



Priority: 3
Issue Date: August 1, 2024
Approved: Michael O'Brian, Fire Chief

I. PURPOSE

The Brighton Area Fire Authority Junior Cadet Program provides the Brighton area youth the opportunity to learn about fire, rescue, and emergency medical services in a safe, controlled, educational, and fun way. The program also provides Junior Cadets with valuable life skills such as teamwork, leadership development, and encourages long term volunteerism in our community.

II. PROGRAM REQUIREMENTS

No person shall be eligible to be a Junior Cadet Volunteer unless they meet the following requirements:

- A. 16 years of age but no older than 18 years of age unless still enrolled in school and working toward high school diploma/GED.
- B. Must live within fire jurisdiction of the Brighton Area Fire Authority. *This requirement may be waived by the Fire Chief and/or his/her designee.*
- C. The **Junior Cadet Volunteer Firefighter Parent/Guardian Approval Form** must be signed and submitted prior to start date with the Brighton Area Fire Authority.
- D. Junior Cadets must have and maintain a minimum grade of "C" in every class for application eligibility and to maintain active status.
- E. Demonstrate a good driving record at the time of application and thereafter to maintain active status.
- F. Must adhere to the Brighton Area Fire Authority Standard Operating Guidelines, Directives, and Employee Handbook.
- G. Must adhere to Youth Employment Standards Act (YESA) as set forth by the Michigan Department of Energy, Labor & Economic Growth Wage & Hour Division.
- H. In order to maintain active status, Junior Cadets must meet training requirements as set forth by the Junior Lead Advisor and/or Fire Chief.

III. APPLICATION PROCESS

- A. Brighton Area Fire Authority application must be completed and submitted to the Human Resource Office.
- B. Approved background check of the applicant including criminal and driving record at a minimum. All approved applications move to the next step in the process.
- C. Oral Interviews - Junior Cadet applicants will be interviewed by Junior Lead Advisor and/or Junior Advisor.
- D. Once the application is approved for onboarding, a parent meeting will be scheduled to complete Jr. Cadet paperwork which when completed will be forwarded to the Human Resource Department.
- E. *Post application acceptance* - Once a Jr. Cadet applicant has been notified that their application has been approved for onboarding, physical examination paperwork will be issued. The physical exam must be successfully completed prior to start date.
- F. Per Public Act 90 of 1978 (Youth Employment Standards Act), minors under 18 years of age must submit a completed work permit to Human Resources prior to start date.



IV. JUNIOR CADET PARTICIPATION GUIDELINES

(All Junior Cadets regardless of age must comply with the following requirements)

- A. Hours Permitted per State of Michigan, Youth Employment Standards Act 9 of 1978, as amended:
 - a. Work cannot exceed 6 days in a week, 10 hours in 1 day, and an average of 8 hours a day for the week.
 - b. When school is in session, up to 24 hours per week.
 - c. When school is not in session, up to 48 hours per week.
 - d. Allowed to work between 6:00 am and 10:30 pm Sunday through Thursday, and 11:30 pm on Fridays and Saturdays during the school year. During school vacation periods and periods when the minor is not regularly enrolled in school, they can work between 6:00 am and 11:30 pm.

- B. Guidelines for Fire Service Activity

Junior Cadets May:

- a. Ride as a passenger in the cab of a fire apparatus. The Junior Cadet shall be seated with his/her seat belt securely fastened.
- b. Junior Cadets may participate in all aspects of training as long as it does not put the Junior Cadet into any danger or violation of the Michigan Youth Employment Standards Act. ***One on one training with any Junior Cadet is prohibited. Any training/meeting(s) must take place with a minimum of 3 participants including Supervisor.***
- c. Participate in department functions within the rehabilitation area of an emergency scene. This could include assisting with water supply and engineer's duties, which do not expose the Junior Cadet to hazardous areas or atmospheres.
- d. Pick up hoses or other materials and clean up at the emergency scene after it has been declared safe by the Incident Commander.
- e. Operate equipment located outside the hot zone at the direction of the Incident Commander and under direct supervision of a firefighter.

Junior Cadets May Not:

- f. Perform fire suppression involving structures or vehicles.
- g. Perform high level, confined space, collapse rescue, or any rescue operation that places them in danger or areas of IDLH.
- h. Drive emergency fire/rescue apparatus. *(inspector/utility vehicle(s) may be used for non-emergency function with prior approval from Fire Chief or his/her designee)*
- i. Assist in overhaul operations.
- j. Respond to Hazardous Materials events (except for support functions within the cold zone).
- k. Participate or assist in any extrication activities at the scene of an accident or emergency (except in the capacity of a support function).
- l. Participate in any activities at the scene of an accident or emergency where fire or hazardous materials are involved, unless they are performing support functions from outside the danger area.
- m. Participate in actual "ice rescue" activities, but may provide assistance within any designated rehabilitation area or as a support member on dry land only.
- n. Direct traffic.
- o. Train on departmental equipment or remove equipment from an apparatus unless under the supervision of an instructor and/or Junior Advisor.

V. DEPARTMENT TRAININGS/MAINTENANCE

Junior Cadets are encouraged to attend Department Training while remaining in compliance with all State of Michigan's Youth Employment Standards.



VI. ACADEMIC STATUS

- A. Junior Cadets must maintain a "C" in all classes, while in the Junior Cadet Program. When report cards are distributed at the end of the marking period, the Junior Cadets must submit a copy to the Junior Lead Advisor. Failure to submit a copy may result in suspension until the copy is received.
- B. If the Junior Cadet has below a "C" in any class, he or she is suspended from the program until the grade has risen to a "C" or above.
- C. A parent may request that his/her child be temporarily removed from the program due to poor performance at school. A signed statement from a parent must be submitted to the Junior Lead Advisor.

VII. APPEARANCE/UNIFORM ETIQUETTE

- A. Appropriate attire must be worn at all times by all Junior Cadet Program participants including Junior Lead Advisor, Junior Advisors, Firefighters and/or Officers.
- B. Junior Cadets shall wear department issued uniform for organized department functions as directed by Junior Lead Advisor and/or Fire Chief.
- C. Uniforms when worn must be clean and pressed.
- D. Junior Cadets must receive permission from the Junior Lead Advisor to wear department uniform outside of authorized department functions.

VIII. ELIGIBILITY TO RESPOND TO CALLS

The following requirements must be met prior to a Junior Cadet being authorized to respond to calls:

- A. Junior Cadets must be in compliance with all participation guidelines.
- B. Successfully completed Division One of the BAFA On the Job Training Program.
- C. Response approval from Station Lead Advisor will be communicated to Human Resources and notification will be sent out via status change.

IX. RESPONDING TO CALLS ON THE APPARATUS

- A. Junior Cadets shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call.
- B. Junior Cadets shall wear full protective gear to all calls unless otherwise instructed by an officer.
- C. Junior Cadets shall at no time, start, attempt to start, or move any piece of fire apparatus.

X. DRIVING PERSONAL VEHICLES

- A. Junior Cadets who have a valid Michigan driver's license designated at the appropriate level may drive personal vehicles to the fire station.
- B. All Junior Cadets must respond to their assigned fire station for calls. If all of the apparatus have already responded when a Junior Cadet arrives, he/she must stand by and assist with clean up duties at the station.
- C. At no time is a Junior Cadet permitted to drive in emergency mode, using red lights and/or or hazard lights while en route to the call.
- D. All speed limits and traffic laws are to be strictly followed while responding to the station for a call.
- E. The Brighton Area Fire Authority is in no way responsible or liable for any moving violations received while en route to the station.
- F. Failure by any Junior Cadet to abide by the rules listed above will result in suspension and/or termination from the Junior Cadet Volunteer Program.



XI. DAYSHIFT 5TH RIDER REQUIREMENTS FOR JUNIOR CADET VOLUNTEER FIREFIGHTERS

The 5th Rider program is an excellent opportunity for Junior Cadets to experience first-hand the day to day operations of the department, participate in department training and work on developing firefighting skill sets. The following requirements are the minimum that must be met before being allowed to participate in the "5th Rider" program:

- Junior Cadets must be in compliance with all program guidelines.
- Received clearance to respond to emergency calls.

If the above requirements are met the Junior Cadet must fill out a Training request form and submit for final approval.

XII. REQUIREMENTS TO BE FULFILLED WHILE WORKING SHIFT

- A. Work uniform is required, and all dress code requirements must be met.
- B. The Junior Cadet must arrive 5 minutes prior to their scheduled time and report to the Battalion Chief.
- C. Full turnout gear is required and subject to inspection by the Officer.
- D. Other tasks besides OJT may be assigned..
- E. Junior Cadets will be allowed to complete up to 2 ride alongs per month, not to exceed 12 hours per month, (6 hours maximum per day).
- F. Junior Cadets shall not exit the cab of a vehicle on an incident unless directed to by the Company Officer.
- G. Under NO circumstance shall a Junior Cadet enter a hot zone.

XIII. LEAVE OF ABSENCE

A Junior Cadet may request a 30 day leave of absence from the Junior Cadet Program. Please see Brighton Area Fire Authority Employee Handbook for request process.

XIV. JUNIOR OFFICERS

The Junior Lead Advisor may appoint Junior Officers, including a Captain, Lieutenant and/or Sergeant. This will be done as the need arises within the department, based on the number of Junior Cadets.

XV. JUNIOR LEAD ADVISOR AND JUNIOR ADVISOR(S)

The Junior Lead Advisor is an employee of the Brighton Area Fire Authority that is appointed by the Fire Chief and/or his/her designee. The Junior Advisor(s) are also appointed by the Fire Chief with input from the Junior Lead Advisor. The number of Junior Advisors is based upon the number of Junior Cadets.

XVI. CRIMINAL BACKGROUND INVESTIGATION FOR JUNIOR LEAD AND ASSISTANT JUNIOR ADVISOR(S)

The Junior Lead Advisor and Junior Advisor(s) prior to appointment to position must complete a criminal background check and will be monitored thereafter.

XVII. INTERNAL COMPLAINT/INVESTIGATION

The Brighton Area Fire Authority is committed to providing a safe environment for our Junior Cadet Volunteer Program participants and is equally committed to conducting prompt, thorough and fair internal investigations of all complaints of work-related wrongdoing.



If a Junior Cadet feels he/she is a victim of harassment, bullying, hazing and/or any workplace wrongdoing he/she may report a complaint to any Officer/Supervisor they feel comfortable with. Upon notification of a complaint, the Officer will contact Human Resources immediately.

XVIII. SUSPENSION OR TERMINATION

Junior Cadet may be suspended and/ or terminated from the Junior Cadet Program for any of the following:

- A. Academic Status
- B. Failure to follow rules and regulations as defined through the BAFA Standard Operating Guidelines and/or Employee Handbook.
- C. Failure to follow Michigan Youth Employment Standards Act.

Employment at the Brighton Area Fire Authority is "At-Will" and may be discontinued by either party with or without cause.

XIX. EQUIPMENT ISSUED

Junior Cadets will be issued uniforms, personal protective gear, minor based on equipment availability and recommendation of Junior Advisors.

Note - When a Junior Cadet separates from the Authority all equipment and property of the Brighton Area Fire Authority must be returned within (7) calendar days.

A handwritten signature in black ink, appearing to be "RJZ", written over a horizontal line.

Approved by

Rescinds: SOP 301.1 dated 02/28/14

SOP 301.1 dated 09/26/12 (Junior FF Program)

SOP 301.1 dated 08/03/09 (Junior FF Membership)

Directive 2012-05 dated 10/04/12 (Junior Volunteer Firefighter-Badge Criteria)

Directive 2010-04 dated 03/16/10 (Dayshift 5th Rider Requirement for JVF)