



Fire Department

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Daniel Lipski
Assistant Chief
Daniel Berendt
Assistant Chief

October 28, 2014

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202

Dear Commissioners:

Attached you will find a document describing our current Fire Cadet Program. This has been recently revised to reflect changes to the program since its re-institution in fall of 2012. Also attached is a copy of the packet given to the cadets upon entry into the program, which has also recently been updated.

We are pleased to report ten of eleven former cadets who were appointed in 2012 have just graduated from recruit training and have been transferred to field assignments. Either Assistant Chief Washington or I would be happy to answer any questions you may have regarding the program.

Respectfully,


MARK ROHLFING
Chief

MR/jlb
Attachments
FPC\Cadets\Cadet Program 2014

**MILWAUKEE
FIRE DEPARTMENT
FIRE CADET
PROGRAM**



MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

The Milwaukee Fire Department's Fire Cadet Program is an apprentice-style program designed to prepare high school graduates for a career in the fire service with the Milwaukee Fire Department. Upon successful completion of the Fire Cadet Program, with recommendation from the Chief, and successfully completing the physical ability test, fire cadets will be nominated for appointment to the position of firefighter recruit.

Annually, the Milwaukee Fire Department hires young people into the Fire Cadet Program who meet the following requirements:

- Must be a high school graduate prior to July, with a four-year cumulative high school grade point average of at least 2.0 upon graduation.
- Must be a United States citizen, or must have resided in the United States for at least five years immediately prior to the date of application and be legally authorized to work for any employer in the United States. Non-citizen applicants should request information regarding Fire and Police Commission rules and citizenship requirements at time of application. [FPC Rule VI.4.(b) and Rule XI.2.(b)]
- Must be at least 17 years old at time of application, and may not be more than 19 years old at time of appointment. (Specific birthdates are provided annually for each application period.)
- Although residency in the City of Milwaukee is not required for employment, preference points may be added to the final passing score of applicants who are bona fide residents of the City of Milwaukee at time of application. Proof of residency must be provided by a date determined by the Fire and Police Commission.
- Must possess a valid State of Wisconsin driver's license within six months of date of hire, and at the time of appointment to firefighter recruit.
- Must be physically and mentally able to perform fire cadet, and eventually firefighter recruit, training and job duties.
- Must successfully pass a background investigation conducted by the Milwaukee Police Department.

Students meeting the minimum requirements may apply for the Fire Cadet Program during the recruitment period. Recruitment takes place in the fall months to coincide with high school seniors making their post-secondary school career plans.

The Fire and Police Commission will administer the selection process, which will be job-related and will consist of a written test, a physical ability test, an oral interview, and a background investigation. Candidates who successfully complete all phases of the examination will be placed on an eligible list. Candidates who turn twenty years old over the life of the eligible list will have their name removed from the list. Successful candidates must pass a pre-employment medical examination, psychological evaluation, and drug test as a condition of employment.

The Fire Cadet Program is designed to last approximately two years, culminating in promotion to a firefighter recruit class. The program is divided into six major phases. They will be required to maintain a 2.0 GPA throughout their employment as a fire cadet.

Phase I - For the first six months the fire cadets will be assigned to the Fire Training Academy, five days a week, eight hours a day, to complete NFPA 1001 Wisconsin State Certified Firefighter Level I and basic hazardous materials training. In addition, fire cadets will be given extensive fitness evaluations which will be used to develop an individualized strength and conditioning program based on fire service standards to ensure they will successfully complete the physical requirements of the program, pass the Candidate Physical Ability Test (CPAT), and prepare them for the physical requirements of the job of a firefighter.

Phase II – During Phase II, fire cadets will be assigned to the Fire Training Academy, five days a week, eight hours a day to complete Emergency Medical Technician (EMT) training. They will split their time between EMT class and working at the Milwaukee Public School's (MPS's) Survive Alive House teaching second and fifth grade students about home fire safety. They will also continue fitness and physical development training at the Fire Training Academy. After gaining licensure as a Nationally Registered EMT, cadets will be qualified to work on apparatus assigned to the Operations Bureau as part of the Practical Experience Program.

Phase III – Typically during the summer months, fire cadets will continue their fitness and physical development training at the Fire Training Academy and continue participating in the Practical Experience Program. They will also complete a summer class hosted by Milwaukee Area Technical College (MATC), usually studying Spanish or another foreign language.

The Practical Experience Program includes a variety of assignments in the Operations, Support, and EMS/Training/Education Bureaus, including engine companies and MED units, special teams, the Incident Safety Office, Fire Investigation Unit, Technical Services Division, including dispatch, the Community Relations Section, Construction and Maintenance Division and Administration Division, performing a variety of administrative, clerical, and other support functions.

Phase IV – During the fall, the fire cadets will complete another college course, typically anatomy and physiology, in preparation for the paramedic program. They will also be required to complete distributive learning and admission testing to qualify for the next phase of training. They will continue their Practical Experience Program rotations. They will also have the opportunity to assist MFD members with recruitment in high schools and at other community events for the next fire cadet class.

Phase V – Beginning in January, fire cadets are assigned full-time to paramedic training where they will complete over 1200 hours of classroom and practical training. They are required to work an alternating flexible schedule in order to encompass the multiple training tasks and locations. During paramedic training, fire cadets will work in four different hospital emergency departments and will also gain hands-on experience working with obstetricians, anesthesiologists, cardiologists, forensic pathologists, emergency doctors, nurse practitioners, and nurse educators. They are required to maintain their physical fitness with a regimented fitness program and weekly group sessions with an MFD Peer Fitness Trainer. During this phase, fire cadets are also required to complete the CPAT, and begin the process of promotion to firefighter recruit.

Phase VI – During the final weeks of the program, fire cadets are required to complete national registry testing as a paramedic and are provided adequate study and review time. They will complete State of Wisconsin licensure and local affiliation procedures in order to practice at the advanced life support level with the MFD. They will also complete the final tasks in preparation for their promotion to firefighter recruit including an updated background check. To successfully complete the program and enter a firefighter recruit class, fire cadets must again pass a pre-employment medical examination, psychological evaluation, and drug test as a condition of employment, and receive a recommendation from the Fire Chief.

Working with the many facets of the department will help fire cadets gain a broader understanding of how the Milwaukee Fire Department works as a unit within the community. There are ongoing evaluations of fire cadets as they work through the phases of the program, both formal and informal.

