



POLICY
STATE FIRE ACADEMY

SUBJECT: <i>SCFA Resident Recruit School</i>			
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I. PURPOSE

The purpose of this document is to provide SCFA resident staff a framework in coordinating and executing a recruit school program held on campus at the South Carolina Fire Academy. While designed to provide flexibility, its purpose is also intended to support and uphold decisions made by resident staff.

II. SCOPE

This document applies to resident staff, sponsoring Fire Chiefs and students.

III. DEFINITIONS

Open Enrollment Student: An individual who is not affiliated with the fire service or is from out-of-state may register for the Resident Recruit School Program, if space is available. If accepted, they will be notified and must comply with the *State Fire Open Enrollment Policy* and pre-pay the required open enrollment fee.

Recruit(s): A student who typically has no fire service background, attending recruit school to graduate at the conclusion with IFSAC Firefighter II certification. The group of recruits remains the same throughout the duration of recruit school, and function as a team.

Resident Recruit School Program: An 8-week training program held at the South Carolina Fire Academy. This program includes a series of courses being completed in accelerated sequence, with rapid retesting permitted. Recruits receive IFSAC Firefighter II certification upon successful completion. Recruits must live on site during the week. The required course fee must be prepaid before the start of class.

IV. PROGRAM OPERATION

The Resident Recruit School Program is the South Carolina Fire Academy's flagship program. It includes a combination of written and practical skills tests, physical fitness activities, field and class participation, homework, working as a team, instructors and curfew restrictions. The recruits must live on-site in a fire station-like environment. The program requires after-hours homework, study groups, and after-hours emergency drills that prepare the recruits for real life emergency scenarios.

A. Included Courses

Recruits completing this program will receive transcript credit and certificates for the following individual courses:

- American Safety & Health Institute First Aid and CPR
- 1136- Flammable Liquids and Gas Firefighting
- 2727- Haz-Mat Awareness
- 2728- Haz-Mat Operations
- 1153- NFPA Firefighter I (IFSAC/Pro Board)
- 1154- NFPA Firefighter II (IFSAC/Pro Board)
- 1139- Firefighter Survival
- 3330- Basic Auto Extrication
- 8316- Traffic Incident Management
- National Fallen Firefighters Foundation: Courage To Be Safe
- State Fire: Community Risk Reduction Training

Additional courses offered during select Resident Recruit School Programs may include:

- Emergency Medical Responder
- Emergency Medical Technician

B. Recruit Make-Up

This program is limited to 25 recruits, but can be extended to 30 in cases of extreme circumstances.

1. The South Carolina Fire Academy may reserve 3 slots to allow up to 3 out-of-state students into each program. The remaining 22 slots will be split with 11 for paid full-time firefighters and 11 for volunteer firefighters. The South Carolina Fire Academy has the option to fill all slots with South Carolina Fire Service personnel, and in this case it will be split with 13 paid and 12 volunteers.
2. No more than 3 students will be accepted from any one department, unless there are not have enough students to fill the class. If the program is not at capacity at six, four or two weeks prior to start date and there is no waiting list, open spaces will be made available to those who were a fourth or greater applicant from any one department and/or Open Enrollment students.

C. Registration Requirements

In order to meet the needs of the fire service:

1. Pre-registration is required and is on a first-come/first-serve basis, using the received date stamp on the registration form. This will include forms from those who rolled-over from the waiting list of a prior Resident Recruit School Program.
2. The recruit and his/her Fire Chief must complete a South Carolina Fire Academy registration form and submit it for consideration.

3. If a department does not have a person's name to register because they are hiring, or will be adding firefighters, they can send in a registration form with the name listed as a "New Hire".
4. Payment is not required at the time of submitting the registration.

D. Payment

Once the students are confirmed in the program and added to the program roster, fire departments will be invoiced and payment must be made no later than 4-weeks prior to start date. Payment must be made by a department check or credit card.

Please note: The fire department is responsible for any expenses incurred by their recruits while in the Resident Recruit School Program.

E. Acceptance Process

When enough applications have been received to fill the program, or 6 weeks prior to start date, whichever comes first, the registration process is closed to finalize the program roster.

