

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

| | |
|---|---|
| SOG NUMBER: 101.19 | ADMINISTRATION |
| DATE IMPLEMENTED: JULY 6, 2020 DATE REVISED: | TITLE: CAREER FIRE TRAINING ACADEMY REQUIREMENTS |

PURPOSE:

This guideline was promulgated to establish minimum training requirements that career firefighters must achieve.

SCOPE:

All career firefighters that do not possess New Jersey Division of Fire Safety Firefighter 1 certification at the time of hire.

GENERAL:

1. Newly appointed career firefighters are referred to as Probationary Firefighters.
2. All Probationary Firefighters must complete and receive Firefighter 1 certification.
3. The probationary term shall be twelve months from the date of hire.
4. Successful completion of all required components of the Firefighter 1 course are a mandatory requirement for the continuation of employment as a career firefighter.
5. If a Probationary Firefighter fails to receive Firefighter 1 certification within that time frame or fails the course after two attempts, they shall be terminated from employment as a career firefighter for cause.
6. The District shall pay for the initial training. If the career firefighter fails the mandatory course, the career firefighter shall be responsible for the expense attendant to his/her re-training.
7. The Department outsources Firefighter 1 training to a State of New Jersey accredited fire academy which include but not limited to Toms River Fire Academy, Ocean County Fire Academy, Monmouth County Fire Academy, Middletown Township Fire Academy, Middlesex County Fire Academy, New Jersey State Fire College and the National Fire Academy.
8. The Probationary Firefighter shall report to the Career Fire Captain for assignment and duties.
9. The Probationary Firefighter shall receive Right to Know and Bloodborne Pathogen training in the manner and time as prescribed by applicable regulation.

10. The Probationary Firefighter shall adhere to all Lakewood Fire Department and Fire Academy guidelines, rules, regulations, orders and/or directives. In case of a discrepancy in a rule, the stricter of the two shall prevail.

TRAINING ACADEMY COMPONENTS:

The Training Academy consists of the following components. Additional components may be required at the discretion of the Career Fire Captain based on the needs of the Department.

1. Orientation classroom.
2. Orientation practical.
3. Candidate Physical Ability Test (CPAT).
4. NJ Division of Fire Safety Firefighter 1 certification.
5. NJ Division of Fire Safety Firefighter 2 certification (if applicable).
6. First Responder and CPR/AED certification.
7. Physical fitness training.
8. Hazardous Material Awareness and Operations.

FIRE ACADEMY GROOMING:

1. Male
 - Male recruits shall have their hair closely cut to #2 setting or closer. They shall be clean shaven, no facial hair throughout the academy.
2. Female
 - Female recruits shall have their hair no longer than the top of the shirt collar when standing erect, normal posture. The hair shall be groomed in front so it does not fall below the band of properly worn headgear.
3. A bun is permitted as long as it does not interfere with the wearing of headgear or face piece.
4. Cosmetics are not permitted.
5. Wigs or hairpiece cannot be worn.
6. Only natural hair and natural coloring is permitted.
7. No jewelry permitted except a wedding band, if so desired but not required.
8. No earrings permitted.
9. Clean personal hygiene is required at all times.

10. Recruits are to follow the Fire Department grooming policy for any topic not covered in this section.

UNIFORM:

1. Probationary Firefighters are required to maintain their uniforms in a neat, clean appearance.
2. Probationary Firefighters are required to wear their uniforms as instructed by the Fire Academy's lead instructor or LFD representative.
3. Probationary Firefighters are not permitted to enter any establishment serving alcoholic beverages while on duty or in uniform.
4. Uniforms shall be issued by the Lakewood Fire Department as required.

FIRE ACADEMY ATTENDANCE:

1. The Career Fire Captain will determine the work schedule for members in the Fire Academy.
2. The Holiday schedule will be determined by the Career Fire Captain.
3. Probationary Firefighters are required to attend and participate in all classes at the Fire Academy.
4. Probationary Firefighters missing more than 10% of instructional time may be dismissed from the Fire Academy.
5. Time off shall not be granted during the Fire Academy. In case of a severe emergency a written request may be made to the Career Fire Captain for consideration.
6. Any time missed by a Probationary Firefighter must be made up on the Probationary Firefighter's own time.

SICK/INJURY LEAVE:

1. Should a Probationary Firefighter become sick while enrolled in the Academy they are required to call the Career Fire Captain one hour before the start of class. This is in addition to any policy established by the outsourced instruction.
2. Any Probationary Firefighter injured during academy training must notify their instructor as well as the Career Fire Captain immediately.
3. A doctor's note is required for any sick leave.

DISCIPLINE:

1. Probationary Firefighters are expected to maintain the highest standards of integrity and honesty throughout the Fire Academy.
2. Probationary Firefighters shall not engage in any act which will discredit the Lakewood Fire Department or the Fire Academy.
3. Officers shall be addressed by their rank.
4. Dismissal from the academy may occur for any of the following circumstances
 - Failure of any exam after the second attempt.
 - Failing any practical component after the second attempt.
 - Failure of any portion of the physical fitness program.
 - Failure to comply with the attendance policy.
 - Sleeping during classroom instruction.
 - Failure to comply with the rules and regulations of the Fire Department, this policy or its appendix.
5. Dismissal from the Academy shall be at the discretion of the Fire Academy Lead Instructor and/or Career Fire Captain pursuant to LFD guidelines.
6. A Probationary Firefighter's dismissal from the Academy during probationary period shall be grounds for termination of employment.

EMPLOYMENT:

Probationary Firefighters are prohibited from engaging in other employment, whether or not such employment derives an income or any other non-monetary benefit to the Probationary Firefighter, full or part time, during the entire training period at the Fire Academy.

DISTRIBUTION OF POLICY:

1. Probationary Firefighters shall be issued a copy of this guideline.
2. Probationary Firefighters are required to sign the attached acknowledgement in Schedule A.

Legal References: New Jersey Public Employees' Occupational Safety and Health Act (PEOSHA) N.J.A.C. 12:100-4.2;
Occupational and Safety Administration (OSHA) regulations (Bloodborne Pathogens 29 Code of Federal Regulations (CFR) 1910.1030);
New Jersey Worker and Community Right to Know Act (N.J.S.A. 34:5A-1 et. seq.)

SCHEDULE A

FIRE TRAINING ACADEMY REQUIREMENTS

I acknowledge receipt of the "Fire Training Academy Requirements".

I acknowledge receipt of a copy of the Lakewood Fire Department Standard Operating Guidelines.

I understand I am required to read, understand and follow the Lakewood Fire Department Standard Operating Guidelines and direction and orders of superior officer(s).

I understand that failure to successfully pass the Fire Academy shall result in separation of employment for cause as a Career Firefighter with Lakewood Fire District No.1.

Signed:

PRINT NAME: LAST

FIRST

MIDDLE

SIGNATURE

DATE

WITNESS NAME

WITNESS SIGNATURE

DATE