As stated earlier, with successful completion of the Fire Cadet Program, and recommendation from the Fire Chief, nomination for promotion to fire recruit will occur. The Fire Cadet Program will generate recruits that are exemplary assets to the department and the community it serves.

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

OBJECTIVES: Prepare qualified candidates physically, academically, and emotionally for the rigors of firefighter recruit training and a career in the fire service.

Give qualified candidates the opportunity to work within the various bureaus/divisions of the Milwaukee Fire Department, providing insight and experience in the behind-the-scenes work of staff and support personnel, as well as fire/EMS personnel.

Provide qualified candidates with the core classes, knowledge, and study skills to earn college credits and provide a foundation for completion of an Associate's Degree. To instill in the candidates the importance of continued education in the fire and emergency service.

Prepare qualified candidates to pass the Candidate Physical Agility Test (CPAT) as a prerequisite for promotion to the firefighter recruit class.

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

PHASE I

DURATION: Six months

OBJECTIVES: Meet State of Wisconsin and NFPA 1001 Standards for achieving Firefighter Level I Certification.

Improve physical ability through training, physical conditioning, and evaluation.

Develop academic conditioning to prepare candidates for success in advanced medical coursework.

Gain an understanding of the structure, organization, and practices of the Milwaukee Fire Department.

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

PHASE II

DURATION: Six months

OBJECTIVES: Achieve the training certification of Nationally Registered Emergency Medical Technician (EMT). [Requires 160 hours of training.]

Continue academic and physical development in greater detail relating specifically to pre-hospital and firefighting practices.

Continue physical development to improve performance and ability through training, conditioning, and evaluation.

Develop communication skills by working at the Survive Alive House.

Complete orientation and begin working in MFD various bureaus/divisions.

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

PHASE III

DURATION: Three months

OBJECTIVES: Gain valuable knowledge and insight into the Milwaukee Fire Department by working in the following bureaus on a rotating basis:

- SUPPORT
- OPERATIONS
- EMS/TRAINING/EDUCATION

Complete four credits of college coursework in a predetermined foreign language to develop cultural, speaking, and listening skills for emergent and non-emergent situations.

Continue academic and physical development in firefighting practices.

Continue physical development to improve performance and ability through training, conditioning, and evaluation.

Complete entry testing for paramedic training at Milwaukee County Emergency Medical Services (MCEMS).

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

PHASE IV

DURATION: Three months

OBJECTIVES: Continue working towards an Associate's Degree by attending college courses in preparation for entering into paramedic training at MCEMS.

Continue gaining valuable knowledge and insight into the Milwaukee Fire Department by working in the following bureaus on a rotating basis:

- SUPPORT
- OPERATIONS
- EMS/TRAINING/EDUCATION

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

PHASE V

DURATION: Six months

OBJECTIVES: Enter into the paramedic program at MCEMS if qualified. For those who do not qualify, continue schedule of working in support of the bureaus and completing college course work.

Complete physical fitness training and conditioning in preparation for the CPAT.

Complete CPAT testing.

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

PHASE VI

DURATION: Two months (or until start of a firefighter recruit class)

OBJECTIVES: Complete national registry cognitive testing.

Complete licensure and affiliation process.

Complete pre-employment screening for promotion to firefighter recruit.

MILWAUKEE FIRE DEPARTMENT

FIRE CADET PROGRAM

Practical Experience Program

One of the most rewarding and valuable aspects of the Fire Cadet Program is our Practical Experience Program. This portion gives the fire cadets the opportunity to work with highly skilled members of the department, in order to gain knowledge and hands-on experience in both the operations and the support divisions, including providing patient care at emergency scenes.

Department members who will be supervising fire cadets during their assignments will receive a copy of the Practical Experience Program Guidelines. These supervisors will evaluate the fire cadets' performance, and provide the evaluation information to the instructors upon completion of the rotation. This feedback will give the instructors additional information on fire cadets' performances and abilities to work with others.

They will perform in all three of the department's bureaus.

- SUPPORT
- OPERATIONS
- EMS/TRAINING/EDUCATION

PLEASE NOTE: During the Practical Experience Program, it is necessary to alter fire cadets' work schedules to facilitate training.



MILWAUKEE FIRE DEPARTMENT (MFD)

FIRE CADET PACKET

SEPTEMBER 15, 2014

“THE OPPORTUNITY OF A LIFETIME”

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

Battalion Chief – John Schwengel

Fire Captain – Steven G. Riegg

Office Coordinator II – Regina F. Boston-Dixon
Office Assistant II – Vacant

Media Specialist– Dawn M. Haase

Inventory Control Assistant III - Daniel J. Schubring

Fire Equipment Repairer I – Steven M. Orcholski

Vehicle Operations Training Coordinator - Vacant
Vehicle Operations Instructor - Ricky A. Ertl

Training

Fire Captain – Steven G. Riegg

Fire Cadet Program Director

Fire Captain – Joshua P. Parish

Cadet Instructors

Fire Lieutenant – Nathaniel C. Green

Fire Lieutenant – Travis L. Jones

Fire Lieutenant – Sharon E. Purifoy

Fire Lieutenant – James Ziech

Recruit Instructors

Fire Lieutenant – Gilberto Gonzalez Jr.

Fire Lieutenant – Brian J. Gardner

Community Relations Director

Fire Lieutenant - Schuyler L. Belott

Fire Education Specialist – Michael J. Ball

Fire Education Specialist - Belinda K. Bradley

Fire Education Specialist - Tyron J. Hooks

Fire Lieutenant – William J. Paulin (Survive Alive House Director)

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

Milwaukee Fire Department Mission Statement

The Milwaukee Fire Department is committed to protecting the people and property within our city. We will be responsive to the needs of our citizens by providing rapid, professional, humanitarian services essential to the health, safety, and well-being of the city.

We will achieve our mission through prevention, education, fire suppression, emergency medical, and other emergency services.

We will actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the necessary resources at our command to provide a quality of service deemed excellent by our citizens with "Courage, Integrity, and Honor."

Milwaukee Fire Department Diversity Statement

Diversity, as it is understood in the workplace today, implies differences in people based on their identifications with various groups, but it is more. Diversity involves the process of acknowledging differences through action. In organizations, this means developing a variety of initiatives at the management and organizational levels, as well as at the interpersonal levels.

