

NORTHWEST FLORIDA STATE COLLEGE

Public Safety Training Center



**Policy Manual
Fall 2019**

NORTHWEST FLORIDA STATE COLLEGE
Public Safety Training Center

Policy Manual

TO: All public safety agencies, instructors, and students who participate in the NWFSC's Public Safety Training Programs.

SUBJECT: Student/Instructor Policy, and Expectations

PURPOSE: To inform agencies, staff, instructors, and students of instructional rules, regulations, and training policy at the Public Safety Training Center (PSTC).

PROCEDURES: All persons involved shall adhere to and enforce the regulations pertaining to various phases of instruction, operation, and conduct as stated in the Policy Manual. Failure to abide by any of the policy may lead to disciplinary action to include dismissal from the program.

OBJECTIVES: To ensure compliance with the Department of Health, Criminal Justice Standards and Training Commission (CJSTC), and Bureau of Fire Standards and Training, guidelines and the policies set by the NWFSC Board of Trustees governing student and employee conduct.

To provide students, staff, and instructors with a safe, professional, and consistent training and educational environment.

To provide guidelines and expectations to students, staff, and instructors, when carrying out the normal operation of this program.

RESPONSIBILITY: All persons associated with the PSTC shall be familiar with all procedures. Each person shall be held responsible for compliance with the Policy Manual.

**MISSION
STATEMENT:**

The Public Safety Training Center exists to provide training and education to students entering the Public Safety career field. Additionally, we provide advanced/specialized training and education to existing public safety workers within the field. Through integrity, professionalism, discipline, enthusiasm, and service, we strive to provide a respected training standard throughout Northwest Florida.

I. Supervision – Instructors/Staff

Public Safety agencies are paramilitary organizations, which operate most effectively with the proper use of the chain of command. As such, this PSTC will operate with an established chain of command, which will be followed by instructors and students to ensure effective command and control and teach proper use of the chain.

- a. Students attending training programs are under the direct supervision of all administrative staff and instructional personnel. The minimum steps in the chain of command to handle all issues will be as follows:
 1. Squad/Company/Shift Leader
 2. Class Leader
 3. Lead/Course Instructor
 4. Program Coordinator/Manager (Staff)
 5. Training Center Director (Staff)

The size of the class or nature of the training may justify additional steps in the chain of command. Your Program Coordinator/Manager will advise if this is the case.

- b. Students will address staff and faculty by formal title such as Dr., Mr., Ms., Mrs. or by their rank/title, e.g. Chief, Captain, Instructor, Professor, Coordinator/Manager, Director. Student will not address instructors by first name while at the Training Center.
- c. Problems of a personal nature, including grades, absences, etc. may be brought directly to the instructor.
- d. If no solution can be reached, the instructor will confer with a Program Coordinator/Manager for a decision. Students who feel they cannot confide in the instructor may contact the Program Coordinator/Manager directly.
- e. The Public Safety Training Center Director will be the final authority within the programs.
- f. A Class Leader and Squad/Company/Shift leaders will be identified at the beginning of training. Student leaders will be the point of contact for instructors and staff in coordinating class activity. Staff may replace student leaders without cause.
- g. Staff and Instructors will communicate with students via nwpsc.edu email accounts. Students are responsible for checking these accounts on a daily basis to ensure they receive information.

II. Class Organization

- a. Each class will have an assigned student class leader. This individual will act as the class president and will be the single point of contact between instructors/staff and students for coordinating activity. The initial class leader is chosen by the students. Should this class leader be unable to fulfill the duties, a new class leader will be appointed by the Programs staff.
- b. Classes will be organized into a squad/company/shift each consisting of between 4-8 students and have their own designated leader. These squad/company/shift leaders will report to the class leader and are responsible for ensuring their unit is completing assigned tasks.
- c. Each class will have a Logistics officer for the duration of training. The Logistics officer will be the point of contact for instructors to obtain equipment for training scenarios. Logistics Officer is also responsible for notifying staff of any unserviceable equipment and/or low volume of supplies.
- d. In any agency, we must all operate together despite personal differences. Squads/Company/Shifts will be assigned at random by Staff/Instructors, and changes will require Staff/Instructor approval. Classroom seating will be by squad/company/shift.
- e. Squads/Company/Shifts Leaders will account for all students assigned to them at the beginning of

class and report to the Class Leader any absent or tardy student. Class Leaders will make the instructor aware of missing students.

- f. During the first week of class, the Class Leader will organize a class recall roster. The roster will be broken down by squad/company/shift. Should the need arise for a telephone recall event, staff will contact the Class Leader, the Class Leader will contact the Squad/Company/Shift Leaders, and the Squad/Company/Shift Leaders will contact their team. The Shift Leaders will report to the Class Leader when all team members have been contacted, and the Class Leader will report back to appropriate Program staff for full accountability.

III. Attendance

Attendance throughout the program is mandatory. Due to the hands-on nature of certain curriculum, there is no makeup available, and an absence will result in a student's failure to complete the course requirements.

Absences resulting in a student missing more than 10% of the total hours for any scheduled class or lab time will result in the student being forced to withdraw from the program and retake the entire class. Any variation in this will require the Public Safety Training Center Director's approval.

