

# Lexington County Fire Service



**Recruit Handbook  
Revised 3/18**

## **FOREWORD**

Welcome to the Lexington County Fire Service Recruit Academy:

As a Firefighter Recruit in the Lexington County Fire Service (LCFS) you have accepted the responsibility to meet the rigid standards set forth in Basic Fire/Rescue Training. Our primary mission is to provide you with the instruction, the knowledge and the skills necessary to function in a highly productive manner within the LCFS

Basic fire/rescue training will be academically challenging and a physically demanding experience. To succeed you must accept the challenges that are presented, realizing that the training you receive is directed toward making you an effective and efficient member of the Lexington County Fire Service. It is essential that you make the commitment to all aspects of the training program.

The Fire Academy is the first step to a professional career in the fire service. There are four critical qualities of successful a Firefighter Recruit:

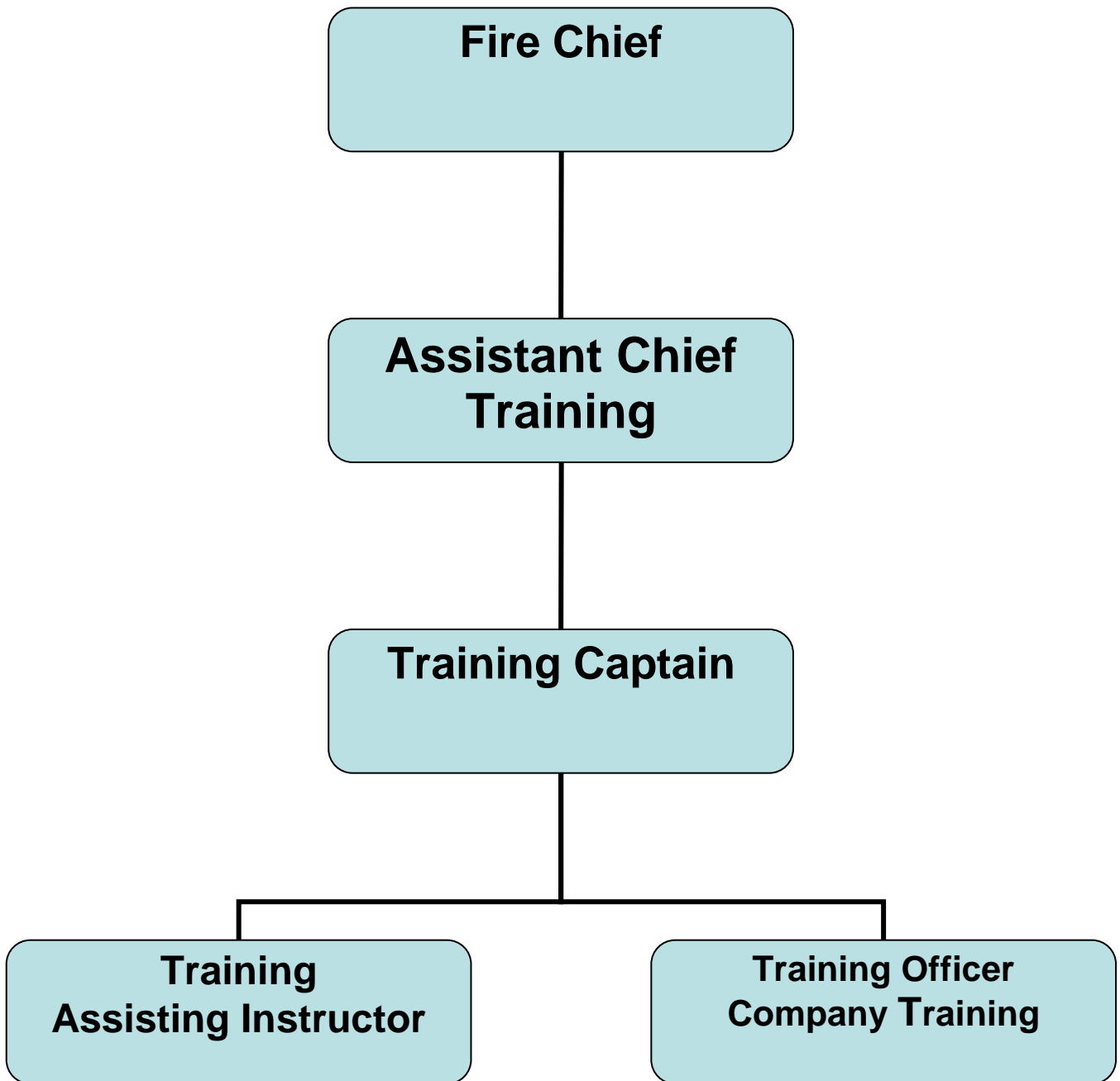
1. Practical Study Habits
2. Positive Attitude
3. Professional Dedication
4. Productive Team Member

