

## **Fire Science Residence Fire House Code of Conduct**

**Duty. Pride. Tradition.**

### **The Mission of the Firehouse Code of Conduct:**

Admission to and participation in the Butler Community College Fire Science Residency Program is a privilege and an opportunity to advance your Public Safety career. Admission means you have attained both a high level of personal accomplishment and that you have a personal standard of character, service, and discipline that will set you apart from other future Firefighter candidates.

In order for you to achieve your highest level of pre-professional development you must achieve competency in Firefighting skills and education, as well as embrace a traditional firehouse life style and work ethic. This means that life in a Firehouse dorm is different from that in a regular dorm setting. More opportunity is provided; therefore, more is expected from a Firehouse resident. There is an old phrase that says “if you’re going to be a bear, be a Grizzly”.

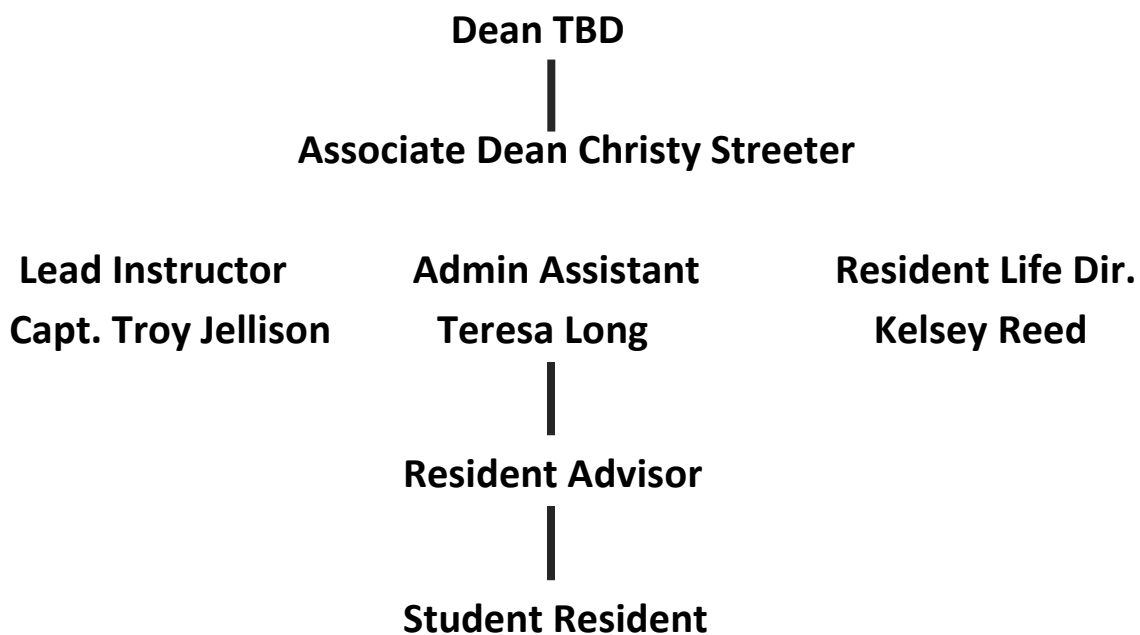
Firefighting tradition and practical operational requirements demand that you learn to live in a cooperative trust and dependency on other Firefighters (Residents). They also must invest the same in you. On the fire ground this trust, respect, and cooperation often means life or death. In preparing for a Firefighting career by participation in the FS Residency program, you are embracing a selfless mission, team, and others first lifestyle. If you are not willing to make this level of commitment, then this program may not be a good choice for you.

BCC Fire Resident Students must work as a cohesive unit and learn to function as a team during all operations, whether it be on an emergency scene, in a classroom, or simply around the Firehouse dorm. All members are expected to embrace the concept of teamwork as we strive to complete our mission: to educate you to save lives and property and serve your community. To help you develop these team living skills the BCC Fire Science Residency Program requires you to understand and accept the Fire House rules of conduct.

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**Command, Guidance, Leadership, and Authority:**

Much like the command structure in any Fire Department the FS Residency Program has a chain of command. Enforcement of Rules of Conduct, disciplinary actions, resolution of conflict, and general operations will be addressed in the following rank structure. Residents may appeal any disciplinary decision made by the Fire Science program by appealing up the illustrated Chain of Command below and as described in the Butler Community College Resident Life Handbook.



**Basic ethical expectation standard for Fire Science Residents**

“I will not lie, cheat or steal, nor tolerate those that do.”

(Adapted from the WestPoint Cadet Honor Code)

Moral excellence comes about as a result of habit. We become just by doing just acts, temperate by doing temperate acts, brave by doing brave acts. (Aristotle)

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## **Firehouse Code of Conduct**

1. Quiet Hours (A)
  - Quiet time will be expected and enforced in the day room, bunk areas and hallways between the hours of 2300 and 0700.
  
2. Improper Conduct (C)
  - All members shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the program. Members shall treat others with respect and refrain from the use of abusive or derogatory language both in the station and in public.
  - Demonstrations of loud, profane, unruly or disruptive behavior in the FS Dorm building is unacceptable and will be reported by the Resident Assistant to the Administrative Assistant. Student will then be advised verbally or in writing as situation warrants.
  - Fighting (Verbal = possible assault, and or Physical = possible battery) will not be tolerated on BCC / Firehouse property. (D)
  
3. Care of BCC Property (C)
  - All FS Residents shall treat all BCC and personal property of others in such a manner so as to avoid damage and prevent loss, theft, or destruction of that equipment. Any willful destruction, theft or damage or failing to make efforts to stop such damage, theft or destruction will be grounds for disciplinary action.
  
4. Class Attendance (C)
  - FS Resident students expected to attend all scheduled classes in which they are enrolled. Acceptable reasons for consideration as excused absences include but are not limited to:
    - Illness
    - Family Emergency
    - Funeral Services
    - Court ordered appearances / Jury Duty / Summons
    - Extended time out with EFD on call or multiple calls or lengthy time on call(s) the previous night

- In regards to repeated failure of FS Residents to attend a regularly scheduled class please refer to the **BCC Student Handbook, page 7 under attendance Policy and Procedural Clarifications.** This handbook is provided at the time of enrollment or can be obtained in the FS office room 2601. Any excessive absences NOT excused can also effect a student's standing for Title IV funds and scholarship retention.
  - Absences shall whenever possible be reported to the instructor via phone call or Butler Pipeline email before class meeting times or as soon as is practicable.
5. Scheduled EFD shift assignments (C)
- All FS Resident students that have accepted scheduled shifts with the EFD shall report on time, with required equipment (PPE) at the assigned Fire House.
  - Inability/failure to report for assigned shifts will be dealt with by the EFD Duty Officer/Captain as per the rules/regulations stated in El Dorado Fire Department Standard Operating Guidelines. These will be included in the EFD orientation activity set up prior to the start of the student program.
6. Information responsibility (B)
- Members are expected to daily read the bulletin boards in the dayroom, classrooms, or Apparatus Floor, and **BCC Pipeline emails** and/or memos for notification of special events, notices, and changes in policy and/or procedures.
7. Cleaning Assignments. All students are required to clean up after themselves and to assist other students in keeping the FS Dorm clean. (B)
- A cleaning schedule will be assigned and posted weekly in the day room by the Resident Assistant.
  - Cleaning assignments will rotate between the areas of the Day Room, Kitchen, Dorm connected Bathroom/showers, and Apparatus Floor.
  - Bathrooms swept, mopped and cleaned daily
  - Residents will be responsible for cleaning their assigned areas daily.
  - Cleaning assignments will be checked by the Resident Assistant. Problem areas will be referred back to the assigned student(s). Failure of the assigned student to rectify deficiencies will be referred to the Fire Science

Administrative Assistant. FS Administrative Assistant will then follow the chain of command if problems persist

8. Day Room / Kitchen standards (B)

- No dishes left in sink unless going on a fire call
- No dirty dishes left in the sink or on counters
- Counters and sink areas will be cleaned nightly before quiet hours
- Floors swept and mopped everyday
- Trash emptied to dumpster daily
- Patio door will be kept closed except when residents are in the immediate area and shall never be left propped open unattended or overnight.

