



GUAM FIRE DEPARTMENT
AGANA, GUAM

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GENERAL ORDER:

Date of Issue:	Effective:	No. 85-02
Reference:		Recinds:
Index As: Recruit/Cadet Training School Rules and Regulations Rules and Regulations School Rules and Regulations, Recruit/Cadet Training		

SUBJECT: Recruit/Cadet Training School Rules and Regulations

PURPOSE: To establish departmental rules and regulations governing the conduct of all recruits and cadets undergoing training at the Academy, regardless of the location or dates and times of class sessions.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. INTRODUCTION**
- II. PURPOSE OF TRAINING**
- III. CLASS HOURS**
- IV. ATTENDANCE**
- V. UNIFORM AND GROOMING**
- VI. CLASSROOM DEMEANOR**
- VII. TRANSPORTATION**
- VIII. MILITARY COURTESY**
- IX. LEVELS OF PROFICIENCY**
- X. EXAMINATIONS**
- XI. NOTEBOOKS AND NOTE BINDERS**
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- XIV. ILLNESS AND INJURIES
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- XVIII. EMERGENCY CONDITIONS: TYPHOONS,
TROPICAL STORMS, ETC.
- XIX. CAFETERIA
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- XXI. INSPECTIONS
- XXII. SPOUSE ORIENTATION
- XXIII. GRADUATION
- XXIV. FIRE CADET
- XXV. VOLUNTEER FIRE RECRUITS
- XXVI. ON-THE-JOB TRAINING

NOTE: All individuals from outside law enforcement agencies undergoing training at the Academy will be governed by and shall adhere to the training Rules and Regulations of the Academy and the Guam Fire Department. Failure to adhere to the training Rules and Regulations of the Guam Fire Department will result in the following:

1st violation -- Verbal warning and consultation

2nd violation -- Letter of reprimand and consultation

3rd violation -- Letter of recommendation for dismissal will be sent to the respective recruits command via proper channels by the Officer-in-Charge, Chief of Administration and Training.

Utilization of the above procedure is dependent upon the seriousness of the violation.

I. INTRODUCTION

The Standard Operating Procedure of the Academy is designed to assist individuals in understanding the rules, regulations and operating procedures of the Academy. The primary objective of such rules and regulations is to provide the necessary instructions and training for induction into public safety service. They are not meant to be all-inclusive but only to cover the routine operation of Academy. In the absence of any particular rule or regulation, such will be provided by the Academy Staff.

In the absence of orders to the contrary, recruits will comply with all rules and regulations contained herein. Violation of said rules and regulations may result in any of the following:

- A. Preparation of incident report. Each report will be discussed with the recruit concerned and a copy placed in the respective recruit's personnel jackets.
- B. Such other disciplinary action as prescribed by the Academy Staff.
- C. Letter of recommendation for dismissal will be sent to the respective recruit's command via established channels by the Officer-in-Charge, Chief of Administration and Training.

II. PURPOSE OF TRAINING

The purpose of training is to bring the skills of individuals up to desired standards for present or potential assignments, and to provide the basic skills and knowledge required in carrying out various specialized parts of the overall task of the organization.

III. CLASS HOURS

- A. For basic fire recruits, classroom hours will be from 7:00 a.m. to 5:00 p.m., Monday thru Friday.
- B. Special class hours may be designated by the Academy in concurrence with the Office of the Chief of Administration (GFD).
- C. Recruits are expected to devote their weekends away from the Academy to study and prepare for their Academy classes. Recruits should be informed that they are subject to recall at any time for classroom or field training, including weekends and holidays.
- D. Classes are scheduled for 50 minutes periods.
- E. A one-hour lunch break begins at 12 noon and ends at 1:00 p.m.

F. A ten-minute break will be allotted for each 50 minute class period.

1. This break is not a right, it is a privilege, and in the event that an instructor proceeds past the break time, recruits will continue to follow the schedule by being back in the classroom at the scheduled time.

NOTE: Under no circumstances will the instructor/lecturer be interrupted by a recruit for the sole purpose of taking a break. Failure to adhere may result in the suspension of break time.

