

NORTHWEST FLORIDA FIRE ACADEMY



Minimum Standards Course

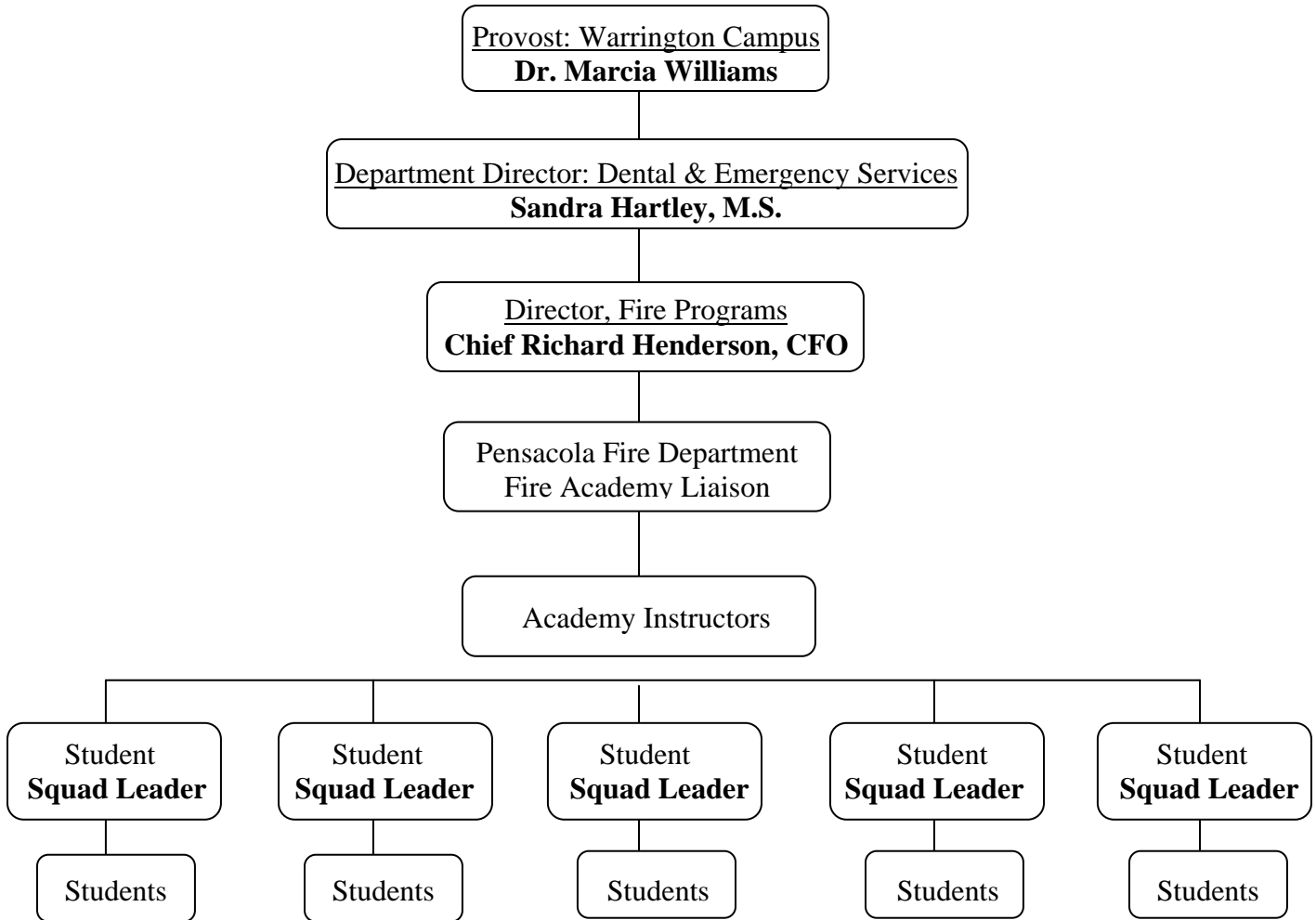
STUDENT POLICY & PROCEDURES MANUAL

CHAIN OF COMMAND

The fire service observes a strict management concept called the chain of command. This system provides an efficient means of moving information up and down the ranks of an organization and provides for an orderly manner in which to receive and give official orders.

