



Fire Training Academy Rules of Conduct

A. PURPOSE

A public safety representative is the conspicuous representative of the governments of the United States and the state of Washington and its political subdivisions. They serve as a symbol of stability and authority upon which our citizens rely. The behavior of individuals may reflect directly on their respective profession. Individuals must, at all times, conduct themselves in a professional manner and not bring discredit to themselves, the Fire Training Academy, or their employer.

The Fire Training Academy programs are intended to be an intense learning experience. Individuals are expected to focus on their studies and skills while maintaining an exemplary standard of conduct. Individuals are expected to comply with all rules and regulations of the Fire Training Academy. Intentional or reckless acts of misconduct or other conduct unbecoming (on-duty or off-duty) may result in commensurate disciplinary action, up to and including immediate dismissal from the Academy.

The Fire Training Academy is a Washington State Patrol facility. Any misconduct or inappropriate behavior could result in an investigation by the Washington State Patrol.

Students dismissed due to serious violations and subsequently readmitted after mitigation will be required to begin in a new class and satisfactorily complete the entire program, no exceptions.

B. RULES OF CONDUCT

1. Individual Relationships

Fire Training Academy training and functions require individuals to respectfully interact with each other. Everyone is expected to fully and actively participate with fellow participants, treating them with respect and courtesy at all times.

- a. Individuals attending the Fire Training Academy often are in committed relationships and must leave families and their significant others behind while engaging in training. Individuals must respect these relationships and conduct themselves in a manner consistent with how they would expect to be treated if the roles were reversed.
- b. Intimate physical contact of a sexual nature is strictly prohibited on Fire Training Academy grounds.
- c. Individuals found in violation are subject to disciplinary action, up to and including dismissal from the Fire Training Academy.
- d. Individuals will immediately report to the Chief of Instruction any attempt or conduct by a staff member or contract instructor that reasonably appears to be an attempt to establish an intimate physical contact of a sexual nature with the student while the student is attending a Fire Training Academy class or function.
- e. Individuals will not accept off-site accommodation by any staff member or contract instructor for any purpose other than a bona fide emergency, which must be reported to the Chief of Instruction.

2. Discrimination or Harassment

- a. The Fire Training Academy will not tolerate unlawful discrimination in any form. It is the policy of the Fire Training Academy to thoroughly investigate and resolve all complaints of discrimination in accordance with applicable laws or regulations, whether initiated from within or from outside the agency. The Washington Law Against Discrimination, chapter 49.60 RCW, prohibits discrimination because of race, creed, color, national origin, sex, honorably



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discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability.

- 1) A complaint is defined as an accusation of unlawful discriminatory practices based on the characteristics set forth above. Anyone may initiate a complaint. Complaints may be oral or written.
 - 2) Such complaints may be made to the Class Training Coordinator, any Fire Training Academy Staff, Instructor, or any supervisor of the individual's agency.
- b. Harassment is strictly prohibited. Harassment is not limited to verbal or physical activities that are sexual, religious, physical, or racial. Verbal or physical conduct, implied or overt, that could reasonably be construed to materially disrupt the ability of another person to participate in, or benefit from, the program or conduct his or her employment duties.
- 1) All persons attending the Academy will treat others with dignity and respect. The Fire Training Academy is intended to be a safe environment that is free of harassment or distractions.
 - 2) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, regardless of medium or means.
 - 3) A complaint is defined as an accusation of harassment based on unwelcome behaviors. Anyone may initiate a complaint. Complaints may be oral or written. Such complaints may be made to the Class Training Coordinator, any Fire Training Academy Staff, Instructor, or any supervisor of the individual's agency.

3. Integrity

- a. Individual integrity is essential. Cheating or lying by anyone is considered conduct unbecoming an individual and prima facie (on its face) evidence of a lack of moral fitness.
- b. Violators will be subject to disciplinary action, up to and including dismissal from the Fire Training Academy.
- c. Likewise, individuals having direct or indirect knowledge of cheating, lying, or deception of any kind who does not report such activity will also be subject to disciplinary action, up to and including dismissal from the Fire Training Academy.

4. Offensive Language

- a. The use of profane or ethnically offensive language is prohibited, including chants utilized while marching or running.
- b. Such language may be used as part of a mock scene or other learning exercise wherein it is solely used to enhance realism.

5. Alcohol and Drugs

The use or possession of alcoholic beverages or illicit drugs anywhere on Fire Training Academy grounds is strictly prohibited.

- a. Participation in any Fire Training Academy function while under the influence of, or with any measurable Blood Alcohol Content (BAC) of an alcoholic beverage or illicit drug, is prohibited.



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No one will report for any training function or any activity on Academy grounds with alcohol on their breath or under influence of drugs that may impact the ability to train.

- b. Prescription drugs, prescribed by a licensed and authorized medical practitioner, will be allowed when:
 - 1) The individual holds a valid prescription bearing the individual's name on the container label, per state law; and
 - 2) The individual provides, in writing, to the Fire Training Academy written documentation showing reasonable data concerning the type of medication(s), medication name, reason for use, and its possible side effects.
 - 3) The Fire Training Academy may require the student to provide written approval from a licensed medical doctor affirming the student's ability to safely participate in fire suppression training.
 - 4) Students participating in recruit training are strongly encouraged to avoid the use of alcohol while off-duty for the duration of the class.
 - 5) Any individual, to include instructional staff, who demonstrates an odor of intoxicants and/or appears affected by alcohol or drugs will not be able to participate in any capacity.
 - 6) The consumption of alcohol in public establishments is prohibited while wearing any distinctive portion of the Fire Training Academy (Logo) apparel or the uniform/apparel of any agency while participating in or assigned to Academy classes.
- c. Refunds will not be provided for students unable to participate in a Fire Training Academy function due to the influence of alcohol, drugs, or possession of firearms.
- d. Contract Instructors relieved of duty will not be compensated for any portion of the day worked.

6. Firearms

The use or possession of firearms at the Fire Training Academy is strictly prohibited.

- a. Anyone found to be in possession of firearms without permission on the facility will be asked to leave immediately.
- b. The Fire Training Academy Commander will only approve the use of firearms with simunitions by military and law enforcement personnel.
- c. Law enforcement personnel staying at the Fire Training Academy are to secure their firearms in a vehicle trunk (unloaded).
- d. Under no circumstance will firearms be stored in dorm rooms, NO EXCEPTIONS!

7. Health and Safety

It shall be the responsibility of Academy Staff and participants to ensure that all Academy training is conducted in a safe manner free from unnecessary risk of injury and that the learning environment is also free from reasonably known health or safety hazards.

- a. Any person having concerns about safety or health is encouraged to immediately communicate their concerns to the Fire Training Academy Staff.



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- b. Running within buildings is strictly prohibited. Running is only allowed in approved areas and when directly related to training.
 - 1) Running within the buildings is a risk management issue and will not be tolerated.
 - 2) Individuals or groups must wear reflective safety vests when running (Physical Fitness) on the Fire Training Academy access road and grounds.
- c. Speed Limit:

The maximum speed limit at the Fire Training Academy and the access road is 20 miles per hour.

 - 1) Drivers must be constantly aware of pedestrians on all roadways, rapid changes in driving conditions due to weather, and limited visibility on the access road.
 - 2) Drivers and passengers of a vehicle shall be seated in provided seating inside of the vehicle. Riding in the bed of a pick-up truck is prohibited.
 - 3) Seat belts shall be worn whenever vehicle is in motion.

8. Personal Appearance

In an effort to maintain a professional appearance, it is the policy of the Academy to enforce regulations regarding appropriate grooming and clothing standards that are commensurate with the professional standards.

- a. Hairstyles of an extreme nature that detract from a businesslike appearance will not be permitted, regardless of the policies of the individual student's employer.
- b. The wearing of jewelry while in uniform will be limited to rings and watches unless otherwise specified. A total of two rings may be worn, one on each hand (wedding sets are considered one ring).
- c. Grooming must not interfere with the effective functioning of any safety equipment used during training. Facial hair, sideburns, and/or mustaches that may impede the proper seal or operation of a self-contained breathing apparatus face piece shall not be permitted.
 - 1) It must be recognized that the importance of personal safety and the required use of protective equipment dictate that certain restrictions be placed on individuals' hair lengths, facial hair, and mustaches.
 - 2) The hair on the top and sides of the head shall be neatly groomed. For safety reasons, particular emphasis must be placed on a secure and proper fit of all personal protective equipment. Hair length must not hinder the proper fit of any personal protective equipment.
 - 3) If bangs are worn, they will be maintained a minimum distance of one and one-half inches above the eyebrows or so they do not interfere with the seal of the Self Contained Breathing Apparatus (SCBA) face piece.
 - 4) The face will be clean shaven while on duty to ensure an adequate seal for the SCBA facepiece, except as specified. Sideburns shall not extend downward so that they interfere with the seal of the SCBA face piece.



