



Southern Stone County Fire Protection District  
10965 E. State Highway 76, Branson West, MO 65737  
417-272-1510 office/417-272-1509 fax

## Southern Stone County Fire Protection District Cadet Program Guidelines

### **Purpose**

The purpose of the Southern Stone County Fire Protection District Cadet Program is to provide young people, ages 14-18, experiential learning, training and skills that promote personal growth and development for their future goals as an Emergency Responder and thereby become responsible, confident and caring adults.

### **Mission Statement of the District**

To promote life safety and reduce human suffering to the citizens and visitors of the Southern Stone County Fire Protection District.

To achieve this goal through public education and fire prevention programs.

We shall seek to minimize the results of fire, medical or rescue emergencies and disasters in this District.

To understand that each Firefighter is valuable and to maximize each person's potential.

To serve our District with professionalism, excellence and devotion to duty.

To strive for the future, never forgetting the past.

### **Motto**

The motto of the Cadet Program is “**ALWAYS READY.**” As a Cadet one must always be ready to participate, ready to learn, ready to serve and ready to make a difference in one's community.

### **The Cadet Oath**

The new Cadet will be given the following oath during the first Cadet Program Meeting he or she attends.

“I, \_\_\_\_\_, do solemnly swear to do my duty as a Cadet for the Southern Stone County Fire Protection District. To the best of my ability I will serve my Commanding Officers and Members of the District with respect and dignity; serve the citizens and visitors of the District with compassion, courage and integrity; and uphold the guidelines and policies of the District and the Cadet Program; so help me God.”

### **Membership**

#### • **New Applicant**

- Any person wishing to become a member of the SSCFPD Cadet Program must apply with Southern Stone County Fire Protection District. Southern Stone Fire Protection District has the right to deny membership.
- The applicant must be 14-18 years old and live within the boundaries of Southern Stone County Fire Protection District or within the immediate, surrounding area.
- Applicants must be of good moral character.
- No applicant will be denied based on race, religion, sex, or national origin.
- Applicants must be enrolled in either a public or private education program unless already graduated. The student must possess a “C” or better grade average.

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- Upon the approval of the Chief Staff and Lead Advisor, the application will be sent to the Southern Stone County Fire Protection District Board of Directors for approval.
- Applicants must have permission from parent(s) and/or guardian(s) prior to approval. Upon approval, a mandatory meeting held with an Advisor to discuss the new Cadet's duties.
- **Standing Membership**
  - Cadets are required to attend all monthly Cadet Program Meetings to be considered as "active." Special considerations may be given for illness, family, or school related absences.
  - The Cadet must maintain acceptable grades and attendance records in school. This will be coordinated through parents/guardians to verify a minimum of a "C" grade average.
  - Cadets must follow all Guidelines and Policies of SSCFPD at all times. If a Cadet receives a disciplinary action write up, a meeting will be scheduled with parent(s) and/or guardian(s). All disciplinary actions will be signed by both the Cadet and parent/guardian and placed in the Cadets personnel file in accordance with District Policy.

## **Meetings**

- **Cadet Program Meetings**
  - The last Wednesday of the month will be designated as the Cadet Program Meetings. The meeting will begin at 7:00 pm and will be held at District Office (Station 1) unless other arrangements have been made. A business meeting may be called during the program meeting if needed.
  - The business meetings will be presided over by the Cadet Captain. If the Cadet Captain is not able to preside over the meeting, the Cadet Lieutenant will preside over the meeting.
  - All persons attending the meetings will be courteous and respectful. Should inappropriate behavior occur all disciplinary actions will be followed per District policy.
- **Station Meetings and Trainings**
  - The Cadet will be assigned to a station within the District and is encouraged to participate in station activities. Regularly scheduled station meetings and trainings will be held at the stations typically on Tuesday nights from 7:00 to 9:00pm unless otherwise scheduled by that Station's Officer.
  - Additional station training and meetings may be scheduled as needed by the Station Officer.
- **Meeting Attendance**
  - A Cadet is expected to attend and assist at all Cadet functions.
  - Attendance of the Cadet Program Meetings is required. A Cadet must contact a Cadet Officer or Advisor to notify them of his/her absence from Program Meetings.

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- Attendance of all station meetings and trainings are encouraged but not mandatory. Station meetings and trainings must be attended by Cadets to run incident calls with the Cadet's assigned station.
- A Cadet is must contact the Station Officer of his/her absence from station meetings and trainings.
- An excused absence shall include, but may not be limited to the following:
  - Illness
  - Family commitments
  - School commitments
  - Attendance of a Cadet related function.
- More than two unexcused absences quarterly shall be reviewed by the Advisors for attention and possible action.
- **Cadet Officer's and Advisor's Meeting**
  - The Cadet Program Officer's and Advisor's Meetings will be held on the last Wednesday of the month at 18:00, prior to the monthly Cadet Program meeting or when deemed necessary by the Advisors or Officers.
  - All Advisors and Officers are encouraged to attend.
  - The purpose for these meetings is for planning future programs, events, activities and training or to address any issues pertaining to the program.

### **Phases of Cadet membership**

**Advancement** - This program is designed to help Cadets stay motivated and provide opportunities for advancement. Each Phase of training will cover basic principles and information. After completion of each Phase the Cadets will gain knowledge, have an opportunity to prove themselves and take pride in their accomplishments. Each Phase a Cadet attains will be denoted by a chevron worn on the collars of the class "A" uniform.

- **Phase 1-** New Cadets will be trained at an introductory level. They will become acquainted with fire behavior, fire safety, prevention and basic fire service operations. Cadets in this phase will stay with the apparatus or at the command post while on any incident calls with their station.
- **Phase 2-** Cadets will show proficiency in Phase 1 skills prior to advancing to Phase 2. In this Phase the Cadet will trained in areas of firefighting apparatus equipment, anatomy of a fire call (fire detection, alarm & response) and water supply and fire streams. Cadets in this phase will stay with the apparatus or at the command post while on any incident calls with their station.
- **Phase 3-** Cadets will show proficiency in Phases 1 and 2 skills prior to advancing to Phase 3. In this Phase the Cadet will be trained in basic fire ground operations, first aid, CPR, and learn principles in leadership. Once this Phase is completed the Cadet will be allowed to participate in minor objectives on the incident scene under the directed supervision of the Incident Commander or their designee.
- **Senior Cadet-** Cadets will have completed all Phases of Cadet Training and the Missouri Division of Fire Safety's Basic Firefighter course. The level of Senior Cadet will be denoted by an orange shoulder epaulette loop on the class "A" uniform.

## **Safety**

Safety will be the primary focus of all activities conducted as part of the SSCFPD Cadet Program. Safety concerns must always be addressed to ensure the safest environment possible. Cadets must be equipped with personal protective equipment that is appropriate for the activity being performed. Any unsafe action and/or inappropriate behavior will be met with disciplinary action per District policy.

- **At No Time Will Cadets Be Allowed to Perform the Following:**
  - Cadets will not drive District vehicles.
  - Cadets will not tamper with any energized electrical equipment.
  - Cadets will not operate cutting torches.
  - Cadets will not operate any type of power saw.
  - At no time will Cadets be part of interior fire suppression, or perform any action in an Immediate Danger to Life and Health (IDLH) environment.
- **During Training**
  - All Advisors participating in the program will be an active member of the District and follow all guidelines for training during firefighter training evolutions. It is the responsibility of each Cadet and Advisor to be vigilant of any safety concerns. If a safety concern is found, the activity will be stopped, the instructor will address the concern, correct the safety issue and if it can be corrected the training may continue.
  - **Exceptions:** While using an official training facility, with supervision of trained personnel, the use of aerial ladders with the appropriate safety equipment, and entering a controlled fire simulator is approved.
- **During Emergency Incident Operations**
  - Cadets should always report directly to the Command Post for assignment and use the Personnel Accountability Safety System of the SSCFPD.
  - Cadets will not perform ANY ACTIONS in an IDLH environment.
  - Cadets will not be substituted for trained personnel.
  - Cadets may ride on apparatus or other department vehicles. They must be seat belted in at all times while the vehicle is in motion.
  - Cadets will not climb aerial ladders.
  - Cadets will not participate in hazardous materials incidents.
  - Cadets will not operate hydraulic rescue tools and equipment.
  - Cadets with approval of the Station Officer, proper training (TIM) and under direct supervision may assist in traffic control of incidents.

## **Training**

- All training conducted through the Cadet Program will be in accordance with the District Standard Operating Guidelines and Policies.
- During training, Cadets will be permitted to wear Self Contained Breathing Apparatus (SCBA or air packs), operate fire hoses, climb ground ladders, and extinguish fires in a controlled environment that will be supervised by qualified Advisor and Fire District Instructors. Cadets will never be allowed to perform any of these tasks without direct supervision at any time.

## **Officers and Duties**

- **Cadet Captain-** The Cadet Captain will work directly with the Advisors to accomplish the goals of the Cadet Program and abide by its guidelines. If the Cadet Captain is on scene of an emergency with other Cadets, he or she shall insure that all safety procedures are being followed. The Cadet Captain will have completed one year of participation in the Cadet Program and achieved Senior Cadet status before becoming eligible for election to this rank.
- **Cadet Lieutenant-** The Cadet Lieutenant will assist the Cadet Captain with his/her duties when needed. The Cadet Lieutenant will fill duties assigned to the Cadet Captain in his or her absence. The Cadet Lieutenant will have completed one year of participation in the Cadet Program and have fulfilled the three phases of Cadet training before becoming eligible for election to this rank.
- **Secretary -**The Secretary is responsible for taking minutes of each Business Meeting held. The minutes of the previous meeting shall be typed into report format and presented at the next month's Cadet Program Meeting to be approved by the body of the Cadet Program. The Secretary is responsible for providing information of any upcoming events to the District. The Secretary must have completed 6 months of membership before becoming eligible for election.
- **Treasurer -**The Treasurer is responsible for keeping the budget current and knowing how much in funds are available. Keep records of all income and expenditures of the program and account for all receipts for those expenditures. In the event that we do not have a Cadet in this position, the Secretary will assume these responsibilities. The Treasurer must have completed 6 months of membership before becoming eligible for election.
- **Quartermaster -**The Quartermaster is the Officer responsible for the distribution, tracking and records of items issued to Cadets. In the event that we do not have a Cadet in this position, the Lieutenant will assume these responsibilities. The Quartermaster must have completed 6 months of membership before becoming eligible for election.
- **Chain of Command -**Chain of Command is an important component in the success of the Cadet Program. The following is the Chain of Command according to ranks within the Cadet Program:

**Lead Advisor**

**Advisors**

**Cadet Captain - Officer**

**Cadet Lieutenant - Officer**

**Secretary- Officer**

**Treasurer**

**Quartermaster**

**Cadets**

- **Elections -**Officers will be elected by the Advisor Team by a vote of simple majority. Elections will be held yearly in April. Nominations will be done in an open forum, at the March meeting. A vote will be taken of the Advisors by secret ballot at the April meeting. The new Officers will be sworn in and immediately

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take office. The Cadet Lieutenant's and Secretary's term will last one year. A maximum of two consecutive terms will be allowed. The Cadet Captain will be re-elected yearly but can remain in office until he or she graduates from high school, turns 18yrs old or resigns from the position.

- **Resignations** -Should an Officer resign from their position; the position will be filled in the following manner.
  - A special election will be held at the next scheduled business meeting.
  - The election will follow all the same guidelines already in place.
  - Should a current Officer be elected to fill the position, this process will repeat itself until all positions are filled.
  - Newly elected Officers will take office immediately.
  - An exit interview will be conducted with an Advisor and an Officer. It will be recorded and entered in the Cadet's personnel file.

### **Policies and Guidelines**

All District policies will be enforced along with all Cadet Program Guidelines.

- Advisors and Cadets shall not discuss any reports, records, incidents and privileged information with persons outside of the Southern Stone County Fire Protection District.
- Cadets shall obey all directions given to them under the supervision of District personnel, Advisors and Cadet Officers.
- Advisors and Cadets are responsible for all District equipment being used or assigned to them. They must make sure all equipment is returned and put away properly.
- Cadets must comply with all rules and regulations at all times while participating in Fire District functions.
- Evaluations will be conducted quarterly by their station officer.
- Cadets are prohibited from the use or consumption of alcohol, illegal drugs or involvement in any illegal activity. Confirmation of any of this kind of behavior will result in disciplinary action and immediate dismissal from the Cadet Program.
- If a Cadet is charged with a misdemeanor or felony, the Cadet will be suspended, pending outcome of any hearing or trial.
- Any Cadet convicted of a felony crime will be immediately dismissed from the Cadet Program.
- Any written disciplinary actions will require a formal sit down meeting with the Cadet, an Advisor and parent(s) and or guardian(s).

### **Uniforms**

- The official dress uniform will be a dark blue uniform shirt and black pants.
- When the Cadet is wearing the Cadet Program uniform, they are representing the Fire District and are expected to project a professional image and demeanor.
- The Cadet uniform will be worn to special events and official functions. Cadets may not wear uniforms outside of Fire District or Cadet Program activities unless approved by Advisors.

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- Dark blue, short sleeve, tee-shirts with the Fire District logo on the left chest and “CADET” in bold letters across the back of the shirt. One Cadet tee-shirt will be provided for each Cadet. Approved casual wear such as tee-shirts, sweatshirts, etc. with Cadet logo on them may be worn at sponsored events, fire district trainings and school functions.
- A dark blue, button-down, uniform shirt will serve as the Class “A” uniform for year-round use. Only approved insignias, ribbons and patches will be affixed to the uniform which will be provided by the District.
- A name tag will be worn above right pocket flap centered and bottom even with the pocket seam. These will be provided by the district.
- Award ribbons will be worn one inch centered above the name tag.
- Uniform pants must be black and may be uniform style or Responder/Cargo Pant style. These will be purchased by the Cadet.
- A black belt is to be worn with the uniform. This item is provided by the District.
- Cadet’s will wear a polished black uniform type shoe or boot along with black socks. These items will be provided by the Cadet.

### **Advisors**

The purpose of an Advisor is to help Cadets learn what the fire service has to offer and provide them with direction in a positive and safe manner.

The goals of an Advisor are to help the Cadets achieve their goals; sharpen their skills and offer guidance when needed.

Communication must remain open between an Advisor and a Cadet. If a Cadet has an issue, they should count on the Advisor to help them find the best solution.

For the protection of our Cadets and our Advisors, at no time will an advisor be alone with a cadet in a private setting.

- **Lead Advisor-** Will be appointed by the Deputy Chief of Training with approval by the Chief of the District. This position is responsible for the overall coordination and general operation of the Cadet Program. Other duties include, but are not limited to:
  - Acts as a positive influence to Cadets and Members.
  - Guides and instructs Staff and Advisors.
  - Approves all Cadet functions and activities.
  - Oversees planning of all activities of the Cadet Program.
- **Advisor(s)-** Will provide support and assistance to the Lead Advisor. The number of the Advisors necessary for the Cadet Program will be at the discretion of the Lead Advisor. Some duties include, but are not limited to:
  - Assumes duties of the Lead Advisor in their absence.
  - Assists in implementation of short and long term planning.
  - Serves as primary resource for the Cadet training and activity functions.
  - Helps monitor Cadet advancement, awards and recognition.