

# Campbell County Fire Department Policy

Support Operations

Cadet Notifications



800.03

## **PURPOSE:**

This policy defines the requirements and necessary notifications required of Cadets to ensure that correct information is maintained and that any illness, injury, and/or medical conditions are reported.

## **SCOPE:**

This policy applies to all Cadets participating in the Campbell County Fire Department Cadet program.

## **POLICY:**

- A. Cadets must provide proof of their age by submitting one of the following forms to the Administrative staff:
  - a. A duly attested birth certificate
  - b. A properly prepared immigration and naturalization form I-9 including the applicant's age
  - c. Any other document including applicant's age as approved by the Department of Employment.
- B. The Administrative staff will establish and maintain personnel files on all Cadets. Cadets will notify the administrative staff and the Cadet Coordinator of changes in any of the following: Residence, phone number, new medical conditions, class completions, and parental status.
- C. In the event of an injury sustained at any CCFD function, a Cadet must notify the person in charge of the emergency scene or activity as soon as possible.
- D. A Cadet is responsible for reporting to the person in charge any injury or symptom of illness sustained either by him/herself or another Cadet immediately. Failure to report an injury or symptom will result in disciplinary action.
- E. Cadets are responsible for administering personal medications needed for any known medical condition(s).
- F. Cadets shall inform the Cadet Coordinator of any medical condition, injury, or illness that may affect their ability to train or carry out assigned duties.

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Sherwin Cater, Chairman

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