

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

201.000	Junior Firefighter Program
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The Johnson County Fire Protection District invites and encourages those persons who are at least fourteen (14) years of age and who have not yet reached their eighteenth (18th) birthday to become involved in the fire service in Johnson County. The following guidelines should provide the Junior Fire Fighter the necessary skills and guidance to prepare themselves for a future career or further involvement in the fire service field.

REQUIREMENTS:

Applicants for the Junior Fire Fighter Program shall meet the following criteria:

1. Be at least fourteen (14) years of age and not reached their eighteenth (18th) birthday at the time of application.
2. Be in good health.
3. Be able to perform all duties as assigned.
4. Be able to, and participate in training provided by the District.
5. Be able to follow orders and adhere to all guidelines or policies of the District.
6. Be able to provide references from at least two adults if required.
7. Be able to maintain and provide documentation of a minimum of a C average while attending school.
8. Copies of grades will be submitted at the completion of each normal grading period (i.e. semester, quarter, etc.)
9. Must complete a membership application and the Parental Consent Authorization Form.

SUPERVISION:

1. The Program Coordinators for the Junior Fire Fighter Program will be the Chief and Assistant Chief or their specified designee.
2. Routine supervision of Junior Fire Fighters will be placed with the Station Officers of the station which the Junior member is assigned as they will have somewhat more regular personal contact.
3. On scene supervision will be assigned by the Incident Commander according to the tasks assigned to the Junior member.

GUIDELINES:

A. General

1. Applicants accepted into the Junior Fire Fighter Program will be placed on a three (3) month probation which will allow them to become more familiar with the operation of the District and the Program.
 - a. Applicants can be dismissed from the program during the probationary period for any violation of the program guidelines or if their continued involvement

- can be shown to be detrimental to the program or District or on the recommendation of their respective Station Officers, Assistant Chief or Chief.
2. All persons accepted into the Junior Fire Fighter Program will be permitted to participate in the District activities according to the following guide.
 3. Junior Fire Fighters are encouraged to take part in activities at the fire stations and are encouraged to visit the stations when time permits.
 - a. Visits to the fire stations by non-District affiliated personnel (i.e. friends, classmates) should be kept to a minimum and should not interfere with normal duties or District function.
 4. Tobacco product use (i.e. smoking, chewing of tobacco, etc.) by any member under the legal age to purchase such materials will not be allowed at any District related activity, incident, station or in a District vehicle.
 5. No Junior Fire Fighter will be provided any monetary compensation or reimbursement for the services they render as a member of the Junior Fire Fighter Program.
 6. Junior Fire Fighters will be expected to participate in post incident activities to return the station and equipment to a ready status.
 - a. Junior Fire Fighters may be excused from these activities under the approval of a District Officer or the Incident Commander if preparation time for the next day's school attendance is required.

B. Training

1. All members will be required to attend and participate in training sessions at their assigned station.
2. All members will be required to attend membership meetings or special training meetings held specifically for the members of the Junior Fire Fighter Program.
3. All members should attend any special training sessions as provided when possible.
4. Members may be allowed to operate District vehicles and equipment during approved training exercises if all pertinent state license requirements are fulfilled.
5. Training will be conducted beginning with the basics of Fire Service operations and will follow topic matter similar to that accepted by the State of Missouri Fire Fighter I and II training certification and as developed by the District Training Division.

C. Responding to incident scenes(allowed)

1. No member will respond directly to any incident scene.
2. Members will respond non-emergency to their assigned stations at the time of the call.
3. When permitted the member will respond to the scene on a District vehicle or by approved personal vehicle under the supervision of an adult District member and with the permission of the Incident Commander, Station Officer, Chief or Assistant Chief.
 - a. No member shall respond to any scene until they have attended and satisfactorily completed a minimum of eight (8) hours of orientation and basic firefighting procedure instruction approved by the Program Coordinator.
4. Junior Fire Fighters will under no circumstance be allowed to install, display or operate emergency lights or sirens on their personal vehicle.
5. Members will not respond on District vehicles which are considered as the initial attack vehicle or on any vehicle if displacement of an adult member will occur.
6. No Junior Fire Fighter shall drive any vehicle owned, hired, borrowed or commandeered by the District to, from, or during any alarm incident.

D. Responding to incident scenes(not-allowed)

1. No Junior Fire Fighter will participate in any hazardous material or pollution spill incident scene.
2. No Junior Fire Fighter will participate in any emergency rescue or emergency medical incident scene.

E. Incident activities

1. Junior Fire Fighters will assume a support roll at any incident to which they are allowed to respond.
2. Members will wear full protective clothing provided by the District at all times when at a fire scene or as directed by the Incident Commander, Station Officer, Chief or Assistant Chief.
3. Junior Fire Fighters will not enter a structure involved in fire or be a member of any entry or offensive attack team at any fire scene.
4. Junior Fire Fighters will operate in an area designated as a safe distance from the actual incident.
5. Members can assist with many fire ground activities as requested by the Incident Commander.(i.e. moving and placement of hose lines, dump tank operations, SCBA support, lighting placement and other similar tasks)
6. Members will be allowed to perform secondary fire line activities with proper supervision at the scene of natural ground cover fires.

F. Stand By/Ready Status

1. Although all members are expected to remain in a stand by or ready status when away from their assigned station the following guidelines will be followed.
 - a. No member will leave their respective school during the normal operating hours of the class day to respond to any incident.
 - b. No member will maintain or possess any alarm notification equipment on their person while at their school during the normal operating hours of the class day.

DISCIPLINE:

A. General

1. All Junior Fire Fighters will be required to function under the accepted guidelines and procedures of the Johnson County Fire Protection District. Failure to adhere to these guidelines and procedures shall be just cause for disciplinary action which may be appropriate including, but not limited to probation, suspension or termination from the Junior Fire Fighter Program.
2. Violations of State, Federal or County statutes, regulations or rules by a Junior Fire Fighter may be subject to disciplinary action as deemed appropriate.

B. Disciplinary Action

1. Any member in general of the District should report any violation of the guidelines or policies of the District by any Junior Fire Fighter to an Officer of the District.
 - a. Upon notification by any member of the District of a violation of District guidelines or policies by a Junior Fire Fighter an Officer of the District shall attempt to confirm the violation and initiate the disciplinary action procedure.

2. Any Officer of the District may initiate disciplinary action for violation of guidelines or policies of the District by any Junior Fire Fighter.

C. Disciplinary Action Procedures

1. Upon the confirmation of a violation of guidelines or policies of the District or State, Federal or County statutes, regulations or rules the Chief, Assistant Chief or other Officer of the District shall take immediate action to initiate the disciplinary process.
 - a. In the absence of a District Officer on a given scene the Incident Commander may take immediate action to stop the violation if ongoing and insure that the disciplinary process is started.
 - b. The Officer initiating disciplinary action will contact the Junior Fire Fighter coordinator as soon as possible and will submit in writing a synopsis of the violation and a summary of the action taken which will be included in the Junior Fire Fighters personnel file.
2. The Junior Fire Fighter who commits a violation will be notified immediately and will be subject to the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension or denial of on scene activities
 - d. Probation
 - e. Suspension
 - f. Dismissal and termination from the Program
3. The type or level of disciplinary action will be regulated by the severity of the violation and frequency of violations.
4. The Junior Fire Fighter Program Coordinator will determine the length of probation, denial of on scene activities or suspensions.

D. Grievances/Appeals

1. Junior Fire Fighters who are subject to Disciplinary actions may file a formal grievance in writing with the program coordinator within ten (10) days of the action.
2. The grievance will include a statement of the grievance and the facts surrounding the incident and disciplinary action and will contain a statement of the remedy or adjustment sought.
3. Within seven (7) days of receiving the written grievance the Program Coordinator will review the grievance with three officers of the District, one of which will be the Chief or Assistant Chief.
 - a. The Officer initiating the process will not be a member of the review committee.
 - b. Upon completion of the review the Program Coordinator will report the decision of the committee in writing to the affected Junior Fire Fighter.
 - c. Notice in writing of the action taken will also be provided to the Station Officer who provides routine supervision for the affected Junior Fire Fighter.

E. Grades-Disciplinary Action

1. All Junior Fire Fighters will maintain a minimum of a "C" grade average while attending school.
2. A copy of the grading report must be submitted at the completion of each regular grading period (i.e. semester, quarter, etc.).

3. Failure to maintain a minimum “C” grade average will result in the Junior Fire Fