



# POLICY AND PROCEDURE

No. 23-08

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/20/03

TITLE

MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY  
STUDENT REQUIREMENTS

PAGE 1 OF 11

### MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

### MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY STUDENT REQUIREMENTS

Issued by: Montgomery County Fire and Rescue Commission

Authority: Montgomery County Code Section 21-2.(d)(2)

Policy No. 23-08

Effective Date: January 20, 2003

#### SUMMARY:

Montgomery County Fire and Rescue Service emergency service providers must model good character, personal integrity, and maturity in all aspects of their professional behavior. Students who are participating in training activities at the Montgomery County Fire and Rescue Training Academy are required to contribute to a safe and effective learning environment by consistently exhibiting the same qualities of good character, and maintaining the highest standards of academic integrity. In addition to the requirements of this policy, the provisions of Executive Regulation 22-00AM, *Code of Ethics and On-Duty Personal Conduct*, also apply to the on-duty activities and behavior of all MCFRS operational and administrative personnel.

#### DEADLINES:

Div. of Fire and Rescue Services Review: May 30, 2002

Div. of Vol. Fire and Rescue Services Review: May 30 2002

Local Fire and Rescue Departments Review: May 30, 2002

Montgomery County Fire Board Review: May 30, 2002


#### ADDRESS:

Please send all comments pertaining to the proposed policy to Beth Feldman, Montgomery County Fire and Rescue Service, 12th Floor, 101 Monroe Street, Rockville, MD 20850. Comments may also be e-mailed to [beth.feldman@co.mo.md.us](mailto:beth.feldman@co.mo.md.us)

#### STAFF:

For additional information, you may call Beth Feldman, Montgomery County Fire and Rescue Service, on (240) 777-2423.


**Sec. 1. Purpose:** To ensure the consistent provision of a safe, effective, and efficient learning environment, this policy establishes requirements for appropriate behavior and academic integrity for students who are participating in training activities at the Montgomery County Fire Rescue Training Academy.

	<h1 style="text-align: center;">POLICY AND PROCEDURE</h1> <h2 style="text-align: center;">MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>		No. 23-08
			EFFECTIVE DATE: 1/20/03
	TITLE MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY STUDENT REQUIREMENTS		PAGE 2 OF 11

**Sec. 2. Applicability.** This policy applies to all MCFRS personnel who are participating in training activities at the Montgomery County Fire and Rescue Training Academy. Students, who are in the High School Fire Science Program, and Division of Fire and Rescue Services recruits, are also required to comply with other policies and procedures, including Executive Regulation No. 22-00AM, *Code of Ethics and On-Duty Personal Conduct*.

**Sec. 3. Definitions.**

- a. **Academic Dishonesty**. Prohibited behavior in a testing environment or academic assignment, including, but not limited to cheating, intentionally falsifying information, and plagiarism.
- b. **Academic Integrity**. Assurance that a student's work represents his/her own effort, and that he/she has not received any unauthorized assistance on a test or academic assignment.
- c. **Adjunct Instructor**. An instructor who is responsible for teaching and evaluating students in the satisfactory development and testing of practical skills.
- d. **Disruptive Behavior**. Offensive, uncooperative, disobedient, deliberately distracting, or disrespectful behavior that interrupts a class or training activity.
- e. **Division of Fire and Rescue Services (DFRS)**. The Division of the Montgomery County Fire and Rescue Service comprising career employees and DFRS volunteers that shares with the Local Fire and Rescue Departments the responsibility for providing direct fire suppression, rescue, and emergency medical services.
- f. **Division of Volunteer Fire and Rescue Services (DVFRS)**. The Division of the Montgomery County Fire and Rescue Service that includes the Local Fire and Rescue Departments and shares with the DFRS the responsibility for providing direct fire suppression, rescue, and emergency medical services.
- g. **Failure to Attend (FTA)**. The attendance status given to an enrolled student who fails to appear for the first session of a class.
- h. **Local Fire and Rescue Department (LFRD)**. The component of the Montgomery County Fire and Rescue Service that provides direct fire suppression, rescue, and emergency medical services, in conjunction with the Division of Fire and Rescue Services.

