





POLICY
STATE FIRE ACADEMY

SUBJECT: SCFA Regional Recruit Schools			
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AUTHORIZING CHIEF: Dennis K. Ray		AUTHORIZING SIGNATURE: 	
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I. PURPOSE

The purpose of this document is to provide SCFA regional office staff a framework in coordinating and executing a regional recruit program. While designed to provide flexibility, its purpose is also intended to support and uphold decisions made by regional office staff.

II. SCOPE

This document applies to regional office staff, recruit school coordinators and host fire departments.

III. DEFINITIONS

Host Department: The fire department that is hosting and coordinating the recruit school.

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

Recruit Coordinator: An employee of the host department, the recruit coordinator is the point of contact for the regional office staff for everything related to recruit school.

Recruit School: A training program with a series of courses being completed in accelerated sequence according to the schedule, with rapid retesting permitted. While designed to mirror the recruit school offered on SCFA campus, regional recruit schools have more flexibility with the specific courses offered and duration. Regional recruit schools are coordinated and staffed by the host department.

Recruit School Schedule: A schedule which shows the start/end dates for each individual course in the recruit school, including the instructors assigned to teach on a daily basis as well as SCFA resource needs (trailers, campus burns, etc.). This schedule, as a whole, must be submitted to the SCFA regional office at least 60 days prior to the start date of the recruit school.

IV. RESPONSIBILITIES

A. Recruit Coordinator

- Creates daily schedule
- Staffs all instructor positions with in-house instructors
- Coordinates all instructor needs
- Oversees daily operations (logistics, attendance, discipline, etc.)
- Communicates with regional office staff regarding resources needed and any changes to schedule

B. Regional Office

- General Course Coordination
- Ensures prompt grading of exams
- Schedules all retesting
- Audits program and evaluates instructors as needed
- Resource for support and guidance for Recruit Coordinator

Note: An attempt should be made by regional staff to fully staff recruit evaluations. Doing so will provide consistency and help ensure the standard is met. *Refer to Accreditation/Certification Policy for specific guidelines on lead evaluators and evaluators.*

V. GENERAL GUIDELINE

In a regional recruit school, the regional office merely acts as a resource for support and oversight, but there are several factors that must remain consistent:

A. Apprenticeships

Apprenticeships are permitted at the discretion of the regional coordinator.

B. Attendance

No student should miss more than 20 percent of any individual course during the recruit program. Attendance is mandatory at all evaluation days, as well as retesting sessions.

C. Chain of Command

The chain of command should be from the recruit coordinator to the regional office, and vice versa.

D. Registration

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All recruits must be registered in each individual course prior to the start of recruit school.

E. Retesting

Recruits failing the written exam and/or skills evaluation should be retested the next business day. 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.

F. Student Admittance

In order to create a sense of team integrity and preserve the recruit dynamic, no additional students are allowed to attend any portion of recruit school after the start date. In cases of extenuating circumstances, an appeal must be made in writing by the Fire Chief of the host department to the regional office staff, and must be course specific.

G. Student Count

The number of recruits should not exceed 25, unless arrangements have been pre-approved by regional staff and recruit coordinator.

H. Test Grading

The regional office should provide same day results on all exams.

I. Interpretation Contact

A. Lenny Busby, SCFA Training Manager

