

# **RECRUIT CANDIDATE ACADEMY**

**(ESFF 250A, 250B)**



**UVU** EMERGENCY  
SERVICES

UTAH VALLEY UNIVERSITY

**Version 2.0 (Spring 2020)**

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## **ESSENTIAL LEARNING OUTCOMES**

1. The student will demonstrate essential job performance functions in order to successfully accomplish State Firefighter and Hazmat Certification skills requirements.
2. The student will analyze, organize and interpret the vast amount of information necessary to successfully accomplish State Firefighter and Hazmat Certification written examination requirements.
3. The student will demonstrate appropriate interpersonal and team related skills necessary to be successful as a team member of a response organization.
4. The student will demonstrate the necessary skills and attitudes in order to prepare for a career in the Fire Service academically, physically and practically.
5. The student will train in a disciplined, stressful, realistic and team-oriented environment, where they will develop the skills used on the fireground and in the firehouse.
6. The student will learn to apply the principles of personal responsibility related to taking ownership of their own performance as well as the performance of the team.
7. The student will define the meaning of success or failure as a team.

## **PURPOSE OF THE COURSE**

The purpose of the Recruit Candidate Academy (RCA) is to prepare candidates for a career in the Fire Service. By training in a disciplined, stressful, and team-oriented environment, candidates develop skills typically used on the fire ground. Skills are then used during training scenarios of actual incidents.

## **MISSION STATEMENT**

*The Recruit Candidate Academy at Utah Valley University is dedicated to providing an exceptional education and training experience by promoting success academically, physically and professionally.*

### **Academy Sessions**

Each session consists of cognitive (classroom) and/or psychomotor skill (hands-on) training. Refer to your Academy schedule for specific training information.

### **Academy Coordinator/Instructors Program Coordinator**

The Program Coordinator is responsible for RCA course coordination, including instructor supervision and scheduling, course development, and student success.

### **RCA Administrative Assistant**

The RCA Administrative Assistant is responsible for the scheduling of training props and equipment. All administrative issues, academic and financial questions, PPE issues, etc. should be directed to the RCA Administrative Assistant.

### **Lead Instructor**

The Lead Instructor is responsible for the majority of Academy instruction and the continuity of instruction. In addition, the Lead Instructor counsels and advises Candidates and serves as a full-time or adjunct faculty member at UVU.

### **Assistant Lead Instructor**

The Asst. Lead Instructor is responsible to support the Lead Instructor and represents, and has the full authority of the Lead Instructor, when he/she is not available.

### **Instructors**

All Instructors report directly to the Lead Instructor and Asst. Lead Instructor. Instructors meet or exceed qualifications and credential requirements of the RCA and UVU. Instructors have many years of practical experience in their respective fields. All Instructors are presently employed in Emergency Services throughout Utah.

### **ACADEMY STUDENT OFFICERS**

#### **Class Officer (CO)**

The Lead Instructor appoints a class officer generally within the first week of the Academy. The class officer position will be assigned for the duration of the class unless replaced for cause by the Lead Instructor. In addition, the class officer will be assigned to a company and may report to the Company Captain.

#### Duties of the Class Officer:

- 1) Call Candidates to attention at each roll call/inspection.
- 2) Assist Instructors as needed.
- 3) Assigns or delegates specific responsibilities to captains and/or companies.
- 4) Maintain a record of materials or equipment damaged during each class period and report. Ensure needed engine/truck repairs are noted.
- 5) Ensures that all candidates adhere to the policies and procedures of the RCA.
- 6) Motivate, lead and supervise the class as allowable.
- 7) Motivate, lead and supervise the class as a whole.
- 8) Other duties as assigned by the Lead Instructor and/or Instructors.

#### **Company Officer**

The Company Officer position may rotate at intervals determined by the Lead Instructor.

#### Duties of the Company Officer:

- 1) Account for all company personnel.
- 2) Conduct crew inspections.
- 3) Recall crew to class 1 minute prior to end of each break.
- 4) Call roll of assigned company before the start of classes and after breaks. Report any absences to the class officer.
- 5) Direct the company to accomplish assignments.
- 6) Inspect and ensure that equipment assigned to the company is properly maintained.
- 7) Ensure that all crew members adhere to the policies and procedures of the RCA.
- 8) Motivate, lead and supervise the crew.
- 9) Other duties as assigned by the Lead Instructor, Instructors, and/or class officer.

## Candidate Evaluations & Performance

All aspects of recruit performance are monitored and evaluated on a continual basis throughout the RCA. To facilitate a fair and consistent evaluation by the RCA instructors, recruit general performance and behavior has been divided into six (6) broad categories of **Written Tests, Drill Ground/Skills, Attitude, Physical Fitness, Equipment Maintenance, and Personal Appearance**. Formal evaluations will be done periodically with the recruit being rated as either **Exceeds Standard, Meets Standard, or Does Not Meet Standard**.

