

Verdugo Fire Academy

Cadet Policy and Procedure Manual

Section: PP09
Rev. Date: 1/1/08
Approved

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Cadet Reports and Documentation

I. Procedure

All Cadets are expected to maintain accurate, professional looking and thorough notes and reports throughout the Academy as outlined in this Policy and Procedure.

II. Notebooks

A. Each Cadet shall keep a notebook.

1. The notebook shall be a three (3) ring binder, red in color. The first notebook is provided by the Academy as part of the lab fee. Any replacement costs or additional notebooks will be purchased at the expense of the Cadet. All notebooks purchased will be the type outlined in this Policy and Procedure.
2. The notebook should contain all written class notes taken by the Cadet during classroom instruction as well as any handout materials, pertaining to each lecture or subject taught.
3. A separate notebook shall be maintained with the CODM, Leadership Manual, Drill and Ceremonies Manual, VFA Schedule, and VFA Testing Schedule
4. The notebook shall be organized into separate sections for each specific lecture or class. These sections shall be divided by tab separators and marked with the respective subjects enclosed. The tabs must extend past any page or page protector to remain visible.
5. Only materials that will be used for reference by the Cadet should be kept in the notebook. All other books, pamphlets, and manuals issued, are NOT to be kept in the notebook.

Exception: If the Cadet wants to place the Fundamentals Of Firefighting Skills Student Text in a 3-ring binder for protection, he/she may.

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- B. Cadets are encouraged to develop a professional and complete notebook for future reference. Each notebook shall be inspected four (4) times throughout the course of the academy. The points gained from the notebook inspections are part of a Cadet's total grade for the academy. Cadet notebooks are evaluated based on the following general criteria:

1. Content
2. Appearance
3. Organization
4. Effort

Cadets may submit their class notes and notebook in electronic format (CD or DVD) following the below listed requirements;

1. PowerPoint
2. All handouts and Cadet taken class notes in MS word or scanned PDF
3. Each file or folder clearly organized and easy to follow
4. The notebook shall be able of being printed
5. All class notes and handouts (handouts can be scanned into electronic format)

Cadets submitting an electronic format notebook may be asked to also provide a printed version. It is understood that if submitted in electronic format, a binder or tab dividers.

III. Notes

- A. All Cadets are expected to take and maintain notes that will contain important information specific to the subjects taught in the classroom.
1. The Cadet shall place his/her name (last name first, first initial), Platoon and the date of the lecture in the upper, right, corner of the class notes. The title of the lecture should be centered just above the first line of the paper, followed by the Instructors' name.
 2. If a Cadet is absent for any reason, it is his/her responsibility to acquire all notes and handout materials from the missed

class. As a courtesy, the Class BC will collect any handout materials for Cadets that are absent. Any acquired Cadet taken class notes SHALL be written or typed by the cadet him or herself and NOT Xeroxed or, electronically copied.

Viewing and utilization for information purposes, another **Cadets Class Notes** is acceptable however placing another Cadets class notes in your class notebook is unacceptable and will result in a Deficiency Notice being issued. Computer typed class may be shared however are they are not eligible for evaluation purposes IF from another Cadet

3. All class notes shall be in outline format and typed or neatly printed (See *Appendix 9a*).

IV. Gig Reports

- A. *Gig Reports* are assignments given to a Cadet by Instructors or Staff. *Gig Reports* are issued because of a lapse in judgment on the part of a Cadet or as the result of a demonstrated lack of knowledge, skill, or ability as it relates to instruction given. The issuing Instructor or Staff shall determine the length and subject of the *Gig Report*. All *Gig Reports* issued on a particular day will be due 1-week from the issue date unless otherwise specified. For example, a *Gig Report* issued on Saturday would be due the following Saturday session. *Gig Reports* shall not be hand written. The heading of the *Gig Report* shall be the same format as the class notes. The Report shall include the issuing Staff or Instructors title and name.
- B. For an example of a *Gig Report*, see *Appendix 9b*.
- C. Neither the Academy Logo nor any other logo is authorized to be used on any *Gig Report* or notebook unless authorized by a Staff Member. The Cadet's class logo/design may be used without authorization from Staff.

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V. Cadet Memorandum

- A. The *Memorandum* is to be used as directed by this Policy Manual or as directed by a Staff Member.
- B. For an example of a *Memorandum*, see *Appendix 9c*.
- C. The Academy Logo or any other logo is not to be used on any *Memorandum* unless authorized by a Staff Member.
- D. ALL communications of a personal nature to Staff shall be via Cadet Memo in a sealed envelop.

Examples:

- 1. Requests to take a missed quiz, test, or exam
- 2. Requests for Office Hours / counseling
- 3. Any correspondence that affects the whole class i.e. exam protests
- 4. Any correspondence for a Staff Member that is not present
- 5. All other matters that are of a personal nature

VI. Blue Card

- A. The *Blue Card* is a form that is issued to a Cadet when exemplary behavior or performance is displayed.
- B. The *Blue Card* is used to reward a Cadet.
- C. The Cadet must retain all *Blue Cards* that have been collected throughout the academy year. These cards can be turned in at the end of each semester. Blue Cards are issued for the following instances;
 - a. Community service
 - b. Assisting fire departments with drills on non-academy time
 - c. Going above and beyond within Academy Hours
- D. One (1) *Blue Card* that is collected at the end of each Block will cancel out one (1) issued *Gig Report* as far as points are concerned in regards to the "Code of Conduct Score" only. A blue

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card does not erase the offense, only the points assigned as part of the Cadet Ranking System.

- E. Five (5) *Blue Cards* will cancel out one (1) Deficiency Notice as far as points are concerned in regards to the “Code of Conduct Score” only. A blue card does not erase the offense, only the points assigned as part of the Cadet Ranking System.
- F. For an example of a *Blue Card*, see *Appendix 9d*.
- G. The Cadet memo can be used to notify Staff of events that warrant a Blue Card that occurred away from Academy time i.e. community service hours. Often times the blue card is inputted into the computer without an actual blue card being issued. Cadets are encouraged to check FileMaker following the submittal of a Cadet Memo requesting a blue card.