use of landline or mobile phone(s) in the TCPSTC

### B. Class II Offense

- a. Insubordination and disregard for a legal order (includes orders by Class Leadership)
- b. Being involved in a physical altercation
- c. Damaging IRSC property without intent
- d. Being intentionally unsafe or reckless on or off-duty
- e. Being Absent Without Leave (AWOL), defined as failure to report for training without notifying the instructor through class leadership in advance or leaving training without permission
- f. Two or more cumulative written Class I offenses of the same nature
- g. Four or more cumulative written Class I offenses not of the same nature

### C. Class III Offense

- a. Dishonesty
  - 1. Giving a false statement (written or verbal)
  - 2. Having knowledge of any compromised examination and not informing the Fire Academy staff

3. Plagiarism – the wrongful appropriation, close imitation, and/or publication of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work
4. Allowing another student cadet to look at your exam directly or indirectly
5. Giving out answers (written or verbal) or signaling answers to another recruit
6. Failing to provide information during investigations

b. Cheating

1. Actual or attempted copying or buying work from another student cadet or former student cadet
2. Looking at, for whatever reason, another student cadet's examination during testing
3. Obtaining copies, answers, or questions of examinations prior to the exam
4. Having possession of any document marked as a test or practice test with questions and answers
5. Receiving or distributing responses for test questions
6. Carrying hidden notes to class during an examination. This includes writing on your hand, arm, or other appendage, desk, clothing, or any other object
7. Using any form of technology – smart phones, smart watches, smart pens, Google glasses, Bluetooth devices, or other devices of a similar nature – to either copy questions, research, or retrieve test answers or transmit test information
8. Printing any material during testing
9. Looking at any other websites during testing
10. Taking screenshots of the computer screen during testing

c. Being involved in a physical altercation resulting in injury or property damage

d. Damaging IRSC property with intent

e. Being arrested for any offense, regardless of the charges – Re-admission shall be considered if the criminal case is concluded and the final disposition does not prohibit the student cadet from becoming a firefighter

f. Fraternization

1. Recruits and staff/instructors shall not fraternize on or off-campus/on- or off-duty. To fraternize means to spend time socially (e.g., phone calls, meals, outings) or enter into a personal relationship of any sort outside of the academic instructor-recruit relationship.
2. This includes the exchange of social media content (Facebook, Snapchat, TikTok, Instagram, Twitter, etc.), as well as email.
3. All interaction between staff/instructors and students will be confined to program-related activities, at approved TCPSTC facilities, for the duration of the recruit's enrollment.
4. Recruits and staff/instructors are required to inform the instructor of any prior or current personal relationships. If a prior relationship existed, that instructor/staff member will not be placed in a position that would involve evaluating the performance of said recruit.

g. Threatening conduct which creates a hostile environment or potentially endangers the health or safety of others

- h. Harassment or discrimination – to include discriminatory statements (sexual, gender, racial, religious, or ethnic in nature)
- i. Viewing inappropriate media on computer equipment
- j. Consumption or involvement with behavior-altering substances while in uniform
- k. Any use, possession, distribution, or involvement with illegal drugs and/or drug paraphernalia
- l. Internet postings – (e.g., YouTube, Facebook), emailing, or storing on a recruit's personal smartphone any unauthorized electronic media (pictures, video, or audio files) of academy activities
- m. Two or more cumulative written Class II offenses of the same nature (includes upgraded Class I offenses)
- n. Four or more cumulative written Class II offenses not of the same nature
- o. The use of racial, ethnic, religious, gender-based, sexual-orientation, disability-related, or any other derogatory epithets, slurs, or demeaning language is strictly prohibited. This includes spoken words, written communications, gestures, or digital/online posts associated with the program.
- p. Retaliation of any kind is strictly prohibited.  
Retaliation includes, but is not limited to, intimidation, threats, harassment, discrimination, or adverse action against any student, faculty, or staff member who reports a concern, files a complaint, participates in an investigation, or supports another individual exercising their rights under college policy.
- q. Any student cadet who has knowledge of a violation of the Standards of Conduct or any related policy, and who fails to promptly report such a violation to Director Nunez will be considered in violation of this policy.

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## **18. Definitions**

### **A. Suspension**

Temporary separation of the recruit from the Fire Academy for a specified period of time. The recruit will be allowed to return, provided all prerequisite discipline is satisfactorily completed prior to their return. All missed hourly attendance requirements and assignments must be completed to meet the Fire Academy requirements prior to graduation from the program.

### **B. Dismissal**

Termination of the student cadet from a Fire Academy. Any completed classes will be credited to the student cadet with the appropriate grade. Re-admission to the program shall be considered at a later date.

### **C. Fire Academy Disciplinary Review Committee**

This committee is established to hear cases and requests involving, among other things, petitions

referred to it by any member of the IRSC and/or the Fire Academy communities. The committee's primary function is investigative, serving to recommend various actions and/or conclusions to the Executive Dean of Public Service Education at Indian River State College.

- a. This committee consists of an established panel of the Fire Academy and Public Service Education leadership and is led by the Executive Dean (or their designee).

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## **19. Disciplinary Process**

Upon receiving information of a violation of rules, policies, or procedures, the instructor or Executive Dean will conduct an inquiry into the allegations to determine validity. If sufficient information exists to suggest a violation has occurred, the following steps will be taken as broad guidelines. Discipline will generally be issued in a progressive manner, but may be over-ridden or changed at the Executive Dean's discretion, based on the totality of the circumstances, the offense, and the evidence. A copy of all written counseling, discipline, and assigned work will be placed in the recruit's file, with copies provided to the recruit. If the recruit is employed by an agency, copies of all written counseling, discipline, and associated written work, as well as notification of suspension or dismissal, will be forwarded to the agency's chief executive.

