

Lamar Point-Emberson-Caviness Volunteer Fire Department Junior Firefighter Organization (LPVFDJFO)

Regulations & Procedures

The mission of the Lamar Point-Emberson-Caviness Volunteer Fire Department Junior Firefighter organization is to further the knowledge and understanding of our members through training and service, and to provide an insight into all phases of the fire and rescue service as a possible career.

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Revisions

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12/04/13	Original
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Regulations and Procedures

The policy of Lamar Point-Emberson-Caviness Volunteer Fire Department Junior Firefighter Organization is to give its members a better understanding of the fire, rescue, and public safety services in the hope that they will further pursue these interests. The program will give its members an insight into these services and their related skills. Guest instructors and fire department personnel will be included in the program training. The program is sponsored by the Lamar Point-Emberson-Caviness Volunteer Fire Department (herein referred to as LPVFD).

I. Advisors

- A. The Advisory Board shall consist of a lead advisor and three associate advisors. They shall oversee all meetings and functions of the program. They shall schedule and oversee all training involving members of the Junior Firefighter Organization. The advisors will act as a liaison on all matters regarding the program and handle all advisor level paperwork.
- B. The chiefs, assistant chiefs, and officers of the LPVFD will assist the advisors to the extent their time permits.
- C. The advisors and members of the department shall be governed by the LPVFD, its operating procedures, by state and federal law, by its insurance regulations, and by the regulations set forth in this document; to the extent this junior firefighter program is concerned.

II. Junior Firefighters

A. Junior Firefighter Executive Board

The Junior Firefighter Executive Board shall consist of the Junior Firefighter Captain and three Junior Firefighter Lieutenants, which are annually appointed positions. The captain and lieutenants shall be appointed in January of each year by the advisors. At the discretion of the advisors, additional lieutenants may be appointed.

No member of the Junior Firefighter Executive Board may serve on the executive board for more than two consecutive years. If any member of the executive board fails to adhere to the standards set herein, the advisors shall appoint a replacement to fill the remainder of the term of the member. In the case of a vacancy on the executive board during the year, officers shall each move up in seniority and the advisors shall appoint a new third Junior Firefighter Lieutenant.

1. Captain

- a. Will act as a liaison between the program and the advisors and the LPVFD.
- b. Must be present at all program meetings and functions, unless a valid reason exists.
- c. Leads program meetings.
- d. Serves as program executive head throughout the appointed year.
- e. Represents the Junior Firefighter program at meetings and functions unless another

- representative is appointed by the advisors.
- f. Reports incidents of junior firefighter misconduct to advisors.
- g. Ascertains junior firefighters are performing duties in station and truck maintenance.

2. 1st Lieutenant (Treasurer)

- a. Will carry the title 1st Lieutenant, and serve as an immediate subordinate to the captain, and will act in his place when the captain is not present.
- b. Keeps a record of all program funds.
- c. Shall maintain a written record of expenditures and assets of the program.
- d. Reports incidents of junior firefighter misconduct to the captain and the advisors.
- e. Ascertain junior firefighters are performing duties in station and truck maintenance.
- f. Must be present at all program meetings and functions, unless a valid reason exists.
- g. Shall maintain a written record of the equipment issued to each junior firefighter.

3. 2nd Lieutenant (Secretary)

- a. Shall carry the title of 2nd Lieutenant, and will act in the place of the captain when the captain and first lieutenant are not present.
- b. Must be present at all program meetings and functions, unless a valid reason exists.
- c. Shall keep an accurate record of attendance for all program meetings and functions.
- d. Shall keep an accurate record of the minutes of meetings.
- e. Have all program information available for use by members.
- f. Inform the executive board of any third unexcused absence by members.

4. 3rd Lieutenant (Training)

- a. Shall carry the title of 3rd Lieutenant, and will act in the place of the captain when the captain, the first and second lieutenants are not present.
- b. Shall assist the advisors in organizing training for the program.
- c. Shall keep an accurate record of the training received by member of the program.
- d. Will keep the record available for inspection by members to ascertain what training they need.
- e. Will notify advisors when each member has received an initial 50 hours of training.

