

Washington State Fire Training Academy

Recruit Academy Catalog



The State Fire Marshal's Office



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Section 1: Recruit Academy

Located on 51 acres at 50810 SE Grouse Ridge Road in North Bend, Washington (98045), the Washington State Fire Training Academy (WSFTA) serves as the state's leading facility for fire service training. WSFTA offers some of the most realistic live fire training experiences available, with the capability to conduct consistent burns using both Class A fuels (wood pallets) and Class B fuels (gasoline, diesel, and propane). The academy features a variety of specialized training props, solidifying its reputation as a leading institution among live fire training campuses statewide.

The Recruit Academy is a rigorous twelve-week training program designed to equip participants with foundational firefighting skills through comprehensive, hands-on instruction. The curriculum includes 75 hours of live-fire training, conducted under a strict 5-to-1 student-to-instructor ratio, ensuring safety and maximizing individualized instruction.

The rigorous program prepares recruits to meet the standards required for certification in NFPA Fire Fighter I and II, as well as Hazardous Materials Awareness and Hazardous Materials Operations*. Training aligns with the hiring qualifications for entry-level firefighter positions and is delivered on Mondays through Thursdays.

The academy fulfills all requirements outlined in NFPA 1010 and NFPA 470 for Fire Fighter I and II certification, with credentialing available through IFSAC and ProBoard.

*Note: Hazardous Materials Operations is a prerequisite for Fire Fighter I certification.

Section 1.1 Recruit Academy Class Selection

To apply for the Recruit Academy, all applicants must submit a completed registration form, available at: <http://www.wsp.wa.gov/fire-training-academy/>

If a student is sponsored by a fire department, the billing section of the form must be completed and signed by an authorized representative of the sponsoring department.

Enrollment is limited to a maximum of 32 recruits per academy.

Admission to the Recruit Academy is determined based on the order in which completed registration forms are received, including those submitted by Washington State Fire Department-sponsored career, volunteer, or resident firefighters.

Washington State Fire Department Sponsored

Individuals who have an affiliation with a fire department, either as a career, volunteer, or resident firefighter, and the fire department is sponsoring and supporting them. This does not necessarily mean that the department is covering the cost of the training.

Section 1.2: Tuition and Fees

Tuition: \$5,781.00

Meals: \$2,112.00*

The food service program aims to provide recruits with three balanced meals daily. While meal purchases are optional, the Fire Training Academy (FTA) strongly recommends utilizing this service due to scheduling constraints. The FTA is committed to accommodating special dietary requirements upon request. Please note that meal prices are subject to change in accordance with contract adjustments.

Housing: \$2,138.00

Total Cost (Tuition, Food, and Housing): \$10,031.00*

Payment Deadlines: Tuition and fees must be paid in full on the first day of class for self-paid recruits. Failure to meet payment deadlines may result in removal from the academy.

Invoices for each recruit will be sent to the sponsoring fire department by the Fire Training Academy, unless otherwise specified.

Section 1.3: Recruit Academy Calendar

The Recruit Academy is held Monday through Thursday from 0600 to 1800 hours, excluding designated holiday weeks.

Class	Start Date	End Date
Recruit Academy 2026-01	January 21st	April 17th
Recruit Academy 2026-02	April 29th	July 24th
Recruit Academy 2026-03	August 5th	October 30th

Section 1.4: Withdraw and Refunds

In the event a recruit must withdraw from the Recruit Academy, refunds will be processed in accordance with the following guidelines:

- Recruits withdrawing due to family-related circumstances, illness, or injury during the academy may opt to enroll in the next available academy, upon request. The responsible individual or agency will be invoiced for the prorated portion of training days attended, including associated costs for meals and lodging.

Refund Schedule:

- Recruit Academy canceled by the Fire Training Academy..... 100%
 - Withdrawal before the commencement of the Recruit Academy..... 100%
 - Withdrawal during the first week of training..... 80%
 - Withdrawal during the second week of training..... 40%
 - Withdrawal after the second week of training..... 0%
-
- Recruits dismissed from the Recruit Academy due to performance issues or policy violations may be eligible for a prorated refund of up to 40%.
 - Appeals based on extenuating circumstances must be submitted in writing to the Fire Training Academy for review and consideration.

Contact/Registration Information

Administrative Staff: (425) 453-3000.

Registration Form: <http://www.wsp.wa.gov/fire-training-academy/>

Section 2.0: Recruit Academy Objectives

The comprehensive allocation of personnel and resources dedicated to the Recruit Academy program is strategically designed to deliver the highest quality of instruction to all recruits. The curriculum and required instructional hours strictly adhere to the mandates outlined in state guidelines.

Recruits who complete the Recruit Academy can be confident that they have received exceptional training, equipping them to perform effectively in the essential duties of a probationary firefighter.

Upon successful completion of the 12-week Recruit Academy, recruits will be awarded a certificate of completion for the WSFTA Recruit Academy Program. Furthermore, they will become eligible to pursue IFSAC/ProBoard certification in Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness, and Hazardous Materials Operations.

Section 2.1: IFSAC/ProBoard Testing

The passing score for the IFSAC/ProBoard written examination is 70%, while the practical examination requires a passing score of 100%.

To qualify for Hazardous Materials Operations certification, candidates must first complete and pass the Hazardous Materials Awareness assessment.

To qualify for Fire Fighter I certification, candidates must first complete and pass the Hazardous Materials Operations assessment.

To qualify for Fire Fighter II certification, candidates must first complete and pass the Fire Fighter I assessment.

Section 3.0 WSFTA Organizational Structure

The FTA staff is responsible for supervising and coordinating the administrative affairs of the Fire Training Academy. Adherence to the Chain of Command is essential throughout the duration of the Academy.

State Fire Marshal: The State Fire Marshal oversees all aspects of the Fire Service Training program, encompassing all FTA initiatives.

Fire Training Academy Commander: The Commander is responsible for overseeing the overall administration of the Academy, encompassing all aspects of the Fire Service Training program and related FTA activities.

Fire Training Academy Assistant Commander: The Assistant Commander manages the daily administration of the FTA and all associated programs.

Chief of Instruction: The Chief of Instruction coordinates all FTA training programs and acts as the primary liaison between instructors and the Fire Training Academy Commander.

Program Chief: The Program Chief serves as the Class Advisor, guiding recruits on personal, Academy, and employment matters. This role entails direct responsibility for the daily operations of the Recruit Academy, including organization, staffing, logistics, and the overall management of the recruit training program.

Academy Instructors: FTA instructors are selected based on their specialized expertise and experience. They are responsible for delivering instruction within their respective fields and managing their classes effectively.

Company Officer: The Company Officer supports the Program Chief by overseeing the daily activities and progress of individual recruits.

