

# Verdugo Fire Academy

## *Cadet Policy and Procedure Manual*

**Section:** PP04  
**Rev. Date:** 1/01/08  
**Approved**

Policy and Procedure - 4

Attendance

### I. Overview

- A. Cadets who miss **any portion** of any class session shall complete a *Cadet Report of Time Missed form*. This form advises the Staff of the reason for the time missed and properly documents the occurrence.
- B. A Cadet will not graduate from the Firefighter I Basic Fire Academy Program without properly documenting ALL time missed.
- C. Cadets are to obtain the proper forms from the Class Battalion Chief through the proper chain of command.
- D. All time missed shall be documented.
- E. All Cadets shall sign in and sign out when arriving to, and leaving from class (the facility) on the official VFA Class Roster. The official VFA Class Roster will be kept and maintained by Staff.
- F. Staff and/or Instructors will perform morning roll-call (0800 hours) and evening roll-call (1700 hours). Occasional roll-calls may be conducted as deemed necessary by Staff.
- G. When a Cadet is tardy, he/she will ensure that the missed hours are immediately documented upon arriving to the training facility on the *Cadet Report of Time Missed Form*. This form must be typed unless approved by Academy Staff
- H. **A Deficiency Notice will be issued for each absence, tardy, or AWOL that a Cadet does not complete the proper documentation (*Report of Time Missed*) – Unexcused Absence.**
- I. 64 Hours is the maximum accumulated hours a Cadet may miss and still be eligible for graduation. Any time missed beyond the 64 hours maximum allowed will result in the Cadet being dismissed from the Program.
- J. Any Cadet that misses time that has been deemed by staff as “Unexcused” will be in violation of this directive and subject to disciplinary action (Deficiency Notice).

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- K. Exceptions to the maximum amount of time missed may be granted by Academy Staff for the following situations;
- Time missed to attend fire department exams/testing
  - Approved community service hours
  - Out-of-classroom special assignments i.e. reports, research, etc.
- In any of these cases, the time missed is still documented and counts against the Cadets attendance score and class grade.
- L. Any Cadet found to be “**Patterning**” his/her attendance will be issued a Deficiency notice and counseled. Consistent patterning may result in dismissal if it negatively impacts the learning environment or Cadet performance. Listed below are a few examples of unacceptable patterning of absences or tardies;
- Missing consecutive Thursday’s, Saturday’s, or Sundays.
  - Consistently late to class on specific days.
  - Consistently leaving class early.
- II. Definitions**
- A. Injury – A condition of health that the Cadet has, which will not allow him/her to participate fully in arduous fire academy training.
- Examples: Bone fractures, pulled or strained muscles and or joints, burns, abrasion/lacerations, animal bites.
- B. Illness – A medical condition that could be contagious, and that might keep the Cadet from performing full arduous fire training, or that might pose a risk of infecting a fellow Cadet.
- Examples: Influenza, common cold, seasonal allergies, plant rashes, systemic infections, fevers.
- C. Tardy – Any class time missed, without prior notification to Staff, after the official time to line up was established. For morning daily line up the time would be after 0800 hours. For evening classes, this time would be 1800 hours. For lunch break on weekend days, the time would be the exact time that the Instructor or Staff ordered the class to return. If later than 1 hour past the report time in any of these cases, without Staff approval and the Cadet will be considered to be AWOL.
- D. Notification – Making the proper notification of time missed in accordance with this Directive.

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- E. Anticipated Time Missed – An anticipated absence that has been planned more than 12 hours in advance.
  - a. Examples: PMD appointments, Fire Department testing, etc.
  
- F. Approved Time – Time missed that has been properly documented, reviewed, and ‘approved’ by Staff. A tardy may be approved after the proper documentation has been submitted in accordance with this Directive.
  
- G. Absent With Out Leave (AWOL) – Any time missed AFTER 0900 hours on weekends or after 1900 hours on weeknights without proper notification.
  
- III. **Reporting Anticipated Time Missed** (Time missed that the Cadet is aware of in advance, i.e. appointments)
  - A. Anticipated time missed must be reported and approved in advance of the scheduled absence.
  
  - B. All requests for anticipated time missed shall be submitted at least one class day prior to the date missed. Special exceptions may be granted for unique situations.
  
  - C. Anticipated missed time will be reported with the following procedure:
    - a. Submit a completed *Report of Cadet Time Missed* form through the proper chain of command to the Staff Member.
    - b. The Staff Member will return the form to the Cadet.
    - c. Staff may not approve the request if the Cadet has missed so many hours that any more hours would cause the Cadet to exceed the 64 hours a Cadet is allowed to miss OR if prior Cadet Performance is below standard as evidenced by deficiency notices, gig reports, and/or test scores.
    - d. Staff approval of time missed in no way relieves any Cadet from the hour requirement and/or training requirements for eligibility for a Certificate of Completion
  
  - D. Upon arrival to the training facility, the Cadet shall report directly to a Staff Member or Instructor. He/she shall then report to the Class Battalion Chief.

**IV. Tardy or Absence (Day of scheduled class)**

- A. Any unexcused (improperly documented) tardy or absence will result in a *Deficiency Notice* being issued to the Cadet.
  - a. Unexcused means Staff does not approve the absence or tardy because proper documentation was not submitted as per this directive OR the Cadet has missed near the maximum time permitted.
  
- B. Any Cadet that has accumulated 10 Deficiency Notices for unexcused absences or tardy will be dismissed from the Academy Program.
  
- C. Any Cadet that is AWOL more than once will be dismissed from the Academy Program.
  