	<h1 style="text-align: center;">POLICY AND PROCEDURE</h1>	No. 23-08
		EFFECTIVE DATE: 1/20/03
	<b>TITLE</b> MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY STUDENT REQUIREMENTS	PAGE 3 OF 11

- i. **LFRD Training Officer**. An individual who is appointed by each Local Fire and Rescue Department to supervise, coordinate, and schedule training activities for its personnel.
- j. **Montgomery County Fire and Rescue Service (MCFRS)**. The combined service comprising the Division of Fire and Rescue Services and the Division of Volunteer Fire and Rescue Services, which includes the Local Fire and Rescue Departments.
- k. **Montgomery County Fire/Rescue Training Academy (MCFRTA)**. The portion of Montgomery County's Public Safety Training Academy building and grounds used for MCFRS training activities.
- l. **Non-Uniformed Personnel**. MCFRS personnel who are DFRS civilian employees and volunteers, and LFRD administrative members.
- m. **Personal Protective Equipment**. Gear appropriate for practical evolutions that may include a helmet with chinstrap, eye protection, hood, long sleeved work shirt that covers the upper torso, turnout pants, turnout coat, boots, and gloves, that is consistent with the requirements of National Fire Protection Association (NFPA) 1971, current edition.
- n. **Primary Instructor**. The instructor who is considered the supervisor of MCFRTA students, responsible for assigning required academic tasks and for ensuring that those tasks are completed in a satisfactory manner.
- o. **Public Safety Training Academy (PSTA)**. The facility and grounds of Montgomery County's Public Safety Training Academy, which serves the training needs for the County's police, sheriffs, and fire, rescue, and emergency medical services personnel.
- p. **Registrar**. A DFRS employee assigned to the MCFRTA who receives applications, responds to training inquiries, and maintains a database of training records.
- q. **Student**. An LFRD-sponsored member, DFRS employee, or non-jurisdictional pupil who is participating in firefighting, rescue, and/or EMS training at the MCFRTA.
- r. **Student Orientation Material**. Written material given to students at the first class session that includes essential information, including course description;



# POLICY AND PROCEDURE

No. 23-08

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/20/03

TITLE

MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY  
STUDENT REQUIREMENTS

PAGE 4 OF 11

performance objectives; student behavior and academic integrity requirements; class attendance schedule; appropriate dress and gear requirements; disciplinary actions; facility use; academic and practical testing requirements; and any other applicable MCFRS regulations and policies.

- s. **Training Course Coordinator**. A DFRS Captain assigned to the MCFRTA who is responsible for coordinating a comprehensive fire/rescue/EMS Provider training program
- t. **Training Officer**. The DFRS Assistant Fire/Rescue Chief assigned to the MCFRTA who is responsible for the development and delivery of firefighting, rescue, emergency medical services, and related training

**Sec. 4. Policy.** It is the policy of the Montgomery County Fire and Rescue Service to maintain the highest standards of academic excellence and to assure the student achieves the required learning objectives of the training class. It is a violation of this policy for students to copy, plagiarize, deceive, cheat or give and/or receive any unauthorized assistance on any test or academic assignment.

- a. **Courtesy Requirements**. **MCFRTA students** must address all staff, instructors, the public, and each other respectfully, in a courteous and professional manner, in accordance with the provisions of the Fire and Rescue Commission's *Code of Ethics and On-Duty Personal Conduct*, Executive Regulation 22-00AM.
- b. **Attendance Requirements**. Fire and rescue service training is incremental in the format of sequential building blocks, with the skill levels of each session building on those of the previous sessions. **Students** will receive **student orientation material** providing a schedule of class dates, the class objectives, behavior requirements, and other essential information at the first class session.
  - 1. **Punctuality**. **Students** must attend each scheduled class in sequence, and must be punctual for class starting times.
  - 2. **Attendance Record**. A sign-in sheet is maintained for all class sessions as the official attendance record for **students**. The **Primary Instructor** or **Adjunct Instructor** will record absences or illness on the sign-in sheet. **Students** must:
    - A. sign the attendance sheet before each class session begins and at its conclusion, or as otherwise directed by the instructor; and



# POLICY AND PROCEDURE

No. 23-08

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/20/03

TITLE

MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY  
STUDENT REQUIREMENTS

PAGE 5 OF 11

sign in and out only for themselves. A **student** who signs in or out for another **student**, who alters the sign-in sheet in any way, or who fails to sign in or out, may be subject to disciplinary action.