Section 4.0: Recruit Academy Syllabus

4.0.1 Description

The WFSTA Recruit Academy is designed to equip recruits—both career and volunteer—with the competencies required to perform the duties of a structural firefighter, in accordance with the NFPA 1010: *Standard on Professional Qualifications for Firefighters, 2024 Edition*.

In addition to meeting these national standards, the Academy provides instruction aligned with the Washington Administrative Code (WAC) 296-305: *Safety Standards for Fire Fighters* and NFPA 1550: *Emergency Responder Health and Safety, 2024 Edition*.

The curriculum emphasizes the development of core manipulative skills, team cohesion, physical fitness, and overall wellness. Instruction is delivered through a combination of classroom learning and hands-on training, covering a broad range of subjects, including fire behavior, firefighting techniques, fireground operations, salvage procedures, hazardous materials response, and the Incident Command System.

Training ground exercises are designed to reinforce classroom concepts and ensure recruits achieve proficiency in essential firefighter skills. These exercises focus on the safe and effective implementation of tasks in simulated real-world scenarios, supporting both individual capability and team performance.

Duration:

The Recruit Academy is a rigorous 12-week training program comprised of 490 hours of academic instruction, hands-on manipulative skills training, certification testing, and 48 hours dedicated to physical fitness and pallet loading exercises. This program is designed to prepare recruits for the physical, mental, and technical demands of a career in the fire service.

Prerequisites for Admission:

- Must be 18 years of age or older by the first day of class
- Possess a valid state driver's license.
- Hold current First Aid and CPR certification.
- Have a high school diploma or GED certificate.
- Provide proof of medical clearance in accordance with NFPA 1580: Standard for Emergency Responder Occupational Health and Wellness, Edition 2025 or meet medical evaluation standards as defined by the sponsoring department authority having jurisdiction.
- Complete a physical agility assessment or the Candidate Physical Ability Test (CPAT)
- Demonstrate the physical strength, agility, and endurance necessary to lift and carry heavy equipment and perform firefighting duties under challenging environmental conditions.
- Medical Insurance

Note: Applicants with medical conditions that may affect participation in academy activities must provide documentation from the sponsoring department's physician verifying compliance with the medical requirements outlined in NFPA 1580.

4.0.2 Course Content

General Directives:

Deliver a comprehensive, approved curriculum that integrates foundational coursework with advanced instruction, aligning with or surpassing the standards established for IFSAC/ProBoard Fire Fighter I, Fire Fighter II, and Hazardous Materials Awareness and Operations certifications.

Ensure recruits demonstrate proficiency in both technical knowledge and hands-on skills necessary to meet the performance objectives of IFSAC/ProBoard Fire Fighter I & II and Hazardous Materials Awareness and Operations certifications.

Enhance physical capability by implementing a structured physical fitness training program designed to build strength, endurance, and stamina throughout the duration of the Recruit Academy.

Foster a culture of teamwork, leadership, prevention, and exceptional customer service to prepare recruits for success in a professional fire service environment.

Class Titles and Applicable Standards for Fire Fighter I:

Class Title	NFPA Standard	JPRs
Introduction to the Fire Service and Firefighter Safety	NFPA 1010	6.1.1 and 6.3.10
Operational Scene Safety and Management	NFPA 1010	6.1.1, 6.3.2, 6.3.3, 6.3.5, and 6.3.17
Communications	NFPA 1010	6.2.1 and 6.2.2
Building Construction	NFPA 1010	6.3.4 and 6.3.12
Fire Dynamics	NFPA 1010	6.3.10, 6.3.11, and 6.3.12
Firefighter Personal Protective Equipment	NFPA 1010	6.1.1, 6.1.2, 6.3.1, 6.3.2, 6.3.3, and 6.5.1
Portable Fire Extinguishers	NFPA 1010	6.3.16
Ropes and Knots	NFPA 1010	6.1.2, 6.3.12, 6.3.20, and 6.5.1
Ground Ladders	NFPA 1010	6.3.6, 6.3.9, 6.3.10, 6.3.11, 6.3.12, and 6.5.1
Forcible Entry	NFPA 1010	6.3.4, 6.3.9, 6.3.11, and 6.5.1
Structural Search and Rescue	NFPA 1010	6.2.3, 6.3.1, 6.3.5, 6.3.9, and 6.3.21
Tactical Ventilation	NFPA 1010	6.3.11, 6.3.12, and 6.5.1
Fire Hose, Hose Operations, and Hose Streams	NFPA 1010	6.3.8, 6.3.10, 6.3.13, 6.3.15, and 6.5.2

Fire Suppression	NFPA 1010	6.3.7, 6.3.10, 6.3.12, 6.3.14, 6.3.19, 6.3.8, 6.3.11, 6.3.13, and 6.3.18
Overhaul, Property Conservation, and Scene Preservation	NFPA 1010	6.1.1, 6.3.8, 6.3.13, 6.5.1, 6.3.7, 6.3.10, and 6.3.14

Class Titles and Applicable Standards for Hazardous Awareness and Operations:

Class Title	NFPA Standard	JPRs
Introduction to Hazardous Materials	NFPA 470	5.1.1, 5.1.3, 5.2.1, 5.3.1, and 5.4.1
Recognize and Identify the Presence of Hazmat	NFPA 470	5.2.1
Initiate Protective Actions	NFPA 470	5.2.1, 5.3.1, 5.4.1
Identify Potential Hazards	NFPA 470	7.1.1, 7.1.4, 7.2.1, 7.3.1, 7.4.1, and 7.5.1
Identify Potential Hazards - Containers	NFPA 470	7.2.1
Identify Criminal or Terrorist Activity	NFPA 470	7.2.1, 7.3.1, and 7.4.1
Planning the Initial Response	NFPA 470	7.2.1 and 7.3.1
Incident Command System and Action Plan Implementation	NFPA 470	7.3.1, 7.4.1, and 7.6.1
Emergency Decontamination	NFPA 470	7.3.1, 7.4.1, and 7.5.1
Personal Protective Equipment	NFPA 470	7.3.1 and 9.2.1
Mass and Technical Decontamination	NFPA 470	7.4.1, 9.3.1, 9.4.1, 9.5.1, 9.8.1, and 9.9.1
Detection, Monitoring, and Sampling	NFPA 470	9.5.1 and 9.7.1
Product Control	NFPA 470	9.6.1
Victim Rescue and Recovery	NFPA 470	9.8.1
Evidence Preservation and Public Safety Sampling	NFPA 470	9.5.1
Illicit Laboratory Incidents	NFPA 470	9.9.1

Class Titles and Applicable Standards for Fire Fighter II:

Class Title	NFPA Standard	JPRs
Incident Scene Operations	NFPA 1010	7.1.1, 7.1.2, 7.2.1, 7.2.2, 7.3.2, and 7.3.3
Building Materials, Structural Collapse, and Effects of Fire Suppression	NFPA 1010	7.3.2
Technical Rescue Support and Vehicle Extrication Operations	NFPA 1010	7.4.1 and 7.4.2
Foam Fire Fighting, Liquid Fires, and Gas Fires	NFPA 1010	7.3.1 and 7.3.4
Fire Origin and Cause Determination	NFPA 1010	7.3.5
Maintenance and Testing Responsibilities	NFPA 1010	7.5.4 and 7.5.5
Community Risk Reduction	NFPA 1010	7.5.1, 7.5.2, and 7.5.3

4.0.3 Methods of Instruction

- Instructor-Led Lectures
- Practical Demonstrations
- Experiential (Hands-On) Training
- Applied Learning Activities
- Use of Visual Aids and Multimedia Resources

4.0.4 Methods of Evaluation

Written and Oral Examinations: Class performance is evaluated based on the number of questions answered correctly in the written and oral examinations. To qualify for IFSAC/ProBoard certification, students must achieve a minimum score of 70% on the final written IFSAC/ProBoard examinations.