- D. All time missed shall be reported using the *Report of Cadet Absence* form no later than the next class day at morning roll-call. This documentation must be submitted to Staff at line-up.
  
- E. Procedure for reporting a same day tardy or absence is as follows:
  - a. Notify your assigned Class Battalion Chief (verbal or written)
  - b. Notify your assigned Platoon Leader (verbal or written)
  - c. Call the VFA telephone line, between hours of 0700-0800, and leave a message as to the details of the tardiness. **THIS IS THE ONLY OFFICIAL MEANS OF NOTIFYING STAFF OF A SAME DAY TARDY OR ABSENCE.**
  - d. The Cadet must leave the following information on the message line
    - i. Name (First and last)
    - ii. Student I.D. number
    - iii. Reason for absence or tardy
    - iv. Time that will be missed and anticipated return time/date
  
- F. Sponsored Cadets shall make proper notification to their sponsoring agency if the sponsoring agency has a policy covering tardiness.

G. Upon arriving to the training facility from a tardy or partial day absence, weather excused or unexcused, the Cadet shall report directly to A Staff Member OR Instructor and then to the Class Battalion Chief.

H. A Cadet Report of Time Missed form shall also be completed and submitted no later than the following class day at line-up.

#### **V. Medical Appointments**

Cadets are urged to make their necessary medical and/or dental appointments during a time that does not conflict with academy training and class participation.

#### **VI. Reporting to and Leaving the Training Facility**

A. A Cadet may only leave the training facility or GCC Campus with the approval of the Staff Member assigned to that day. All requests shall be made through the proper chain of command. If an emergency exists, notification may be directly to the Staff Member on duty. Any Cadet leaving the facility without Staff notification and approval will be considered AWOL.

B. When returning to the training facility, the Cadet shall report back directly to a Staff Member or Instructor and then to the Class Battalion Chief.

#### **VII. Make Up Exams and Assignments Missed Due to Absence or Tardy**

A. Any Cadet who misses any portion of any class session will be required to make up any tests and/or assignments.

B. Cadets are personally responsible for getting any **assignments and missed handouts** from fellow classmates or the Primary Instructor for the instruction missed.

C. If a Cadet misses a **skill (presentation and/or application time)**, there may not be time in the program to make it up and therefore the Cadet may not be eligible for the certificate of completion. The Academy Staff will make every effort to provide reasonable remedial

- D. training time for Cadets that miss skills or need additional training to successfully perform the skills required.
- E. It is the Cadet's responsibility to request any missed exams as the result of being absent.
  - a. If this is not done by the day of the scheduled Block Exam, the Cadet will get a score of '0' posted
  - b. The maximum score given on a make up exam or retake exam will be the minimum passing score of 80%

### **VIII. Handout Material and Class Notes**

- F. It shall be the responsibility of the each Cadet to obtain any handout material and instructional information, which has been distributed during his/her absence. 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.

### **IX. Injury and Illness**

**Any Cadet that cannot fully participate in training shall make a request at line-up via Cadet Memo to be on "Light Duty". Cadets may be asked at any time of their status as it relates to being on "Light Duty". Any Cadet requesting light duty shall write on the daily roster in the comments section under their name.**

- A. Any significant injury that prevents a Cadet from participating fully in rigorous, fire academy training must be documented by the Cadet's personal Medical Doctor.
  - a. This documentation must be submitted to the on duty Staff Member in a sealed envelope by the beginning of the class on the first day, which the Cadet reports with the injury.
- B. The Cadet will be allowed to observe training activities as well as participate to the level deemed appropriate by the Medical Doctor.

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- C. The Cadet will not be allowed to return to full rigorous, fire academy training without a document stating that a Medical Doctor has examined and released the injured Cadet for such activity.

*In other words, if a Cadet brings a note from his/her PMD stating that he/she shall not participate in Academy training, the Cadet must also bring a note from the PMD once released to return to training PRIOR to being allowed to participate.*

- D. Any Cadet that has not participated in required training due to an injury or illness, regardless of whether he/she was present to observe the training, will be required to make up the missed training in order to receive the *VFA Certificate of Completion* and /or the California State Fire Marshal's Completion of the Firefighter I curriculum.
- E. Any injured Cadet that is treated by a medical health care professional will ensure that the proper follow up is made with the Cadet's personal medical insurance. The Glendale Community College Health Center may offer assistance if the Cadet does not have individual medical insurance.
- F. **Any Cadet that receives an injury while on duty shall immediately report such injury to an Academy Instructor. The Cadet shall also report the injury to the GCC Health Center and provide proof of such the following Academy day.** If said documentation is not provided, the Cadet will not be permitted to participate in skills training and will receive a Deficiency Notice.
- G. Any Cadet that is unable to satisfactorily complete the Academy term due to a permanent injury, shall be dismissed from the Academy Program without prejudice. If the Cadet cannot **participate** in academy training for more than 64 hours, he/she will be dismissed from the Academy Program. For this directive "participate" implies that the Cadet is present and is capable of full participation in the skills scheduled. Some Cadets may become injured during a period where technical instruction is taking place and may be fully capable of participating in the lecture and written exams.

**X. Missed or Incomplete Skills Due to Absence or Tardy**

- A. If a Cadet has not met the minimum requirements for any required training because of an absence, failure to perform or incompleteness, the required training must be completed prior to the scheduled Block Exam or the Cadet will be dismissed.
  - a. A Cadet may receive this training in the following ways:
    - i. Find an approved institution or instructor and report back to the VFA Staff with the necessary documentation.