### Pregnancy

Female recruits who are or may be pregnant will need to obtain an immediate release from a physician in order to continue training in the RCA at UVU.

### General Performance Evaluation Guidelines:

#### Written Tests

##### Exceeds Standard:

- Candidate scores **at or above 85%** on any/all written testing.

##### Meets Standard:

- Candidate **maintains an 80%** or above on all written testing.

##### Does Not Meet Standard:

- Candidate **fails to maintain an 80%** in any of the areas of written testing.

#### Drill ground Activities

##### Exceeds Standard:

- Candidate **significantly excels** and demonstrates exceptional competency in all areas of drill ground performance on a consistent basis.

##### Meets Standard:

- Candidate **performs all drill ground activities in a safe, timely, and appropriate manner**.
- Candidate demonstrates use of tools, equipment, and apparatus with control and confidence.
- Candidate demonstrates the basic knowledge and operation of a variety of tools, equipment, and apparatus.

##### Does Not Meet Standard:

- Candidate consistently **performs one or more drill ground activities in an unsafe and/or incorrect manner**. Candidate quits on the skill or the drill.
- Candidate is unable to use tools, equipment, and apparatus with control and confidence due to injury or ability.
- Candidate is unable to demonstrate the basic knowledge and operation of a variety of tools, equipment, and apparatus.
- Candidate is inconsistent in the performance of any/all drill ground activities.

#### Attitude

##### Exceeds Standard:

- Candidate consistently demonstrates mature behaviors well **“above and beyond”** those outlined in the RCA Performance Expectations.

Meets Standard:

- Candidate **consistently demonstrates behaviors** outlined in the RCA Performance Expectations.
- Candidate is on time, attentive and participates in classroom sessions.

Does Not Meet Standard:

- Candidate **demonstrates inappropriate behaviors** in one or more areas outlined in the RCA Performance Expectations.
- Candidate is tardy, inattentive and does not participate in classroom sessions.
- Candidate is disruptive, unruly, and/or argumentative.
- Candidate does not accept responsibility for their own poor performance or blames others.

**Physical Fitness**

Exceeds Standard:

- Candidate maintains and **performs at a level of physical fitness well above that prescribed by the RCA Policy.**

Meets Standard:

- Candidate maintains and **performs at a level of physical fitness as prescribed by the RCA Policy.**
- Candidate performs all components of the prescribed workout(s) in the appropriate manner as demonstrated by the PT Instructor.
- Candidate performs prescribed workouts within the correct number of sets, repetitions, and/or time limits.
- Candidate demonstrates the endurance, strength, and physical ability necessary to perform all drill ground/firefighting activities.

Does Not Meet Standard:

- Candidate is **not maintaining the level of fitness** as prescribed by the RCA Policy.
- Candidate does not perform prescribed workouts within the correct number of sets, repetitions, and/or time limits. Candidate quits during the workout.
- Candidate is unable to complete the required drill ground/firefighting activities due to lack of endurance, strength, and/or physical ability.

PT Standards:

- Failure to meet the standard in any of the three sections of the test will result in a failed test. 10 demerits will be assessed if the final PT test is failed. No personnel notice will be issued.

<b>Standards</b>	<b>PT Award *</b>	<b>Meets Standard</b>	<b>Failure</b>
Sit-Ups	>50	35-50	<35
Push-Ups	>45	35-45	<35
1.5 Mile Run	<9:45	9:45-13:30	>13:30
Male Pull-Ups *	15	* Only required for RCA Physical Fitness Excellence Recognition Award	
Female Pull-Ups *	5		

\*If all these parameters are met, a Physical Fitness Excellence Recognition Award will be presented at graduation.

## Equipment Maintenance

### Exceeds Standard:

- Candidate **significantly excels** in all areas of PPE, equipment, apparatus and station maintenance on a consistent basis, without direction.

### Meets Standard:

- Candidate maintains all issued PPE in a **ready and functional condition**.
- Candidate reports any malfunction or problem with PPE and assigned tools, equipment and apparatus immediately to the company officer or class officer.
- Candidate maintains apparatus and associated hose/equipment/tools in a clean, ready, and functional condition.
- Candidate participates in routine “housework” and keeps the classroom, drill ground, and work areas clean, neat, and well organized with minimal direction.