Task Performance: Assessment is based on the observations of Chief Officers, Instructors, and Company Officers, who evaluate each student's practical application of knowledge and skills.

Skills Testing: Skills evaluations are conducted in accordance with the Washington State Fire Fighter I, Fire Fighter II, and Hazardous Materials Awareness and Operations IFSAC/ProBoard Task Sheets. A score of 100% is required on the final skills examination to earn IFSAC/ProBoard certification.

4.0.5 Instructional Materials

Primary Textbooks:

IFSTA Essentials of Fire Fighting Firefighter I – 8th Edition
IFSTA Hazardous Materials for First Responders – 6th Edition
IFSTA Essentials of Fire Fighting Firefighter II – 8th Edition
Washington Administrative Code (WAC) 296-305: Safety Standards for Fire Firefighters
U.S. Department of Transportation Emergency Response Guidebook (ERG)
National Incident Management System (NIMS) ICS-100 and ICS-700

Supplementary Materials:

Washington State Fire Marshal's Office, IFSAC/ProBoard Standards and Accreditation:

- Fire Fighter I Skill Sheets
- Hazardous Materials Awareness Skill Sheets
- Hazardous Materials Operations Skill Sheets
- Fire Fighter II Skill Sheets

Section 5.0: Organizational Structure

5.0.1 Recruit Academy Organizational Structure

The Fire Service traditionally employs a paramilitary organizational model to establish its command and rank structure, operating through delegated responsibilities and defined command authority. However, while this model shares similarities with military structures, its application within the Fire Service differs significantly. To better reflect the unique operational and leadership dynamics of Fire Service organizations, we have developed a tailored accountability model and assigned specific responsibilities to each recruit class at the Fire Training Academy (FTA).

5.0.2 Company Officer Responsibilities

The Company Officer plays a critical role in overseeing and directing the daily activities and movements of recruits by providing clear guidance to the Class Leader. Working closely with the Program Chief, the Company Officer ensures that daily training objectives are met and that all Fire Training Academy (FTA) policies and procedures are adhered to.

Primary Duties:

- Support the Program Chief in the implementation of all assigned responsibilities.
- Monitor and report recruit attendance to the Program Chief.
- Instruct the Class Leader on daily assignments, ensuring recruits are properly attired in uniform and equipped for training.
- Complete and submit weekly progress evaluations for individual recruits on a timely basis.
- Maintain accurate documentation and ensure all required materials are submitted to the Program Chief as scheduled.

5.0.3 Class Leader Responsibilities

The Recruit Academy is structured into multiple companies, each overseen by a designated Class Leader. The Class Leader plays a crucial role in the daily operations of the Academy, serving as the primary point of contact between the recruits and Academy leadership. This position reports directly to the Company Officer, Lead Instructor, and Program Chief.

Primary Responsibilities:

- Support the Company Officer in the implementation of all assigned duties.
- Accurately report daily attendance to the Company Officer.
- Ensure all companies arrive at designated locations in proper uniform and with the required training equipment.
- Oversee the timely completion and submission of all the necessary documents.
- Carry out all tasks as directed by the Company Officer, Lead Instructor, and Program Chief.
- Maintain order across all companies, ensuring full compliance with Academy rules and regulations.
- Coordinate and verify completion of equipment inventories and vehicle maintenance inspections.
- Lead physical fitness training sessions, when necessary, with support from Company Leaders.
- Promote and enhance drill performance and overall unit order.

5.0.4 Company Leaders Responsibilities

Company Leaders are responsible for overseeing the daily operations of their assigned team and ensuring alignment with academy standards and expectations. They report directly to the Class Leader and serve as a vital link between their Company and the training staff. Their duties include, but are not limited to, the following:

- Support the Class Leader in all assigned responsibilities and assist as needed.
- Accurately report attendance to the Class Leader before physical fitness training or the beginning of class sessions.
- Ensure that all required documentation is submitted to the Class Leader on time.
- Perform any additional duties as directed by the training staff or the designated Company Officer.
- Maintain order and accountability within the Company, ensuring compliance with all Recruit Academy rules and regulations.
- Ensure the Company arrives on time for all scheduled activities, dressed in the correct uniform and equipped with all necessary tools and gear.
- Manage inventory of assigned equipment and conduct routine fluid level checks on vehicles.
- Oversee the completion of designated daily cleaning responsibilities.

5.0.5 Firefighter Recruit – Position Overview

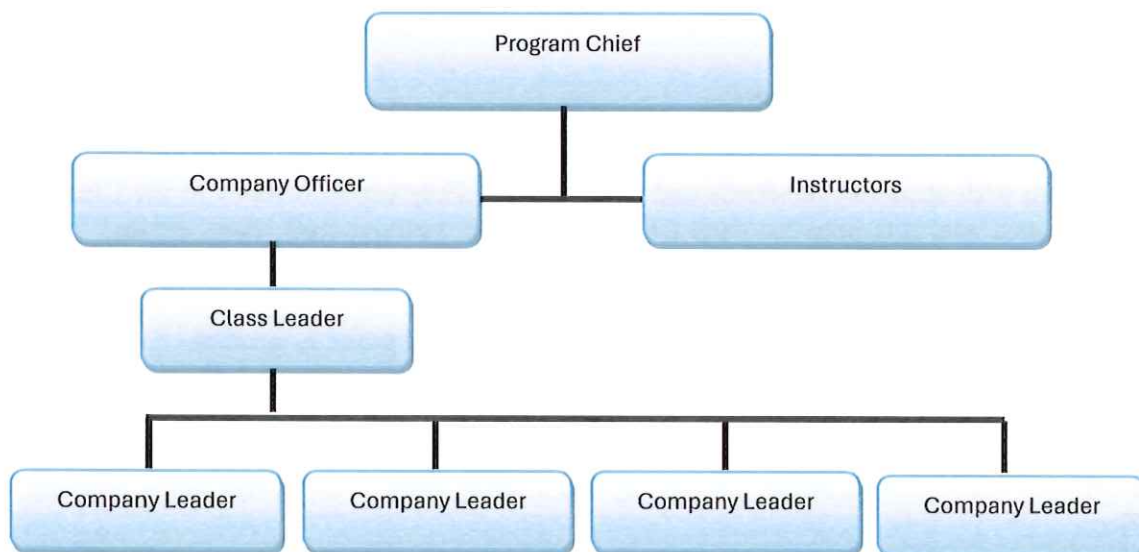
The Firefighter Recruit serves as a vital member of their assigned company and is responsible for supporting the operational readiness and effectiveness of the team. The Recruit reports directly to the Company Leader and is expected to demonstrate professionalism, discipline, and a strong work ethic in all aspects of their role.