1. Each department will be contacted by phone and advised on student acceptance status. If the student is accepted, and the Fire Chief confirms that student will attend, the student is added to the program roster. If not accepted, the Fire Chief can request the student to be added to the waiting list.
2. The Fire Chief will be mailed a student package and an invoice for payment. All paperwork in the student package must be reviewed, completed and signed by the student and Fire Chief, and returned with full payment no later than 4-weeks prior to the program start date.
3. At the 4-week paperwork/payment deadline, both completed student paperwork and full payment must have been received for each student accepted. If not received, the student is dropped from the roster.

F. Waiting List Process

Once a student has been dropped from the roster:

1. The Fire Chief of the next student on the waiting list will be contacted. If the Fire Chief wants the slot, he will be sent the student package and invoice. The completed paperwork and full payment must be returned no later than 2-weeks prior to the program start date. If both payment and paperwork are not received by the 2-week deadline, this student is dropped.
2. The Fire Chief of the next student on the waiting list will be contacted as the third alternate. If the Fire Chief of this student wants the slot, a student package will be sent to the Fire Chief. The completed paperwork must be returned within 2 business days, and payment must be made by a department credit card. If both payment and paperwork are not received within 2 business days, this student is dropped from the roster, and the Fire Chief of the next student on the waiting list will be contacted.
3. For students on the Waiting List who did not get in the program, their Fire Chief will be contacted and has the following options:
 - a. The student can be placed on a last minute Emergency Waiting List for the existing program. When added to the emergency waiting list, a student package will be sent to the Fire Chief for use. The Emergency Waiting List will be used 1-week or less from the program start date. If a student cancels or is a no show, the Emergency

Waiting List will be used and the student's Fire Chief will be contacted. The student must be at the South Carolina Fire Academy by 8:30am on the second day of the program. The student accepted from the Emergency Waiting List must bring all required paperwork when reporting to the program. Payment for this student must be made within two weeks of the program start date. No student will be allowed in the course after 8:30am on the second day of the program.

- b. Any students remaining on the waiting list will be rolled over to the next Resident Recruit School Program.

G. Student Cancellations & No Shows

1. If an accepted student is no longer able to attend the program, and the fee has been paid, the Fire Chief must notify the South Carolina Fire Academy immediately. The Fire Chief can place another member of his department in that slot. For this student, all necessary paperwork required must be submitted within 2 business days, or the Friday before the program starts, whichever comes first. If that department does not have a member from their department to fill the slot, a replacement student is chosen from the waiting list.
2. A student who cancels for any reason within 2 weeks of the program start date, or does not arrive by the end of the orientation session, will not receive a refund except in cases of extreme circumstances.
 - a. If a refund is approved, a \$50 processing fee will be deducted from the refund. If a student has not checked in by the end of the orientation session, they will be considered a "No Show" and will be dropped from the course and replaced by a student from the Emergency Waiting List.

H. Late Arrivals

A student who arrives late for the orientation session will be assessed a \$50 fee. This fee must be paid within two weeks of the course start date or the student will be dismissed from the course.

I. Absences

If a student must miss a day of class, they must notify their Fire Chief for approval and the Fire Chief should notify the South Carolina Fire Academy. If the Fire Chief cannot be reached, South Carolina Fire Academy staff may approve the absence, but the Fire Chief will be notified as soon as possible.

J. Retesting

Recruits failing the written exam and/or skills evaluation will be retested as soon as possible. Should a student fail the retest, they will be dismissed from the program; however, they will receive course credit for any courses successfully completed up to that point. After 30 days, as long as they have department sponsorship, they are eligible to take their second retest.

K. Dismissals

Failure to attend, participate or follow South Carolina Fire Academy policies, procedures, or guidelines as required can result in disciplinary action up to and including dismissal from the program. Any student dismissed for disciplinary reasons may also be barred from attending other South Carolina Fire Academy courses based on the nature of the offense. Criminal offenses will

be turned over to local law enforcement. Once a student starts the program, there is no refund if they leave or are dismissed for any reason.

L. Point of Contact

Because all students are at least 18 years of age, we will only communicate with the student and their Fire Chief related to any problems, disciplinary action or course failure. The South Carolina Fire Academy does not communicate with parents in any manner.

If a problem occurs with a student, the Fire Chief will be notified, when applicable. If a Fire Chief cannot be reached, disciplinary action, up to and including dismissal, may be taken and the Fire Chief will be notified as soon as possible.

V. INTERPRETATION CONTACT

- A. Lenny Busby, SCFA Deputy Superintendent
- B. Terrell Brown, Resident Training Supervisor