



**BALTIMORE COUNTY FIRE DEPARTMENT
FIRE-RESCUE ACADEMY- RECRUIT PROGRAMS**

Sparrows Point Phone: (410) 887-7523 Stevenson University Phone: (410) 887-8939

**Baltimore County Fire Department
Fire Rescue Academy
Recruit Programs Pre-Academy Document
Recruit School Class 128**



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This document compiles various documents and information required by the Fire Department to begin your onboarding process with the county.

Within this document there are forms for you to complete, and pages for you to replace with your own copies and/or certifications. This document shall be completed and returned in the same order in which it is currently. Pages that state “Replace with...” should not be included, but rather physically replaced with the requested document.

The document should be scanned into a single file. That file will be uploaded to the Fire Academy’s website here:

https://baltimorecountyfra.org/inferno/training-classes/recruit_onboarding/

Additionally, this document should be emailed to:

firerecruitprograms@baltimorecountymd.gov

Questions can be directed to our Fire Recruit Programs Manager at firerecruitprograms@baltimorecountymd.gov or 410-887-8939.



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Recruit Operations Manual Receipt

I acknowledge that I have received an electronic copy of the Baltimore County Fire Department's Recruit Operations Manual. Furthermore, I have reviewed the manual in its entirety and agree to abide by these standards and expectations. I understand that if I wish to have a hard copy of this manual, and I have no means to print one, I may request a printed copy from the Fire-Rescue Academy.

Recruit's Name

Recruit's Signature

Date



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Academic Integrity Policy

Any of the following acts, when committed, shall constitute academic dishonesty:

- a) Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- b) Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- c) Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate the provisions of this policy.
- d) Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

I agree, as a condition of participation in any course, to abide by the following:

- a) Not to commit any acts of academic dishonesty during any class.
- b) Sign the honor pledge provided on all exams.
- c) Report any instances of known or suspected academic dishonesty by any person – student, instructor, proctor, or employee – immediately to the FRA Administration. The report may initially be made verbally but a written statement about the facts, and detailing the specifics involved, shall be submitted to the FRA Administration.
- d) Cooperate in investigations into violations of the Academic Integrity Policy.
- e) Understand that violations of the Academic Integrity Policy are grounds for dismissal from the Baltimore County Fire Department.

Recruit Name

Recruit Signature

Date



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Patient Record Confidentiality Agreement

I, _____ as a Student/Representative of the County of Baltimore, Maryland, understand that as part of any clinical experience during my recruit program, and during the course of my participation in the program, I may come in contact with medical records.

I understand that under United States and Maryland law the unauthorized disclosure of medical record information is unlawful and could subject myself to civil and criminal penalties. I, therefore, pledge that I will not reveal any protected healthcare information (PHI) on any medical record which I have come in contact with during the course of my clinical experiences unless allowable under clinical site policy and applicable law.

Recruit Name

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Human Dignity Statement

The uniqueness of all individuals attending any Baltimore County Fire Department conducted or sponsored training is recognized as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants. This is supported by:

- Ensuring equal opportunity to all students, employees, and contractors;
- Prohibiting all discrimination and harassment;
- Supporting affirmative employment policies and practices on behalf of minorities, women, and people with disabilities;
- Encouraging students, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of others;
- Regarding diversity as a resource that enriches the learning environment through the sharing of differing perspectives, experiences, and ideas;
- Removing barriers to teamwork through collaboration, problem solving, and the constructive resolution of conflicts; and
- Continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and people with disabilities.

Participants, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from the program and result in disciplinary action.

Recruit Name

Recruit Signature

Date



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EMS Program Clinical Guidelines for Recruits

1. Arrive early. Arriving late will NOT BE ACCEPTED. Please contact the lead instructor if you have any issues.
2. Professional conduct must be adhered to at all times.
3. A successful clinical requires cooperation between you the student and the staff. A passive environment will not be a productive experience.
4. You MUST be in your recruit uniform when attending clinicals.
5. Clinicals will only be assigned by the EMS clinical coordinator and/or the hospital representative for that site. Under no circumstances will recruits self-schedule any clinical hours or additional hours not approved by the FRA staff.
6. You MUST be prepared to provide care and perform all skills within your practice.
7. You MUST bring your clinical manual or clinical site objectives with you so that your preceptor (physician, nurse, or paramedic) can sign-off on your skills and assessment techniques. If the clinical book does not have verification that you attended the clinical, the Fire-Rescue Academy will NOT allow you to sit for testing.
8. You MUST bring a stethoscope with you.
9. You MUST know whom you are assigned to at the clinical site.