3. Absences. Absences are limited to 10% of the total number of hours in a course. A **Primary Instructor** must dismiss a **student** who is absent more than the permissible number of hours from that class. If there are extenuating circumstances, the **student** may appeal in writing for an exemption to the **Training Officer** through the **Primary Instructor** and the **Training Course Coordinator**.
4. Make-up Sessions. The **Training Officer** may authorize make-up sessions in accordance with State and County guidelines, and within budgetary constraints. EMS **students** must make up all emergency care classes before taking the State or National Registry EMT exam.
5. Drop. A **student** who wishes to drop a course after class begins must submit a memo to the **Registrar**, and to his/her respective **Training Officer**, stating the reason. Requests to drop a class will not be approved after the course is completed, or if final examinations have been taken.
6. Failure to Attend (FTA). A registered **student** who is absent from the first class session is assigned **FTA** status. A record of this absence is placed in the class file, the **student's** personnel file, and in a master roster of **FTAs** maintained by the **Training Officer**.
  - A. The **Training Officer** will notify the **LFRD Training Officer** or **DFRS** District Chief, as appropriate, of a **student's FTA** status.
  - B. If the **student** sustains two **FTA** incidents within one year, the **student** will be prohibited from enrolling in any fire/rescue/EMS courses offered at the **MCFRTA** for one year, unless the **student's LFRD Training Officer** or **DFRS** District Chief, as appropriate, provides an acceptable written justification for an exception.
    - i. If the **Training Officer** grants the exception, **MCFRTA** staff will enroll the **student** in the requested course at the next available opportunity. If the **student** successfully completes that course, he/she may be restored to normal enrollment status for future training requests at the **MCFRTA**.



# POLICY AND PROCEDURE

No. 23-08

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/20/03

TITLE

MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY  
STUDENT REQUIREMENTS

PAGE 6 OF 11


- ii. If the **student** does not attend the first class of the course after the **LFRD Training Officer** or **DFRS** District Chief's request for an exception has been granted, the **student** will not be allowed to enroll in any fire/rescue/EMS training course offered at the **MCFRTA** for one year.

7. Inclement Weather. The **MCFRTA** maintains an Inclement Weather Information Telephone Hotline. It is the **student's** responsibility to check this information when inclement weather occurs. However, **students** in a class that is their current duty assignment must report to the **MCFRTA** as usual.

8. Holiday Schedule. The date(s) of all anticipated holidays will be indicated in the course announcement.

c. Facility Use Requirements. **Students** must comply with all requirements regarding the use of the **PSTA** facility and its grounds, including, but not limited, to the following:

1. Parking. **Students** may park their vehicles only in appropriately marked areas in the rear **PSTA** parking area. **Students** and **Adjunct Instructors** must not park in spaces reserved for staff, or in any area where parking is restricted or prohibited.
2. Restricted Access Areas. **Students** must remain in the fire/rescue service area of the **PSTA** facility, unless the **Primary Instructor** authorizes another location. **Students** must obtain permission from the **Primary Instructor** before entering restricted access areas, including:
  - A. the Police side of the **PSTA** building and grounds;
  - B. the **MCFRTA's** staff offices; and
  - C. the **PSTA's** basement.
3. Communications Equipment. Pay telephones are available in the **PSTA's** rear hallway. **Students** may use **MCFRTA** office telephones only with staff permission. **MCFRTA** staff will take only emergency messages for **students**. Cell phones and pagers must be set on "vibrate only" mode, and all radios must be turned off unless the **student** is on-duty and has obtained the **Primary Instructor's** permission to leave the radio on.