Vision - *The continued excellence of the Milwaukee Fire Department is largely dependent upon the ability to attract, develop, and retain highly skilled, talented, and motivated members. An essential element in maintaining this quality of service is the recognition of the value of a diverse work force. Characteristics such as: age, culture, ethnicity, gender, race, religious preference, sexual orientation, gender expression, and the expression of unique philosophies and ideas provide the opportunity to better understand each other. This understanding will strengthen the efficiency and productivity of the work force, whose primary objective is to provide excellent service to the community.*

Mission - *The mission of the Milwaukee Fire Department is to maintain its high standard of excellence by attaining and fostering a diverse work force. This will be accomplished by reaching the following goals:*

- *Uphold the federal, state, and local laws, and the Milwaukee Fire Department's rules and regulations regarding employment.*
- *Attract and retain qualified individuals from diverse backgrounds who are committed to the continued excellence of the Milwaukee Fire Department.*
- *Achieve and accept a diverse work force in terms of age, culture, ethnicity, gender, race, religious preference, sexual orientation, gender expression, and the expression of unique philosophies and ideas.*
- *Provide all employees the opportunity for development and growth at every rank on the Milwaukee Fire Department.*
- *Expect that all employees will treat each other with dignity and respect, regardless of perceived differences.*

I have read the Milwaukee Fire Department Mission Statement and Milwaukee Fire Department Diversity Statement. I understand the contents of both and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION

FIRE CADET TRAINING PROGRAM

Start Date: _____

Print Name: _____

Equipment Provided by the Bureau of EMS, Training, and Education

- Safety glasses w/ case:
- Locker #
- Lock # _____
- Combination: _____
- Fire Department Identification:
- SCBA #

Facepiece Number

Books Provided by the Bureau of EMS, Training, and Education

- Jones and Bartlett FireFighter # _____
- MFD Rule Book x

Locker

While a fire cadet at the Training Academy, I will be assigned a locker. As a safeguard to academy operations, the Milwaukee Fire Department has the authority to enter my locker with or without my presence or knowledge.

I have received my safety glasses with case, lock, Jones and Bartlett Firefighter textbook and the Milwaukee Fire Department Rule Book. I understand that I am not to write in the Jones and Bartlett Firefighter textbook nor the MFD Rule Book. I understand that I am responsible for the proper use and safekeeping of all these items. I am responsible for returning all items upon successful completion of the firefighter training program or upon resignation/ termination / vacating of position from the Milwaukee Fire Department. I understand that my locker can be searched with or without my presence or knowledge.

Signature: _____

Date: _____

MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION

FIRE CADET DATA SHEET

Please Print

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell #: _____

Date of Birth: _____ Age: _____ Gender: _____

Driver's License Number: _____ State: _____

Marital Status: Married / Single Children: Yes / No Ages: _____

EDUCATION

Years

Degree

HIGH SCHOOL: _____

COLLEGE: _____

TRADE SCHOOL: _____

MILITARY SERVICE

Branch: _____ Years: _____ Rank: _____

EMERGENCY CONTACT INFORMATION:

1. Name: _____

Relationship: _____

Phone #: _____
Home Cell Work

2. Name: _____

Relationship: _____

Phone #: _____
Home Cell Work

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

**RULES AND REGULATIONS GOVERNING FIREFIGHTER CADET TRAINING
WHILE ASSIGNED TO THE TRAINING DIVISION**

- **REPORTING TO WORK:** Report to the Fire Academy on time (0730 hours) at the location designated by your training officer, in appropriate ATTIRE.

Tardiness will not be tolerated and is a violation of policy. Time period of tardiness will be unpaid. Tardiness is the reporting for duty after the assigned start time of any department member's work shift. Because of the adverse effects it has on productivity, it will not be tolerated. This notice outlines the Milwaukee Fire Department policy on this subject. The intent and purpose of this notice is to provide a stable work force through the control of tardiness. Department member's starting time has been designated by the Chief. This time shall be the normal time of change of work shifts, unless otherwise designated by the Chief, or the Chief's duly authorized designee. Unless otherwise authorized as above, a member shall be at their assigned work location ready for duty at the designated starting time. Tardiness shall be defined as non-compliance with this requirement. A tardy member shall be in violation of Departmental Rules and Regulations and shall be subject to the penalties hereinafter provided. In dispute over whether or not a member was tardy, the decision of the member's supervising officer shall be final and not subject to the grievance procedure. This requirement shall be subject to Milwaukee Fire Department Rule 26.3 entitled, "Absence from Duty.

- **REPORTING ABSENTEEISM:** In the event of injury, or illness, fire cadets are **required** to make two contacts. First notify the Fire Academy staff at 286-5289, and leave a voicemail following the instructions below. Next, call an instructor notify them of your absence and confirm that you have contacted the academy and left a voice mail. When calling an instructor to report an absence a fire cadet must speak directly to an instructor, it is not acceptable to leave a voicemail. In the event that a Fire Cadet believes that they are going to be tardy, cadets are to call and speak directly to an instructor and notify them of their expected arrival time.

Instructions for leaving a voicemail: Call 286-5289, identify yourself (name and rank), spell your last name, leave a contact phone number, repeat it twice on a voice mail and the reason for the absence (ill, injury, family emergency, etc.).

If a member has not reported to work prior to two (2) hours from the designated start time, the member will be placed on charges in violation of Rule 26.3, "Absence From Duty," and shall be subject to such disciplinary action as deemed necessary by the Chief. A company journal entry of the violation should be recorded at the two-hour interval after the designated start time, and when the member reports for duty.

- **ABSENTEEISM DUE TO ILLNESS:**
Battalion Chiefs will check up on cadets calling in sick – stay home! Call the Training Academy at any above number if leaving home for the doctor or for medicine. Unless leaving for a doctor appointment, medication or other approved activity (therapy, retrieving paperwork, etc.) you will be confined to your home until you indicate that you are returning to full duty.

Although cadets earn sick leave from the date of appointment, they are not allowed to use it until they have been employed for six months; therefore, cadets will not be paid for time they are sick and not at work.

- **RETURNING FROM LEAVE:** Call 286-5289 prior to 1600 the day before you plan to return. Use parameters above to leave a voicemail indicating your return. Upon arrival at work the next morning, complete the appropriate paperwork before beginning the work day. Cadets who return from being absent without following the proper procedures will be sent home. If a medical professional was consulted during absence, bring appropriate release paperwork and forms to office to be copied and time stamped prior to start of work day.