9. Apparatus floor (B)

- No personal items will be left on the apparatus floor.
- All trash will be removed from the App floor daily
- The App floor shall be swept daily, or when dirt, trash, or other debris is on the floor and clean of all trash and debris.
- All trash receptacles on the App floor shall be emptied no less than weekly.
- Training items, tools, equipment, and PPE gear etc. shall be placed in proper storage locations or orderly manner if left on the App floor and organized daily
- No laundry items left on Apparatus floor (except when waiting on washer /dryer)

10. Visitors

- Visitors of the opposite sex, with the exception of adult family members of a student, shall at no time be in the dorm rooms of FS Resident students. Period. (D)
- Visitors are welcome in the FS Day room and building common areas as long as they comply with FS Resident rules. FS Resident Students will be held responsible for actions of their visitors and shall make every effort to either remove visitors that are behaving inappropriately such as violating BCC dorm or FS Dorm rules, or will notify the Resident Assistant and or Campus Police if unruly subjects refuse to leave on request. (D)
- Visitors will be expected to leave the building during quiet hours starting at 2300 through 0700 the next day.

11. Resident Assistant Authority

- The Fire Science Resident Assistant has the authority to order person(s) from BCC Fire Science property if in his/her judgment the subject represents
  - A violation FS Dorm rules
  - They are demonstrating an unruly or disruptive behavior.
- Failure of any visitor to leave BCC Fire Science property immediately on the request of the R.A. shall result in the calling of Campus Police and the FS Administrative Assistant. When applicable, the Dean or Associate Dean, in coordination with the FS Administrative Assistant and RA shall request that such persons be charged with Criminal Trespass.

12. Unscheduled inspections of FS dorm rooms, day room, and any BCC Property, will be conducted by the Administrative Assistant, Residence Hall Director and/or EFD Captain/Duty Officer.

- Such inspections may include the utilization of drug detection K-9s from local Law Enforcement agencies.

13. Tobacco (C)

- **Per BCC policy** the entire FS building and Fire House Dorm is a **tobacco free** building. **No tobacco use of any kind is allowed in the building.**

14. Alcohol (D)

- **Per BCC policy** there is **no consumption** of alcoholic beverages of any kind on BCC property.
- In conjunction with this policy there shall be **no possession** of any alcoholic beverage by FS Residents on BCC property including in the Firehouse, in personal vehicles on BCC parking, patio or lounge areas, or in the possession of FS Resident visitors while on BCC property.

15. Controlled substances (D)

- **Per BCC policy** drugs of any kind that are considered controlled substances and not in a legal prescription form shall not be brought onto BCC property (including parking lots), into BCC buildings, or in the possession of any BCC Fire Science student at any time or place.

## **Butler Community College Drug & Alcohol Policy Per BCC Handbook**

At Butler Community College, no one may use, possess or consume alcoholic beverages or illegal drugs in or on college property. Being under the influence of drugs or alcohol is considered disruptive to the operation of the college, class or activity, and may be subject to disciplinary action.

### **DISCIPLINARY ACTION FOR DRUG & ALCOHOL VIOLATIONS Medical Amnesty for Drug or Alcohol Related Emergencies**

Students who report themselves or another student who is in a drug or alcohol related emergency, or state of intoxication, to Residence Hall staff, Public Safety, or other college official, each will be granted amnesty to these fines and sanctions, as this may save a life. They will be required to report to the counselor and complete the appropriate educational program.

