

# **Fire Academy**

## **Policies & Procedures Manual**

**Revised: May, 2025**

### **ANTI-DISCRIMINATION POLICY**

#### **Policy Statement:**

Mohave College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, disability, or sexual orientation in its educational programs and activities or employment practices. Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one of the above named qualities. This includes creating a “hostile environment” where the conduct is sufficiently severe or pervasive to alter the conditions of the person’s employment or educational experience at the College. Members of the College community have a responsibility to report discrimination and those in supervisory roles are obligated to take action to correct it. Any person found to have violated this antidiscrimination policy will be subject to appropriate disciplinary action.

### **TITLE IX**

#### **Campus Safety:**

Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Mohave College (MC) is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual’s fundamental rights and personal dignity. MC considers sexual discrimination in all its forms to be a serious offense. This resource refers to all forms of sexual discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

### **TITLE IX AND THE SEXUAL MISCONDUCT POLICY**

The college prohibits all forms of sexual misconduct by students and employees.

#### **Making a Complaint:**

There are two options for students to make a formal complaint of sexual misconduct. A student may pursue either or both of these options. A student can make a formal complaint about sexual misconduct to the College administration by contacting the local campus Dean or a Title IX Officer. A student can make a formal complaint about sexual

misconduct to the appropriate law enforcement authorities, in the case of sexual misconduct that occurs on campus.

Note: A student may seek and receive support services from the Title IX Officers or Title IX Coordinator without making a formal complaint. The MC Title IX contact is Danette Bristle. 928-704-9480. DBristle@mohave.edu

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The college shall ensure that the college is in compliance with the Americans with Disabilities Act (ARS 15-1445).

1. The college shall facilitate, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences, and career opportunities.
2. The Americans with Disabilities Act (ADA) of 1990 focuses attention on disability access to facilities, programs and services, as well as employment and promotion issues. The Americans with Disabilities Act, specifically Title II, prohibits discrimination against individuals with disabilities in all services and programs offered by public entities such as Mohave College.
3. The Vice President and the office of human resources will act as ADA coordinators for the college to oversee compliance in the area of facilities, student, staff and faculty accommodations and employment practices.
4. The procedure for requesting accommodations: If an employee with a disability wants or needs reasonable accommodation, it is the responsibility of the employee to request such accommodation in writing, as well as to provide the college with documentation of the disability to the office of human resources. (Medical reports of records, diagnostic evaluations, a letter(s) from a qualified medical professional or completion of the disability verification form are examples of such documentation). Mohave College requires up to twenty-one working days' notice to provide disability related "reasonable accommodation" or assistance to the person requesting accommodation, provided the accommodation does not create an undue hardship on the financial or structural operation of the college. Wherever possible, the college may provide reasonable accommodation(s) with less than a twenty-one day working notice provided an undue hardship on the financial or structural operation of the college does not exist.
5. Under the ADA, an "individual with a disability" is someone with a physical or mental impairment that substantially limits one or more major life activities. An individual is considered to be a person with a disability if he/she has the disability, has a record of the disability or is regarded as having the disability. It is college's intention and obligation to provide "reasonable accommodation" to

qualified employees with disabilities in all aspects of employment, provided the accommodation does not create undue hardship on the financial or structural operation of the college. Reasonable accommodation is the provision of an auxiliary aid, or modification of the facility, service or program, which may allow access by the employee with a documented disability.

6. Evaluation and provision of accommodations: It is the responsibility of the employee with a documented disability to inform the office of human resources of his or her need for special assistance or accommodation. When the request for assistance or accommodation is received, the office of human resources will:

7. Determine if the individual is qualified by taking appropriate steps. Request documentation of the disability to include completion of the disability verification form by a physician or qualified health professional.

8. Consult with the qualified employee with a documented disability who has identified his or her need for assistance and evaluate reasonable accommodation.

9. Research available accommodations and resources. Consult with the relevant administrator in considering types of reasonable accommodations.