### Does Not Meet Standard:

- Candidate **fails to maintain any/all PPE in a ready and functional condition**.
- Candidate fails to maintain all personally assigned tools and equipment in a ready condition.
- Candidate fails to report malfunctions or problems with PPE and assigned tools, equipment and apparatus immediately to the company officer or class officer.
- Candidate fails to maintain apparatus and associated hose/equipment/tools in a clean, ready and functional condition.
- Candidate does not participate in routine “housework” and fails to keep the classroom, drill ground, and work areas clean, neat, and well organized, requires constant direction.

## Personal Appearance

### Exceeds Standard:

- Candidate consistently maintains a level of personal appearance well **“above and beyond”** that required, looks like a professional.

### Meets Standard:

- Candidate **consistently maintains a level of personal appearance** as outlined in the RCA Policy.
- Candidate presents a hygienic, clean and neat appearance.
- Candidate consistently passes all uniform inspections.

### Does Not Meet Standard:

- Candidate **fails to maintain personal appearance** as outlined in the RCA Policy.
- Candidate does not present a hygienic, clean and neat appearance.
- Candidate consistently fails any/all uniform inspections.

## Performance Expectations

### Work Ethic/Initiative/Motivation

- Is reliable in following safety practices in all situations.
- Actively seeks academic and technical knowledge for self-improvement.
- Accomplishes tasks or goals without being asked, ordered, coerced, or motivated by others.

### Teamwork/Integrity

- Effectively works with others in order to accomplish tasks or solve problems.
- Offers help to crew members when appropriate.
- Takes responsibility for their actions/performance.

- Is sincere and honest when dealing with others.
- Respects the personal property of others.
- Portrays a professional image in speech, action, and appearance.

### **Judgment/Problem Solving**

- Approaches problems in a safe, logical, and well thought out fashion.
- Seeks proactive solutions to problems.
- Makes reasonable and safe decisions when attempting to accomplish a task or solve a problem.

### **Physical Fitness**

- Maintains a level of personal physical fitness and abilities appropriate for firefighting and drill ground activities.
- Actively participates in physical fitness training with a positive and aggressive attitude toward improvement.

### **Communication/Adaptability/Stress Management**

- Utilizes the “Chain of Command”.
- Uses appropriate tone of voice. Articulates in a clear, logical and understandable manner.
- Demonstrates appropriate non-verbal-communication techniques.
- Adapts behavior in order to deal with changing situations in a safe manner.
- Remains calm in stressful situations.
- Recognizes symptoms of stress in self and seeks to deal with stress appropriately.

### **Interpersonal Skills**

- Displays confidence and personal discipline, is courteous and respectful.
- Demonstrates desire for personal and professional development.
- Takes on additional tasks or duties, including supporting and helping others.
- Takes responsibility for their own actions or performance, praises others.
- Handles interpersonal conflicts effectively and calmly.
- Is persuasive and makes a positive impression.

## **CONDUCT**

**Your personal conduct during the RCA will virtually make or break you.**

### **Academy Honor Code and Academic Integrity**

No academic dishonesty will be tolerated in this academy. Academic dishonesty includes, but is not limited to, cheating and plagiarism as defined in the UVU Student Rights & Responsibilities Code.

You are entrusted to obey all laws and the “Academy Code of Ethics.” The code of ethics consists of an “honor code” that is widely accepted in the fire protection community as well as the civilian community. Any Candidate that has committed any one of the below listed violations of the honor code may be subject to immediate expulsion from the Academy program:

- 1) Altering answers or scores on tests.
- 2) Altering scores on another Candidate’s test or aiding a Candidate to cheat.



- 3) Claiming assigned work produced or written by someone other than the Candidate.
- 4) Cheating or copying from another during testing.
- 5) Using unauthorized aids during testing.
- 6) Falsifying or altering records or any Academy document or log.
- 7) Signing off work that, in fact, has not been completed.
- 8) Engaging in any conduct involving moral turpitude.
- 9) Any conduct that would bring discredit to the RCA or UVU if made public.
- 10) Knowingly giving false information to any member of the Academy staff or instructors.
- 11) Violation of any local, state or federal law, excluding minor traffic offenses.
- 12) Fighting with or assaulting another.
- 13) Any unwanted touching or other sexual harassment.

Candidates that commit any of the above listed violations or witness a violation by another Candidate are required to report the incident to a member of the Academy staff immediately.

