

**SHALLOWATER FIRE DEPARTMENT**

**JUNIOR FIREFIGHTER PROGRAM**

STANDARD OPERATING GUIDELINES

Mission and Values

The Shallowater Fire Department and its Junior Firefighter Program work in cooperation to educate, protect, and serve the citizens of the City of Shallowater and the surrounding Communities.

Mission Statement

The mission of the Shallowater Fire Department Junior Firefighter Program is to maintain a safe environment for youth to gather, within the community, to learn about the many aspects of the fire service and to provide avenues for positive social interactions for youth within the program, and for youth within the community through training and public service.

Vision

Our program will be a model for fire departments with Junior Firefighter youth programs. We will introduce the young community to the fire service and provide a safe environment for social activities for the youth within our community.

Core Values

Recognizing the dedication, skill and value of all members, we will create and maintain an environment of individual safety, wellbeing and trust. We are guided by: Service, Teamwork, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism, and Respect.

Commitment to the Community

A member of the Shallowater Fire Department Junior Firefighter Program demonstrates commitment to our community through:

* Providing an opportunity for youth to serve the community
* Respectful and courteous treatment of ALL people
* Accountability for our actions
* Open and honest communications
* Educating peers about fire safety and prevention
* Providing a safe environment for youth activity within the community

Code of Conduct

As a member of the Shallowater Fire Department Junior Firefighter Program, you are expected and required to:

* Abide by all of the Standard Operating Procedures and all other rules and regulations of the active department, as well as those of the Junior Firefighter Program.
* Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially while in uniform.
* Demonstrate honesty, fairness and integrity.
* Treat all people with courtesy and respect.
* Dress respectfully and modestly at department functions that you attend (meetings, fundraisers, etc.)
* Refrain from using foul language while in uniform, at the station, and while participating in department functions.
* Work as a team.
* Obey the chain of command.
* Always wear your uniform when coming to the station and any department function. Uniforms are not to be worn for general use outside of the department functions.
* Notify an Advisor or Fire Officer upon arrival and departure from the station or department functions.

Meetings and Trainings

Meetings are held every Monday at 6:30 pm, unless otherwise notified by an advisor. The second Monday of each month is the departments’ business meeting. Junior firefighters will meet at 6:00 pm with the department business meeting to follow at 6:30 pm. The remaining Monday meetings are training sessions.

Work Sessions

Work sessions are occasionally held on other weeknights or weekend days. Every effort will be made to notify Junior Firefighters of these workdays with enough advance notice as possible.

Junior Firefighter Program Guidelines

The Shallowater Fire Department (SFD) instituted the Junior Firefighter Program as a training program for young men and women, aged 14-18, interested in serving their community and preparing to become active firefighters upon reaching the age of 18. At age 18 and after graduating high school, the Junior Firefighter member is eligible to apply to be an active Firefighter.

As a Junior Firefighter, members serve in a support role for the senior firefighters at actual emergencies as a supplement to the formal training program. The Junior Firefighters attend monthly meetings and training drills with the full department. A SFD senior firefighter serves as the Junior Firefighter Advisor, and he/she will be the primary contact person for the Junior Firefighter Program.

In both training sessions and actual emergency situations, the safety of the Junior Firefighters is of paramount concern to the Shallowater Fire Department. As such, the activities of the Junior Firefighter Program members are limited in scope and the fire officers closely supervise them. Qualified Junior Firefighters quickly become an integral part of the departments’ response to any emergency, serving in such important capacities as establishing a water supply, supplying equipment for interior firefighters, changing air packs, manning exterior hose lines and assisting with interior overhaul once a fire has been extinguished and the scene has been declared safe by the Incident Commander. It should be understood, however, that despite the training and supervision provided, firefighting is a dangerous activity and serious injury is a possibility. The Program Advisors and Fire Officers will make every effort to minimize the Junior Firefighters exposure to danger, and as such it may take a great deal of training before a Junior Firefighter is allowed to respond to emergencies. It is also the responsibility of the Junior Firefighter to avoid known hazardous situations.

Due to the inherent dangers of firefighting, strict rules of conduct and tight procedural standards have been established. In an actual emergency, it is essential that all firefighters, including Junior Firefighters, act in a calm and efficient manner. The members of the Junior Firefighter Program are expected to attend training drills to be prepared for the many challenges presented in an emergency situation. Each member is expected to read and understand these requirements and to adhere to the standards. The Program Advisors and Shallowater Fire Department officers are available to discuss any questions.

Eligibility

1. Any resident of the City of Shallowater (or within the Shallowater Fire Department Jurisdiction), that is between the ages of 14 and 18 and in High School may apply for membership in the Shallowater Fire Department Junior Firefighter Program.
2. The applicant must be in good academic standing at his/her school at the time of application and remain such for the duration of membership as a Junior Firefighter. A minimum grade of 75% must be maintained at all times.
3. The applicant must complete an application, including a medical authorization and police background check. Included with the application is a parental/guardian consent that must be signed by a parent or legal guardian. A SFD Junior Firefighter Program Advisor must approve the application.