Failure to follow the above listed directions may result in dismissal from the program.

Recruit Name

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Authorization for Release of Information

I, _____
Full First Name Full Middle Name Full Last Name

do hereby authorize a review and full disclosure of all records or any part thereof, concerning myself by/to any duly authorized agent of the Baltimore County Fire Department whether the said records are public or private, and including those, which may be deemed to be of a privileged or confidential nature. The intention of this authorization is to provide information, which will be utilized for investigative resource material.

I authorize the full and complete disclosure of the records of educational institutions; financial or credit institutions, and the records of commercial or retail mercantile establishments and retail credit agencies; medical and psychiatric consultation and/or treatment, including those of hospitals, clinics, private practitioners, the US Veteran's Administration, and all military and psychiatric facilities; public utility companies; employment records including background investigation reports, efficiency ratings, complaints or grievances filed by or against me; records, if complaints of a civil nature made by or against me, and including, but not limited to the records and recollections of attorneys at law, or of other counsel representing myself or another person in any case in which I presently have, or have had interest.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Applicant Signature Date

Street Address City State Zip Code

_____/_____/_____
DOB (MM/DD/YYYY) Primary Telephone Secondary Telephone

Driver's License Number State Class Expiration

Witness' Name Witness Signature Date



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Vehicle Management System Policy

1.0 Overview - The County has installed Global Positioning System (GPS) tracking equipment in all County-owned vehicles. The purpose of the equipment is to improve overall efficiency and reduce vehicle operating costs by ensuring that County vehicles are operated within established guidelines.

2.0 Purpose - This policy is adopted and designed to establish standards concerning the operation of County vehicles and the use of GPS to ensure that County employees are working in a safe and secure environment.

3.0 Scope - This policy applies to all County employees operating a County vehicle at any time and for any purpose. This policy does not apply to police vehicles and fire equipment (but does apply to Fire Marshal vehicles).

4.0 Policy - All County vehicles will be monitored for compliance with these standards. Department Heads or their designees are responsible for monitoring the GPS data. All work requests for a given individual must match the vehicle tracking information for a given day.

The following are parameters that will be monitored for compliance. Exceeding the established threshold set for these standards will be considered violation of this policy and may subject the violator to disciplinary action at management discretion. Additional parameters may be set as deemed necessary.

4.1 Tracked Parameters

1. Exit Zone - Exiting the borders of Baltimore County without prior approval.
2. Excessive Stops - A vehicle being stopped at one location for an extended period of time based on agency assignment.
3. Excessive Speed - Exceeding the posted speed limit.
4. Excessive Idle - Allowing the vehicle's engine to idle for more than ten (10) minutes at a given stop.
5. Unauthorized Use of Vehicle

4.2 Removing, altering or disabling GPS equipment installed in the County vehicles is strictly prohibited, unless required by the agency for security purposes.

I acknowledge that I have read and I understand all information in the GPS vehicle tracking policy. I understand the adopted policy for driving County vehicles and will seek verification or clarification where necessary. I will comply with the policy and I understand that failure to do so may subject me to disciplinary action.

Recruit Name

Recruit Signature

Date



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Registering with the Maryland Fire and Rescue Institute (MFRI)

The courses you receive at the Baltimore County Fire Rescue Academy are certified by the Maryland Fire and Rescue Institute (MFRI). You must register with MFRI prior to each course. As you take additional courses throughout your career, this process will remain the same. If you do not register with MFRI for a class, you will not be seated and will not get credit for the course.

When registering for the class please use your Baltimore County email address if it is available. If you have not obtained a county email address yet, you may use your personal address. Also, please have your FEMA Student Identification Number available, as it is required for the application. It is listed on the registration as the NFA SID Number.

Your first class will be, ***Emergency Medical Technician***. Register at the following link:

<https://www.mfri.org/register/EMS-106-A041-2026>

Your "Affiliation" for this form is **"Baltimore County Fire Department."**

Once you receive the email confirmation from MFRI that your registration is approved please continue to the next document, "Creating a University of Maryland Canvas Account."

If you should have any issues while registering for the class, please email our Recruit Programs Manager at firerecruitprograms@baltimorecountymd.gov for assistance.

Your signature below indicates that you have successfully registered for the course.

Recruit Name

Recruit Signature

Date



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Creating a University of Maryland Canvas Account

During your Recruit Program, you will be completing course work through the University of Maryland, Maryland Fire Rescue Institutes (MFRI) Canvas Program. You must create a Canvas Account prior to starting your first MFRI Course. Canvas is an online learning management system that is maintained by the University of Maryland, not the Baltimore County Fire Rescue Academy.

If you already have a MFRI Canvas Account AND you know the email address and password that you previously used, you can skip step 1.

1. Click on this link [Create a UMD associate account](https://identity.umd.edu/id/associate/registration) or go to <https://identity.umd.edu/id/associate/registration> to generate your Canvas login information.

Once you create the UMD affiliate account, they will send you an activation email that is only available for 30 minutes. You have to follow the steps in the email. If you do not see an email from them, check your junk and/or spam folders. **Write down the email and the password that you used to create this account.** You will need it multiple times throughout your class. If you have problems with this step you have to work with Campus Tech Support (301-405-1500). FRA and MFRI personnel are unable to help you with this.

2. Use the Self-enrollment link below to gain access to the online course.
Self-Enrollment Link: *Self enrollment link will be provided on day 1 of the Academy.*
3. Once you are enrolled in your canvas course, complete all of your "Session 0" Assignments. There will be several documents which you will need to sign electronically.
 - a. Within your class in Canvas, click "Assignments" on the left-hand side.
 - b. Select the first "Session 0" Assignment. Read and understand the content. In the text box below the content, type your full legal name. This is your signature agreeing to abide by the policies within the document.
 - c. Submit the assignment.
 - d. Repeat this for each of the "Session 0" assignments.



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Important Websites

Baltimore County Websites

LMS – InFERNO Learning Management System

<http://www.baltimorecountyfra.org/>

Baltimore County Government

<http://baltimorecountymd.gov/>

Baltimore County Fire Department

<http://www.baltimorecountymd.gov/Agencies/fire/index.html>

Baltimore County Fire Rescue Academy

http://www.baltimorecountymd.gov/Agencies/fire/fire_academy/index.html

BC Net: Pay, Leave and Benefits (only accessible on the county network)

<https://baltcomd.sharepoint.com/sites/BCPoint>

Workday: Leave, Compensation, FMLA, and Benefits

<https://www.myworkday.com/wday/authgwy/baltimorecountymd/login.html?returnTo=%2fbaltimorecountymd%2fd%2fhome.html>

Other Sites:

MFRI: <http://www.mfri.org>

Professional Qualifications: <http://www.theproboard.org>

FEMA Training: <https://training.fema.gov/is/>

MIEMSS: <http://www.miemss.org>

National Registry EMT: <https://www.nremt.org/>



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Policy Guidance for Quantitative Fit Testing

RESPIRATORY PROTECTION PROGRAM (400-27A)

Background: OSHA 29 CFR 1910.134

Section 1: Definitions

- Air-purifying respirator means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
- Licensed Health Care Professional (LHCP) means a physician employed or under contract to the Baltimore County Government. The physician shall be familiar with the operations and operational environment of the Department and with the Respiratory Protection Program.
- Immediate Danger to Life or Health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- Interior Structural Firefighting means the physical activity of fire suppression, rescue or both, inside of a building or enclosed structures, which are involved in fire beyond the incipient stage.
- Member means any career employee of the Baltimore County Fire Department, or any volunteer of an incorporated body that is a member of the Baltimore County Volunteer Firemen's Association.
- Self-Contained Breathing Apparatus (SCBA) means a Baltimore County authorized, atmosphere supplying respirator for which the breathing air source is designed to be carried by the user.
- Supplied-Air Respirator (SAR) or Airline Respirator means an atmosphere supplying respirator for which the source of breathing air is not designed to be carried by the user.
- Air Administrator – the Safety Officer of the Baltimore County Fire Department is the designated Air Administrator.
- Fit test - Use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Qualitative fit test (QLFT) means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent. Qualitative fit testing does not measure the actual amount of leakage and is normally used for half-mask respirators.

Quantitative fit test (QNFT) means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator. Quantitative fit tests are used for any type of tight-fitting respirator. Current test used for BCoFD initial and annual fit tests.



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UNIFORM POLICY AND PERSONNEL APPEARANCE (Personnel 1)

Section VI- Personal Grooming

A. All members are required to be well groomed and always present a neat and clean appearance while on duty.

1. Management retains the right to use discretion in deciding if a particular hair style, facial hair or sideburns are acceptable. This is a management right and will not be grounds for a grievance.

2. It is the responsibility of all Officers to ensure that members under their command present a neat and orderly appearance.

C. Facial hair

1. Shall not be permitted except for mustaches and sideburns as defined by this S.O.P.

a. Refer to S.O.P 400-27A for members with physician documented dermatological conditions.

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.

4. 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.

400-27A Respiratory Protection Program

Fit Testing and Use Requirements-

Section 7: Fit Testing

A. Test Requirements

1. After approval by the LHCP, each member shall successfully complete a quantitative Fit test in accordance with Appendix A of 29 CFR 1910.134 before being authorized to use SCBA or other respirators in a hazardous or potentially hazardous atmosphere.

2. Fit testing shall be conducted as part of the initial training program and for all respirator training programs by individuals who have been trained and are qualified to use the Fit testing apparatus. The Fit test records will be forwarded to and maintained by the Baltimore County Fire Department Air Administrator.



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3. Additional Fit testing may be required if:
 - a. The member reports changes in his/her physical condition or problems maintaining a seal during respirator use.
 - b. Recommended by a supervisor or the LHCP
 - c. A new or different type of facepiece is to be used by the member.

4. Members who have any presence of facial hair that comes between the sealing surface of the face piece and the face, or interferes with the operation of the SCBA, shall not be fit tested.

B. Use Requirements

1. Members shall only use the type and size of facepiece that was used when completing the Fit test.

2. Each member will be provided an individual facepiece which shall only be used by the issued member.

3. Members with facial hair -Shall not be permitted except for mustaches and sideburns.
 - a. 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.
 - b. 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

Recruit Name

Recruit Signature

Date



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Reporting Directions – Stevenson Campus

Location: FRA- Stevenson Campus

Address: 1525 Greenspring Valley Rd. Stevenson, Maryland 21153

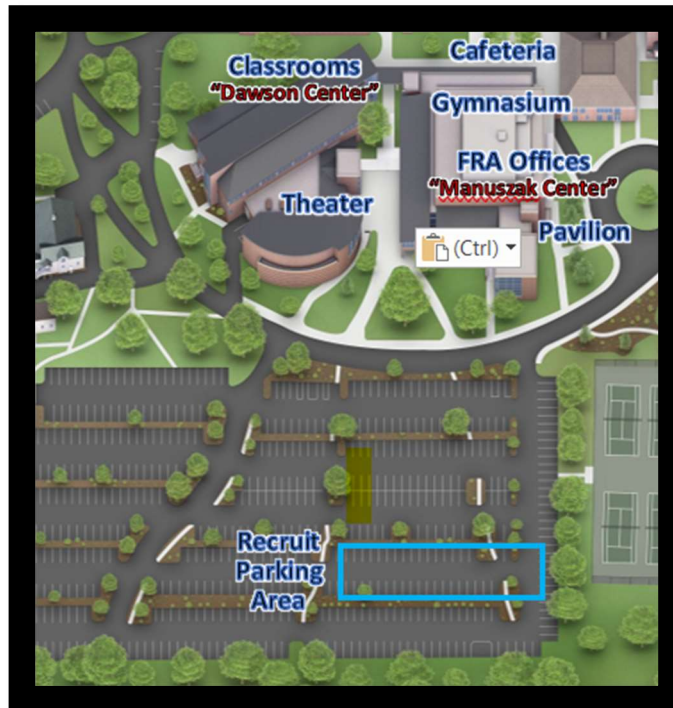
Phone Number: 410-887-8939

Parking Directions:

Enter the premise, turn right at the first stop sign. Continue straight over three speed bumps and make a right at the next stop sign, then make a left at the third row(bay) of parking spots. Parking designations will be outlined with cones. Trucks will back into the furthest designated bay from the building. If there are not enough spots in the back bay for trucks, they will begin a second row starting on the left side of the bay. All spots must be filled before starting a second row of trucks. All other vehicles will park starting in the designated area closest to the tennis courts (right side). Each vehicle will pull into a parking spot. There should be no backing into spots except for trucks. There shall be no parking spots skipped as to provide optimal space and fluidity of moving vehicles.

Special Instructions:

The first day of recruit school recruits will stand in front of their vehicles upon arrival. Instructors will greet all recruits and lead the group to the muster point underneath the overhang that is closest to the three sets of outside stairs with all of their belongings. They shall be lined up in an orderly and uniform fashion at attention by 0700 hours. Recruits will be given a directive the first day of the academy giving more detailed instruction on how to enter the building for the rest of their time at Stevenson University.





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Reporting Directions – Sparrows Point

Location: FRA- Sparrows Point

Address: 1545 Sparrows Point Blvd. Sparrows Point, MD 21221

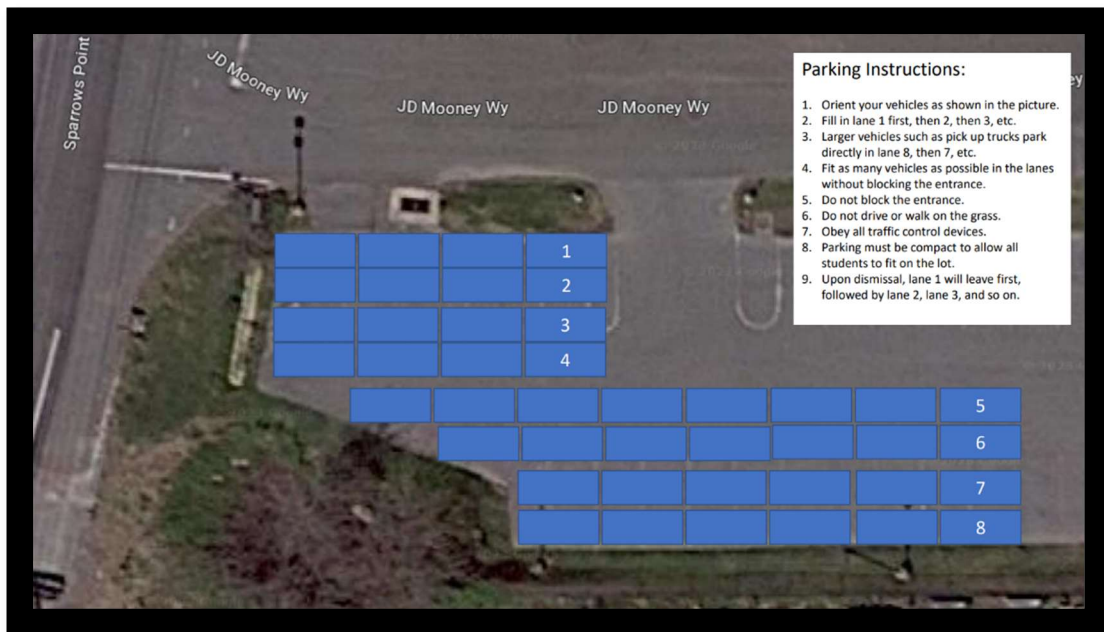
Phone Number: 410-887-7523

Parking

Recruits will enter the premise and make the first right into the parking lot. Vehicles will park in an orderly fashion facing the compound, backing into the designated spot, taking advantage of all space provided. The first recruit to park their vehicle will be responsible for ensuring the proper parking of all other recruits. The line of parking will start with the first vehicle closest to the academy building. The back row will be completed and all available space will be exhausted before starting the second row. Trucks will park in the designated spots according to the image.

Entering the building

Recruits will only enter the building through classroom 4. Classroom 4 has a garage door and a residential door. Classroom 4 can be accessed with the use of recruits' fire department issued ID. All gear bags and turnout gear will be stored in the provided space in classroom 4 in a neat and orderly fashion. Recruits may also utilize space in classroom 4 for kitty supplies. Classroom 2/3 is where all lecture sessions will take place. Classroom 2/3 is where lunches and classroom equipment will be stored.





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Reporting Directions

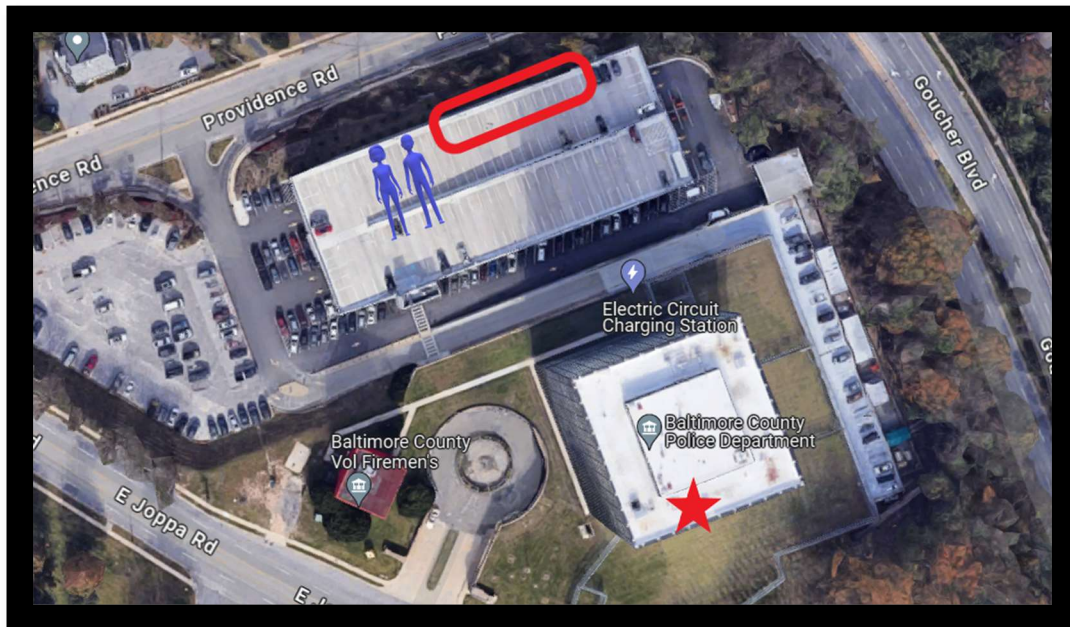
Location: Baltimore County Fire Department- Headquarters- 3rd Floor, Hampton Room

Address: 700 East Joppa Rd, Towson, MD 21286

Phone Number: 410-887-7523/ 410-887-8939

Parking Directions: Recruits are to park on the 4th floor of the parking garage and assemble along the Providence Road side in the garage. FD Staff will meet and direct recruits into the building and up to the 3rd floor.

Special Instructions: This facility is occupied by the Fire Department and Police Department Command Staff. We are visitors while in the space, act as such.





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Reporting Directions

Location: Jacksonville Department of Public Works Training Facility

Address: GC8H+JR Jacksonville, Maryland (This is a Plus Code, paste it into a Google Maps just like an address)

Phone Number: 410-887-7523 (Fire Rescue Academy)

Parking Directions: Recruits will enter the training facility and proceed down the long driveway. Pull completely around the building to your left and park behind the building, facing out towards the driveway you just entered. Recruits shall park behind one another in neat rows to conserve space.

Formation/Muster Point: Recruits shall muster in formation on the side of the building opposite their vehicles. Recruit shall be in formation, facing away from the building until received by an instructor.

Department of Public Works Building / Restrooms: Restroom access is in the rear of this building nearest the Recruit Parking Area. Do not attempt to access any other portion of the building. This will activate the alarm system.





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Reporting Directions

Location: Baltimore County Fire Station 14 - Brooklandville

Address: 10017 Falls Road, Timonium, MD 21093

Phone Number: 410-887-4564

Parking Directions: Recruits will enter the driveway, make an immediate U-Turn and park alongside the left-hand side of the driveway, facing Falls Road. Recruits shall park single file column along the grass without blocking the bay doors or Falls Road entrance. If needed, recruits may make an additional column of vehicles, parked tightly against the first column. Do not park on the grass.

Formation/Muster Area: Recruits shall proceed to the muster point and maintain formation at parade rest until received by an instructor.

Conduct and Operations: This facility is an active Baltimore County Fire Station. Units and personnel will be responding in and around this facility. Under no circumstances are recruits, their vehicles, or their operations, to impede the fire station operations.