This guide has been prepared to help you in your training. Study it carefully and you will find it to be a valuable tool in helping you attain the prescribed standards.

I am pleased to welcome you into the LCFS Recruit Program and wish you every success.

Assistant Chief Glenn Williams  
LCFS Training Supervisor

Lexington County Fire Service  
Chain of Command



## Contents

<u>Topic</u>	<u>Page</u>
Foreword	1
Fire Academy Chain of Command	2
Contents	3
<b>Article I - Rules and Procedures</b>	4
Section I – Safety	4
Section II – Chain of Command	5
Section III – Teamwork / Effort	5
Section IV – Attendance / Tardiness	6
Section V – Illness / Injuries / Emergency Leave	6
Section VI – Discrimination / Harassment	6
Section VII – Honor Code	7
Section VIII – Disciplinary Procedures	7
Section IX – Substance Abuse	7
Section X – Expectations and Accountability	8
Section XI – Insubordination	8
Section XII – General Conduct	8
Section XIII – Facilities and Equipment	9
Section XIV – Uniforms & Appearance	9
<b>Article II – Academic Policy</b>	
Section I – General	10
Section II – Academic Averages	11
Section III – Written Exams	11
Section IV – Practical Evaluations	11
Section V – Class Awards & Rankings	11
Appendix A	12
Appendix B	14

## Article I – Rules and Procedures

The following Rules and Regulations will be followed while attending the Lexington County Fire Service Recruit Training Academy. A violation of any of the Rules and Regulations is a very serious matter and disciplinary action will result. The County will administer discipline according to the situation. The County does not guarantee or promise progressive disciplinary action however the general progressive disciplinary action process may follow from verbal warning, written warning, and suspension/final written warning to termination. Any disciplinary action that is administered will be at the sole discretion of the County depending upon the severity of an egregious act.

*The following sections outline the conduct that is expected while recruits are assigned to the Lexington County Fire Service Training Division. This listing is not to be considered to be all inclusive. Proper manners and common sense must always be a guide.*

### Article I / Section I – Safety

- A. Safety shall always be a paramount concern for both recruit firefighters and instructors in all classroom training, drills, operations, or procedures. If a recruit observes an unsafe condition or situation, they shall immediately report the problem to an instructor.
- B. Personal Protective Equipment (PPE) shall be defined as:

Helmet	Fire Gloves	Hood	Fire Boots
Turnout Coat	Bunker Pants	Goggles	Ear Plugs
			SCBA w/mask

#### **NOTE:**

**ALL PPE SHALL BE PROPERLY MAINTAINED AND AVAILABLE TO THE FIREFIGHTER RECRUIT AT ALL TIMES.** Any failures, problems, or loss of PPE shall be reported to the appropriate member of the Training Staff immediately. **FAILURE TO HAVE ANY PART OF PPE AVAILABLE AND IN THE PROPER WORKING ORDER WILL RESULT IN DISCIPLINARY ACTION.**

- C. Report to Classroom One at the training center no later than 07:30 hours on April 23, 2018.
- D. No personal visitors shall be allowed at the Training Center or on the drillground without the consent of a member of the training staff.
- E. Recruits shall not leave a class, classroom, drillground evolution, drillground, or Training Center without the consent of a member of the training staff.
- F. Lexington County Fire Stations, Headquarters Offices, Fire Prevention, Breathing Air Room and Logistics Division are strictly off limits unless directed by a member of the training staff.
- G. Practical joking, horse play and fighting is strictly forbidden and is grounds for disciplinary action up to and including termination.
- H. Recruits shall always listen carefully in the classroom & on the drillground and follow orders immediately.
- I. All safety procedures, issues, or concerns outlined in any class or practical evolution shall be followed.

