

 <p>SFTFR</p>	Sherrills Ford-Terrell Fire & Rescue
	<i>STANDARD OPERATING GUIDELINES</i>
	Subject: Jr. Firefighter Program Section: Organization Number: 1.1.5 Revision: N/A Date Initiated: 05/23/17 Date Revised: N/A
Approved: Rick Davis, Fire Chief	

PURPOSE

The need for well trained and highly motivated volunteer firefighters, rescue and EMS personnel throughout America’s communities has never been greater. Over 70 percent of the fire and rescue personnel who protect our nation are volunteers. Yet, statistics show that while fire and rescue departments’ call volume is steadily increasing, the number of volunteers is decreasing. The causes for the downward trend in volunteers are varied, including increasing time demands, more rigorous training standards and limited advocacy for volunteering among youth. Retention and recruitment of new volunteers has never been more challenging. In response to the challenge of recruiting volunteers, many departments have initiated programs to encourage youth involvement.

Junior Volunteer programs provide an opportunity to encourage and interest youth in the field of emergency services. These programs also allow for training and educational mechanisms to prepare youth for future employment. This fire department has recognized the need for such a program. It is our hope as an organization to engage willing youth in non-operational roles within the fire department and reach out to encourage youth to take part in an extremely beneficial service to their community.

Core Values

Recognizing the dedication, skill, and value of all volunteers, we will create and maintain an environment of individual safety, well-being, and trust. We are guided by service to others, teamwork, compassion, integrity, safety, honesty, accountability, professionalism, and respect.

Requirements for Junior Volunteer Status

Listed below are the requirements for volunteer status as a Junior with this fire department:

- The candidate must be aged 14 to 17 years.
- The candidate must have at least a “C” in all academic courses at the time of application.
- The candidate must have a Parental Consent/Release form signed by their parent(s).
- The candidate and parent(s) are required to be present for the candidate’s formal interview.

- The candidate will receive and must review a copy of this Junior Volunteer Manual and sign an acknowledgement form agreeing to abide by the document.
- The candidate and parent(s) must review and be aware of the basic training requirements in the Junior Volunteer Program.
- The candidate will be subject to a drug test and must pass the drug test before being allowed to join the Sherrills Ford- Terrell Fire & Rescue Junior Program.
- The candidate will be subject to a criminal history background check and review in accordance with Sherrills Ford-Terrell Fire & Rescue policy in an effort to identify criminal history and/or undue risk. The candidate may be declined volunteer status if it is determined that the volunteer status of the candidate places an undue risk on the Fire Department.

PROBATIONARY PERIOD

Upon acceptance into the Junior Firefighter Program, the candidate will undergo a 90 day Probationary Period during which attendance will be required at all scheduled functions. All juniors must complete the department Junior Orientation class before participating in any activities. This class includes departmental procedures, building policies, apparatus orientation and Command structures. A training schedule will be provided with expected milestones to be achieved during the Probationary Period. At the end of the 90 day period and upon successful completion and signoff of the schedule/milestones, the candidate will be accorded full Junior Firefighter Member status.

Training Requirements

Juniors will be expected to complete a basic training program before being allowed to ride on an apparatus. It is encouraged for all Juniors to enroll in the North Carolina Firefighter curriculum to continue training in order to achieve the standard of NFPA 1001. Junior Volunteers can only attend training sponsored by this department unless approval is given by the Fire Chief.

It is required that the basic training program completed by Juniors consist of:

- Blood Borne Pathogens class
- CPR class and subsequent certification
- NIMS 100, 200, 700, 800
- Firefighter Orientation & Safety class completion and subsequent certification
- Firefighter Fire Alarms & Communications class completion and subsequent certification

In addition to the basic training program requirements, juniors are required to attend regular training events.

Junior Volunteer Officers

The group of Jr. Volunteers shall have their own officers, and the Fire Chief will appoint the officers. The following are the positions and the duties of those positions:

- Captain – This person shall conduct any and all meetings of the Junior Volunteers and be the liaison to the Fire Chief and other officers of the Fire Department.

- Lieutenant – This person shall perform the duties of the Captain in his/her absence and keep a record of all equipment issued to the group.
- Secretary – This person shall keep accurate minutes of any and all Junior Volunteer meetings, shall report the minutes of past meetings and maintain records of attendance for the meetings and training.
- Treasurer – The Junior Treasurer will work with the Board of Directors' Treasurer to learn the duties of a fire department Treasurer.

Meetings

The Junior Volunteers shall have, as a minimum, bi-monthly regularly scheduled meetings.

Station Rules and Responsibilities

Junior Firefighters shall be required to adhere to all rules and regulations contained within this document as well as in the Fire Department Handbook.

