

**PHOENIX FIRE DEPARTMENT**  
**Volume 1 – Management Procedures**  
**CADET PROGRAM AND PROCEDURES**

<b>MP 105.07</b>	<b>Date Revised:</b> 03/23
Related Policies: 105.07 a	

**INTRODUCTION**

The Phoenix Fire Department provides the opportunity for individuals to become familiar with a career in the fire service.

Through classroom instruction, hands-on training, and volunteer work, cadets are provided a base of knowledge and experience that will benefit them not only in fire service careers but also in all future endeavors. This is accomplished under the umbrella of fire safety practices and exceptional customer service.

**OBJECTIVES**

1. Identify career fields that are related to the fire service
2. Provide career path advisement, mentoring, and information
3. Illustrate fire and life safety education
4. Review basic emergency medical education
5. Assist the community through volunteer work and related community service
6. Identify and discuss the organizational components of the Phoenix Fire Department
7. Identify and perform some of the basic duties required of an entry-level firefighter and fire service related careers

**PROGRAM**

It is the intent of the Phoenix Fire Department Cadet Program to operate in an environment that promotes maximum internal management. Cadets are offered the opportunity to advance to leadership positions within the program where they will be encouraged to develop interpersonal effectiveness and management skills.

Upon completion of a one (1) year term, each member's status will be reviewed by the Program Managers and the future status of a Cadet member will be determined at that time.

Meetings are conducted from 1700 to 2100 hours on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. Each meeting will consist of instruction covering a variety of subjects related to the fire service, including hands-on and classroom activities.

**REQUIREMENTS**

- Open to applicants with a minimum of 18 years of age with high school diploma/GED
- Candidate must pass Local and Federal background checks

- Candidate must be able to purchase the required uniform
- Cadets are required to volunteer a minimum of 32 hours per quarter (every 3 months) to the department
- Attend monthly 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month
- Valid EMT-B required
- Firefighter 1 and 2 Certification or equivalent strongly recommended
- CPAT card preferred

## **APPLICATION**

Download application by visiting our website: [www.phoenix.gov/fire](http://www.phoenix.gov/fire)

OR

Pick up application Monday – Friday, 0800-1700 hours at Phoenix Fire Department Training Academy, 2425 W. Lower Buckeye, Phoenix, AZ 85009

OR

Pick up at Cadet meetings, which are held Bi-weekly Monday nights of each month from 1700-2100 hours (except holidays).

Candidates will be considered upon their performance in a personal oral interview.

## **ACCEPTANCE**

Upon acceptance into the program, the Cadet must:

1. Must provide a liability release form #90-41.2D, signed and notarized
2. Must attend meetings on a regular basis

Must purchase official Phoenix Fire Department Cadet uniform, which consists of the following:

- **Pants** – Phoenix Fire Department (PFD) approved (dark blue) pants
- **Shirts** – “Phoenix Fire Department Cadet” T-shirt 100% Cotton (gray with dark blue lettering)
- **Shoes** – Black leather (Safety steel toe/Tennis shoes for PT only)
- **Belt** – Buckle (Official PFD or silver)
- **Shorts** – Dark blue PT shorts with PFD markings and approved PFD uniform shorts
- **Sweatshirt** – (Optional) Gray sweatshirt with PFD markings
- **Sweatpants** – (Optional) Dark blue with PFD markings
- **Jacket** – (Optional) Dark blue/PFD approved
- **Hats** – (Optional) PFD approved ONLY

The Cadet Uniform is to be worn ONLY to Cadet functions, and in its entirety with changes made at the discretion of the Program Management. The wearing of the Cadet shirts at any other time will be cause for dismissal from the program. Grooming will be in accordance with the Phoenix Fire Department Standards.

## **ATTENDANCE**

1. Attendance is one of the criteria for being granted approval to ride on Phoenix Fire Department apparatus.
2. Cadets are granted up to four (4) excused absences per calendar year.
3. In the event of an absence, the Cadet must contact the Cadet Personnel Control Officer via phone call prior to the meeting.
4. Two (2) or more unexcused absences will result in removal from the Cadet Program.

### **RIDING ON A FIRE TRUCK**

1. Cadets will report on-time to their assigned stations or call the station Captain if they are to be late or absent.
2. Cadets are granted the opportunity to ride a maximum of two (2) twenty-four (24) hour shifts per calendar year.
3. If the Cadet is not riding for twenty-four (24) hours, they must vacate the station by 2000 hours.
4. Cadets must contact the Personnel Control Officer no later than 2000 the day prior to confirm ride.
5. During the ride, Cadets will be evaluated by their supervisors. Emphasis will be on initiative, attitude, quality of work and interpersonal effectiveness.
6. Cadet Evaluation Reports, #90-62D, is to be provided by the Cadet to the Company Officer upon arrival to the station for the ride-along shift. The Company Officer will complete the form and forward both copies to the Cadet Program Manager via inter-departmental mail.

### **RULES OF CONDUCT**

All Cadets shall abide by the Phoenix Fire Department "Rules of Conduct," M.P. 102.01. Disciplinary action is based on those "Rules of Conduct" outlined in the Phoenix Fire Department's M.P. 102.01, Volume 1.

### **OTHER CONSIDERATIONS**

- Cadets will not function in lieu of paid members.
- All injuries to Cadets, regardless of how minor or seemingly trivial, must be reported immediately to Company Officers and Program Managers.