## **General Rules of Conduct for Students**

### **Chain of Command**

- Candidates will use the “Chain of Command” at all times. The “Chain of Command” also represents the “Line of Communication” except in any issue involving discrimination or harassment. With regard to issues of discrimination or harassment a candidate can bypass the chain of command and go directly to the program coordinator or department chair.
- Using the “Chain of Command” means any matter, which needs the attention of, or action by the RCA Instructors will be brought to the reporting person’s most immediate supervisor, company officer or class officer.
- Any issues or concerns that affect candidate performance shall immediately be brought to the RCA Instructors through the appropriate channels.
- Any appeal by a candidate with regards to their standing in the class will follow the chain of command. The appeal process will be as follows, attempting to alleviate at the lowest possible level:
  1. Lead or Assistant Lead
  2. RCA Program Coordinator
  3. Emergency Services Department Chair (final say)

### **Respect**

- Respect shall be shown to all RCA and academy staff at all times.
- Respect shall be shown to all guests and classmates at all times.
- Disrespect or abusive language toward any individual or group will not be tolerated and shall be considered insubordination.
- All instructors and academy staff shall be addressed in a courteous, professional manner, either by rank and last name or by “Instructor”, “Sir” or “Ma’am”.
- Candidates must knock (regardless if the door is opened or closed) and be acknowledged prior to entering into any instructor or administrator’s office.

### **Teamwork/Effort**

- The candidate’s best effort is expected at all times and in all situations.
- Candidates shall work well in a team and function in all positions.

- Any action which hinders or disrupts team drills or classroom activities will not be tolerated and shall be considered insubordination.
- When appropriate, candidates are expected to offer help to team members.
- Candidates are to “double time” safely while on the drill ground. Walking is only permitted when specified by the instructors.
- Students pass and fail some skills as a team. It is expected that each member of the company take responsibility for their contribution to the success or failure of the team.

### **Insubordination**

- Failure to comply with a direct order from instructors or supervisors.
- Arguing with the instructors.
- Unruliness and/or distracting behavior.
- Quitting or refusing to participate in any prescribed requirement of the RCA.

### **Substance Abuse**

- Alcoholic beverages or illegal drugs are not permitted at the RCA. Violation will result in immediate dismissal. Any candidate who is suspected of being impaired will be escorted home after appropriate law enforcement tests confirm impairment.
- Any use of prescription or over the counter medications which may affect the Candidate’s performance must be brought to the attention of the RCA Instructors.
- Tobacco, in any of its forms, including e-cigarettes, shall not be used in any place where instruction or on-duty activities or drills are being conducted. Tobacco may only be used during breaks and in designated locations. Waste from tobacco products shall be disposed of in the appropriate container.

### **Miscellaneous**

- Candidates will maintain a dignified appearance at all times (in or out of the classroom).
- While in the classroom, candidates will stand when visiting dignitaries or academy staff enters the room unless otherwise directed.
- No food or beverage is allowed in the classroom unless approved by an instructor.
- No sleeping in class. If you feel sleepy, stand up in the back of the classroom. Sleeping shows disrespect for the program and the instructor.
- Candidates will speak respectfully and appropriately while on the premises of the Academy. Even private conversations can be overheard by others while in the halls, restrooms, apparatus bay or classrooms.

## **UNIFORMS**

### **General**

Clean uniform, free of rips or tears, no loose threads or wrinkles, no alterations, worn in good taste and free of distractions, boots will be shined and polished.

All Candidates will be in the same uniform at any given time. The Lead Instructor must approve any uniform deviations. All personal items must be marked with the Candidate’s name or initials. Personal and issued items must be secured in lockers when not in use and any time the academy is not in session. Clothing may never be worn inside out.

## **Shirt**

Uniform shirt will be worn whenever in the classroom unless otherwise directed. It is the candidate's responsibility to maintain the dress shirt in a clean, pressed, and presentable manner at all times. The gray academy T-shirt is to be worn when out on the drill ground or during PT. Shirts must be tucked-in at all times.

## **Shorts**

Shorts are only permitted for physical training and must be navy blue in color with no unapproved large logos or wide stripes.

## **Boots**

Steel Toe Station Boots are required and must be polishable. Must be laced or zipped all the way up. No sandals, slippers, or running shoes. Running shoes are only allowed during PT unless approved by the Lead Instructor.

## **Baseball Caps**

Not allowed for students.

## **Jewelry**

A single watch and a wedding ring are the only authorized jewelry items. Any ornament (not including clothing) that you can slide, place, hang, pierce, or wear on your body is not authorized on the drill ground. This includes rings, bracelets, ear/nose/eye/lip/other rings, and necklaces. This is a safety issue and must be adhered to.

## **Hair**

Hair (head and facial) must not interfere with the seal of a Self-Contained Breathing Apparatus (SCBA) mask. Beards, goatees, soul patch, and/or excessively long sideburns are not authorized. Candidates must be clean-shaven at all times. Hair that is not a natural color is prohibited. In addition, excessively long hair must be controlled while on the drill ground. Mustaches will be neatly trimmed.

