

Surrey Township Fire Department Cadet Program

1.0 Statement of Purpose

This program provides instruction and knowledge of firefighting for future firefighters.

2.0 Scope

The following guidelines apply to all Surrey Township Fire Department Cadets.

3.0 Definitions

Cadet: Anyone who is still in high school, between the ages of 16 and 18 years, and lives in Surrey or Gilmore Townships. Exceptions will be considered on a case-by-case basis.

Delegated Fire Official: An active Surrey Township Firefighter who is in charge of the cadet program, is responsible for the conduct and training of cadets, and for the maintenance of records and cadet requirements.

Regular Firefighter: An active Surrey Township Firefighter.

Application Process: The prospective cadet will complete this application, and will go through an oral interview with four (4) regular firefighters, as well as an additional oral interview with the Surrey Township Fire Officers. All applicants are subject to approval from the Surrey Township Board. Potential cadets must be able to prove residency of at least six (6) months.

4.0 Cadet Requirements

The following conditions must be upheld to maintain the Cadet position on the Surrey Township Fire Department:

4.0.1 The cadet must remain in high school.

4.0.2 The cadet must maintain a 2.0 GPA (C average). Cadet's report cards are to be provided to the Delegated Fire Official after each marking period. If a cadet's GPA falls below a 2.0, the cadet will be dismissed until grades are brought up, or progress report shows improvement.

4.0.3 The cadet is not to respond to alarms between the hours of 21:00 (9:00pm) and 06:00 (6:00am) on school nights, or during school hours. If a call sounds like it will go beyond these times, do not respond. (While it would be nice to have everyone available, school comes first.)

4.0.4 Pagers are not permitted in school.

4.0.5 The cadet will not be allowed to be in any hazardous situation, or placed in personal jeopardy.

4.0.6 The cadet must have a valid Michigan Driver License.

4.0.7 The cadet will not be allowed to respond to the scene of an incident in their personal vehicle. The cadet may ride to the scene of an incident in a departmental vehicle, or with a regular firefighter. When responding to the hall for an incident, the cadet is to obey all traffic laws, that pertain to normal driving, including speed limits.

4.0.8 The cadet will not operate any apparatus or power equipment unless authorized and supervised by the Surrey Fire Chief and/or the Surrey Fire Training Officer.

4.0.9 If the cadet is under 18 years of age, parental permission must be obtained.

4.0.10 If under 18 years of age, the cadet must have working papers from the school on file with Surrey Township.

4.0.11 The cadet will not be permitted to have lights or sirens on their personal vehicle.

4.0.12 The cadet will be evaluated by the Delegated Fire Official on a regular basis regarding participation, performance, and attitude. The cadet may be dismissed if they are not meeting the above criteria. The cadet has the right to appeal to the Surrey Fire Chief or the Delegated Fire Official in writing within ten (10) days of the incident or dismissal.

4.0.13 The cadet will be expected to do whatever regular firefighters are required to do; attend trainings, assist with monthly truck checks, clean up, etc.

4.0.14 Cadets are not required to make the normal fifty percent (50%) of the alarms, but should attend as many as possible.

4.0.15 When on call, cadets will be under the direct supervision of an officer, and will do as directed.

4.0.16 Cadets will remain at the firehall after an alarm until all apparatuses are washed and back in service, and all other clean up is completed. Cadets may be excused early by a Surrey Township Fire Officer.

4.0.17 Cadets will be issued gear on an as-available basis – a regular firefighter has priority over gear. If a cadet is issued gear that ends up being needed by a regular firefighter it may be taken without notice.

4.0.18 Cadets will not use any fire department equipment or gear that has not been issued to them.

4.0.19 The Surrey Fire Assistant Chief will issue all gear.

4.0.20 All gear will be kept at the station when not in use.

4.0.21 Cadets are expected to keep their gear clean. Any damage to gear must be reported to the Surrey Fire Assistant Chief immediately for repair, which may mean it is taken out of service.

4.0.22 Cadets will maintain a neat, clean appearance when at the hall or responding to incidents. This means no clothing with rips or extra holes. At these times cadets are representing the Surrey Township Fire Department, and are expected to look and act accordingly.

4.0.23 Any uniforms purchased will be in accordance with departmental guidelines.

4.0.24 Any cadet found to be using, or under the influence of, drugs or alcohol while at the hall or responding to incidents will be dismissed immediately. This may be appealed to the Surrey Fire Chief within ten (10) days of the incident, at which time the Delegated Fire Official will also be notified.

5.0 Disciplinary Guidelines

First Incident: The Delegated Fire Official will issue a verbal warning.

Second Incident: A 30-day minimum suspension will be issued. At this time, all gear will be surrendered to the Delegated Fire Official or the Surrey Fire Assistant Chief.

Third Incident: The cadet will be immediately dismissed. At this time, the former cadet will surrender all department-issued items within 24 hours. Failure to return all items will result in charges being filed against the former cadet through the Michigan State Police.

At the time of dismissal, the former cadet will refrain from associating themselves with the Surrey Township Fire Department, and will not convey or indicate in any way to any person that they are a representative or associate of the Surrey Township Fire

Department in any capacity. If the former cadet does represent themselves as such, charges may be filed on behalf of the Surrey Township Fire Department.

6.0 Conclusion

A position in this cadet program is one of commitment. The ultimate goal of this program is to provide future firefighters with valuable experiences and knowledge of firefighting operations.

7.0 Application

7.0.1 I understand and accept the above rules and requirements to be involved in the Surrey Township Fire Department Cadet Program.

7.0.2 Additional Applicant Information

Do you have any driving violations in the last five (5) years? Yes No

If yes, please explain: _____

Have you ever been charged or convicted of a felony or misdemeanor? Yes No

If yes, please explain: _____

Education – Current Standing: 9 10 11 12

Do you have any fire or medical training? Yes No

If yes, please explain: _____

Are you taking any medication? Yes No

If yes, please explain: _____

Are you currently under a doctor's care? Yes No

If yes, please explain: _____

Is there anything else that the Fire Department should be aware of? Yes No

If yes, please explain: _____

Do you have any limitations that may prevent or hinder you from performing any of the duties? (Climbing, lifting, vision or hearing impairment, etc.) Yes No

If yes, please explain: _____

7.0.3 I understand that pre-employment requirements, including a background check and physical assessment, may be required.

The forms for the physical assessment will be provided upon initial approval of the application, but before the potential cadet is taken to the Surrey Township Board for final approval.

7.0.6 Release of Information

I hereby authorize any representative of the Surrey Township Fire Department, bearing this release, to obtain information from your files or other sources pertaining to my personal background including, but not limited to, academic, athletic, achievement, attendance, personal history, disciplinary action, medical, credit or any other records you have regarding me. I hereby direct you to release such information upon the request of the bearer. This release is executed with the knowledge and understanding that the information is for official use of the Surrey Township Fire Department. Consent is granted for the Surrey Township Fire Department to furnish such information as is described above, to third parties in the course of the Fire Department fulfilling its official responsibilities with regard to my application for employment. I hereby release you, the institution or establishment which you represent, including its officers, employees, and related personal, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____

Date of Birth: ____/____/____ Social Security No. ____-____-____

Driver License No. _____ Expiration: ____/____/____

Current Points: _____ Endorsements: _____

Current Address: _____

_____, MI _____ County: _____

Mobile Phone Number: (____) ____ - ____ Operating System: iOS Android

Email Address: _____@_____._____

7.0.4 By signing below, I am applying for a position in the Surrey Township Fire Department Cadet Program, and agreeing to the above provisions.

Name: _____ (printed)

Name: _____ Date: _____

7.0.5 As the parent/guardian of the above, I have read and understand this document. By signing below, I provide my consent for the submittal of this application.

Name: _____ (printed)

Name: _____ Date: _____