Key Responsibilities:

- Assist the Company Leader with assigned tasks and responsibilities as needed.
- Implement all duties and instructions to the highest standard of performance.
- Report on time for all assignments in the appropriate uniform.
- Arrive physically and mentally prepared for all training activities.
- Uphold paramilitary mentality, order, and courtesies at all times.

5.0.6 Selection of Class Leader and Company Leaders

The Class Leader and Company Leaders will be appointed by the Program Chief in consultation with the Company Officer(s). Depending on the size of the recruit academy, most recruits can expect to serve in a leadership role at some point during the program.



Section 5.1: Recognition

5.1.1 Pathway to Success Policy

The “Pathway to Success,” which connects the upper campus to the drill ground, represents more than just a physical route—it symbolizes the transformation of recruits into a unified firefighting team. Walking this path is a privilege and a mark of honor. As such, recruits are not permitted to walk on it until formal permission is granted.

Over the years, this footpath has come to embody the collective growth, discipline, and unity of each class. To earn the right to walk the Pathway, the class must consistently demonstrate the following core values and traits:

Discipline

- The class establishes clear goals and timelines, creating actionable plans to achieve them.
- Recruits approach every task or assignment with maximum effort.
- Tasks are completed with minimal supervision.
- Initiative is displayed through proactive problem-solving.

Respect and Courtesy

- Recruits treat others with respect, demonstrating a caring and polite demeanor.
- Disagreements are resolved constructively and without conflict.
- Professional conduct is always maintained, reflecting a paramilitary demeanor.
- Recruits refrain from disruptive or irritating behaviors.

Accountability

- Each recruit accepts full responsibility for their actions and does not make excuses for mistakes.
- Integrity is upheld, and mistakes or negligent acts are not concealed.
- Lying, cheating, or stealing is strictly prohibited.
- Assignments are completed and submitted on time.
- The class reports promptly to assigned locations, prepared with the necessary equipment and ready to engage.

Teamwork

- Recruits actively support one another; a buddy system ensures mutual accountability and assistance.
- Success is achieved collectively, with individuals helping their peers excel.
- Recruits do not undermine others for personal gain.
- Personal achievements are acknowledged humbly, with recognition shared where it is due.
- Drill and formations are performed with precision and professionalism.

Firefighting Skills

- Tasks are completed through collaboration at both the company and class levels.
- Constructive criticism is received with maturity and used as a learning opportunity.
- Skills are practiced regularly with the intention of improvement.
- The class demonstrates continuous progress in both academic and manipulative skills, with no regression.
- Equipment is consistently maintained in a state of readiness.

Only when the class collectively embodies these standards will the honor of walking the “Pathway to Success” be bestowed. This tradition serves as a milestone in your journey toward becoming a firefighter—one earned through commitment, integrity, and teamwork.

5.1.2 Most Improved Firefighter Award

The recipient of this award is selected by the Company Officer and Program Chief. This individual has demonstrated significant growth in key areas, including academic performance and physical ability, while also making positive contributions to the development of their team, fieldwork, and overall morale.

5.1.3 Inspirational Award

The recipient of this award is selected by the Company Officer and Program Chief. The recipient exemplifies qualities that uplift and inspire fellow recruits, particularly during times of difficulty or personal challenge. This individual stands out through their consistent demonstration of the following attributes:

Integrity: Exhibits a strong sense of personal responsibility, consistently making thoughtful decisions and accepting accountability for their actions.

Team Player: Actively supports fellow recruits, fostering a collaborative environment where everyone can perform at their best. This recruit leverages personal strengths to enhance team performance, motivates others to contribute, and plays a vital role in elevating the group as a whole.

Friendship: Above all, the recipient is a genuine friend—empathetic, kind, and attentive to the needs and emotions of others.

5.1.4 Bulldog Award

A Bulldog is a Recruit who demonstrates resilience, determination, and the ability to overcome challenges. This individual may not always be at the top academically, but consistently displays the following six qualities:

Courage: Stands firm in their convictions, confidently advocates for what is right, and takes action that benefits the team or fellow Recruits, even in the face of personal sacrifice or difficulty.

Dependability: Follows through on commitments, meets deadlines, accepts responsibility for their actions, and learns from their mistakes. This person works effectively with minimal supervision and reliably completes tasks.

Flexibility: Adapts well to change, provides stability in dynamic environments, and maintains focus while managing multiple responsibilities simultaneously.

Integrity: Uphold the Recruit Academy Code of Conduct by modeling strong moral values and professional ethics. This individual earns trust and respect through their actions and serves as a positive example for others.

Judgement: Makes sound decisions based on logical reasoning, facts, and consideration of all relevant factors. They understand their role and authority, exercise it thoughtfully, and use past experiences to inform present choices.

Respect for Others: Recognizes and values the perspectives and contributions of others, fostering an inclusive and supportive environment and demonstrating appreciation for the diverse backgrounds and experiences of fellow Recruits.

5.1.5 First Due Engine Award

At the conclusion of the Recruit Academy, up to four recruits may be selected to receive the **First Due Engine Award**—one of the highest honors bestowed during training. This recognition is awarded to those individuals who consistently exemplify the core values and traits essential to the fire service profession.

Recipients of the First Due Engine Award have demonstrated the following throughout the duration of the academy:

Desire

- Exhibits a strong and genuine motivation to become a firefighter and serve the community.
- Serves as a role model to peers through consistent, action-oriented leadership.

Discipline

- Maintains a clear plan and commitment to becoming a firefighter.
- Demonstrates the ability to make personal sacrifices to meet objectives.
- Perseveres through adversity without compromising their dedication to helping others.

Honesty

- Acts with integrity; does not lie, cheat, or steal.
- Takes responsibility for actions, reporting mistakes or negligent acts to training staff.
- Gives credit where it is due and does not claim the work or accomplishments of others.
- Accepts accountability without excuses or assigning blame.

Accountability

- Completes assignments and follows directives reliably and without hesitation.
- Demonstrates leadership and teamwork in pursuit of shared goals.
- Supports leadership by actively contributing to the team's success.

