



POLK COUNTY FIRE DISTRICT No. 1

STANDARD OPERATING GUIDELINES AND PROCEDURES



DIVISION: MANAGEMENT AND ADMINISTRATION

SECTION: PERSONNEL

SUBJECT: A-3.4.3 RESIDENT VOLUNTEER PROGRAM

EFFECTIVE DATE: 3/96

REVISED: 5/18

1.0 GENERAL:

- 1.1 The formal name of the program will be "Resident Volunteer Program." It is realized that the common terminology may be "RV Program" or "Sleeper Program."
- 1.2 The major objective of the Resident Volunteer Program is to prepare students for a career in fire or EMS services. It is an educational/work experience program. Non-fire and non-EMS career students may be accepted into the program with the approval of the Fire Chief.
- 1.3 The Resident Volunteer Program will be administered by a Program Coordinator and all residents will report to and work under the direct supervision their assigned Shift Captain.
- 1.4 Resident Volunteers shall work within the organizational structure of the District. If there are any situations which need clarification the Resident Volunteer will contact their assigned Shift Captain.
- 1.5 The Shift Captain may recommend to the Program Coordinator the removal of a Resident Volunteer from the Program, with just cause. The Shift Captain may suspend a Resident Volunteer from shift duties, pending the outcome of the request to remove the Resident Volunteer from the Program.
- 1.6 The Program Coordinator and the Shift Captain shall have the responsibility of administrating, monitoring and periodically evaluating the Resident Volunteer Program.
- 1.7 All assigned shift personnel will report to their assigned shift Captain on issues regarding Resident Volunteers. The Shift Captain is responsible for administering this SOG, supervising the activities of Resident Volunteers on their shift(s), and other duties as assigned.
- 1.8 Shift Captains shall brief the Program Coordinator as needed on the status of their assigned Resident Volunteers.

1.9 Resident Volunteers failing to follow the regulations set forth herein shall be held accountable.

2.0 REQUIREMENTS:

2.1 Each Resident Volunteer is expected to become familiar with and adhere to the SOP's and SOG's set forth by the District.

2.2 Resident Volunteers shall become familiar with the geographical layout of the Fire District boundaries, sub-stations and apparatus along with the routes of travel and locations of area hospitals.

2.3 Resident Volunteers are to follow the requirements stated in **SOG A-2.2 Drills and Meetings**.

2.4 Resident Volunteers are required to be either a full-time student enrolled in an approved college degree program or completing required pre-requisites for a degree program unless approved by the Program Coordinator. Resident Volunteers who are not enrolled in a college degree program must communicate in writing to the Program Coordinator their educational plan.

2.5 Resident Volunteers who are not carrying at least 12 credit hours per term must notify the Program Coordinator within five working days of such status. Requests for waiver of the "minimum credit hours" must be submitted to the Program Coordinator in writing and will be considered on a case by case basis. Failure to complete the 12 credit hours, or the agreed credit hours of instruction, will place a Resident Volunteer on academic probation, pending the completion of the classes by the end of the following term.

2.6 Resident Volunteers are required to have a copy of their class schedule on file with the Program Coordinator during the first week of classes each term. The Schedule will be used to determine what time the Resident Volunteer will not be available for shift duty. It is the responsibility of the Resident Volunteer to verify the correctness of the schedule, as submitted to the Program Coordinator.

2.7 Students must maintain a 2.5 G.P.A. per term. Students will provide the Program Coordinator with a copy of their grade report within 7 calendar days of the date of grade notification mailing. If the term grade point average falls below the minimum, the Resident Volunteer will be placed on academic probation, pending the completion of the classes by the end of the following term. They will have until the end of the next term to bring the average back up or he/she may be terminated from the Resident Volunteer program. Failure to file the grade report may also be cause for the Resident Volunteer to be placed on academic probation or termination.

2.8 Resident Volunteers leaving the program are expected to give at least 2 weeks written notice prior to their anticipated departure date.

- 2.9 Resident Volunteers who leave the program are expected to turn in any District issued gear. If items are not returned the District will hold the Resident Volunteer responsible.
- 2.10 All Resident Volunteers must maintain current CPR certification. Resident Volunteers shall obtain and maintain a FF1 Certification as well as an Oregon EMT-Basic, or higher, certification within 1 year of becoming a Resident Volunteer. If either certification has not been obtained or maintained, the Resident Volunteer may be terminated.
- 2.11 Resident Volunteers must maintain a valid driver's license and be insurable by the Fire District's insurance carrier. The Resident Volunteer must notify the Program Coordinator of any changes in driving record (i.e. tickets, accidents, etc.).
- 2.12 Resident Volunteers holding jobs are expected to arrange their work schedule so as to not conflict with their Resident Volunteer shift or Wednesday night drills. In the event that such arrangements cannot be made, the Resident Volunteer will submit a written proposal stating how he/she will continue to function as a Resident Volunteer and undertake needed responsibilities.

3.0 DRESS, APPEARANCE & BEHAVIOR:

- 3.1 Resident Volunteers will report for duty in a uniform consistent with Section A-4 of the Fire District's SOPs/SOGs. Basic uniform apparel will be furnished by the Fire District and will remain property of the District. Uniform apparel shall only be worn for Fire District activities and duty.
- 3.2 Resident Volunteers are reminded to follow Section "C" of the Fire District's SOP's/SOG's, with regard to personal safety practices. Disregard for safe operating procedures can be cause for immediate dismissal.
- 3.3 All personnel are expected to follow acceptable business and professional principles in matters of business and personal conduct while representing Polk County Fire District No. 1. Resident Volunteers are expected to accept responsibility for their conduct and exhibit a high degree of personal and professional integrity at all times. Realize, it is impossible to list all forms of conduct that are considered inappropriate. The following are example of behaviors clearly unacceptable in the work place; theft, fighting, threats of violence, insubordination, and falsification of records. Other forms of misconduct include failure to cooperate with others, harassment and rudeness, while more subtle, they are equally unacceptable.

4.0 DUTIES:

- 4.1 Resident Volunteers will be assigned to a regular duty shift with a consistent off duty period to follow.

- 4.2 Resident Volunteers will begin their shift routine at 0800 unless otherwise directed by the Shift Captain. The Resident Volunteer shall be dressed and ready to perform duties as needed by 0800 hours. At times it may be necessary for the on-coming duty Resident Volunteer crew to report prior to 0800. If the Resident Volunteer has class during their shift it is expected that the Resident Volunteer return to duty after class is finished.
- 4.3 Resident Volunteers on-duty are expected to accomplish any special assignments as directed by Shift Captain.
- 4.4 Resident Volunteers, whether on-duty or not, are expected to respond on all emergency calls.
- 4.5 If a Resident Volunteer's shift falls on a holiday, the Resident Volunteer shall be on duty at the station and available for response as if it were any other non-holiday shift unless other arrangements are pre-approved by the Shift Captain.
- 4.6 In the event a Resident Volunteer is sick and unable to be on duty, the Shift Captain, must be notified as soon as possible.
- 4.7 Resident Volunteers who have a non academic schedule conflict will be required to secure trade time. Trade time should be secured, documented & approved by the Shift Captain. Indications of Resident Volunteers not cooperating, or not paying back trade time, will be subject to review and/or disciplinary action. Volunteer personnel will be allowed to cover for Resident Volunteers with pre-approval by Shift Captain. Those who "cover" for a Resident Volunteer must assume any duties as may be required of a Resident Volunteer.
- 4.8 Resident Volunteers will notify the shift Captain of their status and when they leave and return to the station.
- 4.9 All Resident Volunteers, on duty or not, are expected to pick up, clean up and/or put away anything found to be out of place, spilled, etc. as soon as they notice it. The absolute minimum standard for station appearance is to be **PRESENTABLE AT ALL TIMES**. This includes dorm rooms (i.e. clothes picked up off of the floor, beds made room straightened up).
- 4.10 When it is known that a Resident Volunteer is sleeping, others shall show common courtesy by keeping the noise level low. Low noise levels will also be maintained during office hours and during other scheduled functions within the building.

5.0 STATION VISITORS AND HOURS:

- 5.1 Visitors will be out of the station by 22:00 hours or at the discretion of the Shift Captain. Volunteers are not considered visitors; however, they too must respect the sleeping/studying needs of the Resident Volunteers.

5.2 There shall be no affectionate bodily contact allowed, and dorm room doors shall remain fully open when the room is occupied by persons of the opposite sex.

6.0 USE OF ALCOHOL, DRUGS & TOBACCO:

6.1 Resident Volunteers will not respond to incidents under the influence of alcohol, nor will they report for duty within eight (8) hours of consuming a beverage containing alcohol.

6.2 Neither alcohol nor marijuana will be permitted on, nor consumed on, any Fire District property.

6.3 Any Resident Volunteer found to be using or in possession of illegal substance will be subject to disciplinary action, including immediate dismissal.

6.4 Any Resident Volunteer taking a prescribed medication, which adversely affects their mental and/or physical status, shall notify the on duty Shift Captain before assuming duty.

6.5 Tobacco, of any type, will not be permitted to be used on District property.

7.0 WEAPONS:

7.1 Items considered to be weapons (i.e. firearms, bows, swords, numchucks etc.), will not be allowed on District property without written pre-authorization by the Fire Chief.

8.0 USE OF THE E-MAIL AND INTERNET:

8.1 Internet may be used by Resident Volunteers in accordance with District SOG A-3.31, E-mail and Internet Use. At no time will the Internet be used for unprofessional, lewd or illicit material or business. Internet usage is monitored and violation of this Guideline is subject to disciplinary action.

9.0 DISCIPLINE:


9.1 Disciplinary action, depending on the severity of the incident may follow any of the below consequences in accordance with District SOG A-3.21 Disciplinary Measures:

1. A verbal or written reprimand will be issued to the Resident Volunteer. The reprimand will be placed in the individuals personnel file.
2. Suspension from the program. The length of suspension will be at the discretion of the Resident Volunteer Coordinator and according to the severity of the violation.

3. Immediate dismissal may occur based on the severity of the violation. Copies of all communications involving disciplinary action will become part of the permanent personnel file.

10.0 SCHOOL COMPENSATION:

- 10.1 Resident Volunteers will receive tuition reimbursement up to \$1500 per term, but not more than \$5250 per calendar year at an approved College, if they meet the following criteria:
 1. Only a Resident Volunteer in good standing at Polk County Fire District No. 1 for the entire semester will be reimbursed.
 2. Only classes in which a grade of C or better was received will be reimbursed.
- 10.2 Textbooks will be purchased by the District and placed in the Library for checkout by the students as needed. Books may be purchased from the Library at a reduced price.
- 10.3 To receive a reimbursement, the Resident Volunteer must submit their grade report to the Resident Volunteer Coordinator for review within 14 days of grades being issued by the College. Failure to provide this grade report within the timeline may result in non-payment. **IT IS THE RESIDENT VOLUNTEER'S RESPONSIBILITY TO SUBMIT THESE GRADES.**

	5/25/2018
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Ben Stange Fire Chief	Date

By signing below I attest that I have received and understand these SOG's.

Printed Name

Signature

Date