- J. The wearing of any and all jewelry is strictly prohibited while on duty at the recruit training academy. This includes, but is not limited to: Watches, rings, ear rings, necklaces, and any body piercing.
- K. The carrying or use of any wireless phone, cell phone, pager or PDA with wireless Internet capabilities is strictly prohibited while on duty.
- L. The carrying of knives, scissors, tools or any weapons or objects considered to be weapons by the Training Staff is strictly prohibited while on duty.
- M. No gum, candy, or similar food items are allowed in the classroom, locker room or drill ground at anytime.
- N. No non-prescription glasses are permitted (this includes sunglasses).

### **Article I / Section II - Chain of Command**

“Chain of Command” is defined as “Any matter which needs the attention of”, or action by the Department will be brought to the reporting person’s immediate supervisor. Recruits will follow and use the “Chain of Command” at all times. The “Chain of Command” for recruit firefighters is as follows: Recruit Training Instructor (of the day) > Assistant Training Supervisor (Captain) > Training Supervisor (Assistant Chief) > Chief.  
 Any issues or concerns that affect a recruit’s academic, practical, or physical performance shall immediately be brought to the Training Captain.

### **Article I / Section III – Teamwork / Effort**

**TEAMWORK IS AT THE HEART OF EVERY FIRE DEPARTMENT OPERATION AND ANYTHING THAT DISRUPTS OR HINDERS THE TEAMWORK OF THE RECRUIT CLASS WILL NOT BE TOLERATED. EACH RECRUIT’S BEST EFFORT IS REQUIRED AT ALL TIMES, IN EVERY CLASS, DRILL, AND TASK.**

- A. Recruits will participate in Physical Training each morning unless excused by the Recruit Training Captain.
- B. Any recruit unable to participate in classes, drills, or physical training due to a non-job related injury or illness may be medically dropped from the Recruit Class.
- C. Recruits are expected to offer and be available for assistance to other members of the class.
- D. The Lexington County Fire Service utilizes a Passport system for personnel accountability on the fire ground. (Appendix C). This system is comprised of Individual Name Tags, Company or Team Passports, and an Accountability Status Board. A Company is a team of three or more recruits that are assigned to work as one unit. The Accountability Status Board will be kept at each activity location or classroom. Company leaders will be responsible for their Companies’ Passport maintenance and movement. Company Passports must be placed on the Accountability Board located in the classroom or the Training vehicle and removed from the Accountability Status Board upon dismissal. Each recruit shall place an Individual Name Tag upon their Company Passport by 07:30 hours each day.
- E. The Recruit Class Standard and Ribbon is the banner and guide on for the class. The Recruit Class Standard and Ribbon will be kept at each activity location or classroom.

- F. Company / Team Leaders serve at the discretion of the Training Staff and may be reassigned at the discretion of the Training Staff.

**Article I / Section IV – Attendance / Tardiness**

- A. Daily Recruit Academy time is from 07:30 hours to 16:30 hours, Monday through Friday. Colors are to be posted on the flag pole at the training center prior to 07:30 daily and taken down at 16:30 daily by the assigned company, signifying the on and off duty status of the class. Approximately 1 hour will be allowed for lunch each day. **Attendance is mandatory for all sessions.**
- B. ABSENTEEISM OR TARDINESS WILL NOT BE TOLERATED AND WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. All recruits shall be in formation for daily lineup at 07:30 hours at the Drill Ground Command Post unless otherwise directed by the Training Staff.
- C. Should an emergency arise that may force a recruit to be tardy reporting in the morning or returning from lunch, the recruit must contact a Training Staff member (**Voice Mail** is not Acceptable). Contact should be made in the following order:

- |                                |              |
|--------------------------------|--------------|
| 1) Captain Mundy               | 803-394-6255 |
| 2) A/C Williams                | 803-606-8233 |
| 3) Battalion One (last resort) | 803-223-5164 |