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

- **ABSENTEEISM DUE TO ON-DUTY INJURY:**

Cadets are not entitled to injury leave. Cadets injured on-the-job, and deemed unable to continue with training, will be taken off the department's payroll and carried on workers' compensation by the City of Milwaukee.

Rules and Regulations of the Milwaukee Fire Department, Rule 26, Section 26.6, states:

“A member on sick or injury leave shall not leave their residence on any scheduled on-duty date during such leave. If such member is required to leave their residence to visit their personal physician or a department physician or any other justifiable reason, they shall notify or arrange to notify their immediate supervisor of their actual whereabouts prior to their leaving.”

- **PHYSICAL TRAINING:** Physical training will be held daily at 0800 hours. Fire cadets are to wear red MFD gym shorts, red MFD crew neck T-shirt, white crew socks and tennis shoes. MFD red solid color sweatshirts and sweatpants may be worn with approval of instructor.
- **TRAINING ATTIRE:** Wear the MFD training attire mentioned above unless otherwise ordered by instructors. Do not wear any training attire to or from work. Training attire is always to be kept in serviceable condition and is subject to inspection and condemnation by the training lieutenants or captain.
- **UNIFORM ATTIRE:** Once issued, a cleaned, pressed and serviceable uniform will be kept in the fire cadets locker at all time and be accessible to the fire cadet. When worn the uniform will consist of navy blue work pants, black leather uniform belt, navy blue work shirt, black or navy crew socks and black leather shoes which are to be shined at all times. A red MFD crew neck t-shirt is to be worn under the uniform shirt at all times. The uniform must always be worn in its entirety and may be worn to and from work. Winter or summer jacket and hat are acceptable additions to the uniform. Do not wear MFD clothing while off-duty unless reporting to a work assignment.
- **PERSONAL APPEARANCE POLICY:** Cadets are to be clean shaven; mustaches, beards, and goatees are not allowed. Sideburns are not to extend below the bottom of the ear lobe. Hair length is to be consistent with the safe wearing of a helmet and SCBA facepiece. Hair is not to be exposed with the helmet and ear flaps in place and cannot extend beyond the collar. No cosmetics or jewelry are allowed. Instructors have the final approval on personal appearance.
- **STUDY MATERIALS:** Issued training manuals are the property of the Milwaukee Fire Department. Cadets are held responsible for maintaining these manuals, returning them in good condition upon completion of training. Handouts are the property of cadets. Handouts may be marked on, training manuals MAY NOT. Cadets are required to keep a notebook in order to organize information.
- **SMOKING AND SMOKELESS TOBACCO USE:** Smoking and the use of smokeless tobacco is not permitted on Fire Academy property.
- **WASHROOM:** Facilities may be used while on break or with permission of an instructor.
- **NOISE:** Loud talking, shouting, or the use of profanity anywhere on the premises is strictly forbidden.
- **PARKING:** Cadets' vehicles are to be parked in the Gray's Academy south lot in the designated recruit parking area, or the parking lot across the street from the academy. Vehicles should not be parked on the street. Carpooling is encouraged.

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

**RULES AND REGULATIONS GOVERNING CADET TRAINING
WHILE ASSIGNED TO THE TRAINING DIVISION...continued**

- **LUNCH:** The noon meal must be eaten in the cafeteria. Cadets are not allowed to order food or leave the Fire Academy grounds to acquire lunch.
- **VISITORS:** Cadets may not receive visitors at any time while on duty.
- **FOLLOWING DIRECTIONS:** Due to the dangerous nature of firefighting and the hazards present while performing duties at the scene of an alarm, it is imperative that orders/directives given by company officers and Chiefs are followed. During training evolutions these hazards are magnified. "Safety" must always be a priority. It is to be understood that all directives and instructions given during training by an instructor are to be considered an order and are to be followed. If directives and instructions are not understood, the cadet is to ask the instructor who gave the order for clarification.
- **PHONE CALLS:** Public telephone calls to fire cadets are not allowed while on duty. Cadets are not allowed to carry pagers or cell phones while on duty. In case of emergency only, cadets can be contacted via the Training Division at 286-8970, leaving a message. The cadet will be made aware of the message.

I have read the rules and regulations governing fire cadet training while assigned to the Training Academy. I understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

MILWAUKEE FIRE DEPARTMENT DRUG TESTING POLICY

This does not represent the entirety of the Milwaukee Fire Department Drug Testing Policy, but an overview. The Milwaukee Fire Department is charged with providing fire suppression, emergency medical service and specialized incident responses for the property owners, citizens and visitors to the City of Milwaukee.

It is the responsibility of this administration to establish and maintain a safe and healthy work environment for all members and to ensure the reputation of the Milwaukee Fire Department and its firefighters as good, responsible citizens worthy of public trust.

It is a fundamental requirement that firefighters be physically and mentally fit for duty. A lapse of fitness potentially threatens the life and safety of those firefighters, their co-workers, and the citizens they are employed to serve.

The pervasive risk of harm caused by illegal drug use by members of the Fire Department creates a clear and present danger to the safety of the public and fellow firefighters. The illegal use of drugs cannot and will not be tolerated within the Milwaukee Fire Department.

Therefore, in order to ensure the integrity of the Milwaukee Fire Department and to preserve the public trust and confidence in a fit and drug-free force, the department implemented an expanded drug-testing program to detect illegal drug use by sworn employees.

I have read the Milwaukee Fire Department Drug Testing Policy overview. I understand there are directives, a union contract (including memorandum(s) of understanding that are available upon request. I understand the contents of the overview and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

PHYSICAL TRAINING PROGRAM (P.T.)

The physical training exercise program is conducted daily at 0730 hours. This program contains exercises designed to reduce the risk of injury to cadets while performing basic firefighting evolutions. These exercises also prepare and motivate cadets to better meet the strenuous physical and mental demands of the firefighter training program.

This training provides the instructors and cadets the opportunity to measure their degree of stamina. Failure to meet and maintain an acceptable proficiency level in this program potentially threatens the life and safety of fire cadets and their instructors. Unacceptable proficiency represents a significant safety hazard and may lead to dismissal from the program.

Firefighting is based on teamwork. It is imperative that cadets take responsibility for their share of the load in order to successfully complete basic firefighting tasks. Failure to perform will create a dangerous situation on the training ground.

I have read the information about the importance of maintaining an acceptable proficiency level in the Physical Training Program. I understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

PRACTICAL TRAINING PROGRAM

Due to the dangerous nature of firefighting and the hazards present while performing duties at the scene of an alarm, it is imperative that orders/directives given by company officers and Chiefs are followed. During training evolutions these hazards are magnified. **SAFETY** must always be a priority. It is to be understood that all directives and instructions given during training by an instructor are to be considered an order and are to be followed. If directives and instructions are not understood, the fire cadet is to ask the instructor who gave the order for clarification.

Cadets exhibiting deficiencies in performance will be counseled and given an opportunity to improve. Failure to attain satisfactory improvement will result in removal from the program. Continued safety concerns will result in immediate removal from the program.

Firefighting is based on teamwork. It is imperative that fire cadets take responsibility for their share of the load in order to successfully complete basic firefighting tasks. Failure to perform will create a dangerous situation on the training ground.

I have read the information about the importance of safety and following directives during the Practical Training Program. I understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

**MILWAUKEE FIRE DEPARTMENT
BUREAU OF EMS/ TRAINING/ EDUCATION**

CADET ACADEMIC POLICY

Fire cadets are expected to meet the highest standards of academic and physical performance during their time at the MFD Training Academy. The Firefighter Level 1 and EMT curriculum each present a different academic challenge and are designed to prepare fire cadets for successful careers as Milwaukee firefighters and healthcare providers at the EMT and paramedic-practice levels. This academic policy is designed to maximize academic performance during the first year of the Fire Cadet Program and to ensure that fire cadets are able to meet the academic rigors of the Milwaukee County EMS Paramedic Program.

Firefighter 1 Academic Policy

Quizzes: Quizzes are administered following every chapter of instruction and are designed to assess fire cadets' levels of knowledge. Quizzes are also designed to prepare fire cadets to succeed on five cumulative Firefighter Level 1 tests and the State of Wisconsin Firefighter Level 1 Exam. Fire cadets are expected to review the syllabus and read each chapter **BEFORE** reporting to class. They are expected to maintain a quiz average above 80% throughout the Firefighter 1 coursework.

Quiz Retakes: Fire cadets are **required** to retake failed quizzes within 24-72 hours (at instructors' discretion) of receiving a failing grade. The goal of a quiz retake is to ensure fire cadets understand the required material by allowing them additional time to review the chapter and any associated materials before subsequent amounts of new material are introduced. Fire cadets are expected to receive a passing score on quiz retakes. Quiz retake scores will not replace failing scores but will be averaged into their overall quiz average. Each quiz may only be retaken once.

Tests: Tests are administered periodically after completion of five to seven chapters. A total of five tests are administered during Firefighter 1 coursework. Tests are designed to be an assessment of the knowledge retained from the previous chapters, and as preparation for the Wisconsin Firefighter Level 1 Exam. Fire cadets are expected to maintain excellent study habits throughout the course and to periodically review materials to ensure that they are able to successfully complete cumulative tests. Fire cadets must complete the academic components of the MFD Firefighter 1 course with a test average above 70% to take the Wisconsin Firefighter Level 1 Exam.

Test Retakes: Fire cadets are **required** to retake any failed test within 72 hours (at instructors' discretion) of receiving a failing grade. The goal of a test retake is to ensure fire cadets understand the required material by allowing them additional time to review the chapters and any associated materials before subsequent amounts of new material are introduced. Fire cadets are expected to receive a passing score on test retakes. A test retake score will replace the failed test score and will be included in the test score overall average. Each test may only be retaken once.

Fire cadets not meeting the academic expectations of the Fire Cadet Program are subject to the following academic disciplinary policies, including, but not limited to, being placed on academic probation.

EMT Academic Policy

Academic expectations of the EMT class will be reviewed following the completion of Firefighter 1 testing and prior to the start of the EMT class. **No retests are permitted during EMT training**, and fire cadets must maintain passing quiz and test averages for the duration of the course. Fire cadets must also meet the minimum class-hour requirements and practical skills performance standards set forth by the National Registry of EMTs and the State of Wisconsin. Fire cadets are expected to review the syllabus and prepare for quizzes and tests prior to class. Prior to taking an exam fire cadets are permitted to review quizzes from previous chapters.

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Paramedic Academic Policy

The paramedic program is administered by Milwaukee County Emergency Medical Services (MCEMS) at the paramedic training center located in Wauwatosa. **No retests are permitted during paramedic training.** MCEMS reserves the right to take academic improvement measures not outlined in this policy to improve the performance of students during the paramedic portion of the program.

Academic Probation Policy

Instructors will complete academic probation contracts with fire cadets meeting academic probation criteria. When composing contracts, instructors will converse with fire cadets to determine the most appropriate actions to take to raise their academic performance. Fire cadets' academic progress will be reviewed on a weekly basis; they may be released from academic probation following achievement of the goals.

Meeting with Training Division Battalion Chief - Upon entering the academic probation program, fire cadets are required to meet with the Battalion Chief to review the academic probation policy and the possible outcomes. The Battalion Chief will be notified of all subsequent quiz scores, and may alter the parameters of the academic probation in conjunction with instructors' recommendations.

Structured Note-taking (Cornell Method) - Fire cadets are to review each chapter for the coming week during the weekend prior to the planned presentation of said materials. Fire cadets are to complete note-taking in the Cornell Method, in a dedicated notebook, and have these notes prepared for review prior to classroom lecture. Any questions that arise during note-taking are to be given to the instructor prior to the lecture; special attention will be given during the lecture to address unclear concepts.

Objectives Review - In conjunction with structured note-taking, objectives reviews are to be performed. Objectives reviews are to be performed online through a link provided by the instructor, in paragraph format (unless another format is prescribed), and completed prior to 2300 hours on the Sunday preceding classroom instruction. Fire cadets may access and utilize the MFD computer lab during non-business hours by presenting their MFD ID to the MPD guard at the desk.

Chapter Practice Quizzes - Practice quizzes are provided along with other web-based enrichment materials as part of the Firefighter 1 curriculum. Fire cadets are to use the access code in the front cover of their textbook, access the website at www.firefighter.jpup.com, complete online practice quizzes, and email their results to their instructor. Web-based curriculum is also available via CentreLearn at <http://login.learnems.com/>. Practice quizzes must be completed and confirmation emails sent prior to 2300 hours on the Sunday preceding classroom instruction. A passing score on a practice quiz from www.firefighter.jpup.com is required prior to a quiz retake.

Chapter Worksheets - Chapter worksheets that accompany the book may be assigned as homework to help emphasize important points. When chapter worksheets are assigned, they are due prior to the start of the next classroom instruction.

Peer Study - Upon mutual agreement between fire cadets, two or more may be assigned to a peer study group. Fire cadets will still be required to complete other portions of academic probation while participating in a study group. Study groups may occur before work hours, after work hours, or during the weekend. Fire cadets may access the MFD computer lab or the MFD cafeteria to hold study groups.

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One-on-One Tutoring - Instructors can prescribe one-on-one tutoring to cover specified topics or lessons. One-on-one tutoring may also be used to review materials that were covered while fire cadets were not present due to illness, injury, military leave, late entry in the program, or other extenuating circumstances. One-on-one tutoring can consist of classroom instruction or practical application of learned skills on the training ground. Due to the confines of the training day and limited availability to resources, one-on-one tutoring may take place outside of normal training hours. Scheduling of one-on-one tutoring time is at the discretion of the instructors and may be based on the availability of required personnel and materials. One-on-one tutoring may be recommended outside of the academic probation program at instructors' discretion for practical skills.

Fire cadets will be placed on academic probation when any of the following conditions are met:	Fire cadets will be released from academic probation when:
Receiving a quiz average below 80%	Quiz average rises above 80%, and stays at this level for three consecutive quizzes.
Receiving three (3) consecutive quiz scores below 75%	Three consecutive quiz scores above 80% and maintains a quiz average above 80%.
Failing two consecutive quizzes	
Receiving a failing score on a quiz retake	
Receiving a EMT quiz average below 84%	Quiz average rises above 84%, and stays at this level for three consecutive quizzes.
Receiving a failing MFD Firefighter Level 1 <u>test</u> score	Following <u>test</u> score is above 80% and <u>test</u> average is above 75%.
Receiving a failing EMT <u>test</u> score	Following <u>test</u> score is above 84% and <u>test</u> average is above 80%.

Additional Academic Issues and Outcomes

Despite the combined efforts of instructors, fire cadets, other mentors, and the typically effective tools of the academic probation policy, the academic issues below may still occur. At the sole discretion of the Chief, efforts documented while on academic probation may be considered prior to enforcing the prescribed outcomes.

Academic Issues	Outcomes
Failing MFD Locations test Failing MFD S.C.B.A. test	Will not be allowed to progress to field rotations until receiving a passing score. Fire cadet must also pass test as a Fire Recruit.
Failing MFD S.C.B.A. test	Will not be permitted in IDLH atmospheres, including live burns, until receiving a passing score. Fire cadet must also pass test as a Fire Recruit.
Failing Wisconsin Firefighter Level 1 or Hazardous Materials tests	Retest must be scheduled and completed at earliest time allowed by testing body; will not be allowed to participate in field rotations until receiving a passing score.
Failing EMT National Registry Practical	Must take next available retest within a 50-mile radius of Milwaukee at the next available date as allowed by the National Registry.
Failing EMT National Registry Written	Must reschedule written test 15 days after receiving failing grade. Retest must take place within two weeks of scheduling or as soon as possible thereafter. Retests will be at own

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	expense.
Failing MCEMS Paramedic course for reasons other than academic dishonesty	Terminated from the program. (Fire cadets may be permitted to continue fire cadet training, with approval of the Chief, but may be required to gain licensure as a paramedic as a condition of employment as a sworn MFD member. Cadet is required to gain 24 college credits prior to being appointed to fire recruit.)
Failing three consecutive Wisconsin Firefighter Level 1 tests or Hazardous Materials tests	Terminated from the program.
Academic ineligibility is determined from averaged EMT tests scores	Terminated from the program.
Academic ineligibility is determined from averaged MFD Firefighter Level 1 tests scores	Terminated from the program.
Failing to gain licensure as a Nationally Registered EMT and Wisconsin EMT prior to August of year in which EMT classroom is completed.	Terminated from the program.

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FIRE CADET PROGRAM ACADEMIC PROBATION CONTRACT

Fire cadet _____ has been placed on
academic probation on date _____ due to: (select one or more of the following)

- Receiving a quiz average below 80%
- Receiving three (3) consecutive quiz scores below 75%
- Failing two consecutive quizzes
- Receiving a failing score on a quiz retake
- Receiving a EMT quiz average below 84%
- Receiving a failing MFD Firefighter 1 test score
- Receiving a failing EMT test score

As a result of his/her academic performance the fire cadet is hereby ordered to complete the following:

- Structured Note-taking ([Cornell Method](#))
- Peer Study
- Chapter Worksheets
- Chapter Practice Quizzes (web-based)
- Objectives Review (web-based)
- Other: _____
- One-on-One Tutoring

Instructor Comments: _____

Cadet Comments: _____

I, _____ have reviewed this academic
probation contract with my instructor and have been given an opportunity to ask questions and add my
own comments. I understand it is my responsibility to improve my test/quiz results in accordance with
the academic policy in order to be removed from academic probation. Furthermore, I understand that
failing to meet the academic standards of the Fire Cadet Program may be grounds for termination.

Cadet Signature: _____ Date: _____
Officer Signature: _____ Date: _____
T.D. BC Signature: _____ Date: _____
Cadet has completed all requirements of academic probation on Date: _____

Academic dishonesty will not be tolerated and will be grounds for dismissal.

**I have read the information about the Cadet Academic Policy. I understand the contents and was
provided an opportunity to ask questions for what, if anything, I did not initially understand.**

Print Name: _____

Signature: _____

Date: _____

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EMT AND PARAMEDIC REQUIREMENTS

I understand that as a member of the Milwaukee Fire Department, I am required to maintain licensure as an Emergency Medical Technician as a condition of my employment. Furthermore, I also understand that I may be required to obtain and maintain paramedic licensure.

I have read the information about EMT and Paramedic Requirements. I understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

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Outside Employment as a Fire Cadet

Fire Cadets are not permitted to work or volunteer for any public or private agency in any firefighting or medical capacity during their employment with the Milwaukee Fire Department. Fire Cadets holding practice affiliation from the state of Wisconsin with other agencies will be required to remove said affiliation immediately upon accepting employment with the MFD and are not permitted to practice medicine for said agency or organization.

I have read the information regarding outside employment as fire cadet, understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

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MILWAUKEE FIRE DEPARTMENT WORKPLACE VIOLENCE PREVENTION POLICY

It is the policy of the Milwaukee Fire Department (MFD) to provide a safe work environment for its members and visitors, which is free of verbal or physical intimidation, threats, or violent behavior. The MFD is committed to a zero tolerance policy for incidents or threats of violence by members towards other members, visitors, or the general public.

In order to promote and support a workplace where dignity and respect are observed, the MFD will not tolerate any acts of intimidation, threats, or bullying. All members are responsible for maintaining a safe work environment. All reported incidents in violation of this policy will be taken seriously and will be investigated. MFD members who have found to have engaged in intimidating, threatening or violent behavior will be subject to discipline, up to and including discharge, for the first offense.

The possession and or use of weapons by members or visitors is strictly prohibited in all city-owned or -leased buildings, with the exception of law enforcement personnel. The possession of weapons on their person is strictly prohibited for MFD members who are engaged in the course and scope of MFD employment while not on city property. Members and visitors with proof of a license to carry a concealed weapon are allowed to store their weapons securely in their vehicle while on city property.

PROHIBITED CONDUCT

The following list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Engaging in bullying or intimidating acts (whether directed at a specific person or not);
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Comments (even if "joking") about violence or the possession of weapons in the workplace;
- Physical or verbal abuse;
- Stalking;
- Engaging in behavior motivated by, or related to, domestic violence;
- Intentionally damaging city property or property of another employee or citizen;
- Sabotage;
- Possession or use of a weapon, firearm, or dangerous instrument while on duty is strictly prohibited.

REPORTING REQUIREMENTS

It is the responsibility of every member to adhere to the standards set forth in this policy and to report violent, threatening, intimidating, or other disruptive behavior. If there is immediate danger, call 9-1-1. If it is reasonably believed that another individual's behavior, actions, or statements violate this policy, but it is not believed to create immediate danger, report the situation to the next highest level of command or complete an MFD F-209 "Employee Complaint Form" submitting it to the Assistant Chief of Support or the Fire Personnel Officer. Request Form F-209 via Fire Administration at 286-8948.

Disciplinary action may result if members having knowledge of a suspected violent act fail to report it or refuse to cooperate with the investigation.

Any reported violation of this policy will be investigated in a timely and confidential manner by MFD management, and if necessary by an outside investigator. Members are required to cooperate in investigations relating to this policy. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. The purpose of this provision is to protect the confidentiality of the complainant as well as the accused, to encourage the reporting of incidents in violation of this policy, and to protect the reputation of an employee mistakenly or wrongfully accused.

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ACTION FOLLOWING INVESTIGATION

Any individual or group who endangers the physical and/or emotional health, safety and well-being of another may be subject to one or more of the following actions: conflict resolution, counseling, administrative leave, a referral to EAP, discipline, discharge, physical removal, fines and/or civil and criminal penalties as provided by law.

RETALIATION PROHIBITED

Retaliation to a workplace violence complaint will not be tolerated. Members who report a violation of this policy, or who cooperate in an investigation in compliance with this policy and who believe they have been retaliated against should report this conduct on MFD Form F-209.

I have read the information regarding workplace violence prevention, understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

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MFD ANTI-HARASSMENT/ANTI-DISCRIMINATION POLICY

It is the policy of the Milwaukee Fire Department (MFD) to provide a work environment that is free from sexual harassment and harassment or discrimination based upon age, race, national origin, disability, creed (religion), color, marital status, ancestry, sexual orientation, gender identity or expression, arrest record, conviction record, military forces services; the use or non-use of lawful products off MFD premises during non-working hours; declining to attend a meeting or to participate in any communication about religious matters or political matters; and genetic testing. These categories are protected under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, the State of Wisconsin Fair Employment Relations Act and City of Milwaukee Code of Ordinances, Chapter 109.

Sexual Harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment Based Upon Other Protected Categories is defined as: conduct which may include, but is not limited to ethnic slurs, and other verbal or physical conduct when the conduct...

- has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Members who practice discrimination/harassment, as defined by any relevant federal or state statute, or city ordinance, or any federal, state, city or department rule or regulation pertaining to harassment is subject to charges, up to and including discharge.

Members who have knowledge of discrimination/harassment against other members are to report the situation to the Assistant Chief of Support. Failure to do so will result in charges against said members. Officers are not to permit discrimination/harassment, as defined by the law, to be practiced by members under their authority.

REPORTING PROCEDURE

Members who feel they have been a victim of discrimination or harassment are to submit a completed MFD F-209, "Employee Complaint Form," delivering it in a sealed confidential envelope to the Assistant Chief of Support or the Fire Personnel Officer. Request Form F-209 via Fire Administration at 286-8948.

RETALIATION PROHIBITED

Retaliation to a discrimination/harassment complaint will not be tolerated. Members who report a violation of this policy, or who cooperate in an investigation in compliance with this policy and who believe they have been retaliated against should report this conduct on MFD Form F-209.

I have read the information regarding anti-harassment/anti-discrimination, understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

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EQUAL OPPORTUNITY IN SERVICE DELIVERY AND EMPLOYMENT

It is the policy of the Milwaukee Fire Department to comply with the equal opportunity policies and standards of the City of Milwaukee, Wisconsin Departments of Children and Families, Health Services, Workforce Development, and all applicable state and federal statutes and regulations relating to nondiscrimination in service delivery and employment.

SERVICE DELIVERY

No otherwise qualified applicant for service or program participation is to be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin, age, sex, sexual identity, sexual orientation, religion, political beliefs, or disability. No employee or other person is to intimidate, threaten, coerce, or discriminate against any otherwise qualified individual for the purpose of interfering with any right or privilege secured under one of the applicable civil rights laws, or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under one of the applicable civil rights laws.

Program access for persons with disabilities is covered in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as amended. Political belief or affiliation is protected under the Food Stamp Act of 1997 and the Workforce Investment Act of 1998. This policy covers eligibility for access to service delivery, and to treatment in all programs, services and activities. All employees are expected to support the goals and programmatic activities relating to nondiscrimination in service delivery.