Utilizing the chain of command, the student will send or receive information to and from assigned individuals. Steps in the chain of command should be followed precisely and failure to do so may result in disciplinary action against the student.

Students enrolled in the minimum standards course should use the following Chain of Command Model:



The above organizational chart is a representation of the chain of command. There may be more or less squads assigned depending upon the number of students enrolled in the course. What is important to remember, is this chain of command must be followed.

ATTENDANCE

Absences

Attendance is mandatory for all training sessions. Any unexcused absence will result in the student being terminated from the program. Only cases of extreme emergency will be deemed as an excusable absence. Examples of excused absences include: illness requiring physician's care or hospitalization, death or serious illness in the immediate family, or a court summons. Family relationship problems, medical or dental appointments and/or injury will not be considered grounds for an excused absence.

Students that must miss a training session should notify their squad leader as soon as possible. Students that cannot contact their squad leader should notify the Director, Fire Science Programs at 484-2383 and explain their planned absence. Students must make-up any training session that was missed by completing a project assigned by the Director, Fire Science Programs at the next scheduled makeup session. Failure to show up on the scheduled date will double the time for makeup. Failure to complete required makeup may constitute termination and failure from the Academy after two missed sessions.

The Bureau of Fire Standards and Training prohibits students from being absent for more than 10% of any major block of instruction, and no more than 10% of the total hours of instruction in the minimum standards course. If a student misses more than 10% of a block, for any reason, the student will be removed from the program.

Statements of absenteeism will be kept in the student's permanent record.

Tardiness

Any student reporting for class later than the assigned time shall be considered tardy. If the student reports late for class, and has missed over thirty minutes of instruction for that training session, the student may be considered absent.

It is understood that situations may arise that are beyond the control of the student, and these situations could cause a student to be late for class. However, whether a tardy is excusable or not will be determined by the Instructor-in-Charge. The Director, Fire Science Programs will resolve any discrepancies over tardiness issues.

Any student accumulating more than three (3) unexcused tardies will be immediately terminated from the minimum standards program. Statements of tardiness will be kept in the student's permanent record.

Failure to Perform

Each minimum standards student must be able to complete all assigned classroom work, physical fitness exercises, training evolutions, and other related functions during the entire minimum standards program. Students that do not, or cannot, complete assigned tasks may be immediately terminated from the training program. Doctor's excuse is required if unable to complete physical training and a doctor's excuse is required to return.

Students that develop injuries, which prohibit them from participating in all aspects of the training course, will be required to resign their position in the program. These students may receive preference in securing a slot in the next available minimum standards course, if they have been cleared by a physician and are able to meet the physical .

UNIFORMS & PROTECTIVE CLOTHING

Class A Uniform

The Class A uniform will be worn for all classroom lectures and other times as directed by fire academy staff. The Class A uniform will be kept clean and pressed at all times by the student. The shirt and trousers shall be of the correct size for the student. With the exception of the top collar button, all buttons on the shirt will be fastened. In addition, the student's shoes, belt buckle, and name tag will be kept cleaned and shined at all times.

Class A Uniform Shall Consist Of The Following:

- Shirt** “Dickies Brand” permanent press fabric, khaki color, 65% polyester and 35% cotton. The shirt will have short sleeved, conventional collar and band, and two (2) breast flap pockets. Fire academy patches are to be sewn 1/8” from the seam at the top of both sleeves and in such a manner that the patches are level when the shirt is worn by the trainee in the position of attention.
- Trousers** “Dickies Brand” permanent press fabric, khaki color, 65% polyester, 35% cotton. The trousers will have a zipper fly and two (2) hip pockets. The trousers will not be worn with cuffs, and should be of a length so that that the lower hem will reach to the center of the lacing area of the uniform shoe.
- Belt** Black web belt with silver friction type buckle (military style). The belt will be worn “brass to brass” with extra belt material removed.
- Shoes** Black military style shoes or boots, must have constant high shine.
- Socks** Black socks shall be worn with black shoes. Other socks may be worn if the student is wearing boots, but must not be visible when in a crouched or seated position.
- Undershirt** Solid white t-shirt with crew neck.
- Name Tag** Large metal, plain silver, with black letter engraving shall be worn by all students. The name tag shall have block lettering with the Last Name first followed by a comma and then the first and middle initial of the student. The nametag will be worn centered and just above the right breast pocket on the shirt with the bottom edge touching the top of the pocket’s seam.
- Pen** Black ink, the pen will be kept completely out of view in the left breast pocket of the shirt.

Class B Uniform

The Class B Uniform will be worn when reporting for training sessions at the drill field or other times specified by fire academy staff. The Class B Uniform should be clean when reporting for class, and any part of the uniform that has been severely worn, torn, or permanently stained or faded must be replaced. Pants and shirts shall be of the correct size for the student, and the shirt will be tucked into the pants at all times.

Class B Uniform Shall Consist Of The Following:

- Shirt** The NFFA approved T-shirt blue crew neck, white lettering.
- Pants** Navy blue sweat pants, cotton-polyester blend, draw string waist. Long sweat pants must be worn for State Testing and Live Burn Training and all other times as determined by the Instructor-In-Charge. From time to time depending upon the weather, the Instructor-In-Charge may allow navy blue sweat shorts with draw string waist. These will not be worn for the above evolutions. Blue sweat shorts shall be of the same material as the ‘sweat pants’. Polyester gym shorts are not acceptable.
- Shoes** Comfortable athletic shoe, suitable for running and exercising.
- Socks** Solid white athletic, **no ankle socks or knee highs.**

Bunker Gear

Bunker gear is the protective clothing worn by students in the minimum standards course. The academy furnishes airpicks, if needed. Students must provide their own bunker gear, helmets, boots, gloves, rope and protective hood. This gear can be rented from various vendors. PJC Academy Staff have a list of vendors the college has done business with, but it is not an exclusive list. It is the student’s responsibility to ensure clean and safe return of rental gear.

Gear that is issued by the NFFA shall be kept clean and in good repair while in the possession of students. Any gear that has become unserviceable should be brought to the attention of fire academy staff immediately. Gear that has been damaged due to poor care and maintenance by the student will be replaced at market value at the student's expense.

Protective clothing issued by the NFFA will be cleaned by hand washing with mild soap and water, and air-dried. And will be returned the same condition as which it was received. **NO** personal articles will be fixed or attached to any part of the protective clothing ensemble.

Minimum standards students **will not be allowed** to wear personal bunker gear that does not meet NFPA standards. Under **NO** circumstances will a student be allowed to wear any clothing or helmet that displays rank, department affiliation, etc. The student will receive instructions from the Academy staff on what is allowable.

The NFFA Personal Protective Clothing Shall Consist Of The Following and MUST BE National Fire Protection Association (NFPA Compliant):

- Bunker Coat
- Bunker Pants
- Helmet
- Boots
- Gloves
- Hood

PERSONAL APPEARANCE & HYGIENE

Hair

Since the Fire Academy is conducted as a para-military operation, the student will maintain hair as such. Hair will be kept clean and neatly trimmed at all times. Hair will not touch any part of the Class A or B uniform collar, and preferably be cut short to facilitate easy donning of the breathing apparatus face piece.

In accordance with current requirements, students will conform to a military style haircut.

Male students: See Appendix A.

Female students: See Appendix A.

Excessive hair spray, heavy gels, oil, or grease will not be allowed in the student's hair. This makes cleaning the breathing apparatus face piece easier, as students may share face pieces during a training session.

All the above constitutes a safety hazard and will not be allowed during the fire academy.

Cosmetics

All cosmetics are prohibited.

Perfumes

Excessive use of perfumes or colognes may offend other students or Academy staff and is not allowed.

Fingernails

For personal safety, fingernails must be kept neatly trimmed and not extend past the end of the finger. Fingernail polish and acrylic nails is prohibited.

