

Baltimore County Fire Department

Fire-Rescue Academy



Recruit School Training Manual

RS-Class # 128

Desire. Determination. Dedication.



*“We do not rise to the level
of our expectations; we fall
to the level of our training.”*

-Archilochus

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Section 1: Organizational Statements

A. Baltimore County Fire Department Mission Statement.

1. The mission of the Baltimore County Fire Department is to provide the highest quality fire protection, emergency medical services, fire prevention, safety education, community services and mitigation of emergency and non-emergency incidents to the citizens and visitors of Baltimore County.
2. Our service delivery is enhanced through training, education, planning and teamwork. We will achieve our mission safely while remaining economically responsible through the effective and efficient use of all resources.

B. Baltimore County Fire-Rescue Academy Mission Statement.

1. The mission of the Baltimore County Fire-Rescue Academy is to ensure the operational readiness of all career and volunteer emergency services providers by facilitating superior educational opportunities for the members of the fire, rescue, and emergency medical services community.
2. This mission is realized through the delivery of insightful curricula, competencies, and concepts designed to assist students in developing an inherent, purposeful skillset.

C. Baltimore County Fire-Rescue Academy Vision Statement.

1. It is the vision of Baltimore County Fire-Rescue Academy to be recognized as the premier all-hazards, all-risk training center by providing a range of pertinent educational opportunities catered to the needs of the department. The organization will ensure fiscal sustainability, operational readiness, and exceptional customer service while maintaining our core infrastructure through the development and delivery of these programs.

D. Baltimore County Fire-Rescue Academy Motto.

1. *Desire. Determination. Dedication.*
 - Desire – One must demonstrate a desire for the position. One must possess a deep desire to serve their fellow citizens.
 - Determination. One must be determined to take the necessary steps to achieve the goal. One must be determined to work through any obstacles they encounter.
 - Dedication. One must be dedicated and committed to achieve the goal. One must dedicate themselves to this great profession and put the service before themselves.



E. Baltimore County Fire-Rescue Academy Core Values.

1. **Accountability.** We believe that we must be accountable to our students and our stakeholders. We strive to take ownership and responsibility for every student's training needs and goals in every training evolution.
2. **Integrity.** We believe that all personnel are expected to model honest and trustworthy behavior regardless of the circumstance by doing the right thing, the right way, at the right time. Our actions and words reflect our thoughts and values.
3. **Respect.** We believe that personnel are expected to treat others with dignity and courtesy by listening, empathizing, and valuing their opinions and perspectives. Our actions and words support a healthy, civil, and positive environment.
4. **Knowledge.** We believe that knowledge is power. Personnel are expected to obtain, maintain, and enhance their knowledge, skills, and abilities to ensure the delivery of the highest quality education and service at all times.
5. **Safety.** We believe that personnel must maintain continuous regard for the welfare of themselves and others through commitment and compliance with department orders and safety standards
6. **Initiative.** We believe that there is more than one way to correctly perform a task or skill. Personnel are expected to perform not for praise but for the mission and the people. We encourage each other to think outside the box, improvise, adapt and overcome while constantly remaining flexible.



Section 2: Welcome from the Chief of Training and Education



Congratulations on your appointment to the Baltimore County Fire Department! You have undergone a competitive process to become a member of a very proud and honored organization. On behalf of Fire Chief Joseph Dixon, Sr., and the Fire-Rescue Academy staff, I would like to welcome you to the Baltimore County Fire-Rescue Academy. Each of you have successfully navigated the rigorous selection process which began several months ago. Each phase of your selection process was extremely important to ensure that the highest quality candidates available were selected to fill the limited seats in this recruit class. You have been afforded a career opportunity that many others may never know.

The instructional staff of the Fire-Rescue Academy consists of officers and instructors who are assigned to the Academy in recognition of their professionalism, experience, and commitment to the education and training of both new and tenured members. All permanent instructors assigned to the Fire-Rescue Academy are accredited as Maryland Emergency Services Instructors through the Maryland Instructor Certification Review Board (MICRB) in at least one, if not more, emergency services disciplines.

Experienced members and instructors from field operations are called upon to supplement the regular instructional staff. These instructors are referred to as the *Recruit Training Group* (RTGs). The RTGs will work closely with you to achieve the goal of your successful completion of the Fire-Rescue Academy's Recruit Training Program. These individuals bring a wealth of experience and knowledge to the recruit program. They, along with all instructors, shall be afforded the utmost respect as they work tirelessly to enhance your skills and abilities to prepare you for your future in the Baltimore County Fire Department.

Our agency is an "all hazards" department representing every level of emergency response. There are specialized teams dedicated to trench rescue, hazardous materials, confined space, building collapse, rope-rescue, dive-rescue and swift-water rescue. The potential for your professional growth is only constrained by the limits you place upon yourself. The Fire-Rescue Academy provides training for initial certification and re-certification as well as topics of interest and importance to maintain our members' skills and knowledge at the highest level of operational readiness possible.

The Fire-Rescue Academy atmosphere is intentionally strict and paramilitary in nature. This will assist you as you transition from civilian life into the structure that fire departments across the world are based upon. For some, this may not be an easy transition. The department's Rules and Regulations govern the conduct and actions of all members of the department, whether on or off duty. Adherence to these Rules and Regulations are paramount to efficient operations and order within our agency, and to your success.

Welcome, and I wish you the best of luck as you begin your new career with our department!

Sincerely,

A handwritten signature in cursive script that reads "Nicole Nappi".

Bureau Chief Nicole Nappi
Chief of Training and Education



Section 3: General Rules and Regulations

A. Scope of Rules.

1. All rules included in this Recruit Operations Manual are in effect at all times when on duty, including, but not limited to, ride-along, field trips, field internships, and station visits.
2. In addition to this manual, all recruits must abide by the Rules and Regulations and Standard Operating Procedures of the department. In a situation where an issue is addressed by both the Recruit Manual and another source, the Recruit Manual shall take precedence for Recruits.

B. Attendance.

1. All uniformed personnel, regardless of assignment, are considered “essential” and shall report for duty, as scheduled regardless of the environmental/emergency conditions encountered.
2. In general, the working day for recruits shall be 0700 to 1700 hours, Monday through Thursday. Fridays, Saturdays, and Sundays shall be regular off-duty days unless otherwise directed by the officer-in-charge, or when on field assignments. Recruits should be prepared for occasional nights and weekends throughout the course of the program.
3. Fridays are reserved for recruit enhancement. Attendance at these enhancement sessions is not mandatory, but highly encouraged. These days are designed to provide additional time for recruits to work on areas of the curriculum that they desire.
4. Recruits are required to attend every scheduled session of the curriculum unless granted permission to be absent or late by the Chief of the Fire-Rescue Academy. *Lateness and unauthorized absence will result in disciplinary action in accordance with Personnel 09 Section 3* (See Standard Operating Procedures).
5. **Missed session(s) may result in termination from the recruit program.**
6. Recruits who are unable to report for duty by the time specified must report this to the officer-in-charge at least 90 minutes prior to the scheduled duty time. The officer-in-charge may be contacted by calling the Fire-Rescue Academy at (410) 887-8939. In the event no one can be reached at this number, recruits should contact the Administrative Duty Officer at Fire Dispatch by calling (410) 307-2052. Any time missed by a recruit, for any reason, will result in that employee being required to make up that time.
7. No recruit shall be permitted to leave the Fire-Rescue Academy complex unless authorized by an officer (Lieutenant or higher).