	<h1 style="text-align: center;">POLICY AND PROCEDURE</h1> <h2 style="text-align: center;">MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	No. 23-08
		EFFECTIVE DATE:  1/20/03
	<b>TITLE</b> MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY STUDENT REQUIREMENTS	PAGE 7 OF 11

4. Breaks. **Students** may visit the restrooms or cafeteria during class breaks. They must return to class punctually from breaks, and must not loiter in the hallways.
  5. Illness and Injuries. Illnesses or injuries that are sustained during class must be reported immediately to the **Primary Instructor**. An injury or illness that occurs off-duty that affects the **student's** ability to participate in scheduled training classes or activities must also be reported to the **Primary Instructor**.
  6. Smoking. Smoking or using tobacco products is restricted, and is governed by Montgomery County Code Sec. 24-9.E.
  7. Food and Drink. Bottled water is allowed in the classrooms. However, **students** may eat or drink other beverages only in the **PSTA** cafeteria, unless the **Training Officer** makes an exception. Chewing gum is prohibited during both classroom and practical skills sessions.
  8. Alcoholic Beverages/Drug Use. The possession, use, or consumption of alcoholic beverages or illegal drugs is prohibited on all Montgomery County property.
  9. Firearms. Unauthorized firearms are prohibited on County property.
  10. Noise. **MCFRTA** hallways must be quiet when classes are in session.
- d. Dress Code. **Students** must dress appropriately at the **MCFRTA** to ensure their safety and to reflect a professional image. **Students** must wear their uniform to class, or other clothing that is in good condition. Shorts, sweat pants, cut-offs, tank tops, halter tops, open-toed shoes, bare feet, or any garments displaying provocative or offensive language or images are prohibited. For purposes of this policy, students are subject to the FRC's *Code of Ethics and On-Duty Personal Conduct* while attending classes, or while on **MCFRS** property. Furthermore,
1. all **MCFRS students** must comply with FRC Policy No. 26-02, *Personnel Hair and Grooming Standards*; and
  2. physical fitness apparel may be worn only for physical fitness training.



# POLICY AND PROCEDURE

No. 23-08

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/20/03

TITLE

MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY  
STUDENT REQUIREMENTS

PAGE 8 OF 11

- e. **Personal Protective Equipment.** **Students** who are attending courses that require practical evolutions must wear a complete set of approved **personal protective equipment**. This includes a helmet with chinstrap, eye protection, hood, long-sleeved work shirt that covers the upper torso, turnout pants, turnout coat, boots, and gloves. Instructors may permit a lower level of protection only if **student** safety is not compromised.
1. **Students** must wear **MCFRS**-approved **personal protective equipment** issued by the **LFRD** or **DFRS** Property Section. The **Primary Instructor** will inspect the **student's** turnout gear for proper type and fit, and to ensure that its condition is safe and acceptable for the planned training scenario.
  2. **Loaned Personal Protective Equipment.** The **MCFRTA** has additional sets of NFPA-compliant **personal protective equipment** that may be loaned temporarily to a **student** if any component of his/her equipment or gear is evaluated to be unacceptable when it is inspected during a class.
  3. **Wearing Personal Protective Equipment.** **Students** may wear **personal protective equipment** only in the apparatus room, the fire training simulator building, on apparatus, and outside the **PSTA** building. **Personal protective equipment** must not be worn in the **PSTA** hallways or classrooms.
- Sec. 5. Procedure.** Instructors and **students** must maintain proper decorum and discipline in the learning environment during training classes at the **MCFRTA**. Instructors have the authority to remove any individual from a training session because of inadequate academic performance, disruptive behavior, or for violating State or County policies or laws. Instructors must promptly report any **student** who violates this policy to the **Training Officer** for appropriate action.
- a. **Classroom Discipline.** An effective and safe learning environment requires maintaining appropriate classroom discipline. If necessary, the **Training Officer** or **Primary Instructor** may remove a student from a training class, consistent with the nature and gravity of the offense.
  - b. **Unsafe or Disruptive Behavior.** A **student** who misbehaves in a manner that the **Primary Instructor** or **Adjunct Instructor** considers unsafe, uncooperative, or disruptive, or that interferes with academic and training





# POLICY AND PROCEDURE

No. 23-08

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/20/03


TITLE

MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY  
STUDENT REQUIREMENTS

PAGE 9 OF 11

activities, may be immediately removed from the training area, and is subject to appropriate disciplinary action. A **student** who persists in disrupting training will be ordered to cease the **disruptive behavior**, or will be required to leave the classroom or training area for the remainder of the class period, and the Instructor will notify the appropriate **LFRD Training Officer** and/or the **Training Officer**.