EMPLOYMENT

No otherwise qualified person is to be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of age (over 40), race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, or use or nonuse of lawful products off the employer's premises during non-working hours. Sworn and some civilian employees are subject to background screening before hire which overrides the preceding sentence in regards to arrest and conviction record. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. All employees are expected to support goals and programmatic activities relating to nondiscrimination in employment.

REPORTING A COMPLAINT

Members are encouraged to discuss any perceived discrimination problems in employment or service delivery with the Assistant Chief of Support, the MFD's Equal Opportunity Coordinator. In the Assistant Chief's absence, reports may be made to the MFD Fire Personnel Officer. An *MFD Employee Complaint Form* (F-209) is available upon request by calling the Administration Division at 286-8948.

I have read the information regarding equal opportunity in service delivery and employment, understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

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AMERICANS WITH DISABILITIES ACT

The Milwaukee Fire Department is committed to providing equal employment opportunities for all employees and applicants for employment regardless of disability. It is the department's policy, in compliance with the Americans with Disabilities Act (ADA), the American with Disabilities Amendment Act (ADAAA) and the Wisconsin Fair Employment Act (WFEA) to prohibit discrimination and harassment on the basis of disability, with regard to application and examination procedures, hiring, advancement, compensation, job training, discharge, and other terms, conditions and privileges of employment. The department will reasonably accommodate a qualified individual where such accommodation does not create an undue hardship in accordance with applicable legal provisions.

This policy, consistent with applicable laws, also prohibits retaliation against an applicant or employee for asserting his/her rights under the law.

This policy regarding qualified individuals with disabilities will be coordinated with all other department and Fire and Police Commission policies such as safety, workplace violence prevention, pre-employment medical examinations, leave, etc. This policy will also be coordinated with other applicable laws such as the Family Medical Leave Act and the Wisconsin Worker's Compensation law. The department reserves the right to amend or interpret this policy as necessitated by individual circumstances and/or changes in state and federal laws.

REPORTING PROCEDURE

Members who feel they have been a victim of ADA, ADAAA or WFEA discrimination are to submit a completed MFD F-209, "Employee Complaint Form," delivering it in a sealed confidential envelope to the Assistant Chief of Support or the Fire Personnel Officer. Request Form F-209 via Fire Administration at 286-8948.

RETALIATION PROHIBITED

Retaliation against an ADA, ADAAA, or WFEA complaint will not be tolerated. Members who report a violation of this policy or who cooperate in an investigation in compliance with this policy and who believe they have been retaliated against should report this conduct on MFD Form F-209.

INVESTIGATORY REQUIREMENTS

Any reported violation of this policy will be investigated in a timely and confidential manner by MFD management. Management will provide confidential assistance to members in an attempt to resolve issues regarding disability discrimination/harassment. All information concerning members' medical condition will be kept strictly confidential unless members grant specific authorization to disclose it, to the extent necessary to efficiently investigate the complaint. In no event will information concerning members be released to, or discussed with, anyone who is not involved with the investigation.

If an investigation reveals that a complaint is valid, action will be taken to immediately stop the discrimination/harassment to prevent its recurrence and disciplinary action will be taken against members found to have violated this policy. Complainants and witnesses should understand that they might be required to testify in legal proceedings if their complaint results in disciplinary action being taken against another individual.

I have read the information regarding the Americans with Disabilities Act, understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____

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PROHIBITED RECORDING DEVICE USE AND SOCIAL NETWORKING SITES (SNS)

MFD cadets are not allowed to utilize photographic, video, audio or other recording devices (including cell phones) during the course of their instruction or participation in the fire cadet training program unless specifically permitted by the lead instructors and affected parties, or as allowed by law.

Social Networking Sites (SNS) encompass a broad range of online activities, all of which are traceable; nothing ever truly disappears from a computer. For purposes of this policy, "social networking sites" are defined as interactive online pages that allow for and encourage multiple postings or interactions and whose information is constantly altered by its readers and producers. Examples of these sites include blogs, wikis, RSS feeds, and web sites such as Facebook, Twitter, GovLoop, YouTube, LinkedIn, Flickr, MySpace, LiveJournal and others. This policy applies to multi-media sites used for personal or professional reasons.

The distinction between online private and professional life has largely broken down; professional and personal activity will be treated as one. Regardless of privacy settings, anything posted on a social media site becomes a part of the public domain. Any information created, transmitted, downloaded, exchanged, or discussed in a public on-line forum may be accessed by the department at any time without prior notice. There is NO expectation of privacy in such communications.

Direct concerns of inappropriate postings to lead instructors.

The following are general guidelines to follow when participating in social media forums. Failure to follow these guidelines can lead to immediate termination.

1. Members are responsible for what they post.
2. Members are to obey the law; do not post anything that violates department rules, or any applicable local, state, or federal laws or regulations.
3. Members are to treat the official business of the Training Academy and the Milwaukee Fire Department as confidential, and may not impart it on any SNS.
4. Do not include department logos unless the Fire Chief or his designee grants permission.
5. Members are neither to claim nor imply that they are speaking on behalf of the department without the Fire Chief's or his designee's consent to do so. Public employees do not lose their rights under the First Amendment of the U.S. and Wisconsin Constitutions; however, speech, on- or off- duty, that owes its existence to their official duties and professional responsibilities as members of the Milwaukee Fire Department is not protected. Fire Cadets are free to express themselves as private citizens on SNS to the degree that their speech is not disruptive to the mission of the Milwaukee Fire Department.
6. Pictures of personnel in department clothing or fire cadet clothing on SNS will not be tolerated.
7. Comments made in a disparaging manner in regards to another fire cadet, employee, the training academy, or any city department will not be tolerated. Negative and/or derogatory comments can also lead to claims of defamation and slander.
8. Comments made or information provided about patient contacts breaks HIPPA laws and MFD policies and will not be tolerated.

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9. Members are prohibited from:
- a. speaking in obscene or sexually explicit language
 - b. acts and statements (or other forms of speech) that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected class of individual
 - c. speaking of themselves or any departmental personnel in a fashion that would reasonably be considered reckless or irresponsible or that would reflect on the department in a negative manner
 - d. disclosing information protected under copyright, is proprietary, or represents an unauthorized disclosure of confidential department activities

I have read the information about Prohibited Recording Device Use and Social Networking Sites (SNS). I understand the contents and was provided an opportunity to ask questions for what, if anything, I did not initially understand.

Print Name: _____

Signature: _____

Date: _____