

PHOENIX FIRE DEPARTMENT
VOLUME 1 – Operations Manual
CADET PROGRAM AND PROCEDURES
MP105.07 03/06 – R

INTRODUCTION

The Phoenix Fire Department provides the opportunity for high school and college students to become familiar with career opportunities available in the fire service and related fields.

Through classroom instruction, hands-on training, and volunteer (work), cadets are provided a base of knowledge and experience that will benefit them not only in fire service careers, but also in all future endeavors. This is accomplished under the umbrella of fire safety practices and exceptional customer service.

OBJECTIVES

1. Identify career fields that are related to the fire service.
2. Provide career path advisement, mentoring and information.
3. Teach fire and life safety education through the Urban Survival curriculum.
4. Teach basic emergency medical education.
5. Assist the community through volunteer work in Urban Survival and related community service work.
6. Identify and discuss the organizational components of the Phoenix Fire Department.
7. Identify and perform some of the basic duties required of an entry-level firefighter and fire service related careers.

PROGRAM

It is the intent of the Phoenix Fire Department to organize the Cadet Program so as to operate in an environment that promotes maximum internal management. Cadets are offered the opportunity to advance to leadership positions within the program where they will be encouraged to develop interpersonal effectiveness and management skills.

The Cadet Program is open to high school and college students, a minimum of 18 years of age. Upon completion of a four (4) year term, each member's status will be reviewed by the Program Managers in conjunction with the Cadet Officers and the future status of a Cadet member will be determined at that time.

Meetings are conducted from 1800 to 2100 hours on the 1st and 3rd Monday nights of each month. Each meeting will consist of instruction covering a variety of subjects related to the fire service, including hands-on and classroom activities.

REQUIREMENTS

- Open to high school and college students a minimum of 16 years of age
- Candidate must pass Local and Federal background checks
- Candidate must be able to purchase the required uniform
- Cadets are required to volunteer a minimum of 32 hours per quarter (every 3 months) to the department
- Attend monthly meetings (1st and 3rd Monday night of each month)

APPLICATION

Download application by visiting our website: www.phoenix.gov/fire

OR

Pick up application Monday – Friday, 0800-1700 hours at Phoenix Fire Department Training Academy, 2430 South 222nd Avenue, Phoenix, AZ 85009

OR

Pick up at Cadet meetings, which are held the 1st and 3rd Monday night of each month from 1800-2100 hours (except holidays).

Candidates will be considered upon their performance in a personal oral interview.

ACCEPTANCE

Upon acceptance into the program, the Cadet ~~must~~:

1. If under 18 years of age, must provide a liability release form #90-41.2D, signed and notarized.
2. Must attend meetings on a regular basis:
 - Attendance is mandatory
 - Cadets may not have more than two (2) unexcused absences from meetings within a calendar year
 - If attendance becomes a problem, Cadet is subject to disciplinary action, to include dismissal from the Cadet Program.
 - Attendance is one of the criteria for being granted approval to ride on Phoenix Fire Department apparatus.

Must be available to volunteer a minimum of 32 hours per quarter including Cadet meeting hours.

Must purchase official Phoenix Fire Department Cadet uniform, which consists of the following:

- **Pants** – Phoenix Fire Department (PFD) approved (dark blue) pants
- **Shirts** – “Phoenix Fire Department Cadet” T-shirt 100% Cotton (gray with dark blue lettering)
- **Shoes** – Black leather (Safety shoe recommended/Tennis shoes for PT only)
- **Belt** – Buckle (Official PFD or silver)
- **Shorts** – Dark blue PT shorts with PFD markings and approved PFD uniform shorts
- **Sweatshirt** – (Optional) Gray sweatshirt with PFD markings
- **Sweatpants** -)Optional) Dark blue with PFD markings
- **Jacket** – (Optional) Dark blue/PFD approved
- **Hats** – (Optional) PFD approved ONLY

The Cadet Uniform is to be worn ONLY to Cadet functions, and in its entirety with changes made at the discretion of the Program Management. The wearing of the Cadet shirts at any other time will be cause for dismissal from the program. Grooming will be in accordance with the Phoenix Fire Department Standards.

RULES OF CONDUCT

All Cadets shall abide by the Phoenix Fire Department "Rules of Conduct," M.P. 102.01. Disciplinary action is based on those "Rules of Conduct" outlined in the Phoenix Fire Department's M.P. 102.01, Volume 1.

OTHER CONSIDERATIONS

- Cadets will not function in lieu of paid members.
- All injuries to Cadets, regardless of how minor or seemingly trivial, must be reported immediately to Company Officers and Program Managers.
- Station volunteer assignments: Cadets will report on-time to their assigned stations or call the station Captain if they are to be late or absent.
- During the volunteer assignments, Cadets will be evaluated by their Supervisors. Emphasis will be on initiative, attitude, quality or work and interpersonal effectiveness.
- Cadet Evaluation Reports, #90-62D, is to be provided by the Cadet to the Company Officer upon arrival to the station for the ride-along shift. The Company Officer will complete the form and forward both copies to the Cadet Program Manager via inter-departmental mail.