Respect

- Treats all individuals with dignity and as equals.
- Provides support to fellow recruits in a willing and respectful manner.
- Offers constructive guidance, never advice that could be detrimental.
- Acknowledges and praises the achievements of others.
- Honors commitments and considers a handshake a binding agreement.

Academic and Manipulative Proficiency

- Consistently ranks within the top 30th percentile on written examinations.
- Demonstrates competence and precision in manipulative skill assessments.
- Performs firefighting tasks, specifically Engine Company operations, with safety, efficiency, and minimal error.

5.1.6 First Due Truck Award

At the end of the Recruit Academy, up to three recruits will be selected as members of the 1st Due Truck Award. A recruit selected for this honor has demonstrated throughout the Academy the following traits and values:

Desire

- Exhibits a strong and genuine motivation to become a firefighter and serve the community.
- Serves as a role model to peers through consistent, action-oriented leadership.

Discipline

- Maintains a clear plan and commitment to becoming a firefighter.
- Demonstrates the ability to make personal sacrifices to meet objectives.
- Perseveres through adversity without compromising their dedication to helping others.

Honesty

- Acts with integrity; does not lie, cheat, or steal.
- Takes responsibility for actions, reporting mistakes or negligent acts to training staff.
- Gives credit where it is due and does not claim the work or accomplishments of others.
- Accepts accountability without excuses or assigning blame.

Accountability

- Completes assignments and follows directives reliably and without hesitation.
- Demonstrates leadership and teamwork in pursuit of shared goals.
- Supports leadership by actively contributing to the team's success.

Respect

- Treats all individuals with dignity and as equals.
- Provides support to fellow recruits in a willing and respectful manner.
- Offers constructive guidance, never advice that could be detrimental.
- Acknowledges and praises the achievements of others.
- Honors commitments and considers a handshake a binding agreement.

Academic and Manipulative Skills

- Consistently ranks within the top 30th percentile on written examinations.
- Demonstrates competence and precision in manipulative skill assessments.
- Performs firefighting tasks, specifically Truck Company operations, with safety, efficiency, and minimal error.

Section 5.2: Attendance

5.2.1 Class Schedule

A training schedule will be clearly posted in the classroom for reference.

5.2.2 Class Attendance

All recruits are required to attend orientation during the week preceding the start of classes. During orientation, the rules and procedures of the Fire Training Academy (FTA) and the Recruit Academy will be thoroughly reviewed and explained.

Recruits must attend all training sessions provided by the Fire Training Academy. The Recruit Academy training schedule is rigorous and does not accommodate absences. Recruits who miss more than three days of training may be subject to dismissal from the Academy. Exceptions will be reviewed on a case-by-case basis by the Program Chief and the Chief of Instruction. It is the responsibility of each recruit to familiarize themselves with and fully understand the following attendance policies.

Attendance Criteria

Recruits will not be eligible for graduation if they:

- Miss any mandatory subjects within the Recruit Academy curriculum.
- Fail to attend any manipulative skills training or testing offered during a single training cycle.
- Accumulate more than 30 hours of unexcused absence during the Recruit Academy.

Absence Categories

- *Excused Absences:*
 - Family emergencies that prevent attendance or active participation in training.
 - Medical illness or injury that may adversely affect the recruit's performance or that of others.
 - Requests from the sponsoring organization for meetings with the recruit.
- *Unexcused Absences:*
 - Any absence from training not related to medical reasons, family emergencies, or official departmental requests will be considered unexcused.

Absence Reporting Procedures

- Recruits unable to report for training at the start of the week must notify their chain of command immediately.
- For absences due to illness or injury, recruits must inform either a Company Leader or the Class Leader. The Class Leader will subsequently notify the Company Officer or Program Chief.
- The Program Chief will notify the recruit's agency regarding any absence, illness, or injury.

5.2.3 Withdrawal Policy

If a recruit must withdraw from the Recruit Academy, the FTA shall be promptly notified. Additionally, a formal letter of withdrawal, signed either by the recruit or the respective department, must be submitted to the Program Chief.

Emergency Withdrawals: If a recruit withdraws due to emergency circumstances and has remaining funds on account, the FTA will, upon request, enroll the recruit in the next available Academy session. Any costs incurred for meals consumed and nights spent in housing will be deducted from the remaining balance.

Withdrawals Due to Illness or Injury: Similarly, recruits withdrawing because of illness or injury who have funds remaining on account may be enrolled in the next available Academy session upon request. Charges for meals consumed and nights spent in housing will be deducted accordingly.

Dismissals for Performance or Policy Violations: Recruits dismissed from the Academy due to performance deficiencies or policy violations may be eligible for a prorated refund of up to 40%, subject to review.

Section 5.3: Injury Reporting

5.3.1 Insurance

The WSFTA does not offer medical insurance coverage for recruits. Recruits or their sponsoring agencies are responsible for securing medical insurance coverage before attending the Recruit Academy.

5.3.2 Illness or Injury

Recruits who experience illness or injury must promptly report the condition to a Company Officer, Instructor, or Program Chief to ensure appropriate medical care is administered. Additionally, a mandatory injury report must be completed. All injuries or illnesses, regardless of severity, are required to be reported.

5.3.3 Training Ground Injuries

- All injuries sustained on the training ground, regardless of severity, must be reported to the Program Chief as promptly as possible.
- Injuries requiring immediate emergency medical attention must be reported without delay to an Instructor, Company Officer, or the Program Chief.
- Any non-life-threatening injury necessitating medical evaluation by a physician will require the recruit to be transported to a hospital or emergency care facility for treatment.
- The recruit is responsible for completing both sides of the Injury/Exposure Report and submitting it before the start of the following day's class.
- Statements from any witnesses must accompany the injury report form.

5.3.4 Non-Training Ground Injuries

- Recruits are required to promptly report any injuries unrelated to training activities to the Program Chief.
- Recruits must complete both sections of the Injury/Exposure Report and submit it before the commencement of class the following day.
- The Program Chief is responsible for notifying the recruit's sponsoring fire department of all injuries, whether training-related or otherwise.

Section 5.4: Personal Hygiene and Grooming Standards

Recruits are required to adhere strictly to their agency standards without exception.

Facial Hair

Facial hair, including sideburns and mustaches, must not interfere with the seal of the self-contained breathing apparatus (SCBA) facepiece. Recruits with facial hair that compromises the proper seal of the SCBA facepiece will be prohibited from participating in training activities due to safety concerns. Additionally, since facial hair stubble may affect the seal, recruits must be clean-shaven by 0800 hours each day.

Section 5.5: Dress Code and PPE

All recruits are expected to maintain a professional appearance while on the FTA campus. Appropriate attire is required at all times, including the wearing of shirts in all public areas.

Training Attire Guidelines

- All T-shirts, sweatshirts, and caps worn during training must be either department-issued or approved. Approved apparel must be blue or black in color.
- Recruits are required to wear the designated **Uniform of the Day**, as specified by the Recruit Academy Program Chief or Company Officer. This includes:

Uniform Options:

- **Red "Recruit" T-shirt (FTA-issued)**
 - Worn with department uniform pants
- **Class B Uniform**
 - Department-issued uniform shirt and pants
 - White or blue T-shirt worn underneath

Footwear Requirements:

- Fire Department safety toe duty boots are mandatory.
- Boots must be black, polishable, and feature non-marking soles.

Physical Training Attire:

- Navy blue crew neck sweatshirt
- Navy blue gym shorts
- Navy blue sweatpants
- Navy blue or white T-shirts
- Plain black athletic socks (small brand logos permitted)

- Athletic shoes (preferably running shoes)
- Navy blue or black watch cap (knit cap)
- Navy blue or black baseball-style cap

Note: Department identification and logos are permitted on clothing.

Personal Protective Equipment (PPE):

All personal protective clothing and equipment must comply with the National Fire Protection Association (NFPA) standards and Washington Administrative Code (WAC) 296-305, Firefighter Vertical Safety Standards.

Jewelry Policy:

Jewelry is generally not permitted. Exceptions include:

- Wristwatches
- Wedding rings
- Medical alert identification bracelets

These must comply with Agency standards and may be restricted if they pose a safety risk.

Safety Protocols:

If a safety concern is identified, the recruit will be temporarily removed from training until the issue is resolved. Refusal to comply with corrective measures will result in immediate notification to the recruit's agency for further direction. The FTA Chain of Command will also be informed promptly.

Section 5.6: Code of Conduct

5.6.1 Professional Conduct and Zero Tolerance Policy

During the Recruit Academy, all recruits are expected to conduct themselves in a manner that reflects the professionalism, integrity, and reliability required of a firefighter. Any behavior deemed immoral, disorderly, or inconsistent with these standards—such as the use of profanity, racial or sexual slurs, harassment, or the use or possession of alcohol or illegal drugs—may result in immediate dismissal from the program. The Program Chief and Chief of Instruction will address all violations.

Harassment is defined as any unwelcome verbal or nonverbal behavior that threatens, intimidates, pesters, embarrasses, annoys, degrades, or insults another individual. This includes conduct that creates or contributes to an environment that is offensive, hostile, or intimidating, regardless of gender.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal conduct of a sexual nature.

Alcohol and illegal drugs are strictly prohibited on campus. Any recruit suspected of being under the influence of alcohol or illegal substances will be immediately removed from campus, and their sponsoring department will be notified. Prescription medications must be kept in their original, properly labeled containers.

The Fire Training Academy (FTA) maintains a **Zero Tolerance Policy** regarding harassment, sexual harassment, and the use of alcohol or illegal drugs. Violations of this policy will not be tolerated under any circumstances.

5.6.2 Demeanor

Recruits are expected to conduct themselves professionally at all times. The use of vulgar, disrespectful, or disruptive language, as well as participation in any activities prohibited by Academy policies and procedures, will result in disciplinary action—up to and including dismissal. Any conduct deemed unbecoming of a professional firefighter is strictly prohibited by the Fire Training Academy (FTA).

Recruits will be held accountable for consistently demonstrating the following professional traits:

Accountability

- Recruits are responsible for their actions and decisions. They will be evaluated based on the choices they make.
- Timely submission of assignments and proper maintenance of issued equipment are expected at all times.
- The ability to follow instructions and orders is a critical component of training. If a directive is unclear, it is the recruit's responsibility to seek clarification. Failure to understand an assignment is not a valid excuse; recruits are accountable for ensuring expectations are met.

Courtesy

- A respectful, considerate, and professional demeanor is expected in all interactions.
- Rude, offensive, or disrespectful behavior will not be tolerated and may result in dismissal.
- Firefighters work in high-stress, team-oriented environments. Recruits must demonstrate emotional maturity and adaptability, resolving interpersonal conflicts proactively and respectfully. Habits or behaviors that create tension must be addressed and corrected.

Honesty

- Recruits shall not lie, cheat, or steal under any circumstances.
- Integrity is essential. Recruits are expected to acknowledge mistakes, take responsibility, and implement corrective actions. "No excuse is offered."
- Concealing errors or negligent behavior is unacceptable. Mistakes must be promptly reported to the Training Staff.

Punctuality

- Assignments and directives must be completed promptly and to the best of the recruit's ability.
- When given a reporting location, recruits are expected to move with urgency and purpose.

Section 5.7: Paramilitary Mentality and Professional Courtesy

The Fire Training Academy (FTA) and the Recruit Academy operate within a paramilitary structure. As such, standards of conduct and behavior consistent with military discipline are expected of all recruits. The following guidelines shall be observed at all times:

- All FTA staff and guests shall be addressed using appropriate titles or formal terms of respect, such as "Sir," "Ma'am," "Mister," or "Madame."
- Recruits shall greet staff and guests with a respectful salutation (e.g., "Good morning, Sir or Ma'am").
- Interruptions during instruction or conversation are not permitted. Recruits must wait respectfully for an appropriate opportunity to speak.
- When receiving feedback or correction from instructors or staff, recruits shall respond with one of the following respectful acknowledgments:
 - "Sir, yes, Sir" / "Ma'am, yes, Ma'am"
 - "Sir, no, Sir" / "Ma'am, no, Ma'am"
 - "Sir, no excuse, Sir" / "Ma'am, no excuse, Ma'am"
 - "I do not understand, Sir" / "I do not understand, Ma'am"
- Recruits shall yield to all superiors by clearing pathways, holding doors, and offering assistance as appropriate.
- When interacting with Academy staff, recruits must remain present until formally dismissed. If clarification is needed, recruits may ask, "Is that all, Sir?" or "Is that all, Ma'am?"

These standards are foundational to maintaining discipline, respect, and professionalism within the Academy environment.

Section 5.8: Grading Standards

5.8.1 Evaluation Procedures and Process

Throughout the duration of the Recruit Academy, all recruits will be assessed through both written and practical (manipulative) examinations. The evaluation system is structured to evaluate objectively each recruit's ability to meet the Academy's established performance standards.

To complete the program and graduate, each recruit must consistently demonstrate proficiency in the following four areas:

- **Cognitive Proficiency:** The ability to read, comprehend, retain, and apply firefighting knowledge as measured through written examinations. A minimum score of 80% is required on all written assessments.
- **Practical Skill Competency:** The ability to learn and perform essential firefighting tasks safely and effectively under adverse conditions.
- **Physical Capability:** The strength, endurance, and dexterity required to lift and carry heavy equipment and sustain physically demanding activity over extended periods.
- **Professional Conduct and Teamwork:** The personal attributes, values, and interpersonal skills necessary to contribute to a positive work environment, maintain a professional attitude, and collaborate effectively with others.

5.8.2 Written and Practical Examinations

To ensure an accurate assessment of each recruit's aptitudes, the following evaluation procedures will be implemented:

Grading System

A structured and impartial grading system will be used to evaluate each recruit's performance. The criteria and definitions are as follows:

Standard Definitions

- **Exceeds Standard**
The recruit surpasses expected performance levels. *Written Exam Score: 100%*
- **Meets Standard**
The recruit satisfactorily meets all minimum performance expectations. *Written Exam Score: 70% – 99%*
- **Below Standard**
The recruit fails to meet the minimum performance expectations. *Written Exam Score: Below 70%*

5.8.3 Written Examinations

Throughout the duration of the Recruit Academy, participants will be administered a series of written examinations designed to assess reading comprehension and understanding of assigned materials. The number of questions on each exam may vary depending on the content covered.

To achieve a passing grade, recruits must earn a minimum score of **80%** on each written exam.

- Recruits who score below 80% on any written examination will be granted **one (1) opportunity to retest**. Failure to pass the retest will result in **immediate disqualification** from the Recruit Academy.
- Additionally, any recruit who scores below 80% on **two (2) written examinations** will be required to attend a **mandatory meeting** with the Program Chief and a representative from the recruit's sponsoring department.

To be eligible for graduation from the Recruit Academy, recruits must maintain a **cumulative written examination score of at least 80%**. Please note that retest scores do not affect the cumulative score.

Before any retest, Academy staff will facilitate an organized review session covering the relevant material. It is the **recruit's responsibility** to coordinate and schedule this remediation session.

5.8.4 Manipulative Skills

Testing is a critical component of the Recruit Academy, designed to ensure that recruits can effectively acquire essential skills and follow instructions necessary for performing key tasks in emergency response scenarios.

5.8.5 IFSAC/ProBoard Written and Practical Examinations

The Program Chief and Company Officer(s) shall oversee and document recruit performance through regular evaluations and formal reviews, as outlined below:

Weekly Performance Evaluations

- Beginning in Week 2 of the Recruit Academy, a weekly written performance summary shall be emailed to each recruit's Department Training Officer, covering the recruits' performance from the previous week.

Performance Below Standard

- Recruits receiving a score below 80% in any performance category shall meet with the Program Chief and Company Officer(s) to review their performance.
 - A specific date and time will be scheduled to review the performance issues and conduct any necessary retesting.
 - This meeting will be documented and included in the recruit's weekly evaluation.
 - The sponsoring department will be notified of the performance concern.

Drill and Skills Performance Assessments

- Drill performance will be evaluated collaboratively by the instructional staff, Company Officer(s), and Program Chief.
 - Instructors shall provide brief, informal summaries of the performance of each recruit they observed during training sessions.
 - Daily skill performance shall be evaluated in accordance with established grading standards.
 - Areas of exceptional performance will be acknowledged in the evaluation.
 - Areas of deficiency or lack of improvement will be noted, discussed with the recruit, and documented accordingly.
 - Recruits who do not meet manipulative skill standards or show a need for improvement will meet with the Program Chief at the end of the training day. This meeting will be documented and added to the recruit's file.

Recommendation for Dismissal

- Recruits who fail to meet academic or skill performance standards may be recommended for dismissal from the Recruit Academy.
 - Within 24 hours, the Program Chief shall notify the sponsoring department representative of the recruit's performance deficiencies.
 - The Chief of Instruction will review all supporting documentation and determine whether it justifies the Program Chief's recommendation.
 - Following the FTA's review, the sponsoring department may elect to have the recruit continue in the program; however, the FTA Commander reserves the right to dismiss the recruit regardless of the department's position.

Immediate Risk to Safety or Educational Environment

- Any recruit who poses an imminent danger to themselves, others, or the integrity of the training environment may be subject to immediate removal from the training program.
 - The recruit shall be removed from the activity immediately, and the issue shall be discussed with the Company Officer(s). The discussion will be documented and added to the weekly evaluation.
 - If the issue persists, the recruit will meet with the Program Chief and Company Officer(s). This meeting will be documented and shared with the sponsoring department.
 - Continued issues will result in a meeting involving the Program Chief, the sponsoring department representative, and the Chief of Instruction, during which a written Performance Improvement Plan (PIP) will be developed and implemented. The PIP will be documented in the recruit's file and noted in weekly evaluations.

- Failure to meet the expectations outlined in the PIP will result in the Program Chief drafting a formal recommendation for dismissal.
 - The Chief of Instruction and Assistant Commander will review the recommendation and supporting documentation.
 - A final meeting will be held with the recruit and sponsoring department representative, after which the Assistant Commander and FTA Commander will issue a final decision on the recruit's dismissal or retention.
 - The FTA Commander maintains the authority to dismiss a recruit, regardless of the sponsoring department's recommendation.

5.8.7 Special Accommodations

Recruits requesting accommodations under the Americans with Disabilities Act (ADA) must submit appropriate documentation that clearly supports the nature and extent of the disability, as specified by the WSFTA. The FTA staff is committed to making every reasonable effort to ensure that the needs of individuals requiring accommodation are met in a timely and appropriate manner.

5.8.8 Releasing of Test Scores and Transcripts

Test scores and training records will be released only upon submission of a written request. For information regarding the request process, please contact the FTA Administrative Office at (425) 453-3000.

Section 5.9: Classroom Procedures

Classroom Entry and Conduct

Upon entering the classroom, recruits are required to remove their caps. The class will come to attention whenever a training officer or instructor enters the room, unless alternative instructions have been given at the start of the training program. Recruits shall remain standing until directed to be seated.

Protocol for Visiting Personnel

If an instructor is actively lecturing or the training staff is engaged in discussion with the class, recruits are not required to come to attention when a superior officer enters the room.

Prohibited Items and Activities

The use of chewing gum, tobacco products, and similar substances is strictly prohibited in the classroom and on the drill ground. Smoking is permitted only in designated areas.

Food and Beverages

Beverages and light snacks may be allowed with prior instructor approval, provided they are consumed before the commencement of instruction.

Classroom Etiquette During Instruction

Recruits must refrain from conversing with one another during instructional periods and are expected to give their full attention to the instructor. Questions or requests for clarification should be directed to the appropriate person.

To ask a question, recruits shall:

- Raise their hand and wait to be acknowledged.
- Stand at attention upon recognition.
- State their recruit number and last name clearly.
- Proceed with the question and remain standing until instructed to sit.

Electronic Devices

The use of personal handheld electronic devices is strictly prohibited during all training activities and examinations, unless permission is granted by the Program Chief.

Alertness and Engagement

If a recruit begins to feel drowsy during instruction, they are encouraged to quietly move to the back of the classroom and remain standing to stay alert.

Break Periods

Breaks will be scheduled and communicated by the instructor responsible for the class.

Section 5.10: Cleaning and Maintenance Responsibilities

5.10.1 Recruit Responsibilities

Recruits are responsible for maintaining a clean and orderly environment by cleaning up after themselves at all times.

