



MIDDLETOWN TOWNSHIP FIRE DEPARTMENT
TRAINING ACADEMY
FIREFIGHTER 1 COURSE
RULES & REGULATIONS



General:

- Firefighter recruits are permitted to use the US Government Road (Normandy Road) between Nut Swamp Rd. and West Front St. only.
- Firefighter recruits are required to report to the Training Academy 15 minutes prior to the start of class.
- During training evolutions Squad Leaders and Platoon Leaders shall report to the Instructor in Charge of the evolution.
- Firefighter recruits are not permitted to bring fire pagers or cellular phones to class.
- Firefighter recruits who arrive late will report to the Course Coordinator or Lead Instructor upon arrival to the Training Academy.
- All firefighter recruits shall report to every class with one (1) pen, two (2) number 2 pencils and notepaper for all classes.
- All Training Academy property assigned to the recruit shall be maintained in good condition and returned at the completion of the course. Recruits that abuse or do not return assigned property will not receive a course completion certificate.

Attendance:

- One hundred percent (100%) attendance is required for successful completion of the Firefighter 1 Course. Recruits unable to attend class must contact the Course Coordinator prior to the start of class. Recruits are responsible for obtaining any and all make-up assignments.

Conduct:

- Firefighter recruits will carry themselves in a professional manner at all times.
- Firefighter recruits will treat their classmates with the highest level of respect.
- Firefighter recruits shall sit in assigned seats for the entire class.

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- Firefighter recruits will treat all Training Academy Staff with the highest level of respect. Firefighter recruits will address the Training Academy Staff by Rank or with the title “Instructor”, “Mr.” or “Ms.”
- Firefighter recruits will follow the chain of command at all times. A course Table of Organization shall be implemented for the duration of the course.
- Alcohol is prohibited on Training Academy grounds. The Training Academy shall notify the Captain or Supervising Officer for any recruits who reports to the Training Academy under the influence of alcohol or CDS. Recruit suspected of being under the influence of alcohol or CDS shall be dismissed from the class immediately.
- Use of all tobacco products is prohibited on training academy grounds. This includes but is not limited to, cigarettes, cigars, chewing tobacco and vaping.
- Horseplay will not be tolerated. Any such conduct is grounds for dismissal from the class.
- Only approved plastic bottled beverages are permitted in the classrooms. Food is permitted in the break room or picnic areas only.
- Firefighter recruits who do not adhere to the Training Academy Rules and Regulations or who are found to be insubordinate may be subject to disciplinary action or dismissal from the class.

Safety:

- Firefighter recruits shall wear approved personal protective equipment (PPE), as directed by the instruction staff, during all training evolutions.
- Firefighter recruits shall report all injuries to the Course Coordinator or Lead Instructor immediately. Recruits are advised to alert an instructor at any time they experience shortness of breath, chest pain, or excessive fatigue.
- Firefighter recruit personal protective equipment shall be stored on the equipment rack located on the outside of the east and west classrooms. In the event of inclement weather, personal protective equipment is permitted to be stored neatly in the break room.
- Personal Alert Safety System (PASS) devices must be worn and placed in the “Auto” mode during all training evolutions involving IDLH atmospheres. Firefighter

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recruits shall be instructed and acclimated on their use. PASS Devices shall be equipped with fresh batteries and pre-tested before the commencement of all exercises requiring their use.

- Firefighter recruits shall be issued one (1) set of Personal Accountability System (PAS) tags. Upon reporting for class, all recruits shall be tag into the posted collection point. This point shall serve as the “Apparatus” for all classes. Firefighter recruits shall tag into each drill ground station with the secondary tag. Squad leaders shall be responsible for maintaining accountability of their squad at all times.
- Firefighter recruits shall not engage in any non-sanctioned activity that endangers the safety of themselves, fellow candidates or instructional staff while at the Training Academy.