### **Alcohol Violation Fines/Sanctions**

#### **First Offense**

\$200.00 Fine

Mandatory parental notification

Placed on probationary status

\* Sessions with counselor & completion of the appropriate educational program (\$25 cost to student)

#### **Second Offense**

\$400 fine & Community Service

Mandatory parental notification

Potential removal from the Residence Halls

Probationary status continues

\* Sessions with counselor & completion of the appropriate educational program (\$25 cost to student)

#### **Third Offense**

Suspension or expulsion from college

Dismissal from the Residence Halls

**Display of empty alcoholic beverage containers and/or wrappers is prohibited.**

Display of alcoholic beverage containers, or promotional items containing alcohol logos including but not limited to empty beer bottles, cans, and hard liquor bottles, signs, posters, shot or any other alcohol glasses or alcohol covers such as a Crown Royal bag anywhere in the residence halls and/or display of wrappers, containers, promotional items containing drug logos including, but not limited to, hookahs, bags, signs, posters, bongos, shot or any other glasses anywhere in the residence halls will result in the following sanctions:

**First Offense**

\$25.00 fine

Items removed from the Residence Halls

**Second Offense**

\$50.00 fine

Items removed from the Residence Halls, Referred to the Director of Residence Life

**Drug Violation Fines/Sanctions**

**First Offense**

\$250.00 Fine

Mandatory parental notification

Placed on probationary status

\* Sessions with counselor and completion of the appropriate educational program (\$25 cost to student)

**Second Offense** (or any offenses following previous drug law convictions on record)

\$500.00 fine

Mandatory parental notification

Probationary status continues

Removal from the Residence Halls \* Sessions with counselor and completion of the appropriate educational programs (\$25 cost to student)

**Third Offense** (and/or any felony drug law violations (as defined by Kansas state law)



## Expulsion from college

\* Missed Drug/Alcohol classes or appointments with counselor (not excused) will result in further discipline as imposed by the appropriate college personnel including suspension or expulsion.

### 16. SFST (Standardized Field Sobriety Test) (D)

- Residents that are suspected to be under the influence of alcoholic beverage will submit to a Standardized Field Sobriety Test administered by any SFST Law Enforcement Officer. Refusal to submit to the SFST is a class (D) Firehouse Code of Conduct violation.

### 17. Preliminary Breath Test (PBT) (D)

- Residents suspected of having consumed alcohol may be further required to submit to a Preliminary Breath Test as administered by any local Law Enforcement officer. Refusal to submit to a requested PBT is a class (D) Firehouse Code of Conduct violation.

### 18. Evidence of consumed alcohol or controlled substances (D)

- The registered presence of any level of alcohol in the system of a FS resident or indication of impairment due to alcohol or controlled substances, as indicated by the results of observed behavior, a SFST, or PBT shall be grounds for disciplinary action per the above BCC policy on drug and alcohol consumption / possession and a class (D) Firehouse Code of Conduct violation

## Personal Vehicles

19. Student's personal vehicles are to remain parked in the public parking area located on the west and north of the Fire Science building.
  - Vehicles may be brought onto the apparatus floor on a temporary basis only in inclement weather or to utilize the floor lighting, for minor issues that do not require
    - the draining or adding of fluids,
    - elevating of the vehicle in any manner other than to change a tire
    - major mechanical repair
  - BCC Fire Science will not assume liability for damage to any private vehicle brought into the station. Or for any personal injury or death resulting from using the FS apparatus floor to work on personal vehicles.
  - Any hand tools, personal tools, or items used on a vehicle on the FS Apparatus floor shall in no circumstances be left on the Apparatus floor.
  
20. Theft (D)
  - Theft of ANY property, which is the unauthorized use of or taking of property with the intent to deprive the owner of control or use of the property, whether temporarily or permanently, and which has not been expressly made available to another by the owner will be considered a "D" offence on the third level.
  
21. Conduct Unbecoming. (D) Level four.
  - Any conduct whether committed on campus property or off, which would tend to cause others to regard the Butler Community College, the BCC Fire Science Program, or the BCC Fire Science Residency Program in a less than favorable, embarrassing, or otherwise negative manner will be considered conduct unbecoming.

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