## **PERSONAL GROOMING & HYGIENE**

Each Candidate will maintain good personal appearance. "Good" personal appearance reflects attitude. The following is a guide that should help alleviate some subjectivity.

- 1) Hair must look neat and professional.
- 2) Candidates should shower prior to returning to the classroom after PT.
- 3) Candidates should brush their teeth and practice good oral hygiene.
- 4) Fingernails will be clean, short, and neatly trimmed.

## **ROLL CALL & INSPECTIONS**

### **Roll Call**

An official roll call may take place at the beginning of each class. Candidates will be in place (company formation) and accounted for (by Company Captains and Class Officer) **prior** to the official roll call. The roll call and inspection will also include a briefing on the day's "events" and other pertinent information. Roll call will usually take place in the apparatus bay, classroom or where the Lead Instructor directs. Candidates should arrive at least 15 minutes prior and in place 5 minutes prior to the scheduled start of class.

### **Company Inspections**

Company Captains will inspect his/her company prior to the official roll call. On occasion, the Lead Instructor will perform a company or class inspection.

Inspection items include uniform, personal appearance, and personal protective equipment. In addition, the Lead Instructor may conduct an inspection at any time.

During both roll call and inspections, Candidates will assume the position of “parade rest” unless otherwise directed.

### **TARDINESS & ABSENCES**

Because of the limited number of hours allocated to Academy training, and because of rigid Academy standards, unexcused tardiness and/or absences will not be tolerated. If you are going to be tardy you must follow your chain of command and contact the Company Officer, Class Officer, or the Lead Instructor prior to the start of class, demerits will be assessed (5) if you are tardy. Failure to report a tardy will result in doubling of demerit demerits (10). If a candidate fails to show up to class 30 minutes after it has started it will be considered a failure to report for duty and an unexcused absence. A letter from a doctor, legal court document, or similar compliance must verify an excused tardy and demerits will not be issued. An **excused absence, without penalty**, is given for funerals for immediate family (Parents, Grandparents, Siblings, and in-laws), and births of your own children. An **excused absence with penalty**, (personnel notice and 30 demerits) is any wedding, including your own, family parties or reunions, or employment testing. Other situations will be assessed on a case-by-case basis by the lead instructor and the RCA program coordinator. It is imperative that you attend every class session. The candidate must complete work missed due to acceptable excuses during off-hours with the permission of the Lead Instructor.

**Only two (2) tardies of any kind are permitted. More than this may result in termination from the RCA. One (1) unexcused absence may result in termination from the RCA.**

### **INJURIES**

All injuries must be reported to an Instructor. If a Candidate is unable to perform a skill due to an injury, he/she will not be allowed to participate. If skills cannot be performed due to injury, the student will assume any demerits and/or personnel notices required per this policy by the failure. Any injury sustained during or away from class that results in the inability to participate in class activities will be handled on a case by case basis and **may result in the termination or removal of the individual from the RCA.**

### **BREAK PERIODS**

During classroom sessions, 10-minute breaks will be provided approximately each hour. Breaks on the drill ground will be provided at the Instructor’s discretion.

The lunch break is usually one hour. Candidates must be in place **precisely** when directed. The lunch hour, on occasion, may have to be shortened to ensure Candidates are “in place” and prepared for the next training session.

Company officers inform their company when the break/lunch hour has ended, ensure all members are present, and report any absences to the Class Officer. The Class Officer will report the status of all Candidates following each break.

Candidates will be cognizant of other classes in session and conduct themselves in a quiet and courteous manner. ***Company officers are responsible for correcting the behavior of company members.***

There is a break room with a refrigerator and tables for lunch and break periods. Candidates are responsible to keep this area clean and tidy. **“Leave it better than you found it”** will be the policy. No food shall be left in the refrigerator over the weekend, any food or containers left in the refrigerator will be thrown away on Friday evening.

### **Candidate-Instructor Relationship**

Many of you have learned different ways of performing various tasks. From this day on, there is only one way of doing things and this is the way you will be taught. Don't ever tell one of your Instructors you did something else a particular way with your old department. You came to learn from us, not the other way around.

Warm and friendly relationships with your Instructors should not be expected in the Academy. Your Instructor's primary purpose is to keep you safe and help you prepare for a job in the fire service. Through discipline, hard work, and teamwork you'll be prepared to face the rigorous entry-level requirements of a position in the fire service. Instructors will be addressed respectfully at all times (sir, yes sir, no sir, thank you sir) or by their last name preceded by their rank (Example: Captain Jones, Firefighter Mackintosh) or their last name preceded by "Instructor" (Instructor Johnson). Instructors are not permitted to meet with students alone in private. While personal conversations are permitted, do not request a meeting alone or in private whether you are male or female. Office doors shall remain open unless two instructors/staff are present with any student.