Duties:

- Firefighter recruits shall be assigned to a house duty group for the general housekeeping of the academy. All procedures listed in the house duties shall be completed prior to dismissal of the class.
- All firefighter recruits shall police and clean up the Training Academy grounds as necessary or as directed by the academy staff.

Grooming:

- Firefighter recruits shall report to every class well groomed.
- Male firefighter recruits will maintain a very neat haircut that prohibits hair from covering the face and neck.
- Female firefighter recruits shall wear their hair tied up at all times.
- Firefighter recruits shall report to every class clean shaven. No facial hair is permitted to be worn by Firefighter recruits.
- Firefighter recruits with facial hair that interferes with the seal of an SCBA face piece in any way shall not be permitted to participate in any training evolution requiring the use of SCBA.
- All firefighter recruits shall report to every class in their assigned uniforms. The recruit shall provide additional uniforms as necessary. Uniform shall consist of a

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dark navy blue tee shirt, navy blue sweatshirt, navy blue pants, and athletic shoes (preferably black) or black leather duty boots.

- Firefighter recruits shall wear their uniforms with pride. Recruits will ensure their uniforms are properly worn at all times.
- Uniforms shall be kept clean and neat at all times.

General Statement

The Training Academy conducts business with the highest regard for professionalism and the greatest traditions of the fire service. Firefighter recruits are expected to represent themselves, their departments and the Training Academy in a manner consistent with professionalism and tradition. Any Recruit displaying blatant disregard of these Rules & Regulations may be dismissed from the course at any time.

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DEMERITS

A Demerit point systems shall be implemented for the duration of the Firefighter 1 Course. Firefighter recruits shall be monitored to ensure all rules and regulations are adhered to. Firefighter recruits found to be in violation of the rules and regulations may be issued demerits based on the infraction. Demerits shall be tracked using a Demerit Slip. A slip must be completed each time a Recruit is issued Demerits.

Accumulation of demerits:

- A firefighter recruit who accumulates ten (10) demerits shall have a conduct report made a permanent part of their personnel file. The firefighter recruit shall also be required to attend a counseling session with the Course Coordinator or his designee. The firefighter recruit's supervising officer shall be contacted and made aware of the infractions.
- A firefighter recruit who accumulates fifteen (15) demerits shall have a conduct report made a permanent part of their personnel file. The firefighter recruit shall also be required to attend a counseling session with the Course Coordinator or his designee. The firefighter recruit's supervising officer shall be contacted and made aware of the infractions.
- A firefighter recruit who accumulates twenty-five (25) demerits shall be dismissed from the course.
- Firefighter recruits may be given the opportunity to work off demerits at the discretion of the Class Coordinator. Approved assignments for working off demerits are:
 - Homework – One (1) demerit per assignment
 - Additional House Duties – One (1) demerit per class
 - Voluntary physical training – Three (3) demerits per training session

Demerit Point System:

- Improper grooming: 1 demerit
- Out of uniform: 1 demerit
- Failure to complete assignments: 1 demerit
- Unprepared for class: 2 demerits
- Inappropriate conduct: 2 demerits
- Tardiness: 2 demerits
- Disrespect of fellow recruits: 3 demerits
- Insubordination: 3 demerits
- Disrespect of instructor staff: 4 demerits
- Disregard for safety: 5 demerits
- Demerits may also be issued at the discretion of the Course Coordinator for any Rule violations

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Firefighter 1 Recruit Acknowledgement of Training Academy Rules & Regulations

I have received and read a copy of the Rules & Regulations for the Middletown Township Fire Department Training Academy, Firefighter 1 Course. These Rules & Regulations have been explained to me and by signing below I hereby acknowledge that I fully understand and will adhere to all of the Rules & Regulations listed above. Furthermore I understand that violation of these Rules and Regulations shall be documented via Training Academy Conduct Reports and is grounds for dismissal from the Firefighter 1 Course.

Course#: _____

Recruit Name: _____
(Last) (First)

Signature: _____

Date: _____

This form shall be placed in the student's Training Academy personnel file.