The Public Safety Training Center has adopted a "Present" of "Absent" standard to document student attendance. We do not differentiate as to the reason behind the absence or determine excused/unexcused.

a. Returning from Absence

1. Students returning from an absence must notify the instructor immediately and submit a Trainee Report to the instructor.
2. The student will complete an Absence Form (see appendix A) for each absence. Students must submit the absence form and an all make-up work/time must be completed before students are eligible for course/module exams. Any variation in this will require the Director's approval.
3. In the event of an absence, the instructor will assign make-up work to be completed. The make-up work must be comparable in content to the course material missed and not copied directly from any text. All work must be submitted to Blackboard in (MS WORD) .doc or docx format for plagiarism check and a printed version submitted to the instructor with the Absence Form.
4. Make-up work will consist of five hundred (500) words for each hour missed. All work must be completed by the respective student. Work completed by anyone other than the respective student will be viewed as a lack of integrity and will result in immediate dismissal from the program. Plagiarism will not be tolerated and will result in immediate dismissal from the program.
5. It shall be the responsibility of each student to obtain material and information that has been distributed during his/her absence.
5. The completion of makeup work **does not** exempt a student from the 10% absence rule. All hours where a student is not "Present" will be counted toward the 10% policy used to determine forced withdraw from the course.

b. Tardiness

1. Students are required to be in the classroom and ready for roll call at the start of each class. Any student who accumulates (3) tardies during the semester will be dismissed from the program.
2. Any tardiness over 15 minutes constitutes as an absence and absence procedures would then apply. Tardiness of 15-59 minutes will be documented as 1 hour "Absent".
3. Whenever a student is delayed and unable to report for class on time, he/she will notify their class

leader, course instructor, or Academy staff.

g. Schedule Changes

1. Weather or other emergencies may cause the college to close and clinical sites to be unavailable. Students will be required to make up class time missed due to the closing.
2. Schedule changes may include mandatory night or day hours and/or other days not normally scheduled to ensure timely completion of courses.

IV. Grading System and Evaluation

a. End of Course Exam/Skills Practical

1. Grading will consist of an end of course, subject area, or module exam(s) as directed by DOH, FDLE, and BFST. This requirement is in addition to practical exercises, which require demonstration and mastery of skills.
2. Examinations will be given at the completion of each course, subject area, or module. 90 minutes will be provided for completion of a 100 question exam, and 45 minutes will be provided for completion of a 50 question exam. The Training Center Director must approve any variations.
3. The student must attain an academic score of 80% or higher for each course examination to complete the course. In courses that require proficiency in skills, the student must pass all proficiency requirements or receive the letter grade "F" for the course. The grading scale for this program is as follows:
 - A = 91 -100%
 - B = 80 - 90%
 - F = 0 - 79%
4. All Goals and Objectives established by NREMT, DOH, FDLE, and BFST will be covered in preparation for the certification exam; however, other relevant material will be covered and tested which may or may not appear on the certification exam.
5. A student who has failed an academic course examination may be granted **one re-examination during the entirety of the program for LE/CO/Fire/EMT and one reexamination in each semester for Paramedic. A subsequent failure will require the student to retake the entire class in which they are enrolled.** This reexamination will be approved by the Training Center Director if:
 - a. A Request for Re-Examination Form is submitted by the student to Staff and uploaded to the Blackboard Course Shell and;
 - b. Re-examinations must be administered within ten business days of initial examination. No reexamination will be offered outside of the 10 day period
 - c. Any variation in this testing policy will require Training Center Director approval.
6. Exam Review and Challenge
 - a. If a student fails an exam they may schedule a time to review which items they missed.
 - b. Students may also provide a written challenge to any item that they feel is not accurately represented the curriculum.
 - c. Exam review must occur within 5 business days of the original test date.
 - d. Students will have 90 minutes to review and challenge a 100 question exam, and 45 minutes to review and challenge a 50 question exam. The Training Center Director must approve any variations.

V. Blackboard online learning system

All courses offered through the training center have an online course shell housed in the Northwest Florida State College Blackboard online learning platform. Students are to check their courses for updates from instructors and Coordinator/Manager's. All homework will be submitted electronically to the Blackboard site. All **make up work** will be submitted to the Blackboard site and a hard copy will be provided to the instructor. All assignments will be checked through "Turn It In" for plagiarism. **Plagiarized assignments will result in termination from the program and an "F" for the course.** Students will receive instruction on the use of the Blackboard system upon entry to the program. Testing may occur through the Blackboard LMS or through separate vendors associated with your individual program. Students will receive instruction on the use of these individual testing sites upon entry to the program.

VI. Appearance

In Public Safety Organizations, the uniform promotes cooperation, fosters esprit de corps, emphasizes the hierarchy of the agency, and portrays a sense of authority and competence to the public. Students will be required to wear a uniform throughout the duration of the program. The uniform required will be dictated by the section or block of instruction students are attending. Uniforms should be clean, wrinkle-free and worn properly. Any part of the uniform that shows signs of wear, is torn, permanently stained or faded must be replaced. Pants, shorts, and shirts shall be of the correct size for the student. Students are subject to uniform inspections by instructors or staff at all times while on the college campus. Any student who fails to adhere to the dress and grooming standards will be prohibited from attending class until they are capable of attending classes.

a. Class B Uniform

1. Students will wear the embroidered Northwest Florida State College Training Center short-sleeve shirt (Polo/Button up as designated per program). The shirt will be tucked into the pants. A blue (EMT/Fire/Medic) or black (LE/CO) black long or short sleeve undershirt may be worn. Blue (EMT/Fire/Medic) or black B.D.U. (LE/CO) style pants (unbloused), black belt, and black dress shoes or boots. This uniform will be worn during all academic lecture classes unless directed otherwise by an instructor.
2. Uniform shirts must be purchased through the bookstore. It is the student's responsibility to obtain the other necessary uniform items. BDU pants are available for purchase at the College Bookstore. Pre-ordering may be necessary for measurement purposes.
3. Students employed by a law enforcement or correctional agency as a sworn officer may elect to wear a comparable agency uniform during training. While a fully equipped duty belt is part of an agency uniform, instructors, or staff may have students secure weapons or belts at their discretion due to the nature of the training curriculum.
4. The Class B Uniform will be the only acceptable uniform for EMT/Paramedic training at clinical sites. Students not in compliance with the uniform policy will be sent home from their scheduled clinical training.

b. Class C Uniform

1. Students will wear the Training Center T-shirt (tucked in), Blue (EMT/Fire/Medic) or black B.D.U (LE/CO) style pants (unbloused), black belt, and black dress shoes or boots. The T-shirt will have the appropriate program title correlating with the students selected course of study.
2. Students employed by a law enforcement agency as a sworn officer may elect to wear their agency uniform during training. While a fully equipped duty belt is part of an agency uniform, instructors, or staff may have students secure weapons or belts at their discretion due to the nature of the training curriculum.