C. Communication.

1. Recruits shall address all Officers and Instructors by their rank and surname. If a surname is not known, the person is to be addressed by rank.
2. Loud, boisterous talking or yelling will not be permitted at any time. Profanity and banter are strictly prohibited.
3. At a minimum, recruits are expected to check their email twice daily to receive any pertinent communications from their chain of command.
4. Anytime (on-duty or off-duty) a recruit is out of uniform and encounters a member of the Baltimore County Fire Department in conversation, they shall make it immediately known that they are an active recruit at the Baltimore County Fire Rescue Academy.

D. Command Structure.

1. The chain of command shall be strictly adhered to at all times. A recruit class chain of command will be created by the officer-in-charge and adhered to accordingly.
2. A physical copy of specific recruit class command structure will be provided to each class.

E. Participation.

1. Recruits will participate in all activities unless excused by the instructor-in-charge.

F. Accountability.

1. Recruits are not to leave any classroom or outdoor session without permission from an Instructor or Officer.
2. Recruits will always travel with a partner and only in sets of two or as a complete class unless specific direction is given by an Instructor. It is the responsibility of the individual leaving the group to obtain a partner when needed.

G. Work Ethic.

1. There will be no sleeping at any time while on-duty during recruit school.
2. Recruits must respect the building and its furniture by keeping feet off walls, desks, and chairs at all times, both inside and outside of all buildings. Sitting on any table inside or outside is prohibited.
3. Recruits shall not pre-emptively pack their belongings for dismissal while class is in session.
4. Late, incomplete, or failed assignments shall result in progressive disciplinary action.

H. Reporting Injuries.

1. Any injury sustained while participating in any training activity shall be reported to an Instructor immediately, **no matter how minor.**



I. Personal Items.

1. At no time will personally owned radios, pagers, cellular telephones, or smart devices (i.e. smart watches) be permitted in the classroom or practical areas. However, smart watches may be worn while participating in PT sessions.
2. Only reading materials issued by the Fire Department will be allowed. There will be no newspapers, personal magazines, or similar materials allowed in the training area.
3. Recruits will be responsible for bringing a bag lunch each day. There is a refrigerator available for storage of lunches, as well as a microwave. While at the Stevenson Campus vending machines for snacks and drinks are available.
4. Meals, snacks, and hydration periods will be scheduled by the officer-in-charge and will be consistent with the Maryland Fire and Rescue Institute's (MFRI) Hydration Policy (Appendix A).
5. No food shall be delivered to the Fire-Rescue Academy at any time.

J. Safety.

1. All recruits are responsible for their own personal safety, as well as the safety of their classmates. Dangerous or careless action (horseplay) by any recruit during any aspect of training (classroom, practical, or PT) is strictly prohibited and is subject to disciplinary action.
2. Intentional misuse of any Baltimore County property will result in disciplinary action.

K. Military Obligation.

1. All recruits must notify the officer-in-charge of any military obligations during the first week of the Academy. Recruits who have a military obligation which may conflict with recruit training shall immediately notify the officer-in-charge. The recruit will be provided with a letter to present to his or her commanding officer requesting that he or she be excused from, or defer, their military obligation.

L. Dismissal and Withdrawal.

1. Recruits must comply with all Standard Operating Procedures, Rules and Regulations, and Fire Department policies. Failure to comply with these policies will lead to progressive discipline which may lead to termination from the department. Recruits may be dismissed from the Fire Department upon recommendation of the Chief of the Fire-Rescue Academy for failing to maintain the minimum acceptable academic standards, or for violating any departmental standard.
2. Recruits may voluntarily resign from the department by submitting a written request (Form 58) to the Chief of the Fire-Rescue Academy. This correspondence should be addressed to the Fire Chief.



3. All department-issued equipment must be turned in and inventoried prior to meeting with the Chief of the Fire-Rescue Academy for the recruit's exit interview. This will be completed at the time of withdrawal or dismissal, prior to the recruit's departure from the Fire-Rescue Academy.

M. Virtual Learning

1. At the discretion of the Bureau Chief of Training and Education, recruits may intermittently be allowed to attend lecture sessions virtually, in the spirit of preventing widespread illness.
2. As a reminder, all training sessions are mandatory. Missed session(s) may result in termination from the recruit program.
3. Practical sessions shall never be administered virtually.
4. Virtual classroom sessions are considered a traditional classroom setting, therefore ALL Baltimore County, Fire Rescue Academy, and MFRI Rules and Regulations apply
5. Recruits shall attend virtual sessions from a quiet, stationary location that is free from distractions. Find a quiet room with minimal activity. People walking in and out of the background becomes a distraction to the instructor and other students.
6. Recruits shall have their camera turned "On" at all times when attending a virtual session. The microphone shall be "Push-to-Talk."
7. Recruits shall be visible and in frame unless excused by an instructor. The faces of virtual participants must be clearly visible.
8. Recruits shall be in uniform during virtual sessions.
9. When participating in a class session, the recruit's name must be the name displayed.
10. If you use a virtual image as your background, it must be plain. No writing or photographs are permitted.
11. Passwords or meeting links are considered confidential and shall not be shared with others.
12. Disruptions to a virtual classroom session may lead to the removal of the student from the session and/or revocation of the virtual learning privilege.

N. Recruit Class "Kitty".

1. Recruits will have the option of creating a "kitty" to cover any additional expenses incurred.
2. Security of the "Kitty" is the sole responsibility of the recruits.



Section 4: Classroom and Building Procedures

A. Classroom Etiquette.

1. Recruits will be in their assigned seat prior to the starting time of each session. Recruits shall remain attentive at all times and shall maintain an erect posture while sitting or standing. Any conversation secondary to an instructor's lecture is prohibited.
2. When addressing the instructor, the recruit shall raise their hand. When called upon, the recruit will come to the position of attention, identify themselves as "Recruit + Surname" (i.e. "Recruit Jones") and proceed with their question or response. The recruit will remain in the position of attention until the conversation is finished or they are directed otherwise.
3. Recruits who find it difficult to remain awake will stand at the position of parade rest at the back of the classroom so as not to interfere with the other recruits. They shall maintain a space behind them that will allow the instructor/speaker a clear path to walk.
4. As a teaching session nears closing, recruits will not make any premature movements to secure books or supplies until such time as directed to do so.
5. While there will be allotted snack periods, at no time will recruits consume/eat in the classroom unless authorized by lead instructor.
6. Recruits shall not chew gum or gum like material to include candy, mints etc.

B. Classroom Visitors.

1. If no instructor is present in a room, the class should be called to attention by stating "Class Attention."
2. If an active lecture is not in session, recruits should also come to attention if someone of higher rank than those in the room enters (i.e. if a Lieutenant is in the room, recruits will only come to attention if a Captain or higher enters).
3. During lecture, the instructor shall exercise his or her discretion as to the appropriateness of interrupting the class when a visitor enters the room during lecture.

C. Hallway Traffic.

1. All indoor movement shall be swift, orderly, and right-justified (right shoulder nearest the wall) to maintain the proper flow of foot traffic within narrow hallways and corridors.
2. Recruits will make a right-of-way for any visitor, officer, or instructor within six feet of the individual. Recruits will come to the position of attention (with their back against the wall if in a hallway) until such time as that person advises the recruit(s) otherwise, or that person continues past them six feet, or the recruit has not been acknowledged and has been in the position of attention for at least fifteen seconds. The statement "make-a-hole" will be announced by the recruit(s) to acknowledge this action.



D. Indoor Reporting Procedure.

1. When reporting to the Fire-Rescue Academy main office, recruits will knock on the main office door to gain permission to enter. Recruits will only enter when acknowledged by visible motion or audible direction. The statement "Recruit(s) in the office" must be verbalized to announce the presence of recruits. If multiple recruits enter the office together, only the first one through the door will make the announcement.
2. Recruits reporting must state their name and reason reporting and or request in the following manner: "Recruit Jones reporting for..." If called upon by an officer or instructor, the recruit will proceed to the requesting officer or instructor's location.
3. If reporting to a cubicle, wait to be acknowledged by the officer or instructor, then state: "Recruit Jones reporting as ordered," or state the request. The recruit will then wait for instructions, then acknowledge and repeat the instructions. The recruit will not move until dismissed by the officer or instructor.
4. If the officer or instructor is in an office, knock on the requesting officer's door (or door frame if the door is open) three times. Once acknowledged, the recruit will stand at attention centered in front of the desk. The recruit will state: "Recruit Jones reporting as ordered," or state the request. The recruit will then wait for instructions, then acknowledge and repeat the instructions. The recruit will not move until dismissed by the officer or instructor.

E. Departmental Telephone Usage.

1. Incoming calls for recruits will be accepted only in emergencies. Departmental telephones are to be used by recruits to conduct official business only.
2. Recruits wishing to use a departmental telephone must request permission from the officer-in-charge. After receiving permission, telephone calls are to be made only during breaks, lunch, or at the end of the day. Telephone use will not impact the academic or physical training portion of the program.
3. When answering departmental telephones give the appropriate greeting, state your location, your rank and surname, and offer your assistance: "Good afternoon, Fire-Rescue Academy. Recruit Smith speaking, how may I help you?"

F. Parking.

1. Recruits will park in the designated areas only. Car pools are encouraged to reduce the personal expenses of the recruit and to avoid parking congestion.



G. Cleaning Procedures.

1. The training area will be cleaned according to a schedule determined by the officer-in-charge. Clean-up crews will be responsible for policing areas designated by the officer-in-charge. All equipment used will be cleaned, placed in good working order, and returned to its proper place. Cleaning materials will be returned to their appropriate location upon their completion.
2. Should any equipment become broken, worn, or in need of repair, the officer-in-charge shall be notified immediately.
3. All trash shall be placed in the proper containers designated for that purpose only.
4. An inventory of all cleaning and station supplies will be conducted weekly and delivered to the officer-in-charge so supply orders can be made as needed.



Section 5: Uniforms and Personal Protective Equipment

A. General.

1. While assigned to recruit training, each student will be issued uniforms, personal protective equipment, standard operating procedures, this recruit manual, and other miscellaneous items that will be needed during the course of the program. It is the responsibility of each recruit to maintain all issued equipment in good working order. Defective equipment or equipment that is worn through normal use will be replaced. Recruits will be held accountable for their issued equipment in accordance with Personnel 28 (See Standard Operating Procedures). Misuse or careless use of equipment will be cause for disciplinary action.

B. Class B Uniform.

1. All recruits will be issued a fire department Class B uniform and shall wear and maintain their uniform in accordance with Personnel 01 (See Standard Operating Procedures). The issued recruit uniform is to be worn, in its entirety, at all times unless directed by the officer-in-charge. It shall be complete and proper consisting of: cover (hat), shirt (buttoned appropriately and fully tucked inside of trousers), trousers, shoes (well-polished), black tie, and recruit ID badge. The issued jacket will be worn when required, fully buttoned, zipped, and snapped.
2. Recruits shall wear navy blue or black socks and department-issued safety shoes with their Class B uniform unless otherwise approved by the Fire Chief. The fire department-issued safety shoes are not to be worn in conjunction with the turnout pants for any reason.
3. The uniform shall be maintained in a clean and pressed condition with shoes polished to a high gloss. Hands shall be kept from the trouser pockets at all times. Trouser pockets shall be free of excessive items.
4. The uniform will be worn only while on duty and en-route to or returning from duty. At no time will any portion of the uniform be worn or supplemented with non-uniform clothing. The uniform shall not be worn while off-duty or when engaging in non-work-related activities, events, or proceedings.
5. The shirt worn beneath the Class B uniform shall be **plain Navy Blue crew neck, no pocket and with no branding to the shirt**. There will be times when recruits may remove their button-down shirts and work in T-shirts. The recruits must still appear uniform in this circumstance.
6. "Morale" Attire that is intermittently approved as part of the uniform (cancer awareness, veteran's foundations, etc.) for field operations shall not be permitted while in recruit school.



C. Items Required to be Purchased by Recruits.

1. One (1) Spiral bound notebook
2. Two (4) Ballpoint pens, (2) black ink (2) blue ink
3. Two (2) #2 lead pencils
4. One (1) Yellow highlighter.
5. Plain, black leather belt. Buckles shall be standard square or rectangular in shape, chrome in color, and shall not be larger than 1 ¾" by 3". No solid or logo type buckles are permitted.
6. Plain black or navy-blue socks (for wear in uniform).
7. White socks (for wear in PT gear).
8. Watch with a sweeping second hand. (analog)
9. Physical training attire (refer to provided vendor list):
 - a. T-Shirts (Hanes, Fruit of the Loom, or Gildan). Must be plain, navy blue in color. No pockets, non-fire department logos, or ornamentation permitted.
 - b. Shorts (Hanes, Fruit of the Loom, or Gildan). Must be plain, navy blue in color. No non-fire department logos or ornamentation permitted.
 - c. Sweat Shirts (Hanes, Fruit of the Loom, or Gildan). Must be plain, navy blue in color. No non-fire department logos or ornamentation permitted.
 - d. Sweat Pants (Hanes, Fruit of the Loom, or Gildan). Must be plain, navy blue in color. No non-fire department logos or ornamentation permitted.
10. Black duffel bag for necessary uniform and hygiene items needed to shower and change after physical training.
11. Combination padlock. No key entry padlocks are permitted.
12. Canteen. Recruits **must** purchase a plastic bottle/canteen to carry water during physical training activities. Prior to the beginning of Week 2, recruits must agree on the bottle type as it must be the same for all recruits.



D. Personal Protective Equipment.

1. Proper personal protective equipment shall be worn when engaged in any activity that the instructor-in-charge deems necessary for the safety of all personnel. Recruits are responsible for the care of all issued personal protective equipment in accordance with manufacturer's recommendations. Recruits must notify an instructor if they notice any damage to their issued protective equipment. Misuse or careless use of equipment will be cause for disciplinary action.



Section 6: Personal Grooming

A. General.

1. All members are required to be well groomed and always present a neat and clean appearance while on duty.
 - a. Management retains the right to use discretion in deciding if a particular hair style, mustache or sideburns are acceptable. This is a management right and will not be grounds for a grievance.
 - b. It is the responsibility of all Officers to ensure that members under their command present a neat and orderly appearance.

B. Hair.

1. In no case shall the bulk or style of a member's hair interfere with wearing PPE, including but not limited to, hoods, helmets, SCBA facepiece, N-95 and/or simple face masks, nor shall the hair interfere with providing patient care.
2. Shall not fall below the eyebrows.
3. Extreme un-natural colors are not permitted – including, but not limited to: Blue, green, purple, orange, pink, etc.
4. Hairstyles that extend below the top edge of the uniform collar should be secured in braid(s) or ponytail(s). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail that shall not extend beyond the bottom of the short sleeve (or the patch for long sleeve).
5. Wigs are permitted. Wigs shall be of good quality and fit, present a natural appearance, comply with this S.O.P., and shall not interfere with the proper wearing of any departmental garment or Safety PPE.
6. While it is not possible to list all possible hairstyles, there are many hairstyles which are acceptable to the department, so long as a member's hair is kept in a neat manner and does not interfere with wearing PPE as outlined in letter (a) above. There are occasions when a supervisor thinks a hairstyle is ragged, unkempt or extreme in appearance. In these cases, on notification from the supervisor, the member shall correct the violation. If the member disagrees, the member shall be allowed to appeal to the assigned Chief Officer, who will make a final determination.

**C. Facial Hair.**

1. Shall not be permitted except for mustaches and sideburns as defined by S.O.P 400-27.
2. Mustaches must be neatly trimmed and shall not come in contact with any portion of the sealing surface of the SCBA facepiece (approximately ½” from the chin line). No hair is permitted to be grown on the chin line below the lower lip.
3. Sideburns must be neatly trimmed, shall not extend below the tragus (middle of ear), and must end with a clean-shaven horizontal line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA face piece. “Muttonchops,” “Ships Captain,” or similar grooming styles are not permitted per OSHA. Refer to the Uniform Guide Book for examples.

D. Non-Invasive Jewelry

1. Shall not interfere with the proper wearing of departmental uniform garments or PPE.
2. One necklace/chain may be worn and must be constrained by the shirt. No controversial, offensive, or obscene items are permitted.
3. No more than two rings may be worn. Wedding and engagement rings are considered one ring. Due to the risk of de-gloving, the wearing of rings while on duty is not recommended.
4. Wristwatches and medic-alert jewelry are permitted but shall not interfere with PPE.
5. No other jewelry is permitted.

E. Invasive Jewelry/Body Modification.

1. Earrings are not permitted to be worn by recruits.
2. Clear or complexion matching hollow spacers may be worn for any exposed body piercing.
3. Body modification, excluding piercing and tattoos, is prohibited in areas not covered by daily uniform garments. Examples include, but are not limited to:
 - a. tongue splitting or bifurcation;
 - b. abnormal shaping of the ears, eyes or nose;
 - c. abnormal filing of the teeth;
 - d. branding or scarification;
 - e. trans-dermal implantation of any object for aesthetic purpose (other than hair replacement)

F. Cosmetics.

1. Cosmetics and make-up are prohibited except those for medicinal purposes.



G. Fingernails.

1. As outlined by the CDC, natural fingernails extending beyond ¼" of the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond ¼" of the tip of the finger.
2. No artificial tips or extenders are permitted.
3. Length: Natural nail shall not extend beyond ¼" of the tip of the finger.
4. Polish/gel overlay is not permitted for recruits.

H. Tattoos.

1. Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Indecent tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety, or shocks the moral sense, because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. It is indecent if it tends reasonably to corrupt morals or incite libidinous thoughts.
2. Although members must take personal responsibility, company commanders are ultimately responsible for determining if the tattoo(s) need to be covered.



Section 7: Academic Standards

A. General.

1. A minimum score of 70% must be achieved on all assignments and maintained as a Grade Point Average during recruit school. Any score below 70% will result in the recruit being granted one retest opportunity and will also result in the initiation of the Academic Warning and Probation process. In addition to classroom work, each recruit is expected to perform outside study and reading assignments, which may require night and weekend hours.

B. Integrity and Honesty.

1. All academic work during the program is based on an honor system. Any recruit violating the honor system, or having knowledge of violations and failing to report it, will be subject to disciplinary action up to, and including, dismissal from the program.
2. All recruits shall adhere to the Academic Integrity Policy signed prior to arrival at the Fire-Rescue Academy. All recruits, even if currently certified, will be held to the same written evaluation standard of Baltimore County and the Maryland Fire and Rescue Institute.

C. Academic Progress Updates.

1. Recruits shall have access to their program and course grades via electronic means. If, at any time, a recruit would like to discuss a grade or has a question about their grade, they will have an opportunity to meet with an officer/instructor upon their request.

D. Academic Warning and Probation.

1. A score of less than 70% on any written (or tablet-based) examination *or* an unsuccessful attempt on a Practical Test Instrument (PTI) will result failure of that test. Mandatory remediation must be completed and documented on a Form 51 prior to being eligible for retest. Failure of a written (or tablet-based) or skills evaluation will result in the initiation of Academic Warning or Probation as follows:
 - a. *First Offense.* Issuance of a Form 23, *Documentation of Recruit Academic Counseling*. Recruits will be provided with recommendations for improvement as well as outlined goals for success.
 - b. *Second Offense.* Issuance of a Form 23, *Documentation of Recruit Academic Counseling* and placement on Academic Warning. The recruit will be required to submit a Form 58 (Internal Memorandum) weekly to the Class OIC outlining steps they have taken to ensure academic success (extra study sessions, enhancement days, etc.). This requirement will remain in place until the Class OIC determines that it is no longer necessary due to adequate improvement. Academic Warning signals that the recruit's academic performance is not meeting expected progress and additional steps are necessary on the part of the recruit to improve.



- c. *Third Offense.* Issuance of a Form 23, *Documentation of Recruit Academic Counseling*, issuance of a Performance Improvement Plan (PIP), and Placement on Academic Probation. The recruit will be required to submit a Form 58 (Internal Memorandum) weekly to the Class OIC outlining steps they have taken to ensure academic success (extra study sessions, enhancement days, etc.). This requirement, along with the PIP, will remain in place until completion of the recruit program. Academic Probation signals that the recruit's academic performance is consistently not meeting expected progress and structured guidance on the part of the instructional staff is necessary. Recruits on Academic Probation should be warned that, unless corrected, they are in danger of not completing the program.
 - d. *Subsequent Offenses.* Any subsequent failures shall be documented on a Form 23, *Documentation of Recruit Academic Counseling*. The Performance Improvement Plan shall be reviewed and revised, as necessary.
2. Consistent with MFRI's Testing Policy, only *one* retest is allowed for each unsuccessful attempt on a written (or tablet-based) or practical evaluation. Failure of the retest constitutes course failure. Failure of the retest will result in dismissal from the Baltimore County Fire Department.

E. Failure to Submit Academic Assignment or Required Activity.

1. The recruit program requires successful completion of other academic assignments such as independent study, homework, or make-up assignments. Recruits who fail to submit required academic assignments in a complete and timely manner are also subject to Academic Counseling.
2. Students who fail to submit academic assignments or required activities as specified *are not* subject to the Academic Warning and Probation requirements as outlined in Section D. They will follow the procedure below:
 - a. *First and Second Offenses.* Issuance of a Form 23, *Documentation of Recruit Academic Counseling*. Recruits will be provided with recommendations for improvement as well as outlined goals for success.
 - b. *Third Offense.* Issuance of a Form 24, *Performance Deficiency Report*. This form will remain part of the recruit's permanent file following graduation from the recruit program.
 - c. *Subsequent Offenses.* Any subsequent offenses shall result in the initiation of the progressive disciplinary process, in accordance with Personnel 34, 1(C).



F. Written (Tablet-Based) Retesting Policy.

1. Students who score below a 70% (or below the established cut score as determined by the Maryland Fire and Rescue Institute) shall be afforded one attempt at a retest. Students unsuccessful at this retest attempt shall be dismissed from the Baltimore County Fire Department.
2. Students shall be offered up to 4 hours of didactic remediation by an MICRB prior to a retest.
3. The MICRB will document all hours of remediation on a form 51 prior to retest.
4. Retests shall be scheduled between 4 and 15 calendar days after the failed exam. This retest date shall not occur on the same date as another exam and shall not be scheduled after a subsequent exam within the same recruit program (e.g. Firefighter I, EMT, etc.). Should the subsequent exam within the same program not allow for the allotted remedial hours, the subsequent exam shall be postponed to the next available and practical date allowed by the recruit schedule.
 - a. Example: A recruit who fails the Firefighter I-Mod 1 Exam must take and pass their retest before attempting their Mod 2 Exam. The Mod 1 retest may not occur on the same date as their Mod 2 Exam. Under no circumstances may the student take the Mod 2 Exam prior to successfully passing the Mod 1 Exam.

G. Practical Retesting Policy.

1. Students who are unsuccessful on a Performance Test Instrument (PTI), other practical skill evaluation, or mandatory Job Performance Requirement (JPR) for a class shall be afforded to attempt at a retest. Students unsuccessful at this retest attempt shall be dismissed from the Baltimore County Fire Department.
2. Students shall be afforded up to 8 hours of psychomotor remediation on the session reviewing the tested skill. It will be at the discretion of the MICRB doing the remediation if each skill was performed proficiently for retest.
3. The MICRB will also document all remediation hours on a form 51 prior to retest.
4. Retests shall be scheduled between 4 and 15 calendar days after the failed skills evaluation. This retest date shall not be scheduled after a subsequent exam within the same recruit program (e.g. Firefighter I, EMT, etc.). Should the subsequent exam within the same program not allow for the allotted remedial hours, the subsequent exam shall be postponed to the next available and practical date allowed by the recruit schedule.



H. National Registry Testing Policy.

1. After successful completion of an approved EMS education program, candidates are given three attempts to pass the cognitive examination (provided all other requirements for National EMS Certification are met). If a candidate is unsuccessful on an exam attempt, they may apply to retake 15 days after the last examination.
2. Students shall be offered up to 8 hours of didactic remediation by an MICRB prior to a retake.
3. The MICRB will document all hours of remediation on a form 51 prior to retake.
4. If unsuccessful after the second examination attempt, the candidate will be responsible for any fee required to retake for certification. The fee amount will be dictated by the National Registry of Emergency Medical Technicians.
5. Candidates who fail to pass the cognitive exam after a total of three attempts shall be dismissed from the Baltimore County Fire Department.

I. Calculation of Final Class Grade.

1. Final class grades are derived from all MFRI Test Scores (midterm and final written scores), Fire-Rescue Academy Classwork and Homework Assignments, and the Final Exam. These categories are weighted as follows:
 - a. MFRI Test Scores – 60% of total class grade.
 - b. Fire-Rescue Academy Classwork and Homework Assignments – 20% of total class grade.
 - c. Fire-Rescue Academy Final Exam – 20% of total class grade.
2. An award will be presented to the valedictorian of the class at graduation. The valedictorian is the recruit who receives the highest overall class grade at the end of the program.



Section 8: Disciplinary Procedures

A. General.

1. Documentation of counseling, and written forms of discipline are utilized by the Fire-Rescue Academy and the Baltimore County Fire Department to educate employees and correct undesirable behavior.
2. Discipline shall be progressive in nature, but also commensurate with the offense. Generally, there are two categories for counseling and discipline: Academy-specific and Departmental. Academy-specific counseling and discipline remains at the FRA following graduation and does not become part of the member's permanent file (e.g. Form 21, Form 23). Departmental counseling and discipline (e.g. Form 22, 259, charges and specifications) does become part of the member's permanent file following graduation and is afforded the same rights given to full members of the department.
3. Generally, discipline shall follow Personnel 24, *Discipline Matrix*, with the exceptions noted in this section. It is recognized that it is common for recruits to commit minor infractions which are covered in the Disciplinary Matrix. However, the penalties recommended for such infractions do not always align, as the purpose of Personnel 34 is to correct behavior of those employees who are fully-functioning members, having graduated from a prescribed course of training at the Fire-Rescue Academy (e.g., their Recruit Program).
4. Alterations to Personnel 24 as encompassed in this section constitute a standing order from the Bureau Chief of Training and Education via the discretion provided in that SOP to consider mitigating factors. The Bureau Chief of Training and Education has final and sole discretion to modify any counseling or disciplinary action levied against recruits.

B. Forms of Counseling and Discipline

1. *Form 21*. A form utilized by Recruit Programs Staff to counsel recruits. This form is similar to the Form 22; however, it will only remain as part of the recruit's academy file, and not as part of their personnel record at headquarters following graduation.
2. *Form 22*. The Departmental form utilized to provide counseling to employees. This form will remain part of the recruit's personnel record at headquarters following graduation.
3. *Form 23*. A form utilized by Recruit Programs Staff to provide feedback on academic deficiencies (e.g. exam failures) to recruits. This form is repurposed to account for *only* academic deficiencies and is not utilized for other purposes. This document will be a part of the recruit's academy file and not as part of their personnel record at headquarters following graduation.



4. *Form 24*. The Departmental form utilized to document noted performance deficiencies. This form will remain part of the recruit’s personnel record at headquarters following graduation.
5. *Form 259*. The Departmental form utilized to document disciplinary action of employees. This form will remain part of the recruit’s personnel record at headquarters following graduation.