### **COMPLETION REQUIREMENTS**

#### **Receiving a Recruit Candidate Academy (RCA) Certificate of Completion:**

Candidates must pass 250A & B with an 80% average in each, pass the State Fire Certification tests with 80% in each test, pass the State Hazmat Certification tests with a 75% average, pass the final PT Test at 80%, meeting the standards and display effort and improvement during physical training, and receive a recommendation from the academy lead instructor to receive an RCA Certificate of Completion. The RCA Course Coordinator will have discretion on all RCA certification decisions.

### **State Certification**

Candidates have the opportunity to receive State Firefighter and Hazmat certification through the Utah Fire Service Certification System as accredited through the:

- International Fire Service Accreditation Congress (IFSAC)
- National Professional Qualification System (NPQS)

Candidates are awarded four certification levels upon satisfactory completion:

#### **Firefighter I**

**Hazardous Materials Awareness**

#### **Firefighter II**

**Hazardous Materials Basic Operations**

### **Recommendation for State Certification**

Students who are removed from the RCA program as per this policy will not be recommended for State Certification. In addition, students who do not pay tuition in full prior to the certification test date will not be recommended for certification testing. Candidates must meet the following criteria to receive a recommendation to certify at each level:

- Pass the state written examinations with a minimum 70% (state requirement)
- Successfully pass the state manipulative skill tests

- Show competency in all individual skills and evolutions. Candidates are required to meet “state times” and competency levels for each skill.

## **A Block & B Block Content (ESFF 250 A & B)**

### **IFSTA Written Testing**

When an International Fire Service Training Association (IFSTA) written test is taken, it consists of several chapters. The tests are timed and the student is given one minute per question. The chapter quizzes are averaged together to give an overall score for each test. The overall average needs to be 80% to be considered passing. If the test’s average is less than 80%, 5 demerits are issued and a retake is required of any chapters <80%.

These retaken chapters are then averaged in and must be above 80%. If the retaken chapters do not average 80%, the retake is considered failed and the student is given an additional 5 demerits. The student will then need to spend extra time learning the material in those chapters. If any of the chapter(s) are failed at 50% or less – even if the student’s overall average may be above 80% on the whole test – that particular chapter(s) will be retaken and 5 demerits assessed. The minimum score on that chapter(s) will need to be 80% or 5 additional demerits will be issued. The higher score of the two attempts will be placed in the PRI score. (PRI is described on page 15).

A personnel notice and 15 demerits will be issued for every 4 tests (or retakes) that are failed.

### **State Written Certification Tests**

State Certification tests will be taken for FFI & FFII and Hazardous Materials Awareness and Operations. Written exams and skills testing will be conducted near the end of the B Block by State Certification Testing staff. Not passing these exams will result in your inability to certify while affiliated with the RCA and thus you will be ineligible for entry level employment.

Firefighter I & II tests will be scored individually. If a recruit scores <70% on either test they will receive 15 demerits and a personnel notice. If they score 70-79% on either test they will receive 10 demerits and no personnel notice.

Hazardous Materials Awareness and Operations tests will have the two test scores averaged together. If a recruit scores <70% on either test they will receive 15 demerits and a personnel notice. If they fail both tests, they will receive 30 demerits and a personnel notice. If a recruit’s averaged test score is <70% they will receive 15 demerits and no personnel notice. If a recruit’s averaged test score is 70-74% they will receive 10 demerits and no personnel notice. You pass with a 75% average or higher between both tests.

### **RCA Skills and Evolution Tests**

Candidates must pass the four individual skill sheets with a minimum score of 80%. A personnel notice will be issued each time the Candidate does not meet the 80% standard. Candidates are also required to perform safely and competently in the seven evolution tests. Candidates should understand and be able to perform in all positions listed on the evolutions. For testing they will be required to perform in only one of the positions of that

evolution. Positions will be selected by the instructors. A personnel notice and 30 demerits will be issued if the Candidate does not meet the 80% standard on evolutions.

### **Physical Training – PT**

Physical training is fire training. A sound physical status keeps you competitive and safe. You will have three PT Evaluations; Orientation day, Mid-term, and Final. All three PT tests will be recorded in the PRI as “pass” or “fail.” Failing any one of the three areas of the PT test will be considered a “fail.” Failing to pass the final PT test will result in 10 demerits, no personnel notice.

### **Performance Rating Index – PRI**

The PRI is based on six key categories of written test scores, practical skills scores, physical fitness tests, personnel notices, demerits, and an instructor rating based on heart, personal interaction, adaptability, initiative and situational awareness. A final score percentage is given and the PRI will reflect the class average and whether the candidate is above or below the class average. The overall PRI percent will translate to your final grade. Potential employers will be able to look at your PRI score.

**PRI – Instructor Rating:** Each area has 5 demerits possible = 25 total

**Heart:** Displays courage under stress; motivates others; has a positive effect on others; exhibits influence, is an example; never quits.

**Personal Interaction:** Good communication skills; is assertive when appropriate; considers the team rather than the individual; no personality conflicts; displays respect for peers; receives respect from peers; takes responsibility for their own performance

**Adaptability:** The ability to problem solve; makes good decisions when faced with unexpected situations; acts appropriately to adversity; finds a way.

**Initiative:** Acts responsibly without direction; does not seek direction frequently; understands what needs to be done and does it; acts are consistent with training and procedures.

**Situational Awareness:** Being aware of conditions, environment and your surroundings; recognizing danger where appropriate; able to process information that may be detrimental to the team and makes appropriate decisions to act based on that information.

### **Personnel Notice Policy**

The Academy uses a “**Four strikes and you’re out**” personnel notice policy. **Every personnel notice may come with up to 30 demerits attached.** The following breaks down the personnel notice policy:

#### **1<sup>st</sup> & 2<sup>nd</sup> “Notice to Improve”**

When substandard performance is noticed, Instructors may give a verbal and/or written notice to improve. In any case, all notices are documented. No further action is taken unless performance fails to improve. If performance does not improve following a verbal and/or written notice, an additional written notice to improve will be issued. All notices require both the Instructor/Lead Instructor and Candidate’s signatures.

### **3<sup>rd</sup> “Deny RCA Certificate”**

The third notice may involve denying the RCA Certificate of Completion and possibly state certification due to a Candidate’s inability to maintain or achieve Academy standards. Signature of the Lead Instructor, Program Coordinator, and Candidate are required. An “automatic” 3<sup>rd</sup> personnel notice may be issued in situations relating to conduct and/or excessive demerits (see below). All 3<sup>rd</sup> notices will require a unified decision based on the sole discretion of the Lead Instructor and RCA Program Coordinator as to whether the Candidate should continue in the present RCA program.

### **4<sup>th</sup> “Dismissal from RCA Program”**

If allowed to continue and the Candidate receives a 4<sup>th</sup> Personnel Notice, he or she will be immediately dismissed from the RCA Program without the discretion of the Lead Instructor and RCA Program Coordinator.

### **DEMERIT SYSTEM**

Candidates begin the semester with 500 “demerits” to their credit. Candidates must achieve a standard of 80% (no less than 400 demerits). If a candidate receives 101 or more demerits they will drop below 80% and may be dismissed from the program.

A “demerit” system is used to minimize the subjectivity involved in the evaluation of a recruit’s understanding and performance of Policies, Procedures, Skills, Discipline, Teamwork, and Attitude. Demerits are assessed as follows:

Unexcused Tardy	5 (1 <sup>st</sup> ), 10 (2 <sup>nd</sup> )
Major Error*	3, 5
Minor Error*	1
Safety	5
General Rule Violation*	1, 3, or 5
FFI or II score 70-79%	10 ea.
FFI or II score 0-69%	15 ea. and a personnel notice
Hazmat avg. 70-74%	10
Hazmat avg. 0-69%	15 and a personnel notice
General Personnel Notice	1 – 30

\* Demerits will be assessed according to the severity and/or the frequency of the violation.

\* A maximum of 15 demerits can be earned back with approval.

### **Evaluation Factors for Assessing Demerits**

#### **Poor Work Habits**

Are identified by the Candidate that:

- Does not complete assignments accurately and on time.
- Does not accept criticism – makes excuses for poor performance.
- Does not follow established safety practices.
- Cannot be relied on to complete an assignment.
- Does not keep appointments.



## **Relationships with People**

Are identified by the Candidate that:

- Demonstrates intolerance towards others through actions, words, or attitudes.
- Does not participate in group or team activities.
- Fails to do his/her share of group or team assignments.
- Does not demonstrate ability to accept supervision.
- Blames others for their own poor performance.

## **Attitude**

Are identified by the Candidate that:

- Does not exhibit enthusiasm for work or quits working.
- Does not demonstrate willingness to conform to job requirements.
- Shows a reluctance to assist others.
- Complains about assignments, Instructors, Academy requirements, and peers.
- Lacks maturity to accept the seriousness of Academy standards.

## **Performance Errors**

For the purpose of evaluating, performance errors and their accompanying demerit demerits are divided into two broad categories, Major errors and Minor errors.

### **Major Errors:**

- Endanger personnel and/or decrease overall safety
- Delay and/or stops the placing of water on the fire
- Requires another candidate to deviate from his/her assigned task in order to perform the “missed” task to complete the skill or evolution.
- Results in total breakdown of the skill or evolution (key tasks).
- Results in a significant loss of time and/or undue loss of efficiency.

### **Minor Errors:**

Acts or omissions that are incorrect and/or performed out of sequence. Minor errors require the candidate being charged one demerit point for each error.

## **INSTRUCTOR RECOMMENDATION CERTIFICATE**

### *CHARLES J. DEJOURNETT RECRUIT EXCELLENCE AWARD*

Students that maintain an 85% average on all IFSTA written tests and pass the state tests with RCA standards; receive not more than one personnel notice; demonstrate above average knowledge, skills and abilities; receive the RCA certificate, display leadership; work ethic and responsibility, and receive a positive recommendation from the Lead and Assistant Lead Instructor will receive this Award and the Instructor Recommendation Certificate at graduation. The RCA Course Coordinator and the Lead instructor have full discretion on this award.

## GRADES:

### **ESFF 250 A**

Test 1 - 7	6%	42%
Evolutions 1, 2, 4	6%	18%
Skill Sheet 1	10%	10%
First night & Midterm PT evaluations	15%	30%

### **ESFF 250 B**

Tests 8 - 10	6%	18%
Evolutions 3, 5-7	6%	24%
Skill Sheet 2, 3, 4	10%	30%
Final PT evaluation	7%	7%
State Firefighter I	7%	7%
State Firefighter II	7%	7%
State Hazmat Awareness & Ops.	7%	7%

### **GRADING SCALE: ESFF 250 A & B**

A = 92%+	C = 81%-80%
A- = 91%-90%	C- = 79%-78%
B+ = 89%-88%	D+ = 77%-72%
B = 87%-86%	D = 71%-66%
B- = 85%-84%	D- = 65%-60%
C+ = 83%-82%	E = 59% and below

## **FINANCIAL RESPONSIBILITY**

Students will be expected to pay for the RCA semester in full by the date of the first certification exam. Non-payment in full will result in a series of consequences consisting of the following:

1. Student will receive a failing grade for the RCA semester.
2. Student will not be recommended for State Firefighter Certifications.
3. Student will not be allowed to register for any future classes at UVU until paid.
4. Student will not be able to access official UVU transcripts or view them until paid.
5. Student will have a signed letter of non-support for employment placed in their personnel file.
6. Student will not be able to participate in the RCA graduation ceremony.

These consequences will be removed or reversed upon the student making payment in full.

## **STUDENTS WITH DISABILITIES**

If you have any disability, which may impair your ability to successfully complete this course, please contact the Accessibility Services Department (LC-312). Academic accommodations are granted for all students who have qualified documented disabilities.

Services are coordinated with the student and instructor by the Accessibility Services Department 801-863-8747. Accommodations should be in place PRIOR to the semester.

### **LEARNING ENRICHMENT CENTER**

The UVU Learning Strategies Website assists students with becoming more independent, self-confident, and efficient learners so they will be better able to attain personal and education goals. The links to services consist of both academic programs and assisted learning/tutorial resources designed to provide one-stop, integrated medley of services to assist students in one place rather than referring them to various locations across campus. For more information, contact the Learning Strategies Department at [www.uvu.edu/learningstrategies/](http://www.uvu.edu/learningstrategies/) located in LC-405Q/R or call 801-863-7418.

### **EQUAL OPPORTUNITY**

Utah Valley University is committed to the concept of equal opportunity, without regard to race, color, disability, religion, age, sex, national origin, or other impermissible factors.

### **SEXUAL HARASSMENT, DISCRIMINATION OR BULLYING**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age (40 and over), disability status, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

The Office for Equal Opportunity and Affirmative Action is responsible for administering the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees and Students. The Office implements a consistent and uniform procedure for responding to and resolving internal discrimination complaints. The Director also serves as Utah Valley University's Title IX Coordinator, which prohibits discrimination, harassment, violence, and assault on the basis of sex.

- Clery Act; Title IX - Federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.
- Perpetrator will be expelled
- All instructors are Mandatory Reporters
- Sexual Misconduct, Discrimination or Bullying
- Title IX Coordinator – 801-863-7590
- UVU Police 801-863-5555

**If you or someone you know is struggling with thoughts of suicide, call the suicide prevention hotline at:**

**Text with a counselor: text “START” to 741-741**

**National Suicide Prevention Hotline: 1-800-273-8255**

**Utah County Crisis Line: 801-226-4433**

**Salt Lake County/UNI Crisis Line: 801-587-3000**

**Wasatch Mental Health Crisis Line: 801-373-7393**

**Trevor Project Hotline for LGBTQ: 1-866-488-7386**