**Article I / Section V – Illness / Injury / Emergency Leave**

- A. Recruits unable to report to work due to illness, injury, or other emergency must contact a Training Staff member by 07:15. **DO NOT LEAVE A MESSAGE.** You must talk with a supervisor. A doctor's excuse is required to return to work. (Refer to Article I / Section IV / C for contact list)
- B. **ALL INJURIES AND ILLNESSES THAT OCCUR WHILE ON DUTY MUST BE IMMEDIATELY REPORTED TO THE RECRUIT'S COMPANY LEADER AND TRAINING OFFICER.**
- C. In the event of the death of an immediate family member (husband, wife, child, mother, father, brother, sister), recruits must contact a Training Staff member. (Refer to Article I / Section IV / C for contact list). Refer to the Lexington County Employee Handbook.

**Article I / Section VI – Discrimination / Harassment**

The County of Lexington **shall not tolerate** incidents or circumstances of discrimination or harassment of any kind. Refer to the Lexington County Employee Handbook. Issues concerning discrimination must be reported to the training staff immediately. No recruit shall be intimidated, harassed, threatened, retaliated against, coerced, or disciplined in any way for reporting acts of discrimination, or harassment of any kind.

### **Article I / Section VII – Honor Code**

All firefighter recruits are a representation of their company, the Training Staff, the Lexington County Fire Service, and the County of Lexington and will conduct themselves with honor, humility, and proper behavior **at all times, on and off duty.**

#### **CHEATING OF ANY KIND, ON AN EXAM OR PRACTICAL EVALUATION WILL RESULT IN IMMEDIATE TERMINATION.**

Recruits are required to report any witnessed act of cheating on exams or practical evaluations to the Training Staff immediately. Failure to report any such act will result in disciplinary action, up to and including termination, taken against the recruit that witnessed the event and failed to notify the Training Staff.

### **Article I / Section VIII – Disciplinary Procedures**

Disciplinary action in the Lexington County Fire Service Recruit Academy is **generally** a progressive, step-by-step process by which a recruit is given an opportunity to correct unacceptable behavior or performance. The following lists the disciplinary procedure progression track:

- A) Verbal Warning
- B) Written Warning
- C) Final Written / Suspension
- D) Termination

**Note: This list depicts a typical progression of disciplinary action. However, the seriousness or severity of some infractions will dictate that the lower levels of action may be bypassed. Refer to the Lexington County Employee Handbook.**

### **Article I / Section IX – Substance Abuse**

In compliance with the **Drug Free Workplace Act of 1988**, the County of Lexington states "the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace." Furthermore, the County of Lexington will not tolerate employees reporting to work with their ability to perform impaired by alcohol, illegal drugs, or inappropriately used prescription or over-the-counter drugs.

Recruits must notify the Training Staff of any use of prescription or over-the-counter medications which may affect mental or physical performance.

Tobacco products of any type shall not be used at any time during instructional periods. Tobacco use is allowed only in designated break areas.



## **Article I / Section X – Expectations and Accountability**

Each firefighter recruit shall know, understand, and adhere to the policies, procedures, information, and rules set forth in the Recruit Handbook, Lexington County Fire Service GOGs, and the County of Lexington Employee Handbook.

Each individual recruit is responsible for his / her own actions and shall be accountable for those actions.

## **Article I / Section XI – Insubordination**

**WILLFUL DISOBEDIENCE OF ANY ORDER ISSUED BY A MEMBER OF THE TRAINING STAFF, EMS TRAINING STAFF, OR GUEST INSTRUCTOR WILL NOT BE TOLERATED AND WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.**

Any order given by a member of the Training Staff, EMS Training Staff, or guest instructor shall be understood and carried out as a direct order.

## **Article I / Section XII – General Conduct and Performance Expectations**

The following article sets forth the expectations for Recruit Firefighters attending the Lexington County Fire Service Recruit Academy. These expectations are to be considered standards of behavior for the Recruit Firefighter **on and off duty.**

Recruits shall make reasonable and safe decisions when attempting to accomplish a task or solve a problem.

Recruits shall use appropriate tone of voice. Portraying a professional image in speech, actions, and appearance at all times. Recruits shall articulate themselves in a clear, logical, and understandable manner. They shall demonstrate appropriate non-verbal communication techniques.