10. Consider the preference of the employee with a documented disability. In most cases, the college is free to choose the readily achievable accommodation. This could be the least expensive or the easier to provide; however, if accommodation avenues are equal, the employee's preference will be provided.

## **Mohave College Fire Academy**

Welcome to Mohave College's Fire Academy (MCFA) that is held in cooperation with the local fire department. We are pleased that you have chosen to pursue an exciting and rewarding career in Fire Services.

No matter how innovative a fire agency may be, the real strength of the organization lies within the people it employs. Thus, it becomes incumbent on Mohave College to provide you with the best quality of training possible. Therefore, this academy training will be physically and mentally challenging and will combine both extensive classroom and practical field components.

Firefighting, as a profession, has greater risks and stressors than almost any other profession. Therefore, it is vital for the Academy to prepare the student to perform effectively and professionally under stressful situations. For this reason, the Academy will utilize a combination of both stressful and non-stressful training environments.

Professionalism of firefighters begins in the training academy. The Academy will be under the direct monitoring of the Arizona Center for Fire Service Excellence and will abide by all state rules, regulations and requirements. In addition, students, staff and instructors will not participate in nor condone the use of profanity, ridicule, offensive remarks, or any form of sexual harassment or discrimination. Violation of this tenet will result in dismissal from the Academy.

All students will be responsible for some of his/her physical training clothing, incidentals, transportation and the cost of medical coverage while in the academy.

The Academy curriculum is formatted by the *Arizona Center for Fire Service Excellence* and consists of 272+ contact hours of specified training and will address the following functional areas: (see student schedule)

## **RULES AND POLICIES**

The following rules and regulations have been adopted for the Mohave College's Fire Academy.

### **SECTION 1.02      GENERAL RULES**

- 1.02.01 Purpose: The following rules and regulations are established to promote discipline and efficiency in the operation of the Academy. All students must be familiar with these Rules and Regulations, as a violation of any Rule or Regulation is cause for disciplinary action up to and including dismissal.
- 1.02.02 Demeanor: Students shall maintain a military demeanor while at the Academy or at any off-campus Academy training functions. Reports of students representing MC or the fire academy negatively will be fully investigated and may result in disciplinary action.
- 1.02.03 Chain of Command: The chain of command, descending from the Director of the Fire Science Program to the Academy Coordinator to the Academy Lead Instructor and descending to the student, shall be preserved. Students shall not bypass their immediate supervisor. If the matter involves the immediate supervisor, then the next ranking supervisor may be contacted. Any issue that concerns the Academy Lead Instructor may be brought directly to the Director of the Fire Science Program.
- 1.02.04 Cooperation: All students shall work together and strive to obtain a high degree of cooperation and teamwork. All students shall treat each other with respect and courtesy at all times.
- 1.02.05 Standard of Conduct: All students are expected to conduct their personal and professional lives in such a manner as to avoid discredit upon themselves, the Academy, and their respective agencies, organizations and departments. Certain behaviors are grounds for immediate dismissal. These behaviors include, but are not limited to, public intoxication, immoral acts, lude behavior, impersonating a firefighter, language, or actions unbecoming a public servant, actions that bring public scrutiny on the program.
- 1.02.06 Insubordination: The willful and deliberate refusal to obey a lawful order given to a student by any supervisor is considered insubordination. Students found responsible of insubordination shall be dismissed from the Academy. In the event a student believes an order is not lawful, the circumstances surrounding the incident shall be documented on a memorandum and directed to the supervisor of the person issuing the questioned order and the Director of the Fire Science Program.