c. Physical Fitness Uniform

1. Students will wear Training Center T-shirt, appropriate plain black shorts or pants, and sneakers of choice. The T-shirt will have the appropriate program title correlating with the students selected course of study.

d. Inclement Weather Gear

1. Rain gear or winter jackets may be worn when appropriate. Jackets must zip or button up the front. No pullover hoodies will be worn at any time. Jackets will be black in color and without ornamentation. Training Center Baseball Hats or Beanies may also be worn when appropriate. No other headgear is authorized. Head coverings will not be worn inside any building. Any other accessory used for inclement weather will be black in color and without ornamentation.

e. Jewelry

1. Females will be allowed one (1) pair of earrings. Earrings may be gold, silver, white pearl, or diamond. The earrings will not exceed six-mm or ¼ inch in diameter. Earrings may not be worn during defensive tactics.
2. Earrings are not allowed for men.
3. All other visible body piercings, including tongue rings, are prohibited for both men and women.
4. Necklaces may not be visible when worn and must be removed for DT.
5. Bracelets or watches may be worn if they are conservative in appearance, but only one item on each wrist and these items must be removed for DT.
6. Students employed with a Public Safety Agency may comply with their agency's policy as it relates to jewelry. Students may be required to present this policy.

f. Hair

1. Hair will be groomed to reflect a professional appearance. Hair will be a natural color.
2. A neatly trimmed mustache may be worn, but shall not extend beyond the corners of the mouth or extend over the upper lip.
3. The face shall be clean shaven (no five o'clock shadow), other than an acceptable mustache. Sideburns shall not extend past the bottom of the opening in the ear.
4. Male haircuts will conform to certain standards. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. The hair will not fall over the ears or eyebrows or touch the collar.
5. Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any holding devices comply with the standards. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited. Hair will not fall over the eyebrows.

Styles that are lopsided or distinctly unbalanced are prohibited. Extensions, weaves, wigs, and hairpieces are authorized only if these additions have the same general appearance as the individual's natural hair. Additionally, any wigs, extensions, hairpieces, or weaves must comply with grooming policies.

Hair-holding devices may be used only for securing the hair. All hair-holding devices must be plain and a natural color. Devices that are conspicuous, excessive or decorative are prohibited. Some

examples of prohibited devices include, but are not limited to, large, lacy scrunchies; beads, bows, or claw clips; clips, pins, or barrettes with butterflies, flowers, sparkles, gems, or scalloped edges; and bows made from hairpieces.

6. Students employed with a Public Safety Agency may comply with their agency's policy as it relates to hair. Students may be required to present this policy to ensure compliance.

g. Cosmetics/Perfume/Cologne

1. Cosmetics may be worn but only natural skin colors are permitted in a conservative manner.
2. Excessive use of perfumes or colognes may distract other students or academy staff and are not permitted.
3. Nails must be clean and well-manicured and no longer than ¼ inches long.
4. Students currently employed with a Public Safety Agency may comply with their agency's policy as it relates to Cosmetics/Perfume/Cologne. Students may be required to present this policy to ensure compliance.

h. Inspection

1. The Class Leader will place squads in formation in an area designated by their primary instructor to have a formal inspection before class beginning each day. Students found to be out of uniform are subject to removal from class until they can come into compliance.
2. Violations of uniform policy will result in a Trainee Report being submitted to Staff.

i. Clinical Sites

1. While at clinical sites, EMT/Paramedic students must adhere to all additional policies regarding jewelry, hair, perfume etc. set forth by the individual site.

VII. Conduct

a. "Three Strikes" Rule

1. The Public Safety Training Center operates on a "three strikes you're out" policy for minor disciplinary infractions. Each violation will be documented on a Trainee Report. Upon the third violation during a semester, trainees will be removed from the program and given an "F" for the courses they are currently enrolled in. Violation of the following items will be considered a minor violation:
 - a. Students are to be respectful and conduct themselves in a professional manner at all times. They will extend the utmost courtesy to instructors, staff members, college faculty, and other students.
 - b. Use of Cell Phones/Tablets/Computers is prohibited in class except when being used at instructor discretion except during examinations when personal electronic devices are prohibited.
 - c. Students will remain awake and alert while in class.
 - d. Talking to other students during instruction.
 - e. Eating is prohibited during class instruction. Drinks are authorized in the classroom but will have lids that limit/prevent spills.

- f. The unauthorized use of, or entry into, any college controlled facility, office, training area, or classroom is prohibited.
- g. Failure to properly use the Chain of Command (Class Leader/Course Instructor/Program Coordinator or Manager/Director)
- h. Public displays of affection are not permitted. Students will maintain professional conduct at all times while in academy uniform.
- i. Uniforms will be in compliance with policy at all times.
- j. Computers and peripherals are not to be moved or reconfigured by students without Staff approval.
- k. Students may not install software on lab computers. If you have a question regarding specific software that you need to use, contact the instructor and the IT support team.
- l. Students will not engage in any conduct that violates the Northwest Florida State College Computing Resources Acceptable Use Policy.
- m. The use of social media in such a manner which has an adverse impact on the operation of the Public Safety Training Center or NWFSC or destroys public respect and confidence in NWFSC and its members is not permitted.