Recruits shall respect other's personal property.

Recruits shall demonstrate desire for personal and professional development.

Recruits shall accomplish tasks or goals with a “safety first” attitude. Recruits shall be reliable in following all safety practices.

Recruits shall actively seek academic and technical knowledge for self-improvement

Recruits shall be sincere and honest when dealing with others.

Recruits shall be courteous and respectful at all times.

The utmost in respect will be accorded to all Training Staff and personnel, all Lexington County personnel, civilians and classmates.

Firefighter recruits shall address any and all LCFS personnel with the appropriate rank, or with Sir / Ma'am. All affirmative responses to questions shall be answered with “Sir, Yes Sir / Ma'am, Yes Ma'am. All negative responses to questions shall be answered with “Sir, No Sir / Ma'am, No Ma'am”.

Firefighter recruits will politely and respectfully greet all persons passing in the hallways or offices with the brief greeting, Good Morning Sir or Ma'am / Good Afternoon, Sir or Ma'am.

Firefighter recruits **WILL NOT** initiate conversation with any person outside their recruit class beyond a greeting and will minimize any other conversations with persons outside the recruit class or the Fire Training Staff.

Afternoon dismissal (16:30 hours) will be conducted at the Fire Training Center unless otherwise directed. During dismissal, recruits shall stand in formation for end of day lowering of the flag. No recruit may leave before dismissal without permission from a member of the Training Staff.

Noise levels in hallways and common areas shall be kept to a minimum at all times.

When asking a question during class, recruits shall raise their hand and wait to be acknowledged.

**Coming to Attention:** In the classroom the first recruit to recognize a Chief Officer's approach will give the "Attention" command unless the class is in session (do not interrupt instructor). DO NOT come to attention on the drillground unless called to attention by training staff.

### **Article I / Section XIII – Facilities and Equipment**

The offices of the Fire Training Staff are to be utilized for business purposes only. Recruits are not permitted to loiter in or around the Training Offices at any time. Any time a Recruit needs to contact a Training Officer, he / she shall notify their Company Leader.

Each recruit will be assigned a location for storage of personal items and equipment. The recruit's area will be maintained in a clean, sanitary condition and will not be altered or defaced in any way. Pictures, posters, drawings or any other decorations shall not be hung or displayed in a recruit's area. No food items of any type may be kept in your assigned area. Articles of clothing worn during physical training shall be removed from departmental areas on a daily basis. No clothing, towels, or personal items shall be left in the shower.

**NO FOOD OR DRINKS (EXCEPT WATER) ARE ALLOWED IN THE CLASSROOMS. EACH INDIVIDUAL IS RESPONSIBLE FOR CLEANING UP BEHIND THEMSELVES IN ALL AREAS OF THE FACILITIES.**

Recruits shall not write on any desk, table, or wall and shall not place any chewing gum on the under side of any desk or table.

Any and all facilities are for employees only. Specific permission from the Fire Chief or his designee must be granted for otherwise.

### **Article I / Section XIV – Uniforms & Appearance**

The following shall be the uniform standards for the Lexington County Recruit School:

- A) Winter / Summer Multi-Use Uniform:
1. Ball cap (**On outside / Off inside**)
  2. Department issued short sleeve T-shirt
  3. Blue Sweat Shirt (optional)

4. Blue fatigue trousers
5. Recruit training academy approved boots
6. Socks
7. Department issued black belt

B) Physical Training Uniform: (Class D):

1. Department issued short sleeve T-shirt
2. Department issued sweat shirt (optional)
3. Department issued blue shorts
4. Sweat pants (optional)
5. Recruit training academy approved shoes (black, navy, white, etc...)
6. Recruit training academy approved socks (white)

The standard daily physical training uniform shall be the Class D uniform.

**Note:** *All recruits shall match in Class D Uniform appearance.*

All uniform articles shall be clean, neat, and wrinkle free. Boots shall be clean and shined at all times.

Recruits will wear the same uniform. There will be uniformity in the class.

Recruits shall report to work and leave work in the proper attire for the initial scheduled activity. There shall be no mixing of uniforms and civilian clothes.

Proper daily personal hygiene shall be practiced at all times.

Hair shall be neatly trimmed so and shall not interfere with Self Contained Breathing Apparatus (SCBA) fit and use. Hair length shall not fall below the collar of your uniform shirt. Hair may touch the top of the ears and may be combed behind the ears but will not extend down over the ears. All facial hair to include Beards, Goatees, Side Burns, and mustaches is strictly prohibited.

### **Article II – Academic Policy**

The following article shall be the Academic Policy for recruits attending the Lexington County Fire Service Recruit Training Academy. The standards set forth in this policy are designed to insure that a minimum cognitive and practical standard is maintained. These policies and minimum standards shall be in compliance with the South Carolina Office of State Fire Marshall and the South Carolina Fire Academy. These standards and policies apply equally to all recruits and shall not be waived.

The following sections outline the academic standards for recruits assigned to the Lexington County Fire Service Training Division. This listing is not to be considered to be all inclusive. Common sense and personal integrity are required in conduct at all times.

Recruits are expected to conduct a daily review of materials as well as a continuous cumulative review of all materials covered in the program.

### **Article II / Section I – General**

The minimum passing score on written exam evaluations shall be 70.00%.

The Final examinations (written and practical) shall be a comprehensive review of all **SUBJECT MATTER** covered during the Recruit Training Academy.

### **Article II / Section II – Academic Averages**

The Written Exam Average shall be computed by adding all of an individual's written exam scores and dividing the written exam sum by the number of written exams completed. There are a total of five final exams; ***Emergency Medical Responder, Firefighter 1, Hazardous Materials Awareness, Hazardous Materials Operations, & Firefighter 2***, however recruits may be quizzed daily on materials delivered

All academic scores and averages shall be calculated and expressed to two (2) decimal points in the final calculation.

The score utilized in calculating Academic Average shall be the passing score from the original written exam. Any written retake will disqualify the recruit from the Academic award presented during the graduation ceremony.

### **Article II / Section III – Written Exams**

A recruit who scores less than 70.00% on a written exam must take a written re-test and score at least 70.00% on the written re-test. Failure to score at least 70.00% on a written re-exam is grounds for immediate termination.

The re-test shall encompass the same material(s) as the original and formatted as the original exam.

### **Article II / Section IV – Practical Evaluations**

Periodic Practical Skill Evaluations (Job Sheets) will be held throughout the Academy to test the essential functions of fire fighting. The Recruit will receive either a Pass or Fail when a Practical Skill Evaluation is administered. If at any time a Recruit is unable to perform the essential functions of fire fighting, pursuant to the standards of the Fire Service, the Recruit may be subject to termination.

A Recruit that receives a "Fail" on the Practical Skill Evaluation will have the opportunity to be re-evaluated immediately.

Failing any section of a practical twice is grounds for termination.

Emergency Medical Responder will be the only exception to this rule. EMR National Registry Standard will define the practical skills requirements.

### **Article II / Section V – Class Awards & Rankings**

The Academic Award shall be awarded to the recruit with the highest Academic average. In the event of a tie, the tied parties will both receive an academic achievement award.

The Honor Graduate Award recognizes the achievements of an individual, from the first day of training to the last, making the greatest strides in personal achievement. It shall be awarded to the recruit who, in the opinion of the Recruit Class, displayed the greatest improvement in all areas of recruit training and demonstrated the core values of the Fire Service.

The Physical Fitness Award will be awarded to the individual who had the most improvement in the area of physical fitness for the duration of the class.

## **Appendix A**

### **Explanation of Terms:**

Guide on- the recruit designated to carry the class flag, regulate the direction and rate of the march.

In Column- a formation in which teams are placed side by side and team leaders at the head.(Figure A-3)

### **Drill Commands:**

Attention

At ease

Salutes. "Present Arms", "Order Arms",

Forward, March

Recruits, Halt

Fall In/Fall Out

Left (Right), Face

About, Face

### Symbols

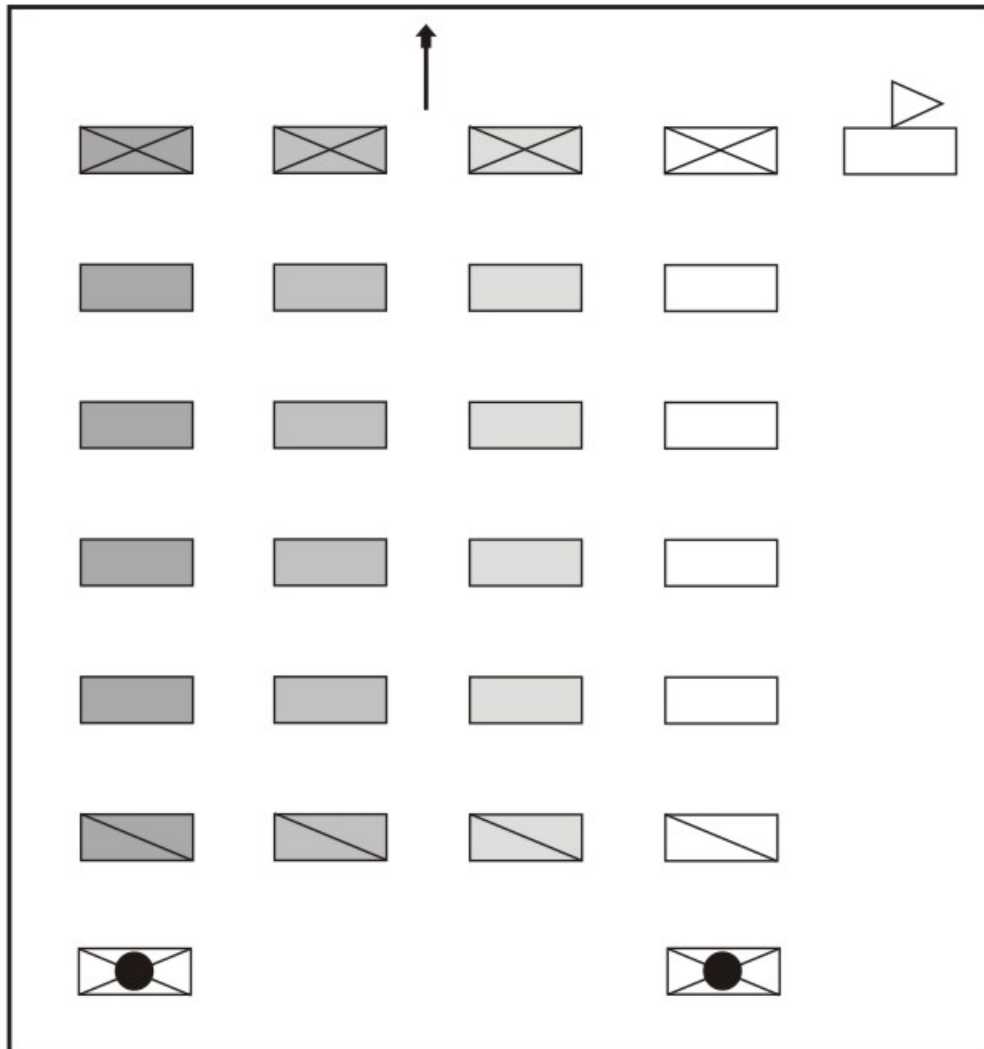
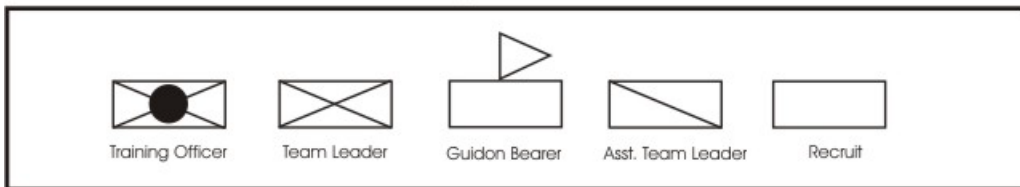


Figure A-3 Column Formation

**Appendix B**

**Rank Structure Collar Insignia**

Fire Chief



Deputy Chief



Assistant Chief



Battalion Chief



Captain



Apparatus Operators and Firefighters have no collar insignia, and should be addressed as “Sir or Mam”