General Rules

1. The general standard of conduct is to act in a professional manner. Junior Firefighters represent the Shallowater Fire Department, and are expected to be courteous and respectful to fellow firefighters and emergency responders as well as all citizens that they come in contact with.
2. The Shallowater Fire Department maintains a ‘zero tolerance’ policy with respect to drug and alcohol use and violations of public laws. Any possession or use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs on Shallowater Fire Department premises or apparatus, emergency scene, training drill, official function, or while in uniform will result in immediate and permanent suspension from the Shallowater Fire Department Junior Firefighter Program. Junior Firefighter Program members may not smoke or use tobacco on Shallowater Fire Department premises or apparatus, emergency scene, training drill, official function, or while in uniform. Any arrest or conviction for a crime will result in a review of the circumstances by the Shallowater Fire Department Chief and Officers, and may result in disciplinary action up to and including permanent suspension from the program.
3. Junior Firefighters may not use or display emergency identification on their personal vehicles (e.g. red lights or license plates). Junior Firefighters may not wear clothing identifying them as a Shallowater Fire Department firefighter, except assigned protective gear, uniforms or logo shorts/hats worn for official purposes only. Junior Firefighter Program members will not be issued identification cards.
4. Junior Firefighter Program members may NOT enter a Shallowater Fire Department fire station unless a senior member of the department is present, and only then for official business (emergency response, training drill, department meeting or work detail). Junior Firefighters will not be given building keys or door lock combinations. Junior Firefighters may not bring friends into a fire station or permit them to be aboard fire apparatus. Junior Firefighters must leave the station no more than 30 minutes following completion of the emergency response, training drill, department meeting or work detail.
5. Junior Firefighters may not borrow Shallowater Fire Department equipment for personal use.
6. Junior Firefighters may not operate Shallowater Fire Department vehicles.
7. Junior Firefighters will receive training on the nomenclature of power tools, hydraulic and pressurized air operated equipment, and cutting devices such as chain saws/roof saws, air bags, and hydraulic rescue tools but will not use or operate such equipment. Junior Firefighters also will be receiving training that will prepare the junior firefighter in meeting requisite qualification standards required of firefighters such as CPR and first aid.
8. Junior Firefighters will be taught proper safety techniques such as the use of a ladder belt or safety harness when climbing a ladder, but Junior Firefighters below the age of 16 will not climb any ladders. Junior Firefighters age 16 or above will use ladders for training purposes only and only under the direct supervision of a program advisor, a fire officer, or his/her designee.
9. Junior Firefighter Program members are not to participate in any Shallowater Fire Department activity during school hours. Junior Firefighters are not to leave school or any school sponsored activity for a Shallowater Fire Department function of any kind, including emergency response.
10. Junior Firefighters age 16 or older are not to respond to any alarm dispatched after 9:00 pm on a school night (Sunday-Thursday) during the school year. Junior Firefighter Program members will not be issued pagers or radios. Junior Firefighters below the age of 16 will not respond to any alarm before 7 a.m. or after 7 p.m. from June 1st to Labor Day. Junior Firefighters below the age of 16 will not respond to any alarm before 7 a.m. or after 9 p.m.
11. Junior Firefighter Program Members must attend a minimum of 80% of training drills or meetings conducted each year. Junior Firefighters are not required to respond to emergency calls. Junior Firefighters below the age of 16 will work no later than 7 p.m. except from June 1st to Labor Day when the Junior Firefighter will work no later than 9 p.m. Additionally, Junior Firefighters below the age of 16 will work no more than 3 hours on a school day, no more than 8 hours on a non-school day, no more than 18 hours during a school week, and no more than 40 hours in a non-school week.
12. Junior Firefighters are responsible for the proper care and maintenance of all Shallowater Fire Department gear issued to them, and are financially responsible for loss or damage from other than official use as a Junior Firefighter.
13. Junior Firefighter Program members will not fill SCBA bottles, and are to remain clear of the filling area when bottles are being filled.
14. Junior Firefighters will not be permitted to participate in emergency response activities of any kind until such time as he/she has received adequate training and has gone through an interview process with the Program Advisor and Fire Officers.
15. No Junior Firefighters will participate in any emergency response for any chemical or other HAZMAT spill. If a Junior Firefighter is allowed to respond to an emergency, the Junior Firefighter can fill support roles only and must remain a safe distance away from the emergency. Once the emergency scene has been declared safe, the Junior Firefighter may approach the emergency scene only if supervised by a non-Junior Firefighter.
16. Junior Firefighters are to report directly to the station at all times. Junior Firefighter Program Members are not to drive personal vehicles to any active emergency scene.
17. Report all injuries to a Program Advisor or Fire Officer immediately, no matter how minor it may seem at the time.
18. Firefighters may not accept monetary payment or gifts for services rendered in a professional capacity. Any citizen offering payment of any kind should be advised that payment for services is never expected. Never accept contributions at an emergency scene. Those individuals seeking to make a contribution should be advised to consider a voluntary contribution to Shallowater Fire Department as part of the annual fund drive(s).