Final disciplinary authority rests with the Executive Dean or designee. Disciplinary review decisions will be rendered within a reasonable timeframe.

### **A. Class I Violation**

- a. The Executive Dean, or his designee, will verbally counsel the recruit. The penalty for verbal counseling shall, at the discretion of the Executive Dean, take the form of a physical and/or written exercise, and/or
- b. The Executive Dean, or his designee, shall issue a written counseling statement on a memorandum, and/or assign a written assignment to the recruit as discipline.

### **B. Class II Violation**

- a. The Executive Dean shall issue a written counseling statement in a memorandum. A physical and/or written assignment shall also be given to the recruit, and/or
- b. The Executive Dean shall issue a written reprimand, to include a corrective action plan, and/or a physical or written assignment, in addition, and/or
- c. Should the Class II violation be of a nature that suspension is warranted, the Executive Dean will conduct a conference with the student cadet and inform them of the disciplinary action verbally and in writing.

### **C. Class III Violation**

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- a. Should the Class III violation be of a nature that suspension or dismissal is warranted, the Executive Dean will conduct a conference with the recruit and inform them of the disciplinary action verbally and in writing.

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## **20. Process for Suspension or Dismissal**

If the violation is of such a nature that it is necessary to consider suspension or dismissal from the program, the following process will take place:

- A. The Executive Dean will review the evidence and relevant information obtained during the disciplinary review.
- B. The student cadet shall present additional evidence, relevant information, and/or witnesses.
- C. If there is still sufficient evidence of a Class II or III violation, the Executive Dean will advise the student cadet of the details of the suspension or dismissal. A copy of the suspension or dismissal notice will be provided to the student cadet and placed in their file.
- D. If the recruit is employed by an Agency, the chair will notify that agency's chief executive immediately, followed by an email containing the suspension or dismissal notice.

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## **21. Process for Disciplinary Review**

A student cadet shall request a disciplinary review within ten (10) calendar days of receiving any written reprimand, suspension, or being dismissed from the Fire Academy. The student cadet must submit a written request to the Executive Dean, clearly stating the reason(s) they believe a review is necessary.

- A. For any Class I, II, or III offense in which a written discipline is issued, the recruit shall request the Fire Rescue Chair, Fire Academy Director, or Executive Dean to conduct an independent review of said offense. Depending on the collected evidence, the Fire Rescue Chair, Fire Academy Director, or Executive Dean shall either deny the request or reopen the complaint. Should the latter occur, the Fire Rescue Chair, Fire Academy Director, or Executive Dean shall, based on the findings, dismiss, confirm, reduce, or increase the level of discipline.
- B. For any Class II or III offense that generates a suspension of more than 35 class hours or dismissal, the Executive Dean will advise the Fire Academy Discipline Review Committee of the appeal to review the decision.

- C. The Executive Dean, as chairperson, will convene the Fire Academy Disciplinary Review Committee.
- D. The Fire Academy staff and/or recruit shall present additional evidence, relevant information, and/or witnesses.
- E. After the hearing, the committee shall uphold, amend, or overturn the Executive Dean's decision.
- F. Because of time constraints, the student cadet is suspended from all training until the committee presents its decision. If the decision is overturned, and dependent on the number of training hours missed, the recruit will either be allowed to make up the missed training in the current or future Fire Academy, without further penalty.

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## **22. Process for Appeals**

A recruit shall appeal the decision of the Fire Academy Disciplinary Review Committee through the IRSC Appeals Committee. The appeal must be submitted within seven (7) calendar days of the Fire Academy Disciplinary Review Committee's decision. See the IRSC Student Handbook section, "*Appeals Committee*," for details.

### **A. Conditions for Appeal**

There are only two conditions for this Committee to hear appeals:

- a. If the Fire Academy Disciplinary Review Committee has violated its own due process procedures, or
- b. If there is substantive new evidence to be presented that was not available to the Fire Academy Disciplinary Review Committee.

### **B. Outcomes**

If an appeal is heard, the IRSC Appeals Committee shall recommend:

- a. The action of the Fire Academy Disciplinary Review Committee be upheld, or
- b. The case be returned to the Fire Academy Disciplinary Review Committee for additional consideration of the new evidence.

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## **Acknowledgments**

## Acknowledgment of Receipt and Understanding of the Code of Conduct

I have read, understand, and agree to comply with the Fire Academy Code of Conduct. I acknowledge that failure to adhere to these standards may result in disciplinary action, up to and including dismissal from the program.

I further acknowledge that this manual is governed by Florida law and IRSC policy and that failure to meet state requirements may affect certification eligibility.

Name of Student Cadet Printed \_\_\_\_\_

\_\_\_\_\_ Student Cadet Signature

\_\_\_\_\_ Date

## 23. Acknowledgments and Signature Forms

Every recruit must sign and submit the following acknowledgments:

- a. Receipt of this manual
- b. Attendance regulations
- c. Physical Training (PT) Booklet
- d. Fitness Center Policy
- e. Examination Protocol
- f. Harassment Policy
- g. Student Access Authorization
- h. Code of Conduct
- i. Emergency Medical Information

Signed forms are kept in your training file for the duration of the program.

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## Emergency Medical Information – Summary

List conditions, medications, and allergies that responders should know during training. Attach additional pages if needed.

**Conditions:** \_\_\_\_\_

**Medications:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

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**Anthony Nunez**

*Director*

IRSC Fire Academy

Treasure Coast Public Safety Training Complex