Jewelry

No jewelry or personal ornaments will be affixed to any part of the student's uniform or gear.

Absolutely no jewelry will be allowed to be worn during drill field training sessions.

Students are allowed to wear a watch, wedding band, and a necklace (beneath the undershirt) while in the Class A uniform **only**. While on the drill field for safety considerations, all jewelry is prohibited.

Pagers & Cellular Phones

NO personal cellular phones and pagers are allowed in the classroom or on the drill field. The Director, Fire Science Programs or Lead Instructor must approve special situations in advance.

INSPECTIONS

The fire service prides itself on its professionalism in attitude and appearance. The minimum standards class will reflect this professionalism through strict uniform inspections.

Unless otherwise directed, each training session will begin with a uniform inspection. Bunker gear inspections will be carried out on the drill field, while Class A uniform inspections will be conducted prior to classroom training sessions.

Upon request from an instructor, students will fallout into their designated inspection formation. The assigned squad leader will then bring the class to attention. Instructors will inspect each student to ensure that their uniform is complete and in order. Students should remain at attention until the assigned squad leader dismisses the class.

Any student wearing a uniform that is not complete or in order will fail the inspection. **Students that fail more than three (3) inspections may be terminated from the course.**

STUDENT CONDUCT

General

Students will conduct themselves in a professional manner at all times. They will extend courtesy and respect to all college administrators, Academy instructors, and other students. Students will come to attention next to their desks any time an instructor or guest enters the room.

All college staff and Academy instructors will be properly addressed as Mr., Ms., or by fire service rank.

Minimum standards students will comply promptly with all orders or directives given by academy instructors or applicable college staff.

Insubordination, which will include conduct directed at instructors or staff that is disrespectful, insolent, or abusive verbally or physically will not be tolerated. Any student guilty of insubordination will be terminated from the program immediately.

Any student found to be cheating or engaged in dishonest behavior before, during, or after any testing will be terminated from the training program immediately.

No use of tobacco products is allowed during academy program. Each student signed an affidavit of non tobacco use. This is enforced throughout the academy. Should a student be found to be smoking, the student may be terminated from the program.

Students will not be under the influence of drugs (legal or illegal) or alcohol during training hours, this includes lunch breaks. A student suspected of being under the influence of drugs or alcohol may be required to submit to a blood test at the student's expense. Violation of this rule will result in immediate termination from the program. Student will refrain from consumption of alcohol any time while in uniform. This includes any breaks for lunch or between daily sessions.

Academy uniforms shall not be worn into any business where alcohol is predominately sold or establishments of questionable moral turpitude.

Classroom

Students shall remain awake and alert during all training sessions. Students will not display a lazy disposition such as lounging about, placing feet on desk, or leaning back in their chair.

Students shall give the instructor their undivided attention during lecture sessions. Individuals creating a disturbance will be disciplined.

Students will not neglect or misuse any property in the classroom.

Students are not allowed to bring any food or drinks into the classroom during lecture sessions, unless approved by the Instructor-In-Charge.

Students will ensure that the entire classroom area is clean before leaving which includes cleaning and straightening desk, picking up trash, cleaning the chalkboard, and emptying all garbage cans.

Workbooks are a required part of the fire academy program. Workbooks will be inspected prior to every test. Should the student not complete the required workbook section(s), the student will not be allowed to take the test on the workbook material and will receive a zero (0) for that test and will count as a failure. This will require the student to make-up the test with the Director, Fire Science Programs as soon as possible to avoid any delay in the student's progress. The first occurrence will constitute a warning during the first two tests and will be placed in the student's record book. Any other occurrence will result in a score of zero (0) on the test and require retake test at a later date.

Drill Field

Students shall park their vehicles in the assigned parking area. This parking area will be kept clean at all times.

Students will be allowed to drop off and pick up personal items at the drill field no later than 30 minutes before the drill sessions and immediately after the drill sessions AND any hazardous conditions removed (i.e. Fire Apparatus on the drill field, etc.). At no time shall student drop off their gear nor pick it up if the drill field is being used for any training evolution. This includes EMS, Fire, or Law Enforcement.

