



## **Wylie Fire Rescue Citizen's Fire Academy Administrative & Attendance Guidelines**

The following guidelines are intended to provide a safe and enjoyable atmosphere for the citizen and ensure efficient operation of the academy and the department.

1. The Citizen Fire Academy will consist of ten weeks (30 hours).
2. The attire will be casual; however, shorts, sandals or flip flops are not allowed.
3. Please silence all communication devices prior to entering classroom.
4. Be prompt to each class as we have a lot of material to cover each week.
5. You will be given an ID badge. Please wear that to each class, when riding in apparatus, and observing in dispatch. A class material notebook will be distributed to participants during the introduction class. Participants will be required to bring the notebook to each class.
6. Attendance will be taken prior to and during classes. A citizen must attend a minimum of 24 classroom hours in order to graduate from the course. Only names of those students completing the course will be added to the alumni list.
7. A student may be removed from the class for significant cause. This may include but not limited to: arrest, under the influence of alcohol or illegal substances during class, disruption of class, and involvement in criminal activity.
8. No weapons will be permitted in the classroom or training environment. This includes persons who have a concealed handgun license.
9. Any questions, concerns or issues, please contact Captain Ray Jackson, A Shift Station One at (972) 429-0771; cell phone at (469) 826-2723; or by email at [ray.jackson@wylietexas.gov](mailto:ray.jackson@wylietexas.gov).