Exceptions to this rule may be made by the Academy Staff.

2. No breaks will be given before lunch and before the end of the day. The above schedule is subject to change depending upon the training needs scheduled for the day.

IV. ATTENDANCE

- A. Attendance at all training sessions scheduled at the Academy is mandatory. Should a situation arise where a recruit may be late or unable to attend a particular session, he shall notify the Academy via telephone and/or contact the Dean of Occupational Education Service at telephone 734-4312. The Dean will notify the Academy.

Telephone notification must be made at least one hour before the start of class. The date, time and name of the person notified must be submitted to the Academy.

- B. All absences must be reported on proper form and be supported by required documentation(s) and an incident report regarding the nature of tardiness or absence.
- C. Unusual attendance pattern and tardiness are carefully monitored and scrutinized. Abuse of leave may be sufficient grounds for disciplinary action which may result in dismissal.

V. UNIFORM AND GROOMING

The uniform and grooming for Recruits shall be as specified in the departmental order on Dress and Personal Appearance, General Order No. Section Paragraph

VI. CLASSROOM DEMEANOR

- A. Recruits will sit erect in their seats at all times.

B. Demeanor

1. Recruits will maintain an attitude commensurate with the instruction being presented: a sincere interest, an open mind, and a desire to learn.
2. Recruits will take notes on all instructions presented.
3. Recruits will remain in their respective seats unless given permission to do otherwise. Required materials for respective training sessions and pencil sharpening, etc., will be attended to prior to the beginning of each class session.
4. Classes shall be conducted in a business-like manner so that all may benefit from instructions and discussions. Disruption in class by any student will result in disciplinary action.
5. Courtesy to all instructors and guest speakers shall prevail at all times. They shall be addressed by their proper rank or "Sir", with the exception of female lecturers who shall be acknowledged by their appropriate titles.
6. Smoking will be permitted only upon permission of the Academy Staff.
7. Horse playing and any disruptive behavior will not be tolerated.
8. Recruits engaging in any activity or behavior contrary to the aforementioned rules may be subjected to disciplinary action which may result in dismissal.

C. Questions

1. Most instructors desire, encourage and readily accept questions, provided they are asked in a sincere effort to gain information and are pertinent to the subject being taught.
2. Remember, there is no such thing as a silly or foolish question as long as the person asking is sincere and does not know the answer.
3. A Recruit, when desiring to ask a question, will raise his right hand and wait to be acknowledged by the instructor. Upon acknowledgement, the Recruit will stand at attention by his/her respective seat and state the following:

"Sir, or Madam, Recruit John Doe," then state question.

VII. TRANSPORTATION

- A. Recruits must provide their own transportation to and from class sites. Suggested modes of transportation are: Carpools, bicycle, walk, or other reasonable means. Congestion in the area of road traffic and parking makes it imperative to include these suggestions.
- B. If operating your own vehicle, the Guam Motor Vehicle Code must be followed explicitly. All Fire personnel must abide by the law. Any complaints received regarding a Recruit violating the Guam Motor Vehicle Code shall be grounds for disciplinary action.

VIII. MILITARY COURTESY

- A. Fire agencies are similar to military organizations. Recruits will be governed accordingly toward Academy Staff, members of the Guam Fire Department, instructors, and official guests.

B. Reporting

When reporting to the administrative office, a recruit shall:

1. Knock at the door three (3) times, and state the following:

"Sir, Recruit John Doe, request permission to see
"OIC" or Academy Staff.

2. Remain outside the door until told to enter.
3. When told to enter shall reply, "Sir, yes sir".

C. Formation

Recruits will march in formation at anytime when so advised.

1. To facilitate these movements, the Class Commander will be assigned to assist the Academy Staff.
2. When a recruit has received orders to take charge of said formation, it shall be the duty of all other recruits to follow the orders and directions of the recruit so designated.

D. Saluting

Recruits shall salute upon:

1. The playing of the National Anthem.

2. The raising of the Guam Flag during morning roll-call and inspection.
3. All other occasions as directed by the Fire Chief.

IX. LEVELS OF PROFICIENCY

- A. Several examinations will be administered throughout the curriculum and a minimum standard or level of proficiency must be achieved, as established by the Academy in concurrence with competent authority. Recruits with exam scores of seventy percent (70%) or less will be scrutinized closely and counseled. Continued low grades; after attempts to improve have failed, may result in dismissal.

The assistance of the entire Academy Staff is at the student's disposal and he will get the help he needs. Proficiency levels must be maintained and a Recruit may be dismissed if he fails to show substantial improvement.

- B. Since honesty and integrity are qualities required of a good officer, the honor-system will be employed during examinations.

Cheating or dishonest conduct during examination period will result in dismissal.

- C. The Academy and Guam Fire Department may be utilized should one need more detailed information on any fire subject upon approval of the Academy Staff.

- D. Each recruit will be required to maintain a satisfactory grade level in all units.

X. EXAMINATIONS

A. Administration

1. Exams will be administered weekly and will cover subject areas instructed in the previous week of classroom instructions.
2. At any other time designated by the Academy Staff, during training at the Academy.
3. Upon completion of grading, exam papers will be made available for each recruit to see, his/her examination paper.
4. All examinations will be followed by a critique and discussion.

B. Types of Examination

1. Multiple choice

2. Completion of sentences
3. True and False
4. Essay

C. Scoring (Points System)

Questions may be assigned a weight (extra points) upon recommendation of the instructor presenting the particular unit.

Examination will be graded as follows:

93% - 100%	=	A
84% - 92%	=	B
77% - 83%	=	C
70% - 76%	=	D
69% OR BELOW	=	F

D. Examination Failure

Any Fire Recruit undergoing Fire Recruit Training who fails any final examination during the recruit training cycle will be permitted to retake the examination one (1) additional time only. Should the recruit fail the examination a second time, he will be subject to dismissal from the Fire recruit training program. This does not apply to failure by cheating during examination which is cause for immediate dismissal.

XI. NOTEBOOKS AND NOTE BINDERS

A. Purpose

1. To compile a permanent reference for the recruit.
2. To compile study material.
3. To develop a basic skill, essential to training and fire related work.
4. To assist the Academy Staff in periodic and final evaluation of the recruit.

B. General Requirements

1. Notes will be taken on all subjects.

2. Each recruit must maintain a satisfactory notebook, and subject to inspection and evaluation. Such will be decided by:
 - a. Contents, accuracy, effort, neatness, and completeness.
 - b. Form, spelling, and conformance to the course presentation.
 - c. Punctuality in submitting completed notes.
3. Notebooks will be collected and checked by the Academy Staff at various intervals throughout the training cycle.
4. An appraisal of the notebook as to satisfactory or unsatisfactory form, with constructive criticism, will be assessed.
5. Respective notebooks will be returned to each recruit.

C. Organization

1. There shall be a table of contents at the beginning of every folder or binder. Each subject shall be identified by index tabs.
2. Pages shall be numbered either consecutively or within the subject material.
3. Notes shall be hand printed in BLACK INK.
4. Either the outline or narrative form may be used for organizing the notes.

- a. An outline form.

EXAMPLE:

I. Ladder Operations

a. Types of Ladder

1. Roof Ladder

It is simple to follow.

- b. The narrative is lengthy and time consuming and it is accomplished by simply writing everything in paragraph form like a book.

5. Each page should have a 1½ inch margin on all sides of the page.

6. Instructor's name will be placed in the upper left hand corner or each page in the book.
 - a. Your name will be placed in the upper right hand corner of the first page of that particular block of instruction.
 - b. The title of the subject will be placed on the first page, 1-inch below your name, and the instructor's name, centered on the page.
 - 1) Use only one side of the paper.
 - 2) Do not write more than one subject to a page.
 - 3) Do not abbreviate.
 - 4) Make all corrections neatly.
7. Maintain even spacing between lines. Keep notes organized and easy to read.
8. Handouts may be inserted in their appropriate place.
9. All notebooks and/or binders will be retained by the individual recruit at the completion of training.

XII. GENERAL INFORMATION

A. Bulletin Board

It shall be the duty and responsibility of all recruits to read and comply with all schedules, instructions, orders, notices, etc., posted on the Academy Bulletin Board.

1. Recruits shall refrain from removing anything posted on the bulletin board unless instructed to do otherwise by the Academy Staff.
2. Recruits shall not post anything on the bulletin board without the clearance or approval of the Academy Staff or unless instructed to do otherwise.

B. Message Box

Each Recruit will be assigned a respective box for the purpose of receiving messages, notices, etc..

1. It shall be the responsibility of the recruit to check his respective box before class begins in the morning, during routine breaks and at the end of the day.

2. It is the responsibility of each recruit to maintain his message box. Failure to do so may result in disciplinary action against the respective recruit.
3. Message boxes are not trash receptacles and should not be treated as such.

C. Telephone

The telephone at the Academy is for the Staff and official use only.

1. Recruits may be permitted to use the telephone upon obtaining permission from the Academy Staff, or if instructed to do so by same.
2. At no time will a recruit be allowed to enter the Academy office for the purpose of using the telephone without prior approval of the Academy Staff.
3. All calls will be limited to not more than three (3) minutes, unless an emergency situation exists or prior permission is obtained from the Academy Staff.
4. Emergency Calls
 - a. Such calls may be made anytime to recruits at the Academy.
 - b. Should the Academy phone become inoperative, calls may be made to the Dean of Occupational Education Service (734-4312) so that the message can be relayed to the recruit at the Academy.
 - c. Recruits are required to provide their families with the telephone numbers of the Academy and Dean's Office in case of emergencies.

XIII. LUNCH BREAK

- A. Normally, lunch time is from 12:00 p.m. to 1:00 p.m., Monday thru Friday. This lunch schedule is not absolute. It is subject to change depending upon the training needs scheduled for the day by the Academy Staff.
- B. The cafeteria at the Guam Community College is available to the recruits during lunch. Because of the flexibility of the training schedule, it is advised that recruits take advantage of the use of the cafeteria whenever possible.
- C. Off-Campus Lunch Break is Permitted Provided that:

1. A Sign-Out and Sign-In Log Book will be maintained at all times by the Class Commander. All recruits leaving the Academy for lunch must sign-out on the Log Book indicating the date, time and destination, and likewise sign-in on the Log Book upon returning to the Academy indicating the time and date of arrival.
 2. Except for extreme reasons, TARDINESS to any duty or class function will not be tolerated. Under no circumstances shall any recruit sign-in or sign-out for someone other than himself. The Log Book will be periodically checked by the Academy Staff.
- D. Any other reason for leaving the Academy or any training site shall be cleared and approved by the Academy Staff. All off-campus requests must be submitted in an incident report form to the Academy staff for approval. Any recruit leaving the Academy or any training site thereof without the clearance and approval of the Academy Staff shall be subject to disciplinary action, which may result in dismissal. Violations or infractions of the off-campus lunch rule, may result in the revocation of off-campus lunch privileges.

XIV. ILLNESS AND INJURIES

- A. Recruits will immediately report any illness or injury to the Academy Staff.
- B. Classifications of Injury.
 1. On-Duty Injury
 - a. Those injuries incurred during any training functions of the Academy (includes injuries incurred during special assignments):
 - b. Recruits will report the incident to the Academy Staff as soon as possible.
 - c. An incident report will be required from the recruit regarding the incident.
 2. Off-Duty Injury
 - a. Those injuries incurred during outside training functions of the Academy.
 - b. Recruits will comply with the same requirements specified for on-duty injuries.

- C. Any recruit, who consults with a physician or doctor for medical reasons, is required to obtain a medical form from the Academy and have the attending physician or doctor fill out and sign the form. Upon completion, the form must be referred to the Academy and filed in the respective recruit's personnel jacket.

XV. GENERAL CONDUCT

A. General Requirements

1. Recruit's conduct shall be above reproach.
2. Recruit's shall perform all duties in a thorough and precise manner.
3. Recruits shall carry out orders, commands, and instructions issued by authorized personnel.
4. Recruits shall refrain from any conduct, on or off the Academy premises, incompatible with public services, or which might cast unfavorable reflection upon the Guam Fire Department.

B. Specific Requirements:

1. Recruits shall refrain from:
 - a. Using profane, vulgar, or obscene language; on or off the Academy premises.
 - b. Engaging in any form of gambling or possessing any playing cards, dice, etc., on Academy premises.
 - c. Bringing any intoxicants on Academy premises or grounds unless specified or instructed to do otherwise by the Academy Staff for training purposes (Breathalyzer Training).
 - d. Being under the influence of intoxicants at any time, unless consumption is necessary to accomplish a training function (Breathalyzer Training). Any other time, consumption of intoxicants on Academy premises is STRICTLY PROHIBITED.
 - e. Possessing or being under the influence of illicit narcotics or drugs is STRICTLY PROHIBITED.
 - f. Inviting personal visitors to the Academy unless permission is granted by the Academy Staff.

XVI. CLASS OFFICERS

- A. The Academy Staff will select class officers on a five-week

B. The class officers shall consist of the following in order of rank and authority.

1. Class Commander.
2. 1st Squad Leader.
3. 2nd Squad Leader.
4. 3rd Squad Leader, etc.
5. Medicine Man.
6. Guide-on Bearer.

C. Responsibilities

1. Class Commander will be responsible for:
 - a. Forming recruits for morning inspection and at other times specified by the Academy Staff.
 - b. Taking roll-call in the morning prior to inspections and taking note of recruits absent or tardy.
 - c. Assisting the Academy Staff Inspector during inspections.
 - d. Taking charge of Color Guard detail.
 - e. Insuring that recruits are on time and in proper uniform for scheduled training functions of the Academy.
 - f. Monitoring recruit activities and behavior to insure adherence to the rules and regulations of the Academy and the Gann Fire Department.
 - g. Insuring that the Academy building and grounds are kept clean and orderly.
 - h. Keeping the classroom supply table in a neat and orderly fashion.
 - i. Acting as liaison between the class and the Academy Staff by channeling all information.
 - j. Other responsibilities as directed by the Academy Staff.
2. Squad Leaders will be responsible for:
 - a. Insuring that squad members comply with commands, instructions, and orders by authorized personnel.

- b. Assisting Class Commander in carrying out his responsibilities.
 - c. Informing Class Commander of discrepancies and problems being encountered by their respective squads.
 - d. Insuring that their respective squads are ready for inspection.
 - e. Knowing the whereabouts of each member of their respective squad.
 - f. Other assignments issued by the Class Commander and the Academy Staff.
3. Medicine Man will be responsible for:
- a. Insuring that the medicine bag is properly stocked at all times.
 - b. Insuring that the medicine bag is available during physical training, classroom instruction, field exercises, field trips, and self-defense.
 - c. Carrying the medicine bag during all long runs.
 - d. Other duties prescribed by the Class Commander and Academy Staff.
4. Guide-On Bearer will be responsible for:
- a. Insuring that the Guide-On is clean and presentable at all times.
 - b. Insuring that the Guide-On is present at all times during training sessions.
 - c. Other duties as assigned by the Class Commander and Academy Staff.
5. In the event that the Class Commander is absent, the 1st Squad Leader automatically takes over the responsibilities of the Class Commander. In the event that both the Class Commander and 1st Squad Leader are absent, the 2nd Squad Leader will take over the responsibilities. Authority will be assumed in order of positions.
6. All recruits will obey any commands or orders of the respective class officers. Insubordination to any of these class officers may result in disciplinary action.

7. If for any reason a recruit feels that an order or command given to him is unreasonable, he must do the following:
 - a. Obey the order or command given.
 - b. Request through the chain of command to see the Academy Staff to discuss his grievances. Outright refusal to obey any command or order given to any recruit by any class officer acting in his authority will not be tolerated by the Academy Staff.
8. Exception to the rule:

When a recruit receives an order or command by any class officer which he feels is contrary to or in direct violation of the training rules and regulations of the Academy or the Guam Fire Department, or in direct violation of the laws and statutes of the Territory of Guam, the respective recruit may by-pass the chain of command and report the matter to any Academy Staff member for appropriate action. Unless these conditions exist, violation of the chain of command will not be tolerated by the Academy Staff.