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- 5) Mustaches shall be kept neatly trimmed. They shall not extend laterally more than one-half ($\frac{1}{2}$) inch from the corner of the mouth or more than one-half ($\frac{1}{2}$) inch below the corner of the mouth. The mustache may not extend more than one-quarter ($\frac{1}{4}$) inch over the upper lip.
- 6) Beards of any style shall not be worn.
- d. Individuals not wearing uniforms shall wear "business casual" clothing that is defined as slacks or skirt and a button-up shirt or blouse. Jeans of any color or style will not be permitted at any time unless officially recognized as part of the agency's uniform or specifically required within the tactical venues.
- e. Clothing worn shall not distract others and shall be consistent with the training activity.

9. Misuse of Training Equipment

- a. Those involved shall be required to pay for repairs or replacement of damaged property.
- b. Further disciplinary action may be taken, depending upon the severity of the damage and/or the intent of the responsible party.

10. Leaving the Facility, Curfew

Individuals may leave the facility following classes each day.

- a. Individuals staying overnight at the Fire Training Academy must be back on campus no later than 2200 hours.
- b. Anyone not back on campus before 2200 hours may not have access upon return and may need to make alternate lodging arrangements for the night.
- c. No one shall return to the Fire Training Academy under the influence of alcohol.
- d. Exceptions may be made in the case of actual emergency situations or as pre-arranged with Fire Training Academy Staff.

11. Parking

Vehicles are required to park only in areas designated for parking.

- a. Parking in areas prohibited by signs, or in areas defined as off limits, is prohibited.
- b. Improperly parked vehicles will be required to be moved immediately.
- c. The Fire Training Academy is not responsible for any theft or damage to vehicles.

12. Individual Address

Individuals will be addressed by their rank or title, such as "Fire Marshal," "Chief," "Captain," "Lieutenant," "Sergeant," etc., or as "Sir" or "Ma'am."



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13. Classroom Maintenance

Instructors and users are responsible for keeping classrooms and training venues neat.

- a. All litter will be properly disposed of. Recyclable materials will be placed in the appropriate container.
- b. Bulletin boards, desks, and material tables will be maintained in an orderly fashion.
- c. Tables will be cleared and wiped down and chairs properly stowed.
- d. Bunker gear is not permitted in classrooms or any upper campus building.

14. Food and Beverages

- a. Food (candies and snacks) or beverages may be allowed in the classroom as long as they are dispensed in covered containers.
- b. While eating in the Dining Hall, individuals will make reasonable effort to remove debris and materials off of tables and return trays, plates, and utensils to the tray return area.
 - 1) Chairs and tables must be returned to the locations they were found and properly stored.
 - 2) Individuals must not abuse the privilege and may not take more food than they reasonably believe they will personally consume.
 - 3) Quiet talk will be allowed; loud behavior is prohibited.
 - 4) Proper observance of table manners and etiquette is required.

15. Tobacco

Tobacco use and smoking are not permitted inside any building.

- a. Tobacco use and smoking will be permitted only in the designated areas.
- b. NO SMOKING or tobacco use in any of the buildings or within 25' of any door or breezeway.
- c. Individuals are required to use the available ash can(s) to extinguish and dispose of cigarettes or other tobacco products.
- d. Use of tobacco that impacts others shall be discontinued.

16. Dormitory

The dormitory is provided as a service to agencies that sponsor employees in need of lodging while attending training. The dormitory is intended to provide a safe, clean, professional housing environment. A primary function of the dormitory atmosphere is to provide the opportunity for resting/sleeping, studying, learning, and securing a successful training experience.

The dormitory facility and the conduct of all users should reflect the professionalism and dignity of the Fire Training Academy, sponsoring agency, and the fire service profession.

Each dormitory resident is expected to contribute positively to this environment by adhering fully to the dormitory rules. Violation of any of these rules may result in disciplinary action, which may



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include the loss of the privilege of dormitory housing and/or termination from the Academy. The following rules apply:

- a. Only authorized persons will reside or visit in the dormitory.
- b. No room assignment change is permitted without prior approval of the Fire Training Academy Staff.
- c. Posting of items on any walls, windows, or doors is prohibited.
- d. Refrigerators, ice chests, or other cooling/heating devices are not permitted within dormitory rooms.
- e. The use of electrical appliances within dormitory rooms, such as coffeepots or microwaves, is strictly prohibited. Coffeepots and microwaves are available for use in the common area.
- f. Windows are not to be opened at any time.
- g. Residents are required to keep housing areas clean at all times. Clothing and personal items will be arranged neatly in closets or cabinets, and beds shall be made.
- h. Beds will be made up using the sheets and blanket provided, even if the individual is utilizing a sleeping bag.
- i. Local law enforcement (King County Sheriff's Office or the Washington State Patrol) may be contacted to conduct a more intrusive search of an individual's property.
 - 1) These searches may be conducted pursuant to, or as part of, an investigation into any "Rules of Conduct" violation when there is a reasonable belief that the student's property contains contraband. Whenever possible, the Commander, Chief of Instruction, and the individual(s) will be present while the search is conducted.
 - 2) Any investigation involving criminal allegations will be referred to the Washington State Patrol or local law enforcement (King County Sheriff's Office).
- j. Individuals are required to report, in writing, any damaged or missing items.
 - 1) Reports will include the item, damage, or reason for malfunction, if known. Reports are to be turned in no later than the training day following the day the damage or missing items are noted.
 - 2) Individuals and/or their agency will be responsible for missing items or damage beyond normal wear and tear.
 - 3) Individuals responsible for damage will be required to pay for the repair or replacement of the item.
 - 4) All students of a room will share financial responsibility if the investigation cannot attribute the responsibility to a specific individual or individuals.
 - 5) Unreported damage, or items discovered as missing, are the responsibility of room residents.
 - 6) The individual's agency will be billed, and the Fire Training Academy Certificate of Completion will be withheld, if timely payment is not received.



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- k. Visitors (authorized) are only permitted in the common areas until 2000 hours. Visitors are not permitted in any of the dormitory rooms.
- l. Individuals shall not enter the closed room of another without first knocking and receiving permission to enter.
- m. Individuals of the opposite sex are strictly prohibited from entering the room of another individual, regardless of invitation by the resident or purpose other than a documented bona fide emergency of a life-threatening nature.
- n. Individuals will be properly clothed when in common areas of the dorm.
- o. Sexual conduct in or on the Fire Training Academy premises or facilities is prohibited.
- p. Alcohol and illicit substances are not permitted. Controlled substances (prescription medications) are permitted only when kept in the original container from the pharmacy and only used by the individual named on the prescription label.
- q. Smoking is prohibited in the dormitory. Smoking is permitted outside the dormitory in designated areas only.
- r. Fire Training Academy Staff will conduct an exit inspection of each room on the final day of training.
 - 1) Individuals must be cleared out of assigned rooms with keys/key cards turned in by 0830 hours on the last day of training.
 - 2) Place soiled linen in the cart located in the laundry room. Please fold the blanket and leave on the bed, unless it is soiled.
 - 3) Obtain clean linen from the laundry room and place on the bed in the same manner as you found them.
 - 4) Do not remove mattress covers from the bed.
 - 5) Ensure door is unlocked when leaving the room.
- s. Individuals may use the telephone located in the hallway near the upper entrance for emergency calls (to 9-1-1) only.
- t. Individuals are expected to pick up after themselves and maintain a clean area, regardless of their location in the building.
 - 1) Individuals will strive to leave any location as clean, or cleaner, than when they arrived.
 - 2) Food and beverages are prohibited in the rooms.
 - 3) Bunker Gear is not permitted in the dorm.
 - 4) Individuals are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. "Quiet hours" will be observed in the dormitory between 2200 hours and 0600 hours.