B. General Membership

1. Each member of the junior firefighter program shall be at least 14 years of age, but younger than 18 years of age.
2. Members must follow all program rules, regulations, and procedures. Members must also follow all all applicable LPVFD regulations.
3. Members should wear the proper uniform for department functions, unless otherwise instructed.
4. Members may wear t-shirts, caps, or other program insignia unless misused or in a non-presentable condition.

5. Members must obey all applicable instructions from firefighters at fire scenes, at stations, and at junior firefighter functions.
6. Applications for membership in the program will be received by the executive board and the advisors and evaluated on an individual basis. The junior firefighter program will be equal opportunity organization. Applications will be reviewed and evaluated during the business meeting each month.
7. Terminations from the program will be handled by the executive board and advisors on a case by case basis.
8. Based on demonstrated merit, the advisors may designate a “junior firefighter of the quarter”.

III. General Conduct Guidelines

- A. The personal conduct of each member of the program is the primary factor in promoting a program with desirable public relations. Tact, patience, and courtesy shall be strictly observed under all circumstances.
- B. Junior firefighter officers shall, by example, demonstrate and instruct subordinates in the proper departmental rules and regulations; and reflect desirable attitudes in their dealings with the public.
- C. A junior firefighter:
 - Is a representative of the LPVFD.
 - Shall maintain a reputation that reflects credit on LPVFD.
 - Shall maintain professional attitudes and demeanors.
 - Shall avoid behavior that would tend to bring criticism or discredit to the LPVFD.
 - Shall perform their duties in a professional manner.
 - Shall have a positive attitude.
 - Shall; through study, training, and self-discipline; be prepared to meet the responsibilities of public safety service. The advisors and the executive officers have the responsibility to ensure the junior firefighter receives the training needed to build knowledge and self confidence.
 - Shall follow the chain of command and respect their peers within the organization.
 - Shall not be critical of their peers and shall be blind to the social classes and races of their peers.
 - Is prohibited from the interior premises of the various fire stations, when not occupied by department personnel, without authorization or supervision.
 - Is prohibited from using any equipment owned by the department without authorization or supervision.
 - Shall not engage in any activity, on or off duty, that may discredit the program or the department.
 - Shall not engage in disruptive or disorderly conduct.
 - Will not engage in activities above their level of training without authorized supervision.
 - Will not use alcohol.
 - Will not use drugs not prescribed by a physician.
 - Will immediately report injuries to an advisor.
 - Shall identify himself as a “junior firefighter” and not as an active firefighter or as a member of the LPVFD.

- Shall obey the instructions of the advisors, firefighters, and executive officers.
 - Shall make every effort to use the phrases “sir” and “ma'am” at every opportunity, including with executive officers. Respect shall be shown by each member to their executive officers and the executive officers shall work to earn that respect.
- D. Safety must be observed at all times. When in doubt, junior firefighters must use common sense and take the safe course of action.
 - E. Fighting and other altercations on fire department premises or at fire department functions will not be tolerated; neither will disrespect toward fellow members of the program or members of the fire department.
 - F. Any junior firefighter who is enrolled in public or private school shall maintain a C or better grade in all school classes and shall submit each six week report card to the advisors. Failure to submit a report card or to maintain appropriate grades will result in Probation. Any junior firefighter who is homeschooled must submit, an academic progress statement from his parent or guardian that (a) names the home schooling curriculum the junior firefighter is using, (b) documents the academic subjects being studied, and (c) certifies the junior firefighter's progress in each of those subjects is the equivalent of a “C” or better. Failure to submit an academic progress statement each six weeks or to maintain an appropriate grade will result in Probation. Any junior firefighter who is on Probation may attend training, meetings, and functions, but shall not respond to any accident or fire scene; any junior firefighter who is an officer shall be removed from office until he or she presents to the advisors a subsequent six week report card or academic progress report that documents a C or better grade in all subjects of study.
 - G. Violations of these rules and regulations or the policies of the LPVFD may be cause for dismissal from the program.