b. Major violations will result in immediate suspension from the program

- 1. Honor Code: We Will Not Lie, Steal, or Cheat; Nor Tolerate Among Us Anyone Who Does.
- 2. Possession of any firearm or weapon as defined by state law will result in dismissal from the program. Sworn Law Enforcement Officers are exempt from this policy.
- 3. Any violation of criminal law as set forth by Florida State Statute occurring on campus property, or during a classroom activity.
- 4. Any felony arrest is occurring on or off campus on or off program time.
- 5. Being under the influence of any drug or alcohol on NWFSC campus or at any NWFSC activity.
- 6. Students are expected to comply with any verbal or written directive issued by Instructors, Training Center Coordinator/Manager, or Training Center Director. Insubordination, which will include but is not limited to conduct directed at an instructor or staff member that is disrespectful, insolent, or abusive in language will not be tolerated.
 - a. If a student believes this order is in violation of Training Center procedure, Campus Policy, or State Law the student may ask for clarification. If the student still believes the order is a violation he or she may appeal up the chain of command or follow college grievance procedures.
- 7. The audio/video recording, photographing, transmitting, or uploading of any crime scene, medical scene, patient, victim, witness, suspect or recording of any personally identifiable information that a student may have had contact with through the course of their training is strictly prohibited.
- 8. Public Safety workers are expected to maintain the highest moral codes when dealing with society. With this in mind, students are expected to represent themselves, the Training Center, and the college as you would any agency which employed you. A student will not engage in conduct, which has an adverse impact on the operation of the Public Safety Training Center or NWFSC or destroys public respect and confidence in NWFSC and its

members. Such conduct may include, but is not limited to, participation in any immoral, indecent or disorderly conduct, or conduct that causes substantial doubts concerning a person's honesty, fairness, or respect for the rights of others, or the laws of the state or nation, regardless of whether such act or conduct constitutes a crime.

9. A student who is present during the commission of an act by another student, which constitutes a violation of PSTC policy, college policy, or criminal law, and fails to report it to Instructors or Staff WILL be held to the same level of accountability and be punished as if they themselves had committed the violation.
10. Students will maintain a professional relationship with PSTC personnel. Students will not engage in a romantic or sexual relationship with instructors/staff while enrolled in the PSTC.

c. Daily Operation

1. Breaks are given at the instructor's discretion. The student will report back to class promptly before the end of a break.
2. The use of all tobacco products and electronic nicotine delivery systems, are strictly prohibited on all college-owned or controlled property.
3. Students are required to obtain parking stickers and student identification cards. Students are required to park in designated white spaces.
5. The student will carry on their person one Trainee Report form at all times while on the college campus. Last Name, First Name, and the Class number will be legibly written on these forms. Trainee Reports will be used to document attendance, policy, appearance, and discipline issues.
6. Break room facilities are a privilege. The class and Squad/Company/Shift Leaders are responsible for ensuring they are cleaned before student dismissal each day.
7. Recruits will be released/dismissed as a group following the completion of their respective cleaning, janitorial, and routine maintenance duties at the end of class. Recruits shall not leave the Academy grounds unless they have been formally dismissed.

d. Work Details

It is the student's responsibility to assist in maintaining the classroom, training areas, and equipment storage. Cleanliness is vital to safety and efficient program operation. Equipment will be returned to the proper place at the end of an activity. Any damage will be reported immediately to an instructor.

Cleaning duties - All recruits will be required to perform the following clean-up duties:

1. Classroom – Wipe down all desks and countertops if needed. Clean white board, straighten all desks and chairs, and store classroom computers in an organized manner.
2. Sim Lab/Storage areas – Straighten labs/lock up area, secure all equipment.
3. Breakroom - Straighten tables chairs, empty refrigerator every Friday of its contents, ensure microwaves and coffee makers are cleaned on a regular basis.
4. Additional details may be assigned at instructor discretion.

VIII. Education / Training Student Accident Coverage

This Student Accident Program provides insurance coverage for registered college students injured while participating in covered college classes, labs and/or training. Once the course or program of study ends, coverage ends. The policy does not provide coverage for any returning student who wishes to take agility tests, re-certifications, etc. unless they are enrolled in a covered class.

Please note that the policy only provides coverage for an injury to the student. An injury must be as a direct result of the accident which occurred during the covered activity and not from sickness or disease.

a. Reporting

1. Students should report to their instructor any complaint of injury as a direct result of an accident which occurred during classroom/training activity. Instructors will file First Report of Injury using the Maxient Reporting System.
2. Students **shall** email the college Risk Management Coordinator/Manager within 7 calendar days any follow up information in reference to their reported injury, which includes reporting that no medical attention was required for the injury.
3. The Student has 20 calendar days from the date of the injury/accident to file an insurance claim with the college by directly contacting the Risk Management Coordinator.
4. Students should never give bills or invoices to instructors, department chairs, or office specialists/staff assistants. All documentation must be submitted directly to the college Risk Management Coordinator. All correspondence between the Risk Management Coordinator and the student will be via the college email system.
5. Students who seek medical attention for injury must provide a written medical clearance to their instructor or Training Center Staff prior to returning to the program.

b. Risk Management Coordinator Contact

If you have questions about insurance, reimbursement or claims, you may contact:

Katherine St. Onge, Risk Management Coordinator
Email: stongek@nwfsc.edu
Phone: (850) 729-5364
Location: Niceville Campus, Building 310

IX. LE/CO Specific Course Policy

Due to the hands-on nature of many courses, an FDLE physical form 75 is required to be on file with the Training Center. This form states you as a student are capable of completing the physical activity required during the academy. The student is required to notify instructors of any injury, prescription medication, or change in medical status that may prohibit participation in the course. A determination will then be made as to your ability to continue with the course by the Training Center Director.

High Liability courses require the successful passing of both a written and practical exam. A student is eligible for a reexamination of either the written or practical testing in each High Liability course. This reexamination is not counted toward the one authorized academic course reexamination for the program.

a. Firearms

1. Students shall achieve a firearms score of no less than 80% on two (2) consecutive or three (3) out of six (6) attempts on a CJSTC course with the PRIMARY WEAPON (Glock 9mm), or as otherwise required by the Florida CMS curriculum requirements. A student will be allowed no more than six (6) attempts in which to achieve the two (2) consecutive or three (3) out of six (6) qualifying scores of 80%. A passing score must also be achieved on a written examination. A student must qualify with the shotgun 1 out of 2 attempts.
2. Students are required to shoot and qualify during night hours. To successfully qualify, you must have a passing score on one (1) of two (2) attempts.
3. A student who fails to achieve a qualifying score on two (2) consecutive or three (3) out of six (6) attempts with a handgun will be given an "F" for the course. Failure to qualify during night hours will result in a student being given an "F" for the course.

4. Eye and ear protection will be worn at all times when on the firing range. This applies to all students whether on the firing line or in any areas adjacent to the range. There are no exceptions.

5. Students are expected to remain alert and attentive at all times while at the range. Horseplay or disregard for range safety rules will not be tolerated and will result in the student being ordered to leave the range. If a student is ordered to leave the range, the resulting absence will be unexcused, and the student will receive an "F" for the course.

5. Students who fail to attend the first day of firearms class (safety, nomenclature, range rules, etc.) will not be allowed to continue the weapons course at that time and must withdraw from the class.

b. Defensive Tactics

Defensive Tactics requires **100%** participation in both officer and suspect roles. Students that cannot or will not perform the physical activities as directed by the instructor will be required to withdraw or receive an "F" for the course. Students with medical or physical problems that could pose a potential danger to themselves or others will be immediately removed from class by the instructor who will then notify a program Coordinator or Training Center Director.

1. Students must receive a satisfactory rating in each area tested to complete Defensive Tactics.

2. Students will be tested using the standard F.D.L.E. forms. Students will be expected to verbalize and demonstrate each element of the skills test. It is a pass/fail proficiency examination.

3. Students are to use only the degree of force necessary to properly demonstrate knowledge of a specific technique.

4. Students **MUST** listen to the directions provided by the instructor(s). A failure to do so could result in injury to the student and/or others. Horseplay and unnecessary talking will not be tolerated and will subject the student to removal from the classroom resulting in an unexcused absence.

5. The equipment, i.e. handcuffs, batons, training guns, etc., utilized during Defensive Tactics can hurt students and/or others. Equipment is not to be handled unless directed by the instructor.

6. Students are **NOT** to practice maneuvers on breaks or outside the presence of the instructor during class time.

7. Students will be subjected to chemical agent contamination during the Defensive Tactics course in accordance with FDLE rule. No exceptions will be allowed.

c. Physical Fitness

Physical Fitness required 100% participation. Students that cannot or will not perform the physical activities as directed by the instructor will be required to withdraw or receive an "F". Students with medical or physical problems that could pose a potential danger to themselves or others will be immediately removed from class by the instructor who will then notify a program Coordinator or Training Center Director.

1. If an absence occurs during a Physical Fitness course, makeup work forms and policy applies. In addition, clock hours for time missed must also be completed. All make-up hours and words **MUST** be completed before the end of each course.

2. It is the responsibility of the student to coordinate with an instructor to reschedule makeup time. Make up time will be scheduled based on the instructor's availability.

3. If a student fails to complete make-up time/words before the end of the course, he/she will receive an "F" grade, and the course will have to be repeated.

d. First Aid

1. The student must successfully demonstrate an understanding of the course during the skills practical exam. Students will receive a pass/fail score for this portion of the exam. Students must receive a satisfactory rating in each area, or they will receive an "F" for the course

2. Students must complete C.P.R. training in the academy, which requires successful completion of the practical exercises, pass/fail and a score of at least 80% on the written examination. Failure to complete C.P.R training will receive and “F” for the course.

j. TEA Students

1. Students holding TEA status may wear their department issued uniform in lieu of the Academy Uniform to class each day.
2. The standard patrol uniform will be worn during Volume 1 training and a department approved t-shirt or polo with cargo pants can be worn during Volume 2 training.
3. Students must still comply with agency uniform policy. If there is a question, agency liaisons will be contacted to ensure uniform compliance.
4. Weapons are a common part of the law enforcement uniform and therefore appropriate if authorized by the students employing agency.
5. Instructors may require students to secure all weapons during scenario-based training where weapons may pose potential risk to students or instructors.
6. It is the students responsibly to ensure weapons are secured in compliance with their agency policy.
7. TEA students who have been advised to secure their weapons for training must be checked three times before participating in scenario-based training. First a Self-check, Second a Buddy-check, Finally an Instructor check.
8. TEA Students are representatives of their respective agencies and therefore must be in compliance with their agency policy as well as academy policy at all times.

k. Duty Gear

1. Students may be issued duty gear to include belt, magazine holster, holster, handcuff case, and belt keepers. This gear will be worn during all classes except PT or when advised by an instructor.
2. Students who fail to return all issued gear will be subject to replacement cost and/or criminal charges.
3. Duty gear is not to be worn outside the Public Safety Training areas.

l. Uniform wear outside of academy training

1. Uniforms items which display Training Center logos or state LE or CO Academy are not permitted to be worn while doing a ride along with any law enforcement agency.

X. EMT/Paramedic Specific Course Policy

The EMT/Paramedic program is a cohort based model, meaning students will begin the program and progress in lockstep with their class. Students who drop the program before completion will be required to begin at the beginning of the coursework with the next available cohort with the approval of the Program Medical Director.

Due to the hands-on nature of many courses, a health physical is required to be on file with the Training Center. This form states you as a student are capable of completing the physical activity required during the training program. The student is required to notify instructors of any injury, prescription medication, or change in medical status that may prohibit participation in the course. A determination will then be made as to your ability to continue with the course by the Training Center Director. If a student is removed from the course by the Public Safety Training Center Director for medical reasons, the student may return once they have full and unrestricted clearance from a medical doctor.

1. ETHICAL/LEGAL BEHAVIOR

The Public Safety and Emergency Services Program requires all instructional staff and paramedic students to adhere to the National Association of EMTs Code of Ethics for EMS practitioners, any Florida Revised Statutes,

and the Health Insurance Portability and Accountability Act of 1996.

2. Code of Ethics for EMS Practitioners

Professional status as an Emergency Medical Services (EMS) practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

3. Unprofessional Conduct

Unprofessional Conduct is any conduct or practice that is or might be harmful or dangerous to the health of a patient or the public includes one or more of the following:

1. A pattern of failure to maintain minimum standards of acceptable and prevailing medical practice;
2. Intentionally or negligently causing physical or emotional injury;
3. Failing to maintain professional boundaries or engaging in a dual relationship with a patient, resident or any family member of a patient or resident;
4. Engaging in sexual conduct with a patient, resident, or any family member of a patient or resident who does not have a preexisting relationship with the nurse, or any conduct in the work place that a reasonable person would interpret as sexual;
5. Abandoning or neglecting a patient who requires immediate medical care without making reasonable arrangement for continuation of care;
6. Removing a patient's life support system without appropriate medical or legal authorization;
7. Failing to maintain a patient record that accurately reflects the medical assessment, care, treatment, and other medical services provided to the patient;
8. Falsifying or making a materially incorrect, inconsistent, or unintelligible entry in any record:
 - a. Regarding a patient, health care facility, school, institution or other work place location; or
 - b. Pertaining to obtaining, possessing or administering any controlled substance as defined in the federal Uniform Controlled Substances Act, 21 U.S.C 801 et seq.
9. Failing to take appropriate action to safeguard a patient's welfare or follow policies and procedures designed to safeguard the patient;
10. Failing to take action in a health care setting to protect a patient whose safety of welfare is at risk from incompetent health care practice, or to report the incompetent health care practice to employment or licensing authorities;
11. Failing to report to the Public Safety Training Center Director any medical practitioner whose work history includes conduct, or a pattern of conduct, that leads to or may lead to an adverse patient outcome;

12. Assuming patient care responsibilities that the provider lacks the education to perform, for which The provider has failed to maintain competence, or that are outside the scope of practice of the provider;
13. Failing to supervise a person to whom medical functions are delegated;
14. Delegating services that require medical judgment to an unauthorized person;
15. Removing, without authorization, any money, property, or personal possessions, or requesting payment for services not performed from a patient, employer, co-worker, or member of the public;
16. Removing, without authorization, a narcotic, drug, controlled substance, supply, equipment, or medical record from any health care facility, school, institution or other work place location;
17. Being under the influence of alcohol, drugs, or a similar substance to the extent that judgment may be impaired and medical practice detrimentally affected while on duty
18. Obtaining, possessing, administering or using any narcotic, controlled substance, or illegal drug in violation of any federal or state criminal law, or in violation of the policy of any health care facility, school, institution or other work location at which the nurse practices;
19. Providing or administering any controlled substance or prescription-only drug for other than accepted therapeutic or research purposes.
20. Engaging in fraud, misrepresentation or deceit in taking a licensing examination or on an initial or renewal application for a license or certificate;
21. Impersonating a provider licensed or certified in the State of Florida
22. Permitting or allowing another person to use the paramedic's or EMT license for any purpose;
23. Advertising the practice of medicine with untruthful or misleading statements;
24. Practicing without a current license or while the license is suspended;
25. Making a written false or inaccurate statement to the Public Safety Training Center Director or their designee in the course of an investigation;
26. Making a false or misleading statement on a medical or health care related employment or credential application concerning previous employment experience, education, or credentials.
27. If a licensee or applicant is charged with a felony or a misdemeanor, failing to notify the Director of the Public Safety Training Center in writing, within 5 days of being charged. The licensee or applicant shall include the following in the notification:
 - a. Name, address, telephone number, and license number, if applicable;
 - b. Date of the charge; and
 - c. Nature of the offense;
28. Failing to notify the Director of Public Safety, in writing, of a conviction for a felony or an undesignated offense within 5 days of the conviction. The paramedic or applicant shall include the following in the notification:
 - a. Name, address, telephone number, social security number, and license number, if applicable;
 - b. Date of the conviction; and
 - c. Nature of the offense;
29. Practicing in any manner that gives the State of Florida reasonable cause to believe the health of a patient or the public may be harmed.

Reports of unprofessional conduct will be investigated by the Public Safety Training Center Director or designee and then reviewed by the Program Medical Director who will determine the student's ability to continue in the course.

D. CLINICAL AND FIELD ROTATIONS

The student is responsible for signing up, attending, and completing the minimum course required hours/objectives for clinical and field shifts. Students who fail to complete the minimum hours by the deadline outlined on the course schedule will not be eligible to test the scheduled National Registry Exams. Failure to complete the course within the timeframe allotted from the course completion date will result in the student receiving a failing grade in the course and being dropped from the program.

PLATINUM PLANNER:

All students have 72 hours from the end of any clinical to complete entries in PLATINUM PLANNER before the application closes for that clinical date/time. Any incomplete entries will not be accepted, the clinical will be scored as a Fail (F), and the clinical hours will be reaccomplished.

Clinical Paperwork:

All paperwork from clinical sites must be turned in to the Clinical Paperwork dropbox located in Room 180 (EMS classroom) on the first class date after the 72 hour window has closed for PLATINUM PLANNER entries.

Ex: Your class days are Monday and Wednesday. You attend a clinical on Tuesday from 0800 - 2000. PLATINUM PLANNER will close on Friday at 2000. You must turn in your Clinical Paperwork at your first returning class day after PLATINUM PLANNER closes, which is Monday.

Any clinical paperwork that is not turned in by the due date, will be refused. This will require you to reschedule your clinical for credit. No partial credit will be given for incomplete PLATINUM PLANNER entries or Clinical Paperwork.

There should never be more than seven (7) days lapse between attending a clinical and completing PLATINUM PLANNER and turning in all clinical paperwork.

Ride Time and Clinical Schedule Change

EMS ride times and clinical schedules are part of your class. Please be sure that you are able to meet your scheduled times.

1. The Clinical Coordinator shall be notified via school email if there is an emergency situation that precludes the student from attending shift. This notification must occur prior to the beginning of the scheduled shift.
3. If your name does not appear on the official schedule sent to the departments or hospitals, you will not be permitted to attend. **DO NOT GO ON YOUR OWN** to these agencies or hospitals without prior approval. A student who attends a clinical without program approval will be give an F for the course and immediately dismissed from the program.
4. If you have not completed the required number of clinical hours necessary by the end of the semester you will be given an I for the course and not permitted to progress in the program or if in the last semester not be eligible for NREMT testing.
5. Any attempt to falsify the documentation of hospital clinical and/or riding time will result in an "F" for the course and immediate dismissal.

G. CLINICAL EXPECTATIONS OF STUDENTS

1. Clinical eligibility documentation, drug/alcohol screening, and criminal background check results will be shared with appropriate clinical facilities.
2. It is the student's responsibility to follow clinical or field agency policy and procedures.
3. Students are not allowed to smoke, vape, or use tobacco products on the grounds of any clinical or field setting. Students who violate this policy will be dismissed from the shift.
4. The student may do **ONLY** those procedures in which he/she has had classroom instruction, has practiced, and has been checked off by an instructor in the college laboratory. Performing a procedure prior to instruction and instructional staff check off is considered unsafe practice which may result in termination from the program.
5. Students will practice at the level they are being trained for during their clinical time regardless of their current level of licensure.
6. Students must check with their assigned preceptor or charge nurse if the assigned preceptor is unavailable, before leaving the unit for any reason.
7. Students are responsible for their own transportation to and from clinical and field settings.

8. If a student has an emergency/illness the student must email their clinical coordinator of an absence prior to the start of the clinical day.
9. Students need to arrange their schedules to meet the program requirements. Students are requested not to work the shift prior to a clinical or field rotation to ensure patient and personal safety.
15. Students arriving for classroom, clinical, or field rotations (1) inappropriately attired, (2) poorly groomed, (3) with offensive body or breath odor or (4) without necessary equipment, WILL BE SENT HOME and will be counted as absent for that day/rotation.
16. Clinical and field agencies may require an additional physical exams, background check, or drug screening from students. Clinical and agencies reserve the right to refuse a student access to their facility/agency.
17. Students must be able to attend a clinical or field rotation at any of the approved sites used by the Public Safety Training Center.
18. It is the student's responsibility to notify the clinical coordinator if they have been banned or denied entry into ANY clinical or field agency. Failure to report this information will result in termination from the program.

EMPLOYMENT DURING TRAINING PROGRAM

State rules forbid students from being subject to call to duty during the EMT training program that includes class, laboratory or clinical rotation. Violations of this rule results in dismissal from the program.

MEDICAL DIRECTION

Per FS401.2701 (1) (a) 4 a: The medical director shall have the duty and responsibility of certifying that graduates have successfully completed all phases of the education program and are proficient in basic or advanced life support techniques, as applicable.

The Medical Director has the responsibility and authority to remove any student from training and dismiss the student from any course in the event of academic failure to progress, clinical failure to progress, misconduct, HIPAA violation, if they pose a threat to patients, or other reasons determined by, but not limited to these guidelines and college policies.

XI. Fire Academy Specific Course Policy

Recruits shall not carry cell telephones, pagers, or "smart" watches on their person during class time.

Notification of any changes in address, telephone number, or other pertinent personal information must be made in writing to the NWFSC Fire Academy administrative office via the chain of command within 24 hours. It is the responsibility of the Recruit to notify the Florida Bureau of Fire Standards and Training and/ or the State of Florida Department of Health of any changes.

Equipment necessary for use at the NWFSC Fire Academy is on loan to the Recruits. All equipment must be returned in acceptable condition upon completion or release from the training program. Failure to return equipment will result in the Recruit having his and/or her Certificate of Completion being withheld, and legal action taken.

Personal Protective Equipment

- Firefighter 1&2 minimum standards (398 class hours)
Bunker gear including SCBAs will be supplied by vendor. Minimum standard students will not be allowed to wear personal bunker gear.
- Firefighter 2 (192 class hours)
Bunker gear including SCBAs will be supplied by recruit. Under no circumstances will a student be allowed to wear any clothing or helmet that displays rank. A letter from your agency stating all gear is NFPA compliant will be required before the first day of class.

The PPE shall consist of the following and must be NFPA compliant:

- Bunker coat (FF1&2 supplied by vendor/FF2 supplied by student)
- Bunker Pants (FF1&2 supplied by vendor/FF2 supplied by student)
- Helmet (FF1&2 supplied by vendor/FF2 supplied by student)
- SCBA with mask (FF1&2 supplied by vendor/FF2 supplied by student)
- Boots (supplied by student)
- Gloves (supplied by student)
- Hood (supplied by student)

Certain mandatory training activities such as vehicle extrication, wildland firefighting, and all live burn exercises cannot be made up if missed. If a mandatory activity is missed a student will be withdrawn from the program.

Sunglasses are prohibited on the drill grounds.

Personal electronic devices – Cell phones, pagers, MP3, and headphones are not allowed in this program. All personal devices will be left in your assigned locker prior to entering the classroom or drill grounds. In the case of a potential family emergency (Family illness/pregnancy/Etc.) the student will ask permission to carry a personal cell phone. If the student fails to ask for this permission before the start of the class the student will be in violation of this policy.

Performance based objectives/practical skills

The primary source for performance based objective testing will be the Florida State Fire Marshall's Bureau of Fire Standards and Training "Minimum Standards Performance Objectives."

Recruits will be provided with testing and performance criteria prior to testing; dates and times will be posted, but may be changed as needed. Recruits will have two (2) attempts to pass each specific performance based objective. According to the Florida Department of Education, students must master each required skill to successfully pass components of practical exercises.

If a Recruit fails the first attempt of a performance objective, he or she will be given two (2) documented monitored remediation sessions prior to being retested.

- Performance Objectives
- Based on state criteria and guidelines
- Graded either by pass/fail or time
- Must pass every skill station
- One re-take per skill is allowed
- Performance objectives failures/automatic dismissals
- Failure to complete second attempt of any performance objective
- Failure of student retest.

Physical Performance and Basic Physical Fitness Test

The Fire Academy basic physical fitness test is a three-event physical performance test used to assess endurance. Recruits will complete the BPFT two (2) times during the Minimum Standards program. It is used to measure your physical strengths, abilities, and cardio-respiratory fitness.

The three BPFT events are:

- Two minutes of push-ups
- Two minutes of sit-ups
- A one-mile run

Physical Ability Test (PAT)

Recruits will complete the PAT three (3) times during the Minimum Standards program with a time of ten (10:00) minutes or less.

- PAT #1 – PT uniform
- PAT #2 – Bunker gear with SCBA
- PAT #3 – Bunker gear, SCBA, on air

If the recruit cannot complete the PAT in the allotted time, he or she will be given two (2) documented monitored remediation sessions prior to being retested. Failure to complete the retake PAT in the allotted time on the retake will result in the recruit being removed from the program.

The event will include five fire ground tasks:

- Task 1 – High rise stair climb evolution (3 towers)
- Task 2 – Hoist evolution
- Task 3 – Forcible entry evolution
- Task 4 – Hose advance evolution
- Task 5 – Victim rescue evolution

Task 1 – Start behind the red line. The high-rise pack shall be placed on the shoulder. The free hand is to be used on the handrail for balance only. Contact must be made with every step. On the third tower the hose pack must be deposited on the third floor landing at the spot marked with an X.

Task 2 – Walk through the door. Stand behind the red line, use a hand over hand method to pull the rolled hose to the top of the railing three times. On the third time walk forward and lift the hose roll over the railing and place it on the floor. Return to the high-rise hose pack and place the pack on the shoulder. Descend the stairs using the handrail for balance. Once on the ground place the high-rise hose pack in the starting position and proceed to the forcible entry evolution.

Task 3 – A. 25 sledge hammers to side of tire
B. Keiser sled – Position both feet on diamond plate so your toes are even with the weighted slide. Bend over so you can see the end of the slide at all times. With ten pound dead blow hammer, using short hard strokes, drive the slide five feet. Set the hammer down and proceed to the hose advance evolution.

Task 4 – Pick up the nozzle and place it over the shoulder and drag a charged 1.75 inch hose line straight forward 100 feet. The evolution is finished when the nozzle completely crosses the line between the cones. Place the nozzle on the ground and walk to the victim rescue evolution.

Task 5 – Grab the 150 pound victim and drag it, walking backwards only, 50-feet to the marked finish line. The evolution and test is complete when the victim completely clears the finish line.

Work Details

It is the recruit's responsibility to assist in maintaining the station, outside areas, equipment and apparatus used. Cleanliness is vital to safety and preventative maintenance. Fire apparatus and equipment will be returned to the proper place at the end of an activity. Any damage will be reported immediately to an instructor. All hoses will be hung for drying after use in the drying section of the drill tower unless otherwise directed by an instructor.

Cleaning duties - All recruits will be required to perform the following clean-up duties:

1. Men's and Women's Bathrooms – Clean mirrors, clean/refill soap dispensers, sweep floors and wet mop floors.
2. Classroom – Wipe down all desks and countertops. Clean chalk board and erasers, straighten all desks and chairs. Sweep and/or vacuum floors.
3. Bay area/lock up – Straighten bay/lock up area, secure all equipment, and sweep floors.
4. Outside Area – Police grounds, sweep walkways, straighten outside drill area, putting away equipment that is left out. Wash down concrete areas around tower as needed.
5. Tower – Police entire tower, all floors. Straighten hose drying area. Close all windows and secure all tower doors.

Truck Checkout

1. Equipment check – All equipment will be checked for and in proper location.
2. SCBA/PPE - Students assigned will complete proper SCBA/PPE checkout and place in assigned area ready for deployment.

NOTE: Companies are responsible for their detail for the entire day in addition to any other duties assigned by an instructor.

All companies will secure equipment on the apparatus when finished with their details at the end of the day in addition to any other duties assigned by an instructor.

Upon completion of the clean-up duties, students will be dismissed as a group by the instructor.

This Procedure Manual supplements but is not intended to replace or supersede the NWFSC Catalog. Students and Instructors are also responsible for the contents of the NWFSC catalog.

Main Office phone number: 850-729-5378

Correctional Coordinator	Mr. John Burdeshaw	burdeshj@nwfsc.edu	729-6627
Law Enforcement Coordinator	Mr. Michael Traylor	traylorm@nwfsc.edu	729-6088
EMS Program Manager	Mr. Don Pendergraft	pendergd@nwfsc.edu	729-4923
Medical Director	Dr. J.D. Bailey	bailey21@nwfsc.edu.	
Fire Coordinator	Mr. Carl Hohenstein	hohenstc@nwfsc.edu	729-4924
Staff Assistant	Ms. Belinda Wise	wiseb1@nwfsc.edu	729-5378
Public Safety Training Director	Dr. Jeffrey McGill	mcgillj1@nwfsc.edu	729-6029

COLLEGE POLICIES

College policies concerning admissions, grading, professionalism, disciplinary penalties and probation, hearings and appeals, withdrawal and reentry can be found in the NWFSC Catalog and Handbook.

Statement Regarding Accommodations for Students with Disabilities

Students with disabilities for which accommodations may be appropriate to assist you in this class, please contact the Accommodation Resource Center on the Niceville Campus, or call 729-6079.

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Northwest Florida State College complies with all aspects of this and other federal and state laws regarding non-discrimination.

Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence of Title IX, should contact the College's Equity Coordinator/Manager using the following contact information:

Roberta Mackey
Director of Human Resources/Equity Coordinator/Manager
100 College Blvd., Niceville, FL 32578
Human Resources
(850) 729-5365

Northwest Florida State College Public Safety Training Programs

ABSENCE FORM

EMT____ Paramedic____ Fire ____ Law Enforcement____ Corrections____

Course Number and Title: _____

Course Dates: From: _____ to: _____

Date/Time of Absence: _____ Total Hours Missed: _____

Topic Missed: _____

Reason for Absence (attach any supporting documentation):

Student Name (Print)

Student Signature

Date

Makeup Work Assigned by Instructor (must be submitted before taking module/final exam):

Chapter(s)/Topic(s) Missed

Instructor Recommendations/Comments, if any:

Director or Designee

Date