XVII. FIRE PRECAUTION GENERAL PROCEDURES

All recruits shall carefully observe the following regulations established to prevent fire at the Academy.

- A. NO PERSONNEL shall throw lighted cigarettes, cigars, or pipe ashes into the wastebaskets.
- B. When emptying ash trays into wastebaskets, special attention shall be taken to ascertain that no butts or ashes contain heat or fire.
- C. Accumulation of waste papers, trash or other unnecessary combustible materials will be disposed of as soon as possible, and in no event will be kept overnight.
- D. All dust cloths, treated cloths, oil-impregnated cloths, etc., shall be kept in closed metal containers at all times when not in use.
- E. All electrical equipment not in use must be unplugged and put in an orderly fashion in their respective places.
- F. All recruits shall familiarize themselves with all fire extinguishing equipment and fire exit routes within the Academy.
- G. Any recruit who comes upon a fire of any nature shall report the matter immediately to the Academy Staff or class officer.

H. Exit Procedures

1. In case of fire, all personnel (recruits and staff), shall immediately exit according to the designated exit route.
 2. Recruits shall exit in accordance to their respective files.
 3. In the event that the exit route is blocked by fire or smoke, the alternate exit route will be any leading to the nearest exit out of the building.
 4. All exit procedures shall be at a rapid pace, but running shall not be permitted. The first person reaching the outside door will go through the door and then hold it open for the other recruits to go through.
 5. Upon leaving the building, personnel shall move away from the building and fall into formation at the east side parking lot of the Academy.
 6. In no event shall any personnel re-enter the building, unless directed by the Academy Staff commander, or staff member.
 7. The Class Commander shall immediately take roll-call of the class and report the names of those recruits who are absent to the Academy Staff.
 8. Any firefighting activity shall be done only with the permission and under the direction of the Academy Staff. However, in the event of wastebasket fires or other fires of minor nature, the nearest fire extinguisher shall be used to put out the fire. In any event, the matter will be brought to the attention of the Academy Staff immediately.
 9. Fire Drills, Bomb Scares
 - a. Fire drills or bomb scares may be anticipated at any hour of the day.
 - b. Upon the sounding of the fire alarm or bomb scare reported, all personnel will immediately evacuate the building in their respective files and exit through the designated exit route.
- I. Whenever a fire alarm is sounded or bomb scare reported, all personnel will assume that the sounding of the alarm or reported bomb scare indicates a fire in progress, or bomb in the building, or a certain area within the campus of the Guam Community College. The same exit procedures will be followed as specified above.

XVIII. EMERGENCY CONDITIONS: TYPHOONS, TROPICAL STORMS, ETC.

Procedures

- A. All recruits are required to report to the Academy in the event that Condition II is announced for the purpose of securing the Academy building and additional instructions and assignments, unless otherwise instructed by the Academy Staff.
- B. Upon securing the Academy, recruits will be given ample time to secure their residence and tend to their family's needs prior to assuming emergency duty assignments.
- C. All recruits reporting for their emergency duty assignments must be equipped with all equipment issued to them in relation to their Fire functions. This is to include but not limited to flashlights, rain gear, etc.
- D. In the event that equipment have not been issued by the Academy, they will be issued at the Guam Fire Department's Headquarters, dependent upon the availability of supply. It is advisable for each recruit to purchase their own flashlights and rain gear if possible.
- E. It is the responsibility of each recruit to monitor the radio or T.V. for an update of weather conditions in relation to the impending emergency situation. In the event that no radio or T.V. is available to the respective recruit, it is the recruit's responsibility to contact Fire Dispatchers or the Academy for the necessary information regarding the weather condition.

XIX. CAFETERIA

General Requirements

- A. A quiet and dignified manner will be maintained in the cafeteria at all times.
- B. Recruits will refrain from voicing any complaints about food or service to the cafeteria staff. All such reports will be reported to the Academy Staff via the chain of command.
- C. Trays, dishes, silverware, etc., will be removed by each recruit and placed in their respective place.

XX. PHYSICAL FITNESS TRAINING AND EVALUATION

- A. It is the responsibility of the Academy to ensure that graduates from the Academy are equipped with the basic skills of firefighting and application to public safety work, to include physical fitness, to perform all assigned duties and tasks. An officer's physical condition could affect the safety of the public as well as his own.
- B. A meaningful evaluation of a recruit's physical fitness can be accomplished only by daily evaluation of the recruit's performance during physical training as well as the administration of physical fitness qualification tests. These include tests on the specific aspects of motor fitness: balance, flexibility, agility, strength, power and endurance.
1. The Physical Fitness Qualification Test (P.F.Q.T.) will be administered every four (4) weeks, one (1) on the 1st week of training and the last P.F.Q.T. towards the end of the training cycle.
 2. The Physical Fitness Qualification Test will consist of the following exercises:
 - a. burpees
 - b. pull-ups
 - c. push-ups
 - d. sit-ups
 - e. 1 mile run
 3. The Physical Fitness Qualification Test will be used as a measuring device to show state or level of physical proficiency of each recruit throughout the training cycle.
 4. Physical fitness uniforms shall consist of the following:
 - a. Red gym shorts with white stripes.
 - b. Red T-shirt with the last name of the respective recruit printed in two inch white block letters on the front and back.
 - c. White gym socks with red stripes.
 - d. Dark red running shoes with white stripes.

- e. All male recruits will be required to wear athletic supporters (jock straps).
- f. All female recruits will be required to wear brassieres.
- g. No jewelry will be worn during physical training and self-defense.

XXI. INSPECTIONS

A. Personnel

1. Inspections will be conducted daily by the Academy Staff Monday through Friday at 7:30 a.m. (except on legal holidays) and at other days and times specified by the Academy Staff.
2. Under the direction of the designated Class Commander, the class will fall into their respective ranks and be ready for inspection no later than 7:30 a.m., in front of the Academy, facing the Class Commander.
3. At the approach of the Academy Staff Inspector, the Class Commander will call the class to attention. Prior to commencing inspection, the Class Commander will order the class to parade rest. As the inspection starts, the individual recruit to be inspected will automatically come to the position of attention. After being inspected, the recruits will automatically revert to the position of parade rest.
4. The Class Commander will accompany the Academy Staff Inspector during inspection. Furthermore, he will make note of all deficiencies, as noted by the Academy Staff Inspector, for appropriate action. After completion of inspection, the class will be called to attention by the Class Commander.
5. Immediately after inspection, the Guam flag will be raised; after completion of this activity the recruits will report to the classroom and prepare for class.
6. During inclement weather conditions (such as rain), inspections will be conducted inside the Academy classroom. The classroom desks will be arranged near the walls in an orderly fashion to allow room for inspection. Recruits will follow the same procedure as specified above (A.2.).

B. Physical Facilities

The Academy Staff will periodically conduct inspection of the Academy building, grounds and classrooms for adherence to the proper use thereof.

C. Parking

All recruits operating vehicles at the Academy will park their respective vehicles in areas designated by the Academy Staff.

XXII. SPOUSE ORIENTATION

- A. Spouse Orientation will be held at the Academy at a time and date specified by the Academy Staff.

The purpose of this orientation is to orientate recruits and their spouses as to what type of training the recruits will be undergoing, and the hours of training involved.

- B. A second orientation will be held towards the end of the training cycle to orientate the spouse about public safety work in general, and to what to expect as a Firefighter's spouse. The orientation will be held at the Academy, at a time and date specified by the Academy Staff.
- C. Refreshments for the above activities will be provided by the recruits.

XXIII. GRADUATION

- A. All recruits successfully completing the Academy requirements will graduate at a ceremony to be held the final week of training at a location, time, and date specified by the Academy Staff.
- B. Recruits are urged to invite families and friends to the graduation ceremony and reception.
- C. A valedictorian will be the student having the highest academic average at the conclusion of the training period.
- D. A salutatorian will be the student having the second highest academic average at the conclusion of the training period.
- E. Awards

Awards for the following will be given to the recruits at the end of the training cycle.

1. With High Honors.
2. Top Physical Fitness.
3. Perfect Attendance.

- F. All ties for the above (2, 3) will be determined by the Commander of the Academy.

XXIV. FIRE CADET - Proposal

- A. The Personnel Development and Training Division of the Guam Fire Department shall be responsible for the Fire Cadets.
- B. Fire Cadets are required to partake in the training activities of the Academy at times and dates specified by the Academy Staff.
- C. Fire Cadets must submit a copy of their class schedules and report cards to the Chief of Administration of Guam Fire Department.
- D. Fire Cadets are required to adhere to all applicable provisions contained within the training rules and regulations of the Academy. Failure to do so will result in disciplinary action which may result in dismissal.
- E. Academic and occupational performance of Fire Cadets will be carefully monitored by the Academy Staff.
- F. Cadets are allotted two (2) hours of each working day for school activities.
- G. Fire Cadets are required to furnish information to the Academy Staff regarding any changes in their home address, marital status, etc.
- H. Fire Cadets are required to wear uniform during regular working hours unless otherwise specified by their immediate supervisor with the concurrence of the Chief of Administration, Guam Fire Department.
- I. Fire Cadets will inform the Chief of Administration, Guam Fire Department, of any changes regarding their respective class schedules.
- J. Fire Cadets are required to submit a copy of their report cards to the Chief of Administration, after the completion of each semester.
- K. All Fire Cadets are to attend classes at the University of Guam or any institution of higher learning approved by the Guam Fire Department.

XXV. VOLUNTEER FIRE RECRUITS - Proposal

A. General Statement

The Chief Administration of the Guam Fire Department shall be responsible for the training of Volunteer Fire Recruits.

1. The training shall be composed of academic instructions, and physical training to and including 300 hours plus other necessary and specialized training as deemed appropriate by the Officer-in-Charge of Training.

2. Credit is given to reserve officers for prior Fire training and experience, however, the standard probationary periods are not included in the credit capability. Regardless of prior training, reserve officer candidates will complete the regular GFD training requirements. Exceptions are those who have completed previous fire training (former fire officers).

B. Training Schedule

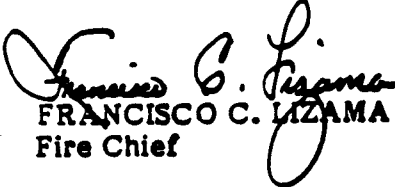
The training schedule for Volunteer Fire Recruits shall be as follows:

1. 7:00 p.m. to 10:00 p.m., on schedule evenings and on Saturdays as required or times and dates as deemed necessary.
2. Volunteer officers are given the same training as regular officers.
3. During the training of all Volunteer Fire recruits, three (3) unexcused absences shall be grounds for either oral or written reprimand, suspension or dismissal.
4. All Volunteer Fire recruits shall read and familiarize themselves with the Volunteer Recruit Rules and Regulations.
5. In the event that a Volunteer Fire recruit member of GFD Volunteer Fire is unable to attend a scheduled class, he/she will comply with procedures specified in Section IV.
6. Academic Proficiency: As specified in Section IX - Levels of Proficiency.
7. All other provisions of these training rules regulations shall apply at all times.

XXVI. ON-THE-JOB TRAINING

- A. All GFD recruits will be required to undergo on-the-job training prior to graduating from the Academy.
- B. During this training phase, recruits will be assigned to seasoned GFD officers who will evaluate and submit an evaluation report based upon the performance of each assigned recruit.
- C. Officers assigned a recruit, will submit a performance evaluation report on a weekly basis. The Academy Staff will monitor the training activity.
- D. During this training activity, strength and weaknesses of recruits in field work will be identified.

- E. After the completion of this training phase, recruits will return to the Academy for overall training evaluation, debriefing and graduation. It is at this time that the Academy staff will initiate action to rectify problems identified during the on-the-job training period.
- F. In the event that a recruit does not meet the required level of proficiency after completion of on-the-job training, said recruit will be referred to the Administration Bureau for further disposition.


FRANCISCO C. LIZAMA
Fire Chief