If a Junior is at the station when a call is dispatched, they are expected to respond to the call, provided that the minimum training requirements within this document have been met and room is available on the apparatus. If a Junior is onboard an apparatus and a Volunteer or Employee arrives, the Junior must relinquish his/her seat on the apparatus without exception if there is no additional room for the Volunteer or Employee. Juniors shall not ride in the Captain's position, operate the radio or operate any emergency warning device unless no one else is present to fill the position. If a department officer is not riding in the apparatus, the DRIVER of the apparatus shall be in charge of everything and everybody located in and on the apparatus.

All Juniors must be out of the station by 22:00 hours (10:00 pm) on weekdays when school is in session; 23:00 hours (11:00PM) when school is not in session. Exceptions to this rule apply when a regularly scheduled training event runs over, or if a call is run and the apparatus that the junior responded on is not in the station before curfew. If either of these exceptions occur, the junior will be granted a one hour grace period.

Juniors are allowed to respond to a call with a parent or relative who is a volunteer or employee of the department after 22:00 hours.

Juniors 16 and 17 years old may stay overnight one night on weekends beginning at 3:00 pm Friday and ending at 6:00 pm Sunday with the permission of the respective Shift Officers and their parent/guardian.

Juniors are required to present a copy of all interim school reports and all report cards each semester to the Fire Chief or his/her designee. Any grade under a "C" may lead to suspension. If the junior fails to provide a copy of an interim school report or report card indicating a failing grade within two weeks of the date of issuance, the Junior will be placed on suspension until the next interim school report or report card is issued with a passing grade.

General Restrictions and Guidelines

In general, the following guidelines shall be used to restrict the activities of juniors. When not specifically listed, all activities should be limited to those considered non-emergency.

Junior members shall be separated into two groups: Minors **16 and 17 years of age**; and Minors **14 and 15 years of age**. This standard does not address minors under the age of 14 (fourteen).

JUNIORS (MINORS) OF ANY AGE ARE NOT ALLOWED:

- To be at the station alone without a Volunteer or Employee present
- To be substituted for trained personnel
- To drive department vehicles
- To stand on any fire apparatus anytime it is in motion
- To enter or perform ventilation procedures on a burning structure
- To use any tool or glove on energized electrical equipment
- To perform fire suppression involving structures or vehicles
- To perform high level, confined space, collapse rescue or other rescue operations placing them in danger or in areas identified as immediately dangerous to life or health (IDLH)
- To perform overhaul activities (except when the structure has been deemed safe by the Incident Commander and then only when accompanied by an adult firefighter)
- To participate or assist in any extrication activities at the scene of an incident or emergency (except in the capacity of a support function within the "cold zone")
- To participate in any activities at the scene of an accident or emergency where fire or hazardous environments exist (except in the capacity of a support function within the "cold zone")
- To direct traffic at the scene of a fire or any other emergency;
- To train on departmental equipment or remove equipment from an apparatus unless under supervision of a Firefighter;
- To bring friends to hang out around the fire station

IN ADDITION TO THE ABOVE, JUNIORS (MINORS) AGE 14 AND 15 YEARS OF AGE ARE NOT ALLOWED:

- To ride in any department apparatus when the apparatus is responding emergency traffic
- To perform any hazardous duties at the fire station

JUNIORS (MINORS) AGE 16 AND 17 MAY:

- Ride as a passenger in the cab of an apparatus or department vehicle;
- Attend and take part in supervised training;
- Participate in and support department functions within the rehabilitation area of an emergency scene. This could include setting up the engine or light truck, assisting in water supply efforts, handling of wood and other technical rescue materials, and other support functions, which do not expose the junior member to hazardous areas or atmospheres

- Pick up hose, tools, and other materials from an emergency scene once it has been declared safe by the incident commander;
- Perform land based search and rescue activities in areas not considered dangerous or identified as immediately dangerous to life or health;
- Operate a fire pump or equipment located outside the danger zone of an emergency scene at the direction of the incident commander;
- Use pressurized hose lines, if properly trained, under the direction of the Incident Commander and outside of the danger zone.
- Enter a structure only when accompanied by an adult responder once the structure has been determined safe by the incident commander and not considered immediately dangerous to life or health (IDLH).

JUNIORS (MINORS) OF ANY AGE MUST:

- Sign in and out of the junior log sheet at the station every time they enter the building;
- **No exceptions!**
- Recognize rules and regulations that govern minors and their safety;
- Recognize when they have been asked to perform something not appropriate and will report this to the requesting firefighter and commanding officer;
- Be equipped with appropriate personal protective equipment to accomplish all assigned tasks;
- Be seated with a seatbelt securely and correctly fastened around their body when riding in an apparatus that is in motion;
- Be clearly marked so as to easily identify them from a distance;
- Report any injuries occurring while on duty with SFTFR to the senior officer as soon as practical for treatment.

Inclement Weather

If there is inclement weather and it entails snow, ice or winds over 45 miles per hour, Junior Volunteers are not to respond to Emergency Calls.