C. Discipline Matrix

1. Personnel 24, *the Discipline Matrix*, shall apply and govern all counseling and disciplinary actions for recruits. Those guidelines shall be followed, with the exception of the following Category I infractions which are enumerated below:

Infraction	1st Offense	2nd Offense	3rd Offense
General failure to follow instructions, not otherwise covered.	Form 21	Form 21	Form 22
Accidental damage, misuse, destruction, or loss of agency or county owned property	Form 21	Form 22	Form 259
Altering agency or county-owned equipment without approval (non-safety)	Form 21	Form 22	Form 259
Conduct unbecoming – on/off duty- inside or outside of jurisdiction	Form 22	Form 259	10-40 hours loss of leave
Failure to be familiar with and observe Rules and Regulations and SOPs	Form 21	Form 22	Form 259
Failure to properly care for agency or county owned vehicle	Form 21	Form 22	Form 259
Failure to provide name or assignment upon request	Form 21	Form 22	Form 259
Failure to remain alert and aware on duty	Form 21	Form 22	Form 259
Failure to report for entire assigned shift.	10 hours loss of leave and Form 259	20 hours loss of leave	Category II
Failure to submit required report (non-academic)	Form 21	Form 22	Form 259
Grooming/attire violation	Form 21	Form 21	Form 22



Improper use of the internet or county communications equipment**	Form 22	Form 259	10-40 hours loss of leave
Insubordination**	Form 22	Form 259	10-40 hours loss of leave
Making false or misleading statements or filing a false report**	Form 22	Form 259	10-40 hours loss of leave
Negligent or intentional damage, misuse, destruction or loss of agency or county owned property**	Form 22	Form 259	10-40 hours loss of leave
Rudeness/discourtesy**	Form 21	Form 22	Form 259
Unauthorized use of agency or county owned equipment or insignia while off duty	Form 22	Form 259	10-40 hours loss of leave
Violation of electronic communication policy**	Form 22	Form 259	10-40 hours loss of leave
Violation of social media policy**	Form 22	Form 259	10-40 hours loss of leave
Violation of the agency vehicle backing policy-damage	Form 22	Form 259	10-40 hours loss of leave
Violation of the agency vehicle backing policy-no damage	Form 21	Form 22	Form 259

** This violation may be increased to the recommended action in Personnel 34 at the discretion of the Bureau Chief of Training and Education.



Section 9: Recruit School Chain of Command

A. Instructions.

1. Fill in the names of those assigned to the Recruit Training Group below, so that you can learn the positions in your chain of command. Be aware that some of the class positions may change from time to time, so this is a working document.

Recruit Training Group- Support Staff

Position/Assignment	Name
RS-Incident Commander	
RS- Recruit Programs Manager	
RS- Operations Section Chief/Class OIC	
RS-Hazmat	
RS-EVOC Branch Manager	
RS-EMS Branch Manager	
RS-Fire Branch Manager	
RS- Technical Specialist/ RTG	
RS- Technical Specialist/ RTG-EMS	
RS-Technical Specialist/ RTG-EMS	
RS-Technical Specialist/ RTG-ALS	
RS- Technical Specialist/ RTG-FIRE	
RS- Technical Specialist/ RTG-FIRE	

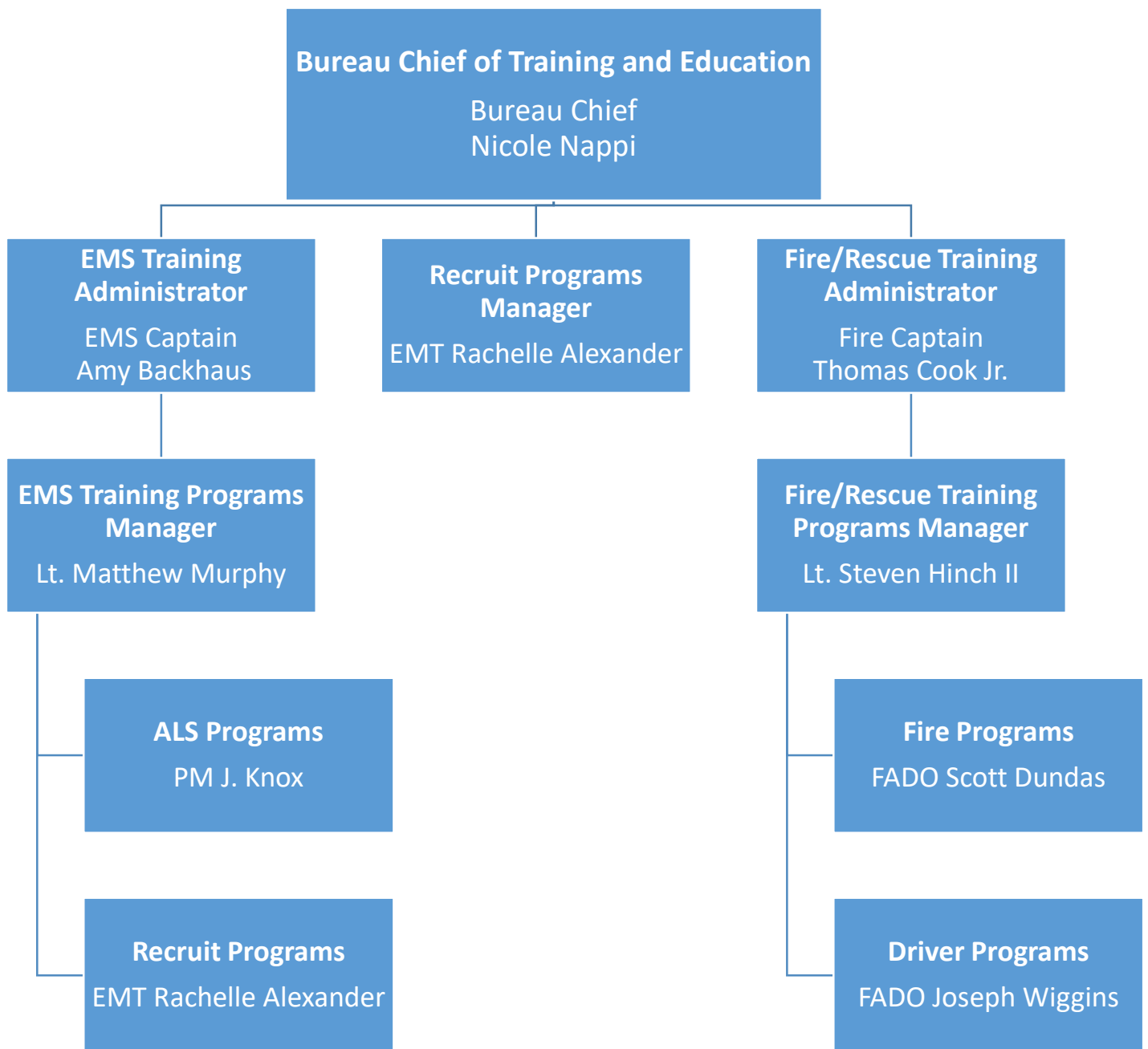


Recruit Training Group- Instructional Staff

MFRI Course/ Operational Program	Instructor Assigned (Training Specialist)	
Onboarding Orientation	FRA/ RTG	
Hazardous Materials Operations	Lt. Dennis	FADO Krick
Emergency Vehicle Operator (EVOC)	FADO Abshagen	FADO Wiggins
Emergency Medical Technician (EMT)	PMFC McQueen	PM Boyd
Field Based Driver/ EMS Training Internship	Field Operations	
RTG Transition from EMS Group to Fire Group		
Firefighter I	FADO Howard	FADO Abshagen
Wildland Fire Training	DNR	
Firefighter II	FADO Montague	FADO Bruzdinski
Firefighter Survival & Rescue	FADO Murray	FADO Abshagen
Field Based Training Firefighter Internship	Field Operations	
Field Readiness Assessment	FRA/ RTG	
Field Operations Readiness Program	FRA/ RTG	

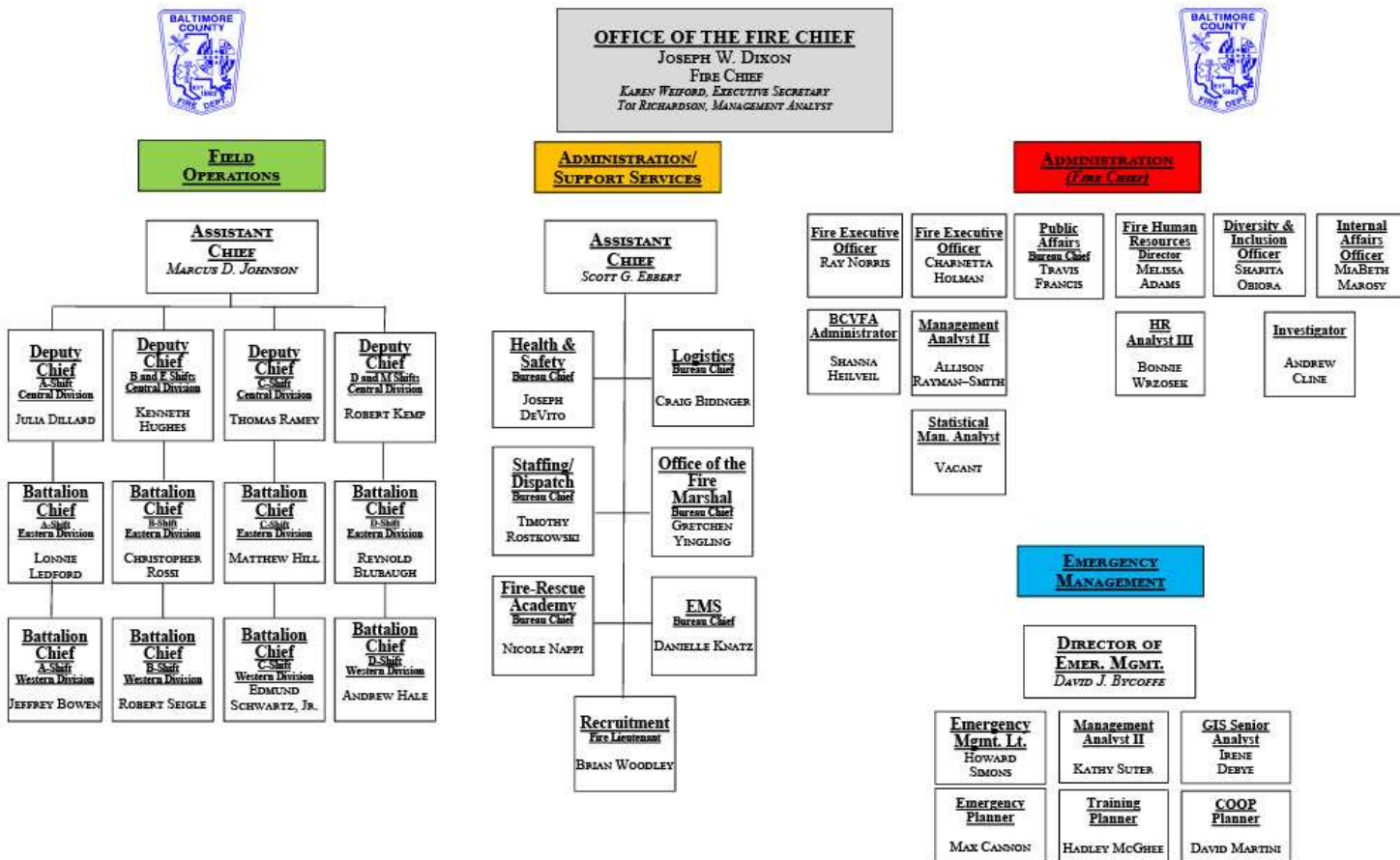


Section 10: Fire Rescue Academy Chain of Command





Section 11: Fire Department Organizational Chart





Section 12: Station Locations and Important Addresses

A. Station Locations

Station 1 – Towson 204 Courtland Avenue Towson, MD 21204 (410) 887-4551	Station 10 - Parkville 2325 Putty Hill Avenue Baltimore, MD 21234 (410) 887-5360	Station 19 - Garrison 15 Kenmar Avenue Owings Mills, MD 21117 (410) 887-1580
Station 2 - Pikesville 22 Walker Avenue Pikesville, MD 21208 (410) 887-1250	Station 11 – Hillendale 6636 Loch Raven Blvd. Baltimore, MD 21239 (410) 887-4561	Station 54 - Chase 12426 Eastern Avenue Chase, MD 21220 (410) 887-5974
Station 3 – Woodlawn 7223 Winsdor Mill Road Baltimore, MD 21207 (410) 887-1350	Station 12 - Middle River 609 Compass Road Baltimore, MD 21220 (410) 887-0262	Station 55 – Perry Hall 9325 Belair Road Perry Hall, MD 21236 (410) 887-5155
Station 4 - Catonsville 756 Frederick Road Baltimore, MD 21228 (410) 887-0917	Station 13 – Westview 6300 Johnnycake Road Baltimore, MD 21207 (410) 887-0963	Station 56 – Franklin 600 Nicodemus Road Baltimore, MD 21136 (410) 887-6946 / 6972
Station 5 – Halethorpe 4501 Washington Blvd. Baltimore, MD 21227 (410) 887-1450	Station 14 - Brooklandville 10017 Falls Road Lutherville, MD 21093 (410) 887-4564	Station 57 - Sparrows Point 1545 Sparrows Point Road Sparrows Point, MD 21219 (410) 887-7526
Station 6 - Dundalk 2815 Sollers Point Road Baltimore, MD 21222 (410) 887-7156	Station 15 – Eastview 1056 Old North Point Road Baltimore, MD 21222 (410) 887-7165	Station 58 – Back River Neck 805 Back River Neck Road Baltimore, MD 21221 (410) 887-0340
Station 7 – Essex 2212 Seneca Road Baltimore, MD 21221 (410) 887-0257	Station 16 - Golden Ring 6814 Golden Ring Road Baltimore, MD 21237 (410) 887-0266	Station 60 – Parkton 18615 Middletown Road Parkton, MD 21120 (410) 887-1925
Station 8 - Fullerton 4401 Fitch Avenue Baltimore, MD 21236 (410) 887-5358	Station 17 – Texas 9835 York Road Cockeysville, MD 21030 (410) 887-7677	
Station 9 – Edgemere 6800 North Point Road Baltimore, MD 21219 (410) 887-7527	Station 18 – Randallstown 3610 Brenbrook Drive Randallstown, MD 21133 (410) 887-0768	Fire Department Headquarters 700 E. Joppa Road Towson, MD 21286 410-887-4500

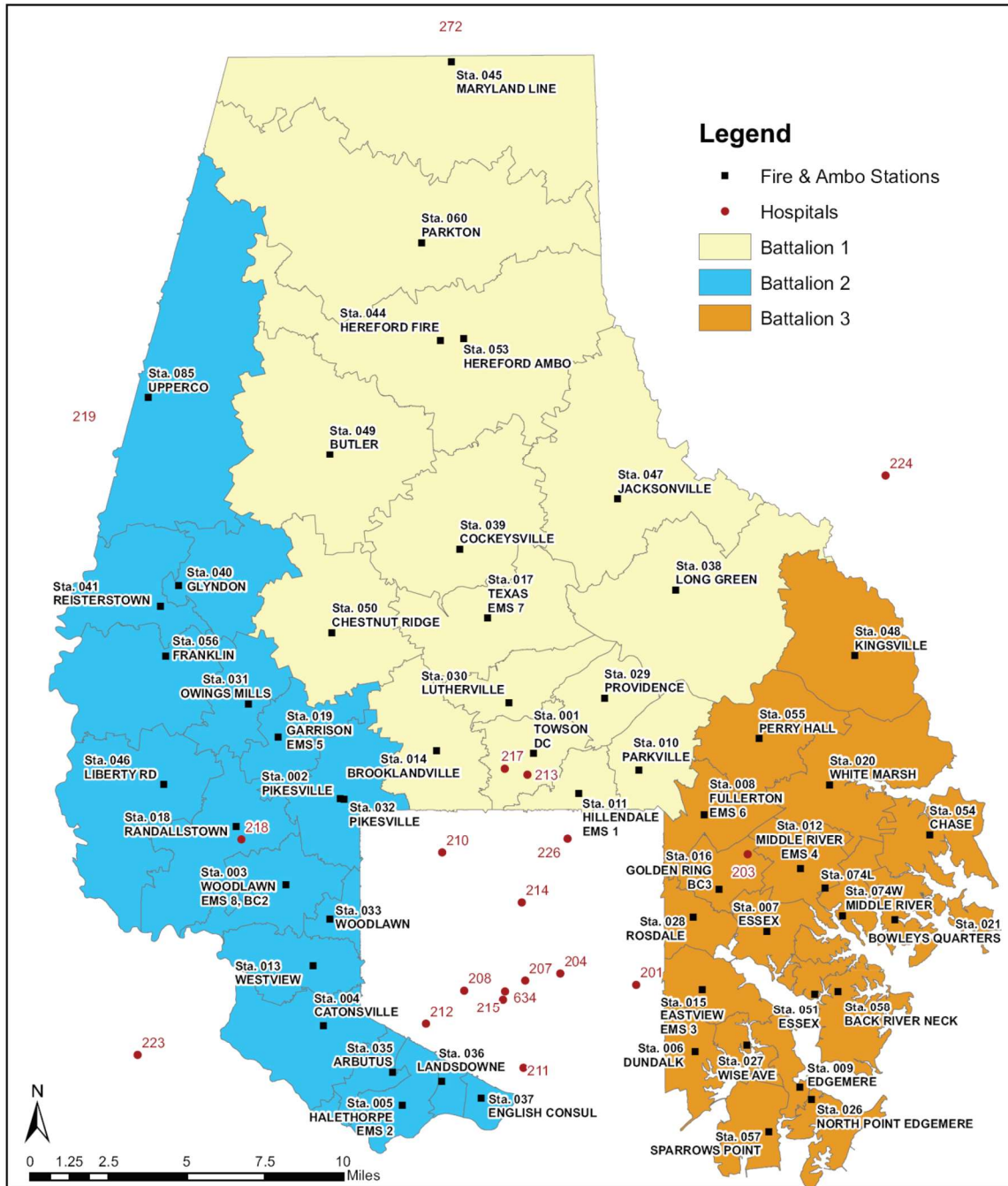
B. Important Addresses

Fire Rescue Academy-SP 1545 Sparrows Point Boulevard Sparrows Point, MD 21219 (410) 887-7523	Fire Rescue Academy- SU 1525 Greenspring Valley Rd. Stevenson, Maryland 21153 (410) 887-8939
Business and Employee Health Services (MMC) 1766 York Road, Lutherville 21093 (443) 275-5090	CCBC Dundalk Campus 7200 Sollers Point Road Baltimore, MD 21222 (410) 840-2222



C. Station Location Map

Baltimore County Fire Department - Battalions



Effective Date: 03/28/2018
Data: Baltimore County Fire Department
Produced By: Baltimore County Fire Department





Appendix A: MFRI Code of Student Conduct

MFRI CODE OF STUDENT CONDUCT

The MFRI *Code of Student Conduct* seeks to balance the rights and responsibilities of all individuals within the community and uphold the integrity and values of the MFRI and the University of Maryland. Reasonable efforts are made to educate and support Students in reaching their professional and personal goals while fostering a climate of accountability and responsibility for their actions in accordance with MFRI Rules and Regulations. This *Code* outlines behaviors that are inconsistent with MFRI standards and expectations.

Students are always expected to conduct themselves in a professional manner at all times, both in and out of the classroom. Student conduct that disrupts a class or other institute function including but not limited to harassment, intimidation, making threats, or acting violently will be considered a serious offense subject to disciplinary action including suspension or expulsion from MFRI classes and possible legal action. Furthermore, any student who undermines the integrity of a MFRI course will be subject to disciplinary action as outlined in the MFRI Academic Integrity policy.

This *Code* covers conduct by a Student, Student Group, or Student Organization that occurs on MFRI / University Premises; or at MFRI sponsored Activities; or not on MFRI / University Premises, if the conduct would constitute a violation of this *Code* had it occurred on MFRI / University Premises.

Prohibited conduct includes but is not limited to:

1. Intentionally or recklessly causing physical harm to any person, or intentionally or recklessly causing reasonable expectation of such harm.
1. Unauthorized use, or possession of any controlled substance or illegal drug.
2. The illegal or unauthorized consumption, possession of alcohol or alcoholic beverages.
3. Theft of property, services, or resources, or the unauthorized use of services to which one is not entitled.
4. Knowingly possessing stolen property.
5. Intentionally or recklessly destroying, damaging, vandalizing, tampering with, or defacing University property or the property of others.
6. Unauthorized on-campus or illegal off-campus use, possession, or storage of any weapon or explosive.
The term "weapon" includes any object or substance designed to inflict a wound, cause injury, or incapacitate, including but not limited to, all firearms, pellet guns, switchblade knives, and knives with blades five (5) or more inches in length.
7. Intentionally initiating or causing any false report, warning, or threat of fire, explosion or other emergencies.
8. Rioting, assault, theft, vandalism, fire setting, or other serious misconduct
9. Engaging in disorderly or disruptive action that interferes with MFRI activities
10. Intentionally or recklessly misusing or damaging fire safety equipment.
11. Making, possessing, providing, or using any forged, altered, or falsified University document
12. Making, possessing, providing, or using any forged, altered, or falsified instrument of identification.