

# **Claremont Fire Department**

## **Junior Firefighter Standard Operating Guidelines**

# Claremont Fire Department Junior Firefighter Guidelines

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# Claremont Fire Department

## Junior Firefighter Guidelines

### I. Objectives of the Junior Firefighter Program

1. To educate the members in concepts and training involved in the fire service and to prepare them for a future in the fire service.
2. To aid the Fire Department in all possible ways.
3. To build character and a sense of community in our young adults.

### II. Junior Firefighters' Advisor

1. Junior members shall have an adult advisor who should be at least 21 years of age and be an active member of the Claremont Fire Department for at least three (3) years who maintains at least 9 hours of training quarterly.
2. Advisors shall be responsible for the Guidance, Training, and Safety of the Junior Firefighters Organization.

### III. Membership and Eligibility

1. The junior members shall be composed of no more than five (5) members.
  - A. More members may be approved but only by the Chief and Grievance Committee.
  - B. If the junior membership contains three (3) or more members than one (1) officer may be elected from within the junior membership to act as a leader.
2. Junior members shall consist of young men and women of the age 16 and 17. **PROOF OF AGE MUST BE PRESENT AT THE TIME OF APPLICATION.**
3. Each candidate must have proof of physical fitness. This requires a personal physician or company doctor's signature on application.
4. Candidates must have written consent from one or both parents or legal guardian.
5. Applicant must be present at all meetings that concern their membership.

6. An applicant that is recommended and approved by the grievance committee shall then be presented to the fire department membership to be accepted by a majority vote of the members present at the meeting to become a junior candidate on at least a ninety (90) days probationary period.
7. At the end of the probationary period, if the junior candidate has been active and in good standing they shall be presented by the grievance committee to the fire department membership to be accepted by a majority vote of the members present at the meeting to become a member as a junior member regular full member.
  - A. The member shall further continue a (9) month probationary period, which may include meetings with the grievance committee and Chief to monitor their participation in training, meetings, and response to calls.
    1. Within the extended nine (9) month probationary period the member may be immediately dismissed from the department for any reason by the grievance committee or Chief.
8. Must be enrolled in high school or a GED program.
9. Be of sound mind and body.
10. Junior members still in high school must maintain in each class a grade of 77 or higher (an overall grade average **WILL NOT** be accepted).
  - A. Junior members will report their grades to the grievance committee and junior advisor within one week from the time they receive their progress report and/or report card.
  - B. Failure to maintain these grades shall result in dismissal from the junior firefighter program for at least six (6) weeks or until a grade report has shown improvement.
  - C. If attending a GED program, a quarterly report shall be submitted to the grievance committee and the junior advisor for their approval.
11. Junior members shall not only abide by the Junior Guidelines, but they shall also abide by the Claremont Fire Department By-laws and Guidelines.
12. A junior member reaching the age of eighteen (18) **MAY BE** eligible to join the fire department as Probationary Firefighter upon the recommendation of

the grievance committee without a departmental vote if he/she has been in the junior firefighter program for at least one (1) year.

- A. If a junior member **WAS NOT** in the junior firefighter program for at least one (1) year before turning the age of eighteen (18), than the member shall have a departmental vote to be brought on as a Probationary Firefighter.
- B. If the junior member is still in high school when he/she becomes the age of eighteen (18), than he/she shall have to wait until they graduate from high school before being able to become a Probationary Firefighter.

#### **IV. Rules and Regulations**

1. Junior members shall not engage in actions or create noises, which will be disruptive to meetings or activities.
2. No junior member while at a meeting, activity, or fire department function shall be under the influence or in the possession of alcohol, drugs, tobacco products, or any other controlled substance.
3. While visiting at the station, junior members shall identify themselves to the firefighter on duty and state the nature of the visit.
4. Junior members shall first report any accident to a Chief Officer or to another fire department officer in the absence of a Chief Officer.
5. No physical violence or destruction of property will be tolerated.
6. No junior member is allowed to gamble on fire department property in any form.
7. Junior members are encouraged to become familiar with all equipment on the apparatus. They must however, have prior permission from the duty officer before any equipment is removed from the apparatus.
8. No junior member shall have any type of emergency warning lights mounted or portable in personal vehicles.
  - A. No junior member shall operate any vehicle with any emergency equipment activated; this is to include 4-Way hazard flashers.
9. No junior member shall be allowed to drive or operate any fire department vehicle or apparatus.

10. No junior member shall be allowed to drive any fire scene; members shall respond routine traffic to the station.
11. No junior member under the age of eighteen (18) years is permitted to have guests in or at the firehouse without permission from an officer, except for a fire department or public function.
12. No junior member will question the authority of a senior officer or advisor unless it conflicts with the Claremont Fire Department By-laws and Guidelines.
13. No junior member shall have a voice or vote in matters concerning the business of the fire department and its elections.

## **V. Issued Equipment**

1. All equipment will be issued by a Chief Officer.
2. Each junior member will be issued approved firefighting turnout gear. The gear will consist of a pant, jacket, helmet with face shield or goggles, nomex hood, firefighting gloves, and firefighter boots. The helmet will be marked as "Junior Firefighter" and easily identified.
3. If available a radio pager will be issued to the junior member.
  - A. No fire department or privately owned pagers or radios will be taken or allowed at school.
4. Junior members will be issued an accountability tag that is clearly marked "Junior Firefighter".
5. No junior member will be issued a fire department key of any kind.
  - A. While unsupervised, **NO** junior member will possess keys to the fire department under any circumstances.

## **VI. Duties of Junior Firefighters**

1. Junior members shall report to all meetings, drills, and work details on time, as long as they don't interfere with school-work or activities.
2. Junior members shall help maintain and keep the fire department and equipment clean at all times.

- A. Junior members are in charge of and responsible for taking out all trash and recyclable materials on Tuesday nights. This should be done before the curfew of the junior members.
3. The junior members shall assist the firefighters during clean-up phases at the fire scenes as needed.
  - A. All junior members must remain a safe distance away from a fire and will not enter any burning structures.
  - B. Junior members will not touch any equipment without the expressed consent of an officer.
4. Junior members may use hand tools and Indian packs for hot spots after a fire is under control.
  - A. This only applies to grass and woods type fires and incidents.
5. Junior members must obtain permission and notify the officer-in-charge prior to leaving any fire department function.

## **VII. Safety**

1. Junior members are to follow all orders as directed by personnel on the scene over the age of 21 with North Carolina Firefighter Level 1 Certification.
2. All junior members will stop any activities when requested by any firefighter when safety is a concern.
3. Junior members will ride apparatus in an enclosed cab, in a seated and belted position, and only when authorized by an advisor, officer, or the Chief.
  - A. Junior members are to give up their seat on any piece of apparatus for any firefighter, unless advised otherwise by an officer.
  - B. Junior members are not allowed to ride fire apparatus to any mutual aid calls or to any interstate calls.
4. Junior members shall wear protective gear while participating in a function which requires the use of the equipment.
5. No junior members shall be allowed to operate any power saw, cutting tools, or the air bottle filling stations.

6. No junior members shall be allowed on any incident that is on interstate.
7. Junior members are to stay with the apparatus they arrived on for all Motor Vehicle Incidents and are **NOT** to spread zip-zorb or direct traffic at any time.

## **VIII. Training**

1. Junior members may take North Carolina Firefighter Level 1 and 2 Certification courses that have been approved by the local Community College.
  - A. A dual enrollment form must be completed prior to taking firefighter classes (This form can be obtained through the school guidance counselor or Community College).
    1. A dual enrollment form must be completed for each different community college.
  - B. No junior member will be allowed to miss any regular school for firefighter classes.
  - C. No junior member shall be allowed to drive any fire department apparatus to any firefighter class.
2. Junior members, **WHILE IN TRAINING**, may be allowed use extension ladders, high-pressure hoses, and Self Contained Breathing Apparatus (SCBA).
  - A. Above said equipment shall only be used under the direct supervision of an advisor, officer, or the Chief.
3. Junior members should become knowledgeable with the changing of air bottles and rolling hose.

## **IX. Curfew**

1. Sunday through Thursday on School Nights no junior member is allowed to be at the fire department or fire department functions past 9:00 pm or before 7:00 am.
2. On Friday, Saturday, and Non-School Nights during the week, junior members are not allowed to be at the fire department or fire department functions past 11:00 pm or before 7:00 am.



3. No junior member will be allowed to run any fire calls on their designated school days between the hours of 7:00AM and until the time that school ends.
4. No junior member will be allowed to be at any fire department function or at the fire department during their designated school hours.
5. No junior member will be allowed to be at the fire department without the supervision of an adult who is a member of the fire department.

## **X. Suspension / Dismissals**

1. At the request of the grievance committee, the Chief may suspend and/or dismiss any junior member for conduct that is detrimental to the fire department policies, goals, and procedures.
2. Upon suspension or dismissal, all fire department equipment that was issued to the junior member must be returned immediately to a Chief Officer or in the absence of, to the grievance committee.

## **Appendix:**

### **Junior Firefighter Guideline Revision Dates**

Created: May 20, 2003  
Revised: January 16, 2007