ACKNOWLEDGEMENT

I/We have received a copy of this document and acknowledge its directives/content.

Applicant (Print Name)

Parent/Guardian (Print Name)

Applicant Signature

Parent/Guardian Signature

Date: _____

Sherrills Ford- Terrell Fire & Rescue, Inc.

VOLUNTEER APPLICATION

APPLICANT INFORMATION

Name:		
Email:	Are you under 18?	Yes or No
Home Phone:	Cell Phone:	
Current Address:		
City:	State:	Zip Code:
How long have you lived at the above address?		
How long have you lived in NC?		
Are you a citizen of the United States? Yes or No		

EMPLOYMENT INFORMATION

Current Employer:		
Employer Address:	How long?	
Phone:	Fax:	

PAST ADDRESSES

****List all past addresses****

Address:	How long?
Address:	How long?
Address:	How long?
Address:	How long?
Address:	How long?
Address:	How long?

REFERENCES

****List (4) References****

Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	
Name:	Phone:
Address:	

DRIVERS LICENSE INFORMATION

****All information must come from your valid license****

Address:		
Class:	Endorsements:	
Issued Date:	Date expires:	
Driver's License number:	State issued by:	

EDUCATION	
High School:	Did you graduate? Yes or No
Address:	
Associate's Degree School:	Did you graduate? Yes or No
Address:	
Type of Degree:	
Bachelor's Degree School:	Did you graduate? Yes or No
Address:	
Type of Degree:	
Master's Degree School:	Did you graduate? Yes or No
Address:	
Type of Degree:	
Doctorate Degree School:	Did you graduate? Yes or No
Address:	
Type of Degree:	
EMERGENCY CERTIFICATIONS	
List all IFSAC & Pro-Board Certifications (use additional space if necessary)	
Certification:	
Accreditation Agency:	Certificate number:
Certification:	
Accreditation Agency:	Certificate number:
Certification:	
Accreditation Agency:	Certificate number:
Certification:	
Accreditation Agency:	Certificate number:
Certification:	
Accreditation Agency:	Certificate number:
Certification:	
Accreditation Agency:	Certificate number:
Certification:	
Accreditation Agency:	Certificate number:
BACKGROUND	
Have you ever been convicted of a misdemeanor? Yes or No	
If yes, explain:	
If yes, how many?	
If yes, what state was it in:	
Have you ever been convicted of a felony? Yes or No	
If yes, explain:	
If yes, how many?	
If yes, what state was it in:	

MILITARY SERVICE

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, explain:		

EMERGENCY CONTACT

Name of person to contact:		
Address:	Phone:	
City:	State:	Zip Code:
Relationship:		

FIRE DEPARTMENT HISTORY

****If you have ever been with another fire department or rescue squad, please provide the following information****

Name of Department:	
Address:	Phone:
Positions Held:	
Reason for Leaving:	
Were you terminated: Yes or No	Did you resign: Yes or No
Have you ever been counseled, disciplined, terminated or asked to resign as a result of reported workplace harassment, fighting/assault, violation of safety rules, or other inappropriate conditions: Yes or No	
If yes, please explain:	

IMPORTANT INFORMATION

This department is an equal opportunity department. As such, we provide all opportunities without regards to race, color, religion, national origin, age, disability, veteran status, military service, or other characteristics protected by law.

I certify that the information provided on this application form along with all other information I have provided to the department, is accurate and complete. I understand that any misrepresentations or omissions will be cause for not being considered for membership or for terminating my membership once accepted.

I understand that the department will undertake, and I authorize the department to undertake, any investigation it deems necessary in considering me for membership. I expressly authorize any present or former employer; school, college, or university; utility company; credit or finance bureau; personal reference; chief law enforcement officer; any member of any local, state, or federal law enforcement agency; or any other person to give the department any information (written or oral) or records concerning me or my qualifications, employment (including but not limited to the reasons for my termination), credit, reputation, mode of living, education, or criminal record. I unconditionally release the department and its representatives and agents and all persons from whom they request information from any and all liability relating to such request for information or any information provided.

I understand that this application will be for volunteer membership only and only during the period the department is seeking to fill the current opening(s), and that membership may be conditioned upon a medical examination and/or drug testing and/or criminal history check.

I understand that, if accepted, my membership will be strictly at-will. That means that my volunteer membership can be terminated by the department or I may terminate the membership at any time, for any or no reason, with or without notice or intermediate steps. I further understand that no verbal statements or statements in any department policy or procedure manual, handbook, or other document shall be construed to have altered the at-will nature of my volunteer membership.

The administration of this fire department wants you to understand that providing fire protection and being a firefighter is a very dangerous job. The fire/rescue service loses approximately 100 fire/rescue members per year protecting the citizens of the United State.

Print name:

Date:

Signature: