

<b>Campbell County Fire Department</b> <b>Policy</b>		
Support Operations	Cadet Notifications	<i>800.03</i>

**I. PURPOSE:**

This policy defines the requirements and necessary notifications required of Cadets to ensure that correct information is maintained and that any illness, injury, and/or medical conditions are reported.

**II. SCOPE:**

This policy applies to all Cadets participating in the Campbell County Fire Department Cadet program.

**III. POLICY:**

1. Cadets must provide proof of their age by submitting one of the following forms to the Business Manager:
  - 1.1. A duly attested birth certificate
  - 1.2. A properly prepared immigration and naturalization form I-9 including the applicant's age
  - 1.3. Any other document including applicant's age as approved by the Department of Employment.
2. The Business Manager will establish and maintain personnel files for all Cadets. Cadets will notify the Business Manager and the Cadet Coordinator of changes in any of the following: Residence, phone number, new medical conditions, class completions, and parental status.
3. In the event of an injury sustained at any CCFD function, a Cadet must notify the person in charge of the emergency scene or activity as soon as possible.
4. A Cadet is responsible for reporting to the person in charge any injury or symptom of illness sustained either by him/herself or another Cadet immediately. Failure to report an injury or symptom will result in disciplinary action.
5. Cadets are responsible for administering personal medications needed for any known medical condition(s).
6. Cadets shall inform the Cadet Coordinator of any medical condition, injury, or illness that may affect their ability to train or carry out assigned duties.

Initial Approval: July 2009 Revision Date:	Page 1 of 1	Sam Saunders, Chairman  ORIGINAL SIGNED
---	-------------	---