- c. **Reporting Academic Dishonesty.** An individual who has observed an act of **academic dishonesty** must report all facts related to the incident directly to the instructor. The witness must provide a complete written description of the incident, indicating the time and place it occurred, providing a seating chart, if necessary, the course name, the instructor's name, and the names of other individuals who may have knowledge of, or who observed the incident.
1. An instructor who observes or receives a report of an alleged violation of **academic integrity** will determine the facts, and if appropriate:
    - A. immediately remove the accused **student** from the class;
    - B. notify the **Training Officer**; and
    - C. file a written report of the event with the **Training Officer** within 24 hours.
  2. The **Training Officer** will review all the facts regarding the allegation and may reinstate the **student** into the class when the review has been completed. If the **Training Officer** determines, after a review, that the allegation of **academic dishonesty** warrants an investigation under a violation of the *Code of Ethics and On-Duty Personal Conduct*, Executive Regulation No. 22-00, the **Training Officer** must promptly send a complaint of an alleged violation to the appropriate authority.
    - A. **LFRD Students.** The **Training Officer** will promptly notify the **DVFRS** Division Chief of an alleged violation for appropriate action. The **DVFRS** Division Chief will review the allegation and take appropriate action, and promptly refer the complaint to the **LFRD** Chief for investigation.
    - B. **DFRS Students.** The **Training Officer** will promptly notify the **DFRS** Division Chief of an alleged violation for investigation and appropriate action.

	<h1 style="text-align: center;">POLICY AND PROCEDURE</h1> <h2 style="text-align: center;">MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION</h2>	No. 23-08
		EFFECTIVE DATE: 1/20/03
	<b>TITLE</b> MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY STUDENT REQUIREMENTS	PAGE 10 OF 11

3. Representation. **LFRD** personnel and **DFRS** personnel may have a representative present during an investigative interview of an allegation of **academic dishonesty**.

### Sec. 6. Responsibilities.

- a. The **Training Officer** must:
  1. consistently and equitably administer **PSTA** and **MCFRTA** training policies;
  2. review all acts of **academic dishonesty** in a timely manner; and
  3. promptly send a complaint of an alleged violation to the appropriate authority.
- b. The **Primary Instructor** acts as supervisor of **MCFRTA students** during assigned courses, and must:
  1. provide **students** with all relevant class and policy information, and enforce those policies appropriately;
  2. assign academic tasks and ensure that they are completed safely and satisfactorily;
  3. maintain accurate class attendance records;
  4. inspect **student personal protective equipment** to ensure its safety and appropriate fit; and
  5. determine, and report the facts regarding any allegations of **academic dishonesty**, and initiate any necessary disciplinary actions.
- c. The **LFRD Training Officer** must:
  1. act as the **LFRD's** liaison between its **students** and the **Training Officer**;
  2. supervise, coordinate, and schedule **MCFRTA** training for that **LFRD's** personnel;



# POLICY AND PROCEDURE

No. 23-08

## MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

1/20/03

TITLE

MONTGOMERY COUNTY FIRE/RESCUE TRAINING ACADEMY  
STUDENT REQUIREMENTS

PAGE 11 OF 11

3. receive any notifications from the **MCFRTA** regarding the **LFRD's students** whose academic performance, attendance, or personal behavior is unsatisfactory;
4. receive any notifications of **LFRD student** illnesses or injury that affect that **student's MCFRTA** class participation or attendance; and
5. provide written justification for exceptions for **LFRD students** as appropriate.

d. **MCFRTA students** must:

1. behave in a respectful and mature manner toward all **MCFRTA** staff, the public, and other **students**;
2. comply with attendance and punctuality requirements;
3. exhibit **academic integrity** in all aspects of testing and class work; and
4. obey facility use, dress code, and **personal protective equipment** requirements.

**Sec. 7. Enforcement.** The Fire Administrator or designee is the enforcement authority for all policies and regulations of the **Montgomery County Fire and Rescue Service**.

**Sec. 8. Effective Date.** This policy is effective on January 20, 2003.

Attest:

\_\_\_\_\_  
Gordon A. Aoyagi, Chairman  
Fire and Rescue Commission

\_\_\_\_\_  
Date

PSTA student policy final g 12-18-02 bf/wp