



EAST JEFFERSON FIRE RESCUE

Standard Operating Guidelines (SOG)

Number: 1000e

Resident Volunteer Program

SECTION 1.0 PURPOSE

The Volunteer Resident Firefighter program is based on the principles of a win/win relationship between the Volunteer Resident Firefighter and the Fire Department. The Volunteer Resident Firefighter fills an important role in the department's day-to-day operations by volunteering their services. In exchange, the department provides the volunteer participant with formal training and on-the-job experience. This program is aimed at developing the knowledge, skills, and abilities that will assist the participant in their pursuit of a fire service career.

SECTION 2.0 SCOPE

While on duty, participants will assist in the delivery of emergent and non-emergent medical care and fire protection services to the public. Non-emergency activities will include such things as in-service training, pre-fire surveys, company inspections, public education programs, equipment maintenance, and many more typical fire service duties. Participation in these activities is intended to provide the participant with on-the-job experience.

SECTION 3.0 ELIGIBILITY

Applicants must be a minimum of 18 years old at the time of appointment, possess a valid Washington state driver's license, have earned a high school diploma or equivalent and be in good physical condition (able to pass an agility test).

SECTION 4.0 APPLICATION/TESTING

- 4.1** Application forms request information that is necessary to determine minimum candidate eligibility to participate in the selection process. All applications must be completed in full, signed and dated by the applicant. All statements submitted on the application forms shall be subjected to investigation and verification prior to appointment, and at any time during the probationary period. **Incomplete application forms, missing items and/or information may be cause for disqualification.**
- 4.2** Positions with the program will be filled from the eligibility roster created by the outcome of the testing process. Candidates will be offered a conditional appointment that will take them to the final phase of the selection process. The final phase requires candidates to successfully complete a medical evaluation physical and a background investigation. Appointment then becomes provisional until satisfactory completion of the department's Probationary period.

SECTION 5.0 PROBATION

- 5.1** Provisional appointment shall be for a period of six (6) months. The probationary period serves as an extension of the initial selection process. Failure to successfully complete the probationary period shall result in termination from the program.
- 5.2** During the probationary period, the participant will be evaluated in a forthright and constructive manner. The participant will be evaluated on total performance. Subject areas include: drill ground performance, customer service, incident scene performance, daily station duties, personal initiative and attitude, personal appearance, reliability, and general fitness for the fire service.
- 5.3** Participants will be evaluated monthly during the probationary period, followed by quarterly evaluation throughout the program appointment. Upon satisfactory completion of the probationary period the participant shall be appointed to permanent status for the remainder of the program's cycle. The program is intended to keep the participant enrolled for a period of 18 to 36 months. Participation in the training program beyond 36 months shall be in the direction of the Fire Chief until they are successful in their pursuit of a fire service career.

SECTION 6.0 JOB TRAINING PROGRAM DUTY SHIFTS

Upon satisfactory completion of the initial recruit training, participants will be assigned to a scheduled training program duty shift at a career staffed department station. The participant will report to the Company Officer, who will serve as their immediate supervisor. While on duty, the participant is expected to participate in the duty shifts routine activities as a means to gain practical on-the-job experience. The schedule averages 10 duty shifts per month.

SECTION 7.0 TRAINING

- 7.1** The department maintains a comprehensive in-service training program that will provide ongoing training for participants while on duty. In addition, the participant shall participate, at department expense, in the following training courses when applicable:
 - a. Regional or State Fire Firefighter 1 Academy
 - b. Regional or State HazMAT Operations Fire Academy
 - c. Washington State EMT training
 - d. Defensive Driving (EVIP)
 - e. Fire Department pumper driver/operator
 - f. Wildland Firefighter 2 training
 - g. Technical rescue training commensurate to the skill level of the Volunteer Resident Firefighter
- 7.2** Participation is critical to the benefits of training and on-the-job experience. Because of this, participants should not absent themselves from duty for any reason other than illness, family emergencies, approved training sessions, and testing with other fire departments. Participants shall provide a courtesy call when unable to attend their duty shift. Before the start of their duty shift, they shall contact the on-duty shift officer and report their absence. Lack of absence notification and or unauthorized absence may be cause for dismissal from the program.

SECTION 8.0 CLOTHING

- 8.1** Participants are required to wear a department issued uniform when on duty and/or when performing department activities. The participant shall be required to wear department issue personal protective clothing when responding to calls for service as directed by guideline or officer direction. The department will provide the washing facilities for station uniforms and issued PPE. Soiled and or contaminated clothing shall not be taken home for laundering. Uniforms can be worn while in route to assigned training shifts. Uniforms shall not be worn while off shift and returning home.
- 8.2** All department issued items are the property of the department and are to be returned upon separation from the program. Uniforms or Clothing with EJFR markings shall not be worn outside of assigned training duty shifts except when conducting assigned fire department business.

SECTION 9.0 DORMITORIES

A limited amount of housing is available for Resident program participants. Dormitories are considered a limited access area, off limits to the general public. Visitation is not allowed in dormitory areas. Participants who are assigned dormitories shall be respectful of EJFR facilities and the Resident training program:

- a. Keep beds made with spreads and all clothing stowed properly upon rising. Residents shall keep all wearing apparel and other personal belongings in drawers and closets when not in use. Dirty clothing and any other personal items will be placed out of sight.
- b. Keep floors clean. Protective clothing will be left in the apparatus bay in their assigned areas.
- c. Bedding linen shall be laundered once a week or on station cleaning days. Personal laundry can be washed as needed. At no time shall any laundry build to a point of visual disturbance.
- d. Dorms are subject to inspection at any time by the station Lieutenant or Volunteer Resident Firefighter Coordinator. The Residents will be notified of the inspection time to allow an attendance opportunity. Dormitory inspections shall only apply to Volunteer Resident Firefighters. All other dormitory access shall adhere to dormitory use and assignment policy and guidelines.
- e. No smoking, tobacco use or alcohol are permitted inside station facilities.

EFFECTIVE DATE:

REPLACES: NEW

FIRE CHIEF: