



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

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

Dear Recruit,

Congratulations on being accepted into the Baltimore County Fire Department! You have been assigned to **Recruit Class 128**. You are to report to the **Stevenson University 1525 Greenspring Valley Rd, Stevenson MD 21153. (Map included)** on **November 17th 2025** by **0700 hours**. This letter is designed to provide you with some guidance on what you must do to prepare for your first day of duty. Please review this letter, and all information within the electronic drive, in its entirety to be prepared for success.

Reporting Location:

Baltimore County Fire Department FRA Stevenson Campus
Rose-Dawson Building AC 10 Basement Floor
1525 Greenspring Valley Rd, Stevenson MD 21153

Access the Recruit Onboarding page of our website. Visit https://baltimorecountymd.gov/inferno/training-classes/recruit_onboarding/ to obtain access to the suite of electronic documents. All information needed to complete all pre-academy tasks are located on here. Please take time to review all reference information and complete and return as directed.

Please refer all questions regarding this process to the Recruit Programs Manager:

TO: firerecruitprograms@baltimorecountymd.gov

SUBJECT: RS-Class # 128 - Onboarding Inquiry

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The following tasks should be completed first.

The following tasks and documents are due by 1500 hours on November 13th 2025

1. Read and Understand the Recruit Training Manual.

- a. This document is a supplement to our department's Rules and Regulations, and Standard Operating Procedures. The Recruit Operations Manual establishes the expectation of your conduct and your responsibilities as a recruit.

2. Register for a FEMA Student ID (FEMA SID)

- a. A FEMA Student ID can be obtained here: <https://cdp.dhs.gov/FEMASID>
- b. My FEMA Student ID is _____
- c. Complete FEMA Course ICS 100
- d. Complete FEMA Course ICS 200
- e. Complete FEMA Course IS 700
- f. Complete FEMA Course IS 800

3. Set up a personal checking account for direct deposit of payroll checks.

- a. Baltimore County payroll will only pay employees through direct deposit.

4. Create a University of Maryland Canvas Account.

- a. A Canvas account can be created here:
 - i. <https://identity.umd.edu/id/associate/registration>
- b. The University of Maryland, Maryland Fire Rescue Institute facilitates course materials for our curriculum. We utilize their Canvas online learning management system for our programs.

5. Register with the Maryland Fire and Rescue Institute for your first course, Emergency Medical Technician.

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

6. Create a secure account management system.

- a. Create a document or system to remember any pertinent login and password information from the accounts you have just created. You will not be able to reference your cell phone during the academy and you must be able to log into these systems during your classes.

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Complete the Recruit Onboarding Document Packet

This document is located here:

https://baltimorecountymd.gov/inferno/training-classes/recruit_onboarding/

The Recruit Onboarding Packet is due by 1500 hours on November 13th 2025

Upon completion of the packet, scan and email this document as a single **PDF** file to firerecruitprograms@baltimorecountymd.gov

Within the Recruit Onboarding Packet, you will need:

1. Recruit Training Manual Receipt
2. Academic Integrity Policy
3. Patient Record Confidentiality Agreement
4. Human Dignity Statement
5. EMS Program Clinical Guidelines for Recruits
6. Authorization for Release of Information
7. Vehicle Management System Policy
8. Registering with the Maryland Fire and Rescue Institute (MFRI)
9. Copy of your Driver's License Front and Back
10. Maryland Fire Rescue Institute Disability Accommodations Request
11. Eye Glass Prescription, with pupillary distance (If applicable)
12. Pending Military Orders (if applicable)
13. ICS-100 Certificate
14. ICS-200 Certificate
15. IS-700 Certificate
16. IS-800 Certificate
17. Copy of any EMS Certifications you possess
18. Copy of any EMS National Registry Certifications you possess
19. Copy of your MFRI Transcript (Unofficial Transcript is acceptable)
20. Copy of your Pro-Board, IFSAC, and/or DOD Transcript.
21. Policy Guidance for Quantitative Fit Testing

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First Day of the Academy

To prepare you for reporting on the first day, we offer you the following reminders. Again, please read all items with care, as attention to detail is a large portion of your training.

