

Campbell County Fire Department Policy		
Support Operations	Cadet Responsibilities	<i>800.05</i>

I. PURPOSE:

The purpose of this policy is to identify the positions and outline their responsibilities within the Campbell County Fire Department Cadet Program.

II. SCOPE:

This policy applies to all Cadets filling the defined positions.

III. POLICY:

1. Cadet Coordinator, Co-Coordinator and Cadet Supervisor responsibilities include the following:
 - 1.1. Assume overall responsibility and safety for the Cadet Program
 - 1.2. Oversee the Cadet meetings and trainings.
 - 1.3. Provide an atmosphere that allows for educational opportunities and encourages teamwork and values and develops individual safety.
 - 1.4. Encourage Cadets to achieve their goals to become skilled firefighters.

2. Cadet Chief responsibilities:
 - 2.1. Provide leadership for the Cadet Program
 - 2.2. Ensure that training and other opportunities are provided.
 - 2.3. Oversee the duties of the Cadet Assistant Chief, Cadet Secretary, and Cadet Membership President.
 - 2.4. Brief the Cadet Coordinator on a regular basis.
 - 2.5. Assist in resolving any conflicts between Cadets.
 - 2.6. Propose policy changes.
 - 2.7. Develop a "Ride Schedule" for the school year, summer and Christmas breaks for Cadets who are in good standing .

3. Assistant Cadet Chief responsibilities:
 - 3.1. Oversee membership committee meetings and aid in the supervision of committees.

Initial Approval: July 2009 Revision Date:	Page 1 of 3	Sam Saunders, Chairman ORIGINAL SIGNED
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<h2>Campbell County Fire Department Policy</h2>		
Support Operations	Cadet Responsibilities	<i>800.05</i>

- 3.2. Fulfill the responsibilities of the Cadet Chief or Cadet Secretary in their absence.
- 3.3. Report to the Cadet Chief on a regular basis.
- 3.4. Assist the Cadet Chief and the Cadet Supervisor with managing the CCFD Cadet Program.
- 3.5. Assist with orientation of new Cadets to become familiar with CCFD/CCFC operations.
- 3.6. Issue and maintain documentation for gear assigned to new Cadets.
4. Cadet Secretary/Treasurer responsibilities:
 - 4.1. Fulfill the responsibilities of the Cadet Chief or Assistant Cadet Chief in their absence.
 - 4.2. Record and maintain minutes at all Cadet meetings.
 - 4.3. Notify Cadets of scheduled activities..
 - 4.4. Maintain accurate records of all funds expended within the Cadet program.
5. Cadet Membership President responsibilities:
 - 5.1. Receive and review all new Cadet applications.
 - 5.2. Ensure that at least 20 blank applications are available at Fire Station One.
 - 5.3. Oversee operations of the Cadet Membership Committee.
 - 5.4. Schedule interviews and meetings with prospective Cadets.
6. Cadet Squad Boss responsibilities:
 - 6.1. Provide effective leadership.
 - 6.2. Promote safe working practices.
 - 6.3. Inform the squad of upcoming training and events.
 - 6.4. Deal with personnel issues within the squad

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- 6.5. Operate within the chain of command.
- 6.6. The Cadet Coordinator and Cadet Chief will appoint Squad Bosses as needed to fulfill Span of Control requirements.
- 7. General Cadet Member responsibilities:
 - 7.1. Maintain safety .
 - 7.2. Attend Cadet or fire department activities whenever possible.
 - 7.3. Be kind and respectful to others .
 - 7.4. Assist with any assigned fire department activities.
 - 7.5. Maintain an open mind and a willingness to learn.
 - 7.6. Live a law abiding life.
 - 7.7. Maintain victim and scene confidentiality.
 - 7.8. Put forth his/her best effort .
 - 7.9. Report to the Cadet Coordinator any violation of the law or Cadet Policies .
 - 7.10. Abide by all CCFD and Cadet Polices and Standard Operating Procedures.