Displaying a lazy disposition by lying down or sitting on the drill field is strictly forbidden. Students shall be afforded breaks and a place to rest during drill field training sessions.

Horseplay on the drill field **will not** be tolerated. Misuse or neglect of fire academy equipment or gear will be cause for immediate dismissal from the course.

Students will not handle any fire equipment or gear unless they have been trained to use such equipment. All proper protective gear will be worn at all times while on the drill field unless otherwise directed by Academy Staff. Students shall notify their instructor immediately if they discover broken or damaged fire academy equipment or gear.

All injuries will be reported to fire academy staff as soon as possible.

All minimum standards students will be responsible for cleaning fire academy equipment and ensuring that the drill field is clean before leaving.

TESTING & EVALUATION

Students will be continually evaluated in the following areas:

- Attitude
- Appearance
- Attendance
- Written Examinations
- Practical Examinations

Students will be administered a written exam on each major block of instruction. **The Bureau of Fire Standards and Training requires that students maintain at least a 70% average score on all written exams. Students are allowed to retake only two (2) exams during the entire minimum standards course.**

Students will be required to pass practical testing on applicable skills. Skills testing are pass / fail only and are determined by correctness and psychomotor abilities. Students must pass all practical testing to continue in the program. **No retests are allowed for practical skills testing.**

Students may be required to complete homework or other assigned projects. Failure to complete this work on time will constitute a 10-point penalty on the following written exam.

The grading schedule for the NFFA minimum standards course is as follows:

A	-	100-93
B	-	92-86
C	-	85-79
D	-	78-70
F	-	Below 70

STUDENT COUNSELING

The Director, Fire Science Programs and/or Fire Academy Liaison will be available for student counseling if a student feels that he / she needs such. Special meetings may be scheduled, and are encouraged, in order to discuss personal or professional problems that may be interfering with a student's performance. Other items: class standing, career direction, progress in the training program, learning and studying habits, or any similar issue may also be discussed.

Students will be interviewed by the Director, Fire Science Programs and the Fire Academy Liaison or his / her designee every month to evaluate the student's progress and make recommendations through the academy.

Students should report to all offices and meetings by knocking on the door, and receiving permission to enter.

Special Attention: Students requiring classroom accommodations or modifications because of documented disability should discuss this need with the instructor at the beginning of the semester

Flexibility: It is the intention of the instructor to accomplish the objectives specified in the course syllabus. However, circumstances may arise which prohibit the fulfilling of this endeavor. Therefore, this syllabus is subject to change. When possible, you will be notified of any change in advance of its occurrence. Students are responsible for all material in the textbook, whether or not it is discussed in class. All such material may be included in test questions.

APPENDIX A GROOMING STANDARDS

The primary consideration is to have a neatly groomed appearance while wearing fire service uniforms. Grooming standards are based on several elements including neatness, cleanliness, safety, image and appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate fire service personnel from society. The limits set forth are reasonable, enforceable, and insure that personal appearance contributes to a favorable image. The difference between men's and women's grooming policies recognizes the difference between the sexes; sideburns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the fire service's best interest and is not a factor in the assurance of equal opportunity.

SMARTNESS

Image. Fire service personnel must set and maintain the high standards of smartness in uniform appearance. The image reflected by attention to detail, while wearing your uniforms, is a key element in the public image of the fire service.

Cleanliness. Uniforms shall be kept scrupulously clean, with lace, devices and insignia bright and free from tarnish and corrosion.

Articles

(1) NO ARTICLES SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM, including such items as, pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, or similar items (Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere). Communication devices issued for official business may be worn on the uniform in the manner prescribed below:

Class A and Class B uniforms: no wireless communications device (e.g., cell phone, personal digital assistant (PDA), pagers, etc.) may be worn.

Glasses

Prescription Glasses. No eccentric or faddish glasses are permitted. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

Sunglasses. Sunglasses are not permitted to be worn while in uniform at any college function or on the drill field while in this academy. Exception may include for eye protection during extrication exercises.

Contact Lenses. Tinted contact lenses must be a natural color (blue, green, brown, etc).

Military Creases. Military creases on shirts are an individual option. Sewn-in creases are not authorized. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. Shirts which do not have a yoke seam across the back of the shirt as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

Tailoring of Uniforms. Uniforms may be tailored to provide a well-fitting, professional military bearing. They shall not be altered to the extent of detracting from a military appearance, nor shall they be tailored to the point of presenting a tight form fit.

CARE OF THE UNIFORM. The longest service of the various uniform articles can be attained only by proper care and maintenance. This information is presented to help prolong the useful life and distinguished appearance of uniforms and equipment. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Carrying large or heavy objects in pockets will quickly destroy the shape of the best uniform. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent) for maximum preservation.

PERSONAL APPEARANCE. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgment of leaders at all levels is key to enforcement of the grooming policy. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

HAIR

Men. Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing headgear. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or on the drill field. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. Refer to figure A-1.

Women. Hairstyles shall not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head, are not authorized. Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the helmet or authorized ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. Figure A-2. A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary while in Class A uniform. Fabric elastics and colored rubber bands/pins are not authorized. Hair ornaments shall not present a safety hazard. Hair nets shall not be worn. At no time on the drill field are bobby pins or elastics allowed.

SHAVING AND MUSTACHES

Men. The face shall be clean shaven unless a shaving waiver is authorized by the Director of the Fire Science/Fire Academy Programs. Mustaches which are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately 1/2 inch. Handlebar mustaches, goatees, beards or eccentricities are not permitted. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in length.

HAIRPIECES

Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty nor present a safety hazard.

Men. Wigs or hairpieces may be worn by personnel while in uniform only for cosmetic reasons to cover natural baldness or physical disfigurement.

Women. Wigs or hairpieces meeting women's grooming standards are authorized for wear by personnel while in uniform.

COSMETICS

Women. Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn when in uniform. Under no circumstances shall cosmetics be worn on the drill field.

FINGERNAILS

Men. Fingernails shall not extend past fingertips. They shall be kept clean.

Women. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but color shall be clear gloss only.

JEWELRY

Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety hazard. Jewelry shall be worn within the following guidelines:

Rings. While in Class A uniform, only one ring per hand is authorized. Rings are not authorized for wear on thumbs. Rings are not authorized on the drill field.

Earrings

Men. Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when on college or fire department premises, or while participating in any organized activities.

Women. One earring per ear (centered on earlobe) may be worn while in Class A uniform. Earrings shall be 4mm - 6mm ball (approximately 1/8 - 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. No earrings shall be worn on the drill field at any time.

Body Piercing Not authorized while in uniform. No articles, other than earrings for women specified above, shall be

attached to or through the ear, nose, or any other body part. not authorized in civilian attire when on college or fire department premises, or while participating in any organized activities.

Necklaces/Choker. While in uniform, only one necklace may be worn and it shall not be visible. No necklaces shall be worn on the drill field.

Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform. No watches or bracelets shall be worn on the drill field at any time.

TATTOOS/BODY ART/BRANDS. Four Criteria will be used to determine whether tattoos/body art/brands are permitted for Fire Academy students: content, location, size and cosmetic.

Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the fire service are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

Location. No tattoos/body art/brands on the head, face, neck, or scalp. The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through uniform clothing.

Size. Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed size criteria are waivable provided they do not violate the content and/or location criteria.

Cosmetic. This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

Four Criteria will be used to determine whether tattoos/body art/brands are permitted for students: content, location, size and cosmetic.

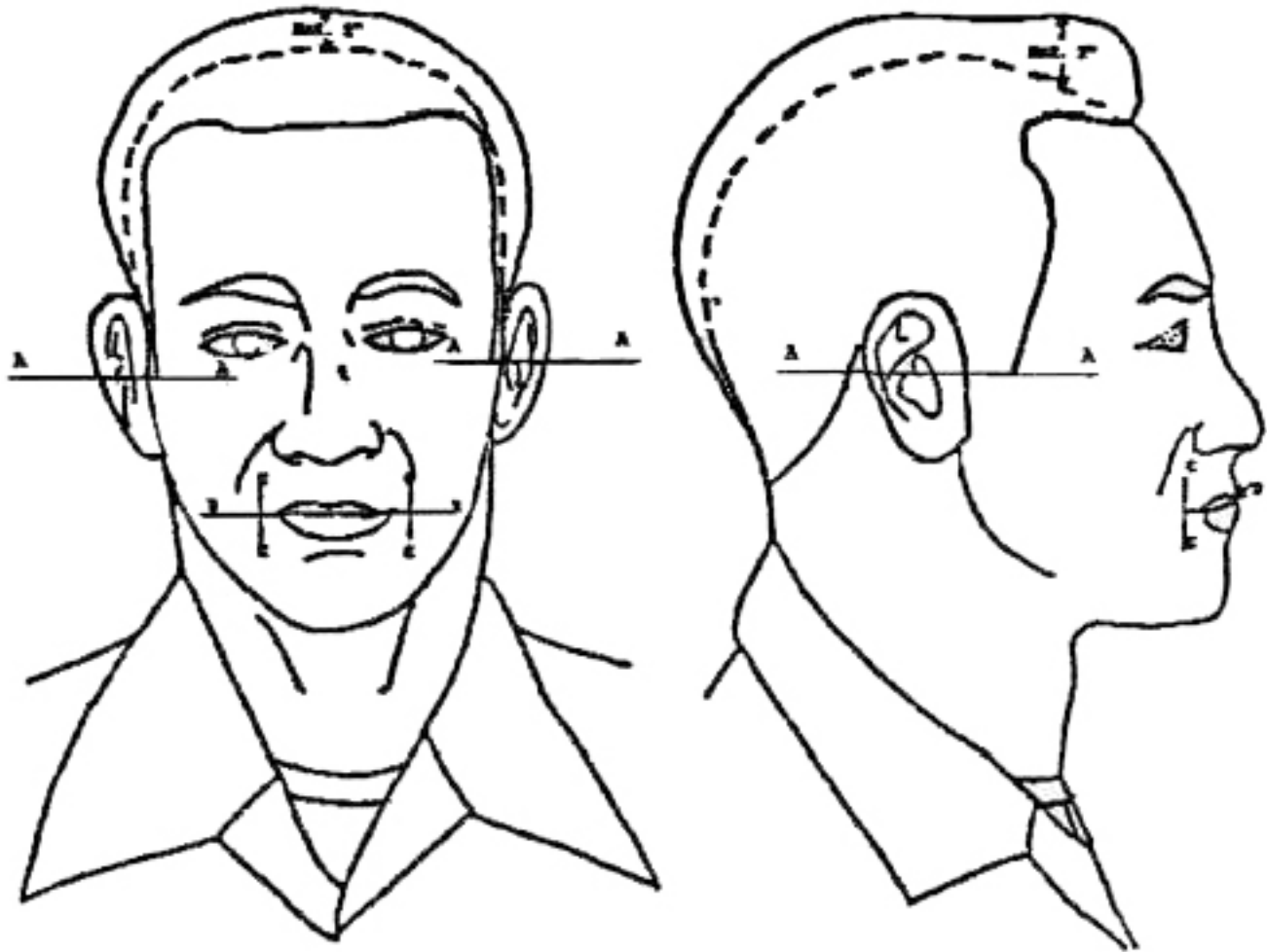
MUTILATION Intentional mutilation of any part of the body is prohibited. Mutilation, is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to:

- A split or forked tongue;
- Foreign objects inserted under the skin to create a design or pattern;
- Enlarged or stretched out holes in ears (other than a normal piercing);
- Intentional scarring on neck, face, or scalp; or
- Intentional burns creating a design or pattern.

DENTAL ORNAMENTATION The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

GROOMING STANDARDS FOR MEN

Figure A-1



----- INDICATES SCALP LINE) Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A". When a mustache is worn it shall not:

-- Go below a horizontal line extending across the corner of the mouth as indicated by line "B".

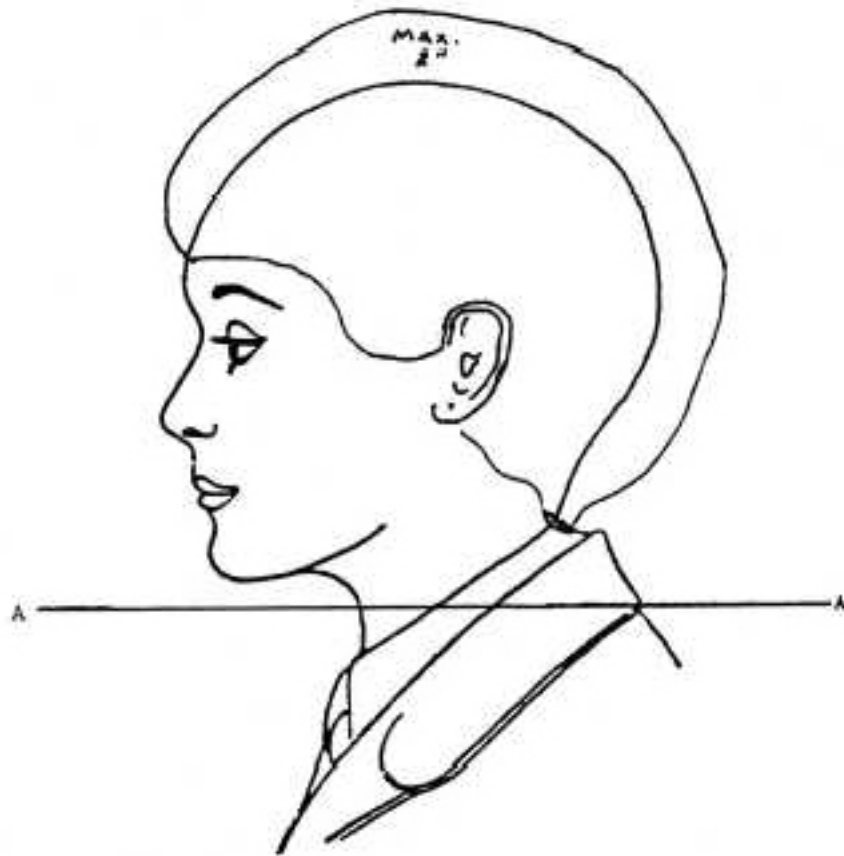
-- Extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C".

-- Protrude below the lip line of the upper lip as indicated by line "D".

Hairstyle properly groomed shall not be greater than approximately 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.

GROOMING STANDARDS FOR WOMEN

Figure A-2



PENSACOLA JUNIOR COLLEGE

Department of Dental & Emergency Services

NORTHWEST FLORIDA FIRE ACADEMY

STATEMENT OF CONFIDENTIALITY AND DISSEMINATION OF PATIENT INFORMATION

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our clinical experiences. Pensacola Junior College (PJC) prohibits the gathering of any patient information unless required for purposes of treatment, payment, or health care operations, and discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the review, internal audits and quality assurance activities.

I understand that PJC students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written or photographic and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the Program Coordinator immediately. In addition, I understand that a breach of patient confidentiality may result in suspension or expulsion for PJC's program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to me by PJC. I agree to abide by all policies or be subjected to disciplinary action, which may include verbal or written warning, suspension, or expulsion. This does not alter the nature of the existing relationship between PJC and me.

Name (printed) _____ Date: _____

Signature: _____

MUST BE SIGNED AND RETURN WITH APPLICATION PACKAGE

PENSACOLA JUNIOR COLLEGE

Department of Dental & Emergency Services

NORTHWEST FLORIDA FIRE ACADEMY
POLICY COMPLIANCE AGREEMENT

I, _____ (Student's Name) hereby verify that the NFFA Student Policy and Procedures Manual Program Policies have been explained to me. These published documents have been made available to me and I agree to abide by the policies contained therein.

Print Student Name

Student Signature

Social Security Number

Date

MUST BE SIGNED AND RETURN WITH APPLICATION
PACKAGE