1. You are scheduled to report for duty at the Baltimore County Fire Department FRA Stevenson Campus on **November 17th 2025 at 0700 hours**. Please remember that **early is on time; on time is late!**
2. The Baltimore County Fire Department is a paramilitary organization with a specific rank structure, rules, and regulations that must be followed. This includes following a formal chain of command.
3. The Fire-Rescue Academy will designate the Recruit Class Training Schedule. This schedule is subject to change at any time, with or without notice. Attendance at each session is mandatory.
4. Academic and behavioral standards, as outlined in the Recruit Operations Manual, Rules and Regulations, and Standard Operating Procedures, must be met at all times. This is a very challenging program and arrangements should be made so that this is the top priority in your life. You will be expected to study and prepare during your off time.
5. Until uniforms are issued, the dress code is business casual. Shirts shall be tucked in. T-shirts, sneakers, jeans, and hoodies are not permitted. Personal appearance shall otherwise conform to Section 6 of the Recruit Operations Manual.
6. With the exception of physical training between the hours of 0700 and 0900, smart watches are prohibited during Academy hours.
7. Tobacco products are not allowed in any form, as complete abstinence is a condition of your continued employment.
8. You will not be allowed to leave training until dismissed as a class or given permission to do so by the officer in charge of recruit training. You may occasionally be dismissed late and should plan accordingly.
9. Bring originals of all document requested by Baltimore County, even if you have uploaded or previously submitted them. Should we need to reference them or create additional copies, you should have them readily available. You may not make personal copies at the Fire Rescue Academy.
10. Your driver's license and/or CDL should be on your person at all times.
11. Your medical certification card (should you possess one) shall be on your person at all times.
12. Bring a voided check to enroll in direct deposit.
13. Pack a lunch, snacks, and an insulated water bottle with a lid. There may be 40 students accessing 2 microwaves, pack accordingly. You will have access to a refrigerator.
14. Cell phones are not permitted to be used by recruits during scheduled hours of work. All cell phones, smart devices, pagers, etc. must be left in your vehicle. The FRA phone number is (410) 887-8939. Please give this number to your family for emergencies only. No personal phone calls will be permitted while in recruit training. **On the first day of the academy only**, you may bring your cell phone into the classroom. It shall remain off and out of sight. It will be utilized for Two-Factor Authentication when you receive your laptop.
15. Adhere to all appearance standards as described in the Recruit Manual. This will be enforced on day one.
 - a. You will be fit-tested to obtain an SCBA facepiece during the first week. **You MUST be clean shaven and cannot use after shave, cologne, lotion, make-up, gum, mints, or mouthwash until the fit test has been completed.**
16. Bring a physical document with all pertinent login information for anything related to your academy program. For example, FEMA SID, Canvas Login, LMS Login, etc.

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ITEMS REQUIRED TO BE PURCHASED BY RECRUITS

- Minimum One (1) College Ruled Notebook
- Black ball point pens
- Blue ball point pens
- #2 lead pencils
- Yellow highlighter
- Plain, black leather belt. Buckles shall be standard square or rectangular in shape, chrome in color, and shall not be larger than 1 3/4" by 3". No solid or logo type buckles are permitted.
- Plain black or navy-blue socks (for wear in uniform)
- White socks (for wear in PT gear)
- Watch with a sweeping second hand
- Black or Blue duffel bag for necessary uniform and hygiene items needed to shower and change after physical training.
- Insulated Water Bottle with lid. Recruits must purchase a 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.
- Physical Fitness Gear: Can be purchased from any of the 3 vendors listed below, indicate you interest to purchase: "Baltimore County Fire Department Recruit PT Gear"

Vendor	Address	Ordering Instructions
Bad Lab Apparel	9726 Pulaski Highway Unit B Middle River MD 21220	Online: www.badlabapparel.com/customstores "BCoFD Recruit" Phone: 410-686-6600
Wicked Customs Signs Apparel and Engraving	2803 Greenleaf Way Westminster MD 21157	Phone: 443-528-7274
Dorie's Designs	2026 Hughes Shop Road Westminster MD 21158	Phone: 443-865-6688

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