IV. Specific Conduct Guidelines

- A. In order for meetings/training to start on time, junior firefighters and advisors should arrive at the appropriate meeting location 15 minutes prior to the start time in order to prepare for activities to come.
- B. Junior firefighters should notify the captain or a lieutenant if they will be absent or late. Failure to do so shall result in an unexcused absence. Three unexcused absences will result in disciplinary action, i.e. verbal, written, suspension or termination.
- C. Junior firefighters shall not engage in any activity that is illegal, criminal, racist, or sexist. Junior firefighters shall not engage in any conduct that is demeaning to any person, business, company, or association. Engaging in such activities may be cause for suspension or termination.
- D. Junior firefighters shall not engage in any sexual conduct on fire department grounds or during program meetings or activities.
 - Junior firefighters who wish to date each other may do so on their own time. Dating is not permitted during meetings, training, or program functions.
 - Junior firefighters shall refrain from kissing, hugging, holding hands or engaging in public signs of affection during meetings, training, or program functions.
 - Sexual activities or sexual contact is not permitted during meetings, training, or program functions.
 - Advisors and adult members of the LPVFD will refrain from sexual activities of any type with junior firefighters. Violations will be reported to the appropriate authorities.

- There are no exceptions to this regulation.
- A junior firefighter will not occupy a fire station or a unit of fire apparatus with a single (one) firefighter of the opposite gender. There must be at least two firefighters or a firefighter and multiple junior firefighters present.
 - The phrase “sexual harassment” refers to all types of unwanted sexual attention. Sexual harassment refers to conduct which is offensive to the individual, which harms morale, and which interferes with the effectiveness of the LPVFD. This includes pressure to provide sexual favors; and offensive, intimidating comments or actions concerning one's gender or sexual orientation.
 - Junior firefighters will refrain from any behavior that constitutes any form of “sexual harassment.” Any case of sexual harassment or a violation of this section will be dealt with by the advisors with a penalty of up to termination from the program.
- E. Junior firefighters shall practice good hygiene; be clean and clean shaven (or well-groomed); and be presentable to the public. Hair length for male junior firefighters shall not touch the collar of a dress shirt.
- F. Junior firefighters shall not display visible body jewelry; i.e. ear rings, nose rings, tongue rings, etc. while in uniform or during meetings, training or program functions. However, female junior firefighters may wear one ear ring in each ear. Junior firefighters shall not display tattoos while in uniform or during meetings, training, or program functions.
- G. Equipment and uniforms issued to junior firefighters shall be cared for responsibly and worn only when appropriate.
- Junior firefighters should have their issued work gear with them when they are at the fire station.
 - Junior firefighters should make every effort to ensure they do not lose equipment. A junior firefighter may be required to reimburse the department for lost equipment.
 - Equipment that is damaged by work or that wears out will be replaced on a case by case basis.
 - Junior firefighters will not be issued radios or pagers. Junior firefighters who have their own radios or pagers shall not possess those items while at school. Radio traffic from junior firefighters must be limited to short, concise and understandable emergency messages.
 - Junior firefighters shall sign a property sheet detailing the equipment they have in their possession, and their intent to return the equipment upon the completion of their term as a junior firefighter.
 - Junior firefighters shall make every effort to maintain and care for their equipment properly.
 - Uniforms will be worn only when authorized by the advisors. Uniforms are authorized at department functions, fire prevention activities, while manning fire stations, and at other times deemed necessary by advisors.
 - The unauthorized use of the badge, nametag, and uniform shirt will be cause for the dismissal of the junior firefighter and prosecution if deemed necessary.
 - When wearing a junior firefighter t-shirt, it will be tucked into the junior firefighter's pants.
 - When a junior firefighter cap is worn, it will be worn straight forward and not in reverse or to the side.

- All junior firefighters shall attempt to fulfill the dress code while engaged in junior firefighter meetings, activities, training, or at emergency scenes.
 - This dress code reflects the professionalism and pride in the junior firefighter program. Advisors may dismiss any junior firefighter from any function if this code is not met.
- H. Junior firefighters will not engage in fire fighting activities outside their training.
- I. Junior firefighters will not identify themselves as firefighters, and must present appropriate identification when requested to do so by appropriate authorities.
- J. Junior firefighters will not possess, use, or be under the influence of illicit drugs or alcohol at any time. Junior firefighters will not possess or use tobacco products or paraphernalia on fire department premises at any time.
- K. Junior firefighters may not use or possess oscillating or flashing lights of any color in their vehicles at any time.

V. *Fire Scene Guidelines*

- A. Junior firefighters must be equipped with personal protective equipment that is appropriate for the activity being performed.
- At fire scenes; this will include their work gear.
 - Junior firefighters will not respond to fire scenes without their work gear.
 - Junior firefighters will not remove their work gear until told that it is safe for them to do so by the incident commander, an advisor, or his designee.
 - Junior firefighters shall not directly respond to any scene in their personal vehicle.
 - Junior firefighters shall respond to the fire station and alert fire personnel of their location. Arrangements will be made to get them to the scene.
- B. Junior firefighters:
- **Shall NOT** assist at crash scenes. If a junior firefighter arrives on an apparatus, the junior firefighter shall remain aboard the apparatus. If a junior firefighter arrives in a personal vehicle, the junior firefighter shall remain within the personal vehicle.
 - **Shall NOT** assist on medical calls. If a junior firefighter arrives on an apparatus, the junior firefighter shall remain aboard the apparatus. If a junior firefighter arrives in a personal vehicle, the junior firefighter shall remain within the personal vehicle.
 - **Shall NOT** be present at a helicopter landing zone.
- C. Junior firefighters may not be substituted for trained fire department personnel.
- D. Junior firefighters who ride on apparatus or in department vehicles must be seated and must wear a seat belt. Junior firefighters will remain on the apparatus or in the vehicle until instructed to exit by a senior firefighter.
- E. Junior firefighters may not drive department vehicles.
- F. Junior firefighters may not climb ladders.
- G. Junior firefighters may not enter or perform ventilation procedures on a burning structure.
- H. Junior firefighters may not operate energized electrical equipment or perform electrical operations such as pulling meters.
- I. Junior firefighters may not operate powered hydraulic rescue tools or equipment at fire or crash scenes.
- J. Junior firefighters may not operate acetylene cutting torches.
- K. Junior firefighters who respond to calls on fire apparatus will have accumulated 12 or more

hours of documented training, however the senior LPVFD officer in charge may, at his discretion, waive the 12 hour training rule.

- L. The senior LPVFD officer in charge may, at his discretion, ban all junior firefighters from participation at a scene.
- M. While at meetings, training, and functions; junior firefighters may determine among themselves which members will respond to calls on which apparatus. Junior firefighters shall not respond to calls as a group in a junior firefighter's personal vehicle.

VI. Equipment, Gear and Uniforms

- Work gear includes:
 - yellow helmet
 - yellow jumpsuit
 - boots
 - gloves
- Uniform includes:
 - uniform shirt
 - uniform cap
 - servicable blue jeans (provided by the junior firefighter)
 - military style black cloth belt with a clamp on nickel military buckle and matching metal belt tip (provided by the junior firefighter)
 - foot wear (provided by the junior firefighter) may be gym shoes, dress shoes, or boot. However, the footwear must be black and in good condition.
- When at fire stations or involved in training, junior firefighters shall wear shoes that cover the entire foot and that provide some foot protection. Sandals or flip flops shall not be worn at fire stations or in training.

VII. Meetings and Training

- A. Junior firefighters meetings shall be scheduled and called by the advisors.
- B. Other special day training sessions will be held as time permits.
- C. Junior firefighters will make every effort to attend as much training as possible.
- D. To be credited for program purposes, all tests must be taken at a LPVFD fire station and proctored by a program advisor.
- E. Excessive absences from training without sufficient excuse will be cause for disciplinary action.
- F. Junior firefighters may only participate in in-district sponsored training unless authorized by senior LPVFD Officers.

VIII. Additions to Regulations and Procedures

- A. Additions to this document may be added at each junior firefighter business meeting. Such additions will be posted at the fire station and on the LPVFD website.
- B. Junior firefighters shall keep a current copy of this document in their junior firefighter program folder.