- 1.02.07 Dishonesty: Any substantiated incident of dishonest, untruthfulness, false documentation, or cheating by a student is grounds for immediate dismissal from the Academy.
- 1.02.08 Injuries: All students shall immediately report **ANY** injury sustained during the course of the training program.
- 1.02.09 Wrongful Use of Equipment: The use of Academy or departmental equipment in a manner not specified is considered misuse of equipment.
- 1.02.10 Firearms: At no time are students allowed to have firearms or live ammunition on campus or at training.
- 1.02.11 Parking: Students shall park their personal or department vehicles only in those areas specifically designated as student parking areas.
- 1.02.12 Smoking and Tobacco Use: Smoking or use of tobacco in any form by students while engaged in academy activities is prohibited.
- 1.02.13 Sexual Involvement: Sexual involvement out of the Academy class with any advisor, or staff member, not a spouse, is prohibited due to its past proven tendency to disrupt the training function.
- 1.02.14 Dating: Dating of other students is highly discouraged. Dating of advisors or staff members, prior to graduation is prohibited.
- 1.02.15 Public Displays of Affections: Any public display of affection between students is prohibited upon the grounds of the Academy and during exercises.
- 1.02.16 Offensive Material and Statements: Students shall not reproduce, circulate, or post any material that may be considered offensive based on religion, race, ethnicity, or sex. Students shall refrain from telling jokes or making statements that may be considered offensive based on religion, race ethnicity, or sex.
- 1.02.17 Substance Abuse: The possession or consumption of alcoholic beverages or any controlled substance is expressly prohibited on campus or in a training program of the academy. If a student is believed to be impaired or under the influence of intoxicating beverages/drugs, the following procedure shall be followed:
- A. The instructor or staff member shall immediately remove the student from the educational setting and either the faculty or staff member will remain with the student until such time as transportation is available.
  - B. The student will be asked if he or she will consent to undergo a drug and alcohol screening test, which will be conducted at the expense of the

college. If the student agrees to undergo drug and alcohol screening, the faculty or staff member will ask the student to sign the "Consent for Screening" form and the "Consent for Transportation" form. Once those forms are completed by the student, the faculty or staff member will arrange for the student's transportation to a designated medical service facility for a "for cause" drug and alcohol testing, which will be completed in the most confidential manner permitted by the practices of the medical service facility. The faculty or staff member will also arrange for the student to be transported home after said testing is complete.

- C. If a student admits to alcohol or drug use, he or she will still need to complete a drug and alcohol screening test in accordance with the procedures set forth above.
- D. The faculty or staff member who suspected that the student could be impaired by alcohol or drugs shall set forth in writing the factors which the faculty or staff member relied upon in order to determine that cause existed for testing the student; this document shall be submitted to the Academy Coordinator within twenty-four (24) hours of the incident.
  - 1) If the results of the screening tests are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Academy Director and Academy Coordinator within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired behavior. Notwithstanding the negative screening test results, if the student's behavior otherwise violated any of the policies set forth in this document disciplinary action may still be taken against the student.
  - 2) If the results of the screening tests are positive for alcohol or other illegal substances or for non-prescribed legal substances or results in a "Negative Dilute", then a second screening test will be performed on the original sample in order to verify the initial positive. An inconclusive screening test will be repeated as necessary until a conclusive result is obtained. If the second test is also positive, the student may be disciplined, up to and may include dismissal from the Academy and may not re-apply for admission for a period of one (1) calendar year. The student will be asked to seek professional counseling and/or enter an addictions treatment program. The student will reimburse the College for all costs associated with the "for-cause" drug and alcohol screening test.

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- 1) If a student refuses to submit to a “for cause” drug and alcohol screening test, the student will be required to leave the drill/classroom area and must meet with the Fire Academy Director. A seemingly impaired student will not be allowed to leave the grounds by themselves; therefore, if the student does not consent to such screening test, they will still be asked to sign the “Consent for Transportation” form. If the form is signed, the faculty or staff member will arrange for the student’s transportation to the student’s home, at the expense of the college. If the student refuses to sign the “Consent for Transportation” form, the faculty or staff member shall notify the local police.
- 2) The student will not return to the classroom or drill grounds until they have met with the Academy Coordinator and the Academy Director in order to discuss the incident and determine the actions to be taken. Actions may include discipline, including probation and/or dismissal from the program.

1.02.18 Investigations: Students shall cooperate fully with the Academy staff in the investigation of any allegation of misconduct brought against them, any other student, or any staff member. Students will be notified in writing by the Director of the Fire Science Program in the event an allegation of misconduct is made against them.

### **SECTION 1.03      ACADEMY TRAINING STANDARDS**

1.03.01 Purpose: The purpose of this section is to establish the standards of the Academy.

1.03.02 Academic Standards: MC requires recruits to achieve and maintain a cumulative average grade of 80% to be eligible for graduation and certification testing. Major Block Exams (Midterm and Final) must have an 80% to pass. A second retake maybe given with the next day of class. Failure to achieve an 80% cumulative grade will disqualify the student from graduating the program or participating in the state certification testing—Per the Arizona Center of Fire Service!

1.03.03 Authority: Instructors of the tested block of instruction, along with the Academy Director, have the final authority as to correct test answers.

1.03.04 Physical Training Participation: All students are required to participate in and successfully meet the standards set forth in the physical training program. Further, it is the student’s responsibility to perform any and all physical



exercise, performance skills and training to exactly how they are instructed by academy instructors and staff.

- 1.03.05 Applied Skills Proficiency: All students must meet the minimum standards in each of the applied skills areas, without being a hazard to themselves or to other students, in order to graduate. Prior certification and/or expertise shall not excuse a student from participation. Each student will be required to pass all skills benchmark exams. Recruits will be allowed 3 attempts to pass each benchmark. All skills will be documented in the student skills booklet and turned in. Failure to complete the skill benchmark within 3 attempts will result in the recruit be ineligible for Arizona certification testing.
- 1.03.06 Injuries: Students who have sustained injuries or who are ill may be excused from participating in part of the physical training program until such time as a medical release is forthcoming. Student on "light duty" status are not relieved of the obligation of meeting the physical conditions standards. A student, who cannot complete the practical skills portion due to illness or injury shall be dismissed.
- 1.03.07 Handouts: All handouts issued by an instructor in class or during a training exercise should be kept by the student and studied. All such handouts may become the basis of test items.
- 1.03.08 Roll and Attendance: Roll is taken twice daily; once at the start of and again at the end of each session. Such roll sheets will be retained for review by the college, sponsoring fire agencies and AzCFSE for liability purposes.
- 1.03.09 Absences/Tardiness: Students are allowed a maximum of 24 hours of either excused and/or unexcused absences during the Academy. Excused absences must be approved ahead of time by the Academy Director. All missed material and exams must be made up to the satisfaction of the Academy Director in a timely manner. Unreasonable tardiness shall not be tolerated. Three (3) incidents of such tardiness will constitute one eight (8) hour absence. Students missing 24 hours of instruction may be dismissed from the Academy.

## **SECTION 1.04      STUDENT EVALUATIONS**

- 1.04.01 Purpose: The purpose of this section is to acquaint students with the evaluation process used at the Academy.
- 1.04.02 Frequency of Evaluation: Student will be evaluated continually throughout the program with written documentation kept on varying aspects of performance.

- 1.04.03 Areas of Evaluation: Students will be evaluated in the following areas:
- A. Academic Performance
  - B. Physical Conditioning
  - C. Attitude – Classroom Conduct (see 1.06)
  - D. Functional Areas
  - E. Overall Performance
- 1.04.04 Academic Probation: A student who fails a block exam, fails to maintain the required cumulative average of 80% or fails any Applied Skills assessment will be placed on academic probation. Formal notification of this status will be made by the Academy Coordinator and a copy will be sent to the Fire Science Program Director.
- 1.04.05 Personal Performance Record (PPR): A personal performance record is maintained on each student by the Academy Coordinator. This will be completed as an AFFECTIVE grade each week by the instructors. This grade is part of our overall performance in the class and will be part of the academic standard (1.03.02).

## SECTION 1.05 GROOMING AND DRESS

- 1.05.01 Purpose: This section provides standards for grooming expected of students. All students shall familiarize themselves with these standards and abide by them.
- 1.05.02: Appearance:
- A. Uniforms  
MC approved uniform, clean and pressed/not wrinkled.
    - 1. PT (Physical Fitness) -Navy Shorts, Red Academy Tee shirt, running shoes. Gray Academy sweat pants and shirt are optional during cold weather.
    - 2. Class B uniform (Classroom) – Navy pants, Navy class B shirt with a red Tee shirt as an undershirt. Boots meeting academy standards (Appendix A – Academy Approved Boots)
    - 3. Jewelry is **limited** to watch and "plain" wedding band. NO EARRINGS.
  - B. Grooming
    - 1. Hair to be clean and arranged neatly and securely so that it will stay under control, away from the face and off the collar.
    - 2. No facial hair.
    - 3. Sideburns not to extend past the bottom of the ear lobe.
    - 4. Nails short and clean; no polish (**no artificial nails**).

5. Deodorants used.
6. Good oral hygiene.

## **SECTION 1.06 CLASSROOM CONDUCT**

- 1.06.01 Purpose: It is crucial for students to develop proper attitude and interpersonal skills within both the classroom and the work place. Therefore, the following guidelines will promote a high-quality learning environment while developing positive employment traits.
- 1.06.02 Attendance: Classroom instruction will commence at such time as directed by the training staff, depending on the class schedule. The training staff may modify these requirements as appropriate.
- 1.06.03 Punctuality: All students are expected to be punctual for all training functions, including classroom instruction. During class breaks, students are expected to budget their time that they will be ready to resume instruction when the break is over. **Early is on time, on time is late and late is unacceptable!**
- 1.06.04 Attentiveness: Students shall be attentive in class and shall not fall asleep.
- 1.06.05 Demeanor: Cadets shall display the utmost respect for all instructors. Disruptive students or disrespectful students toward an instructor or other student WILL NOT be tolerated. When a cadet wishes to ask a question, the cadet shall raise his/her hand and wait to be acknowledged. The cadet may then proceed to ask the question. All instructors will be referred to by the title and last name; i.e., Chief Jones, Instructor Jones, Mr. Jones, etc.
- 1.06.06 Eating or drinking is not permitted in the classroom unless informed by the instructor otherwise.
- 1.06.07 Smoking: Smoking is prohibited when the academy is in session.
- 1.06.08 Cleanliness: The classroom is to be kept neat and orderly. Cadets are responsible for clearing and cleaning the classroom at the end of each instruction.
- 1.06.09 Care of Materials: Each cadet is required to properly maintain materials distributed and shall immediately notify the instructor if any materials become lost or damaged.
- 1.06.10 Personal Items: Personal items, such as watches, rings, money, wallets, etc, shall not be left in the classroom unattended by the owner. All such items are

to be properly secured. MC or hosting fire department is not responsible for fire, loss or theft of personal items.

## **SECTION 1.07      PROBATION, RESIGNATIONS AND DISMISSALS**

- 1.07.01 Purpose: The purpose of this section is to establish procedures and mechanism for student probation, resignation and dismissal.
- 1.07.02 Counseling: Unless dismissal is specified or the conduct is a flagrant violation, a student who fails to comply with any of the General Rules, Academy Training Standards, Grooming and Dress, or Classroom Conduct policies will be counseled. Depending upon the nature of the infraction, the counseling session can be either formal or informal. In either case, all counseling will be documented and attached to the student's file.
- 1.07.03 Probation: If an offense requires formal counseling, the student shall be placed on probationary status. The length of the probation will be determined by the Academy Coordinator and Academy Lead Instructor. A written copy of this will be provided to the Cadet and the Director of the Fire Science Program.
- A. In the event of a second offense, either related or unrelated to the first offense, the cadet shall meet with both the Academy Coordinator and Academy Lead Instructor and provide them with a detailed plan on how the student will modify his/her behavior.
- B. A third offense, either related or unrelated, or a second offense while still on probation, will result in immediate dismissal.
- 1.07.04 Resignation: The student will submit a letter with the following required information to the Academy Lead Instructor with a copy addressed to the Academy Coordinator and the Director of the Fire Science Program:
1. Paragraph #1 shall state the purpose of the memorandum; i.e., resignation.
  2. Paragraph #2, which is optional, should contain any miscellaneous information, e.g. request for readmission, comments on the Academy program etc.
  3. Paragraph #3 shall state the effective time and date of the resignation.
  4. The student shall sign and date the memorandum.
- 1.07.05 Due Consideration: A student who intends to resign should give careful consideration to their actions. Once a student leaves the academy reinstatement in the same class is not possible! A verbal conversation with

either the Academy Lead Instructor or Academy Coordinator should be had before resignation.

- 1.07.06 Dismissal: A student will be dismissed for the following:
- A. Dishonesty
  - B. Substance Abuse
  - C. Excessive absences/Tardiness
  - D. Failing to meet academic, applied skills and physical standards
  - E. Arrest or criminal activity (**Arrest not conviction**)
  - F. Any behavior that places the student or others in physical or emotional jeopardy
  - G. As specified under Probation (Section 1.07.03)
- 1.07.07 Notification of Sponsoring Agency: If applicable, The Academy Coordinator will immediately notify the sponsoring agency of any student wishing to resign or who is dismissed. This procedure does not relieve the student of the responsibility of contacting his/her agency for clarification of status.
- 1.07.08 Return of Issued Equipment and Materials: Students who terminates training for any reason are responsible for returning all issued equipment and materials. Failure to do so will result in the student becoming personally liable for all costs of replacements items.
- 1.07.09 Exit Interview: Students who are resigning from the Academy are given an exit interview by the Academy Lead Instructor, Academy Lead Coordinator or the Director of the Fire Science Program.

## **Appendix A**

### **Mohave College Fire Academy Approved Boot**

Boots must meet the following specification:

Color: Black Leather – Polishable and able to hold a shin.

Hight: 6 inch minimum

Closure style: Slip on or lace up with a insert zipper

Sole: Non-Slip

Toe & Shank: Steel toe or composite safety toe. No steel shank however a puncher plate is okay.

Must meet: ASTM F2413 – Electrical hazard certification

Location and Approved Boot Models:

In store locations: -Boot Barn, Big 5, Firefighter Safety Center (Santa Fe Springs,CA)

Online Stores: Boot Barn,  
[www.Firefightersafety.com](http://www.Firefightersafety.com),  
[www.Incurtis.com](http://www.Incurtis.com),  
[www.thefirestore.com](http://www.thefirestore.com)  
[www.unitedfire.net](http://www.unitedfire.net)

Boot Models which are approved:

Firefighter 2, 3 or 4 (round toe vs square toe) -

Haix Airpower

Redback steel toe pull-on

Thorogood Quick Release

# MOHAVE COLLEGE'S FIRE ACADEMY

## ACKNOWLEDGEMENT OF PROCEDURE AND RULES

I agree to abide by the Mohave College Fire Academy Policies, By-Laws, Regulations and the rules and regulations published in the current College catalog. I have read and understand the Procedures and Rules of the Academy and agree to abide by them. Failure to do so may result in my dismissal from the fire academy.

I also understand that I am responsible for my SCBA and Turnout Gear as they are rentals. Any Lost or Stolen items are my responsibility and I /student will handle any financial reimbursement to the rental company. \_\_\_\_\_ (initial here)

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Student Name (Print)

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Student Signature

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Date

*Daniel Zandvliet*

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Mohave College  
Director of Fire Science Program