

Royalton Township Fire Department

STANDARD OPERATING GUIDELINES

SOG – Cadet Program

1/16/2018

PURPOSE

To Provide Guidelines for the RTFD Cadet Program

SCOPE

This Standard Operating Guideline (SOG) applies to all (RTFD) personnel.

DEFINITIONS/ACRONYM

- RTFD – Royalton Township Fire Department
- SOG – Standard Operating Guidelines

Mission:

To work in conjunction with Royalton Township Fire Department, it's members and to help provide professional services such as Fire Prevention/Public Education. Give general support for the firefighters, which will prove to be beneficial for the citizens of Royalton and to expose potential future firefighter to the Fire Service and the benefits of the community service.

GUIDELINES

1. Cadets shall be sponsored by an active member of the RTFD.
2. The cadet must pass a standard/sports physical.
3. Cadets shall be at least 16 years old (or 14 with active parent/guardian on the dept.).
4. Only one cadet per sponsor, with a maximum of three cadets on the department at one time.
5. The Sponsor shall be responsible for their cadet. If the Sponsor is absent, an officer shall appoint a certified firefighter to be responsible for the cadet.
6. All discipline of the cadet shall be done by at least two officers and in the presence of his or her sponsor.
7. Prospective cadets and their parents/guardians shall complete an application for association with the department. They will then be requested to appear before the department's E-Board for an oral interview. The E-Board will make a recommendation to the department with the final approval from the Chief.
8. Cadets shall have a medical release form signed by their parent/guardian authorizing the department to secure medical treatment in an emergency.
9. The Sponsor shall sign the cadet's application.

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10. A cadet will be subject to suspension or dismissal for not obeying Michigan traffic laws, general laws, and liquor and narcotic laws.
 11. Cadets who do not keep themselves in good standing are subject to possible suspension.
 12. A cadet may be suspended or dismissed for conducting themselves in a manner that will discredit the RTFD.
 13. Cadets shall maintain a minimum of a C average in school. If this is not done, the cadet shall be suspended from the cadet program until the next marking period and proof of the grade is produced.
 14. Cadets suspended from school shall be suspended from the cadet program, the length of the Department suspension is to be determined by the officers of the Department.
 15. Any cadet convicted of a misdemeanor may be disciplined. Any cadet convicted of a felony shall be dismissed from the department.
 16. The Officers of the Department may recommend to the Chief/E-Board, to dismiss a cadet from the program at anytime.
 17. Cadets shall have access to a copy of the departmental SOG's.
 18. Cadets shall be issued full protective equipment with the exception of SCBA & mask.
 19. Cadets shall be eligible to apply for membership with the Department at the age of 18.
 20. Cadets shall be permitted to ride on the apparatus to training sessions and other functions (parades etc.). Riding on the apparatus to an incident is at the discretion of the officer or senior Firefighter in charge at that time. Seat belts are mandatory when the apparatus is in motion.
 21. Cadets will be permitted to operate radio equipment after being properly trained and upon an officer's approval.
 22. Cadets shall not be on station, the fire scene or respond to calls after 2200 hours on a school night. (Sunday – Thursday nights).
 23. Cadets shall not operate, repair, or maintain any equipment without the direct supervision of a certified Firefighter.
 24. Cadets are responsible for all automobile insurance when responding to the station.

*Cadet activities shall also be governed by the Departments SOGs.

Incident Scene Restrictions

- Cadets shall respond to the station on all calls.
- Cadets shall obey all traffic regulations when responding to the station.
- Cadets shall report to the Incident Commander once on an emergency scene, cadets shall not be involved in any activities in the Hot Zone of an emergency scene. At the

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discretion of the I.C. they may be able to work in support activities after the area is no longer a Hot Zone (i.e. no danger or cold zone).

- Cadets shall not respond to calls during school or after 2200 hours on a school night (Sunday – Thursday).
- Cadets shall not be on station after 2200 hours on a school night as stated above.

Changes in Membership

- Upon reaching 18 years of age a cadet may apply to the regular membership of the RTFD.
- After being accepted for the regular membership the new member shall start taking Firefighter I & II class as soon as possible if they have not already completed it. As in Departments SOG's the new member has to obtain there Firefighter I certification within 2 years of becoming a full time member.
- If a Cadet has successfully completed the Carrier Pathway Program through the Berrien County Public School System, upon reaching the age of 18 they will receive their Michigan Firefighter I & II Certificate. At that time the Cadet can apply for membership of the RTFD.
- Upon receiving the state firefighter I & II certificate and reaching their 18th birth date, the said cadet/firefighter will be awarded their date of hire as seniority with the department.

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CADET CONSENT FORM

I, _____, am applying for membership in the Royalton Township Fire Department Cadet Program. I understand that I will obey all rules and regulations of the Cadet Program and I have received a copy of the Cadet Program Operating Guidelines.

Applicant: _____ Date: _____

PARENTAL CONSENT

I am aware of the Royalton Fire Department Cadet Program and hereby give permission for _____ to apply for the Cadet Program. I have reviewed the Cadet Regulations with the applicant and agree to adhere to such regulation. I authorize any emergency medical treatment deemed necessary in case of an illness or injury while participating in activities with the Royalton Township Fire Department.

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

SPONSOR AGREEMENT

I, being an active member of the Royalton Township Fire Department agree to sponsor:

_____ in the Cadet Program. I shall be responsible for my cadet, and I agree to work with my cadet to familiarize them with the department rules and regulation. To assist them in becoming familiar with the equipment and what they can and cannot do at an emergency scene.

Sponsor: _____ Date: _____

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APPLICATION FOR MEMBERSHIP

The Civil Rights Act of 1964 and some state statutes prohibit discrimination because of race, color, religion, sex or national origin. The age Discrimination Act of 1967 prohibits discrimination on the basis of age within certain limits. The following questions are designed to help determine your qualifications for membership without regard to race, color, religion, national origin, or age within the restrictions of federal and state laws.

PERSONAL INFORMATION

Name _____ 16 or older YES NO

Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Parent/Guardian _____

Address _____

Emergency Contact _____ Relationship _____

Address _____ Phone _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years, which has not been annulled or expunged or sealed by a court? _____
if yes, please describe in full.

Have you ever been convicted of DWI (driving while intoxicated)? YES NO

If yes, when and where _____

Have you ever been convicted of a reckless driving? YES NO

If yes, when and where _____

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Has your driver's license ever been suspended or revoked? YES NO

If yes, when and why _____

Driver's license number _____ State _____

Describe any past or present physical defects or disabilities including vision and hearing:

Have you had any serious, operations or injuries? YES NO

If yes, please explain _____

Are you a member of any club or organization? YES NO

If yes, list them here _____

If you have a relative or friend on the Fire Department or another in the area, indicate name,
department and relationship _____

EDUCATION AND EXPERIENCE

EDUCATION	NAME/LOCATION	YRS ATTENDED	DATE GRADUATED
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Elementary	_____	_____	_____
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High School or Vocational School	_____	_____	_____
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Special interests or hobbies? Please describe: _____

Have you ever trained or supervised others? YES NO If yes, please describe _____

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Do you have any emergency medical experience or training? YES NO If yes, please

describe: _____

EMPLOYMENT

Company Name _____ **Work Hours** _____

Location _____

Position _____ **Supervisor** _____

Have you discussed this application with your employer? YES NO

Would your employer consent to you leaving work to respond to emergency calls? YES NO

**Would your employer object if you were late to work because of you responding to
emergency calls? YES NO**

Excluding school nights (as described previously, not past 10:00pm) are you available to

Respond to all hours of the day and night? YES NO If no, please explain:

**Any questions you may have for the members of the Royalton Township Fire Department,
please list here and they will be addressed in the interview with the Officers of the
department then brought to the regular members.**

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Dear Applicant,

Please tell us in at least 75 words or more why you would like to become a member of the Royalton Township Fire Department Cadet Program.

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PLEASE READ CAREFULLY

I understand that any false statements, omissions or misrepresentations on this application may be considered sufficient cause for rejection or dismissal, no matter when discovered by the department. I authorize the department to investigate the statement in the application. I understand that Royalton Township Fire Department is involved in fire and other emergency services and that as a member I may be required to perform functions in either or any of these areas. I agree to take part in meetings and training sessions scheduled by the department. I understand that by filling out this form it does not indicate there is a position open and does not obligate the department to accept me. If accepted I agree to abide by all department rules, policies and procedures in accordance with the Cadet Programs Operating Guidelines and the Royalton Township Fire Department Standard Operating Procedures.

Applicant's Signature: _____ Date: _____

Sponsor's Signature: _____ Date: _____

Fire Chief Signature: _____ Date: _____

Township Manager Signature: _____ Date: _____

For Department Use Only

Date Received: _____

Date Interviewed: _____

Action Taken: _____

ROYALTON TOWNSHIP FIRE DEPARTMENT

TRIAL TRAINEE PROGRAM

RTFD program is designed to give an interested person the opportunity to witness first-hand what is involved in becoming a paid on-call firefighter with RTFD.

It allows the trainee to see the situations that a firefighter faces at a fire or accident. This program also affords the officers of the department to observe the trainee under some of the same conditions.

NOT EVERYONE CAN BE A FIREFIGHTER

This program provides ample training for the trial trainee in operation of all RTFD equipment at a fire or rescue scene, including trucks, pumps, Jaws of Life, and other rescue equipment. The training period for a trial trainee is one year. Before starting in the program, each applicant must submit an application which will be reviewed by the RTFD executive committee. This committee will also personally interview each applicant. Accepted applicants will be required to pass a physical exam which includes an agility test. During the training period, the applicant will receive no compensation.

Upon completion of the one-year training period, the applicant will again be interviewed by the executive committee. Interviews may also be held periodically during the year for the benefit of the trainee or the department regarding the progress of the trainee.

At the end of the training period, if a position is available and the trainee has been recommended, the trainee will be required to serve a six-month probation period as a probationer. The probationer complies with the RTFD's rules and regulations, which differ from the trial trainee rules. While on probation, the probationer will be compensated for calls and training meetings.

Successful completion of Firefighter 1 and 2 classes are required to become a member of the Royalton Township Fire Department. Firefighter 1 and 2 classes are mandated by the State of Michigan and taught locally through the Berrien County Firefighter Training Council which is centrally located at Berrien Springs Fire Department. Students are expected to attend approximately 260 hours of classroom and hands-on training. The training classes usually start around October and run until April. Classes are typically scheduled for Tuesday nights and weekends for practical evolutions. A written and practical examination needs to be successfully completed in order to pass this class.

How RTFD Works

RTFD maintains a roster of approximately 20 firefighters. In addition to the executive committee, positions include a Chief, Assistant Chief, Captain, Lieutenant and Secretary.

Business/training meetings are held the first and third Tuesday of each month.

All members of RTFD, including trial trainees and probationers, are provided with a pager. When a call is received in Royalton Township or

a mutual aid call outside of the township, firefighters receive the call on the pager, which is dispatched by the Berrien County Dispatch Center. The dispatcher informs the RTFD where to go and what type of call it is.

Trucks

RTFD has the following trucks at the fire station located at:

911 E. John Beers Road
St. Joseph, MI 49085

*2018 Sutphen = 75ft Ariel Platform 6-man cab
2000 gpm pump 500 gal tank 2000GPM pump

*2009 HME/Spencer Rescue Pumper 6-man
cab 1250 gpm pump 800 gal tank 30 gal foam
tank with Amkus Jaws of Life set.

*2000 Freightliner/US Tanker 5 man cab 2000
gal tank

1995 Pierce Pumper 6-man cab, 1250 gpm
pump 1200 gal tank

*1987 Ford/Pierce Mini Pumper 2 man cab 400
gpm pump, 250 gal tank

*2020 Wing 14 foot semi-ridged inflatable
water rescue boat with a 30HP Mercury
outboard

RTFD History

In the late 1800s, the Village of Stevensville organized a volunteer fire department in Lincoln Township. It operated as the Stevensville Fire Department. In the late 1940s, the townships of Lincoln and Royalton met with the village and formed a fire board with two members from each unit of government to oversee the operation of the department. The fire station was located in downtown Stevensville and the department was known as Stevensville Tri-Unit Fire Department.

In 1961, the "Royalton Station" was added and a station was built on the southeast corner of John Beers Road and Scottdale Road with ten firefighters assigned to that station. In February of 1966 the name of the fire department was changed to Tri-Unit Fire Department.

In 1964 it was increased to 12 firefighters, then 14 in 1984, then up to 17 in 1987, and finally to 20 in 1991, which was the same as the Stevensville Station.

In 1995 a new modern station was built across the street from the original station to bring the department into modern compliance with the ability to house more equipment and larger equipment.

On April 1, 2003, there was a split in the Tri-Unit Fire Department and the Royalton Station became the Royalton Township Fire Department.

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Would **YOU** like to become a member?

For information on how you can enroll in the RTFD trial trainee program, pick up an application at:

Royalton Township Hall
980 Miners Road
St. Joseph, MI 49085

Or call Chief Zac Bernard at (269) 363-2321 or (269) 429-5202 or FAX (269) 556-1718

Assistant Chief Mark Thorton (269) 930-0606

email: firedept@Royaltontownship.org

Royalton Township Fire Department

Serving the people of
Royalton Township, Michigan



1961 - 2026
65 YEARS STRONG