Maintaining the cleanliness and operational readiness of equipment, vehicles, and facilities is a fundamental responsibility of every firefighter. Equipment and apparatus that are not properly maintained or are in disrepair can lead to serious injury or loss of life.

Firefighters are expected to take pride in their work environment by ensuring all tools, equipment, and apparatus are clean, functional, and ready for immediate use. Recruits are required to inventory and inspect all assigned equipment regularly to confirm its presence, condition, and operational status.

5.10.2 Cleaning & Maintenance Duties

A daily cleaning schedule will be posted, outlining the specific duties assigned to each Engine Company. The responsibilities are as follows:

Classroom:

At the end of each day, ensure the classroom is neat and orderly by arranging items appropriately, clearing tables, vacuuming the carpet, emptying trash receptacles, and replenishing water supplies.

Dining Hall:

At the conclusion of each day, wipe down and clean tables and chairs, sanitize bathrooms, empty trash bins, mop floors, and restock water supplies.

Apparatus Bay:

Daily tasks include picking up and returning items to their designated places, wiping up oil spots, cleaning bathrooms, sweeping and mopping the apparatus floors, and hosing down the apparatus apron.

Fire Apparatus & Equipment:

Assigned personnel are responsible for inventory and maintenance checks on Engines 1, 2, 3, and 4. Duties include:

- Conducting equipment inventory before the start of the training week and at the end of each training day.
- Washing apparatus as directed and verifying that fluid levels (oil, fuel, coolant, battery water) are within proper ranges.
- Completing the Apparatus Check and Inventory forms.
- Identifying any equipment or apparatus requiring maintenance by applying a “RED TAG” and submitting a service request accordingly.

Training Locations and Props:

After each day or use, clean and organize the area to maintain a professional and orderly environment. Return all equipment to its proper location, clear tables, empty trash receptacles, and replenish water/rehab supplies. Ensure the area is left in better condition than it was found.

Hazmat Building:

Perform a thorough sweep and mop on a weekly basis, with daily cleanup following training sessions and physical training.

Section 5.11: General Rules and Guidelines

Responsibility for adherence to these rules and guidelines lies solely with the recruit. Any recruit found to be in violation may face expulsion from the program. A comprehensive report of the recruit’s conduct will be submitted to their Sponsoring Department.

Personal Belongings

The FTA assumes no liability for loss, theft, or damage to personal items.

Facility Maintenance

Recruits are expected to dispose of all refuse in designated containers, comply with all posted signage, and treat FTA facilities with respect. Any abuse or damage to state property may result in dismissal from the Recruit Academy.

Parking Regulations

Vehicles must be parked exclusively in designated parking areas.

Equipment and Supplies

Recruits are responsible for the proper care and timely return of all FTA-issued equipment and supplies.

Exercise Area Usage

The exercise room is reserved for fitness activities only. Leisure use is prohibited. Recruits unfamiliar with exercise equipment should seek guidance from a staff instructor.

Medication Policy

The FTA does not provide medications. Recruits taking medications with side effects that may impair safe task performance will not be permitted to participate in training.

Tobacco Use

The use of tobacco products is strictly prohibited inside all buildings and across all training grounds. Disposal containers are provided in designated areas. Smoking is prohibited within 25 feet of doorways or windows that may be opened.

Weapons and Explosives

Weapons and explosives are strictly forbidden on the FTA campus. Any recruit found carrying or displaying such items may face immediate dismissal. (Commissioned law enforcement officers are exempt from this policy.)

Prohibited Substances and Activities

Gambling, possession of alcoholic beverages, and illegal narcotics are not allowed on the FTA campus. Violations will result in immediate dismissal.

Impaired Behavior

Recruits reporting to training under the influence of alcohol or exhibiting impaired behavior will be barred from training, and their Sponsoring Department will be promptly notified. The FTA, in coordination with the Sponsoring Department, will determine whether the recruit will be dismissed.

Pornography

Pornographic materials, including magazines, movies, and posters, are prohibited on campus.

Vehicle Safety

Seatbelt use is mandatory at all times. All traffic signs and posted speed limits on FTA roads and campus must be obeyed. Riding in the back of pickup trucks or on the tailgate, running boards, or hose beds of fire apparatus is prohibited.

Policy Access and Complaints

FTA policies and procedures are available for review at the Administration Building upon request. Unresolved complaints should be escalated through the Chain of Command or submitted to the Office of Professional Standards via the Washington State Patrol at:

<http://www.wsp.wa.gov/i-want-to/compliment-or-complaint/>.

Section 5.12 Recruit Dormitory**Eligibility and Access**

Only recruits actively enrolled in the Recruit Academy or present onsite for official training are authorized to reside in the dormitory. Unauthorized visitors are strictly prohibited from entering the dormitory and assigned rooms. Any suspected unauthorized individuals must be reported to the staff immediately.

Room Inspections

Dormitory inspections are conducted randomly and are limited to observable conditions. Inspections will be conducted by the Program Chief and the Chief of Instruction.

- If rule violations are suspected, all dormitory rooms may be subject to thorough inspection and/or search by the appropriate authorities.
- Submission of an admission request to the WSFTA constitutes implied consent to all investigations and searches.
- The dormitory is equipped with a video monitoring system covering all public areas.

Damage and Negligence

Any damage to dormitory furnishings caused by negligence will be charged directly to the responsible recruit(s) and the Sponsoring Department, including repair or replacement costs. Recruits found responsible for such negligence may face immediate dismissal from the Recruit Academy.

Room Assignments and Changes

Room assignments are determined by FTA Administration. Any changes to room assignments require approval from the Program Chief.

Room Maintenance and Cleanliness

Rooms are inspected both before and after recruit occupancy. Recruits are responsible for maintaining cleanliness, including vacuuming, throughout their stay and before departure.

Shared Responsibility

Recruits are expected to assist in the upkeep and proper policing of their room, building, and campus as directed by staff.

Gender Policy

No dormitory room shall be shared by male and female recruits. Visits between recruits of the opposite sex in dormitory rooms are prohibited at all times. Violations may result in immediate dismissal.

Dress Code and Conduct

Recruits must be appropriately dressed in all public areas of the dormitory. Personal protective equipment is not permitted within the dormitory.

Quiet Hours

Quiet time is to be observed between 2200 and 0600 hours.

Bedding and Appearance

The FTA does not provide bed linens. Recruits must bring their own sheets, blankets, or sleeping bags. Beds are to be made at all times when not in use to maintain a professional appearance.

Food and Appliances

Food and beverages are permitted in sleeping quarters; however, electrical appliances such as coffee makers, microwaves, and popcorn makers are prohibited.

Cleaning Supplies

Basic cleaning supplies, including brooms and mops, are provided for recruits' use within the dormitory.

Security Surveillance

Dormitory common areas are monitored by video surveillance 24 hours a day for the safety and security of all occupants.