



# ADMINISTRATIVE PROCEDURE

## HIGH SCHOOL CADET FIRE FIGHTER PROGRAM

6140.1

Procedure No.  
February 1, 2005  
Date

- I. **PURPOSE:** To provide guidelines and procedures for the application process, selection and administration of the Fire Cadet Program.
  
- II. **BACKGROUND:** The Fire Cadet Program is a one-year course available to high school seniors through the Office of Experiential Learning (OEL) that offers qualified students a credited course designed to develop their academic and job skills in a challenging, sophisticated profession. The Prince George's County Fire Department provides instruction and supervision of students through its Fire Training Academy in Cheltenham, Maryland. Students have the opportunity to decide if this career field is compatible with their interests and abilities.
  
- III. **PROCEDURES:**
  - A. **Application:**
    1. Applications will be available through the OEL Work-Based Learning Coordinator in each school.
    2. Fire Department personnel will conduct recruitment activities during the first semester.
    3. Interested students should complete the application and return it to the Work-Based Learning Coordinator by March 15 of their junior year for participation in the program their senior year.
    4. Applications will be forwarded to the Fire Training Academy no later than April 1.
    5. The Academy will provide notification of acceptance to the Work Based-Learning Coordinator and the student by the end of the school year.
  
  - B. **Registration:**
    1. Students must be assigned by the appropriate course number for Fire Fighter Cadet listed in the Course Offerings and Description Brochure.
    2. Students are not concurrently enrolled in a COE, CCE, or Marketing Education class. However, during the afternoon, students are assigned to an OEL Work-Based Learning Coordinator who will:



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- a. Monitor on-site training;
  - b. Serve as liaison between the school and the Academy; and
  - c. Gather quarterly grades.
- C. Criteria to Participate: The following criteria must be met in order to participate in the cadet program:
1. Must be 16 years of age at the beginning of the current school year.
  2. Must be eligible for the Office of Experiential Learning as determined by the school.
  3. Must be in good academic standing.
  4. Must have written permission from parents.
  5. Must pass background investigation.
  6. Must pass county public safety physical examination.
  7. Must be able to provide transportation to Fire Training Academy and assigned fire stations.
- D. Attendance:
1. Hours of operation for the cadet program are from 1200 to 1600 hours (12:00 noon to 4:00 p.m.), Monday through Friday during Phases I and II of the program.
  2. During Phases III and IV, the cadet is assigned to a fire station. The work hours are 1200 hours to 1500 hours (12:00 noon to 3:00 p.m.).
  3. Attendance is mandatory. However, if the student cannot attend due to illness or other emergency, the student must inform both the OEL Work-Based Learning Coordinator and the Fire Training Academy.
- E. Grades/Credits:
1. The Academy will evaluate the cadets using the standard Office of Experiential Learning Evaluation Form.



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2. Evaluation forms will be completed each quarter by the cadet's on-site supervisor.
3. The supervisor will complete the form and mail to the Work-Based Learning Coordinator by an agreed-upon deadline.
4. Students may earn one credit for each class period assigned to the Fire Cadet Program.
5. No more than 3 credits per year can be earned in the program.

F. Delayed Openings and School Closings:

During school closings or county holidays, cadets do not report for duty. (This shall also apply to any delayed openings.)

IV. **GENERAL PROCEDURES:** A great deal of discipline is required in the fire service. The cadet must maintain both performance and conduct standards related to the Prince George's County Fire Department. If a cadet at any time commits an infraction of any standard, the following procedures apply:

- A. First offense – the cadet will be counseled by the supervisor regarding his/her failure to maintain said standard.
- B. Second offense – the cadet will receive written notice of unsatisfactory performance.
- C. Third offense – the cadet will be placed on formal charges, and a recommendation will be made to the commander of the Training Academy that the student be separated from the program. A final decision on the recommendation rests with the commander.

Every cadet is made aware of his/her levels of conduct and performance at the start of the program. The work-based learning contact person is made aware of all disciplinary actions taken.

V. **RELATED PROCEDURES:** Administrative Procedure 6140, Procedures Pertaining to the Office of Experiential Learning Programs.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Curriculum and Instruction and will be updated as appropriate.



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- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6140.1, dated September 1, 1990.
- VIII. **EFFECTIVE DATE:** February 1, 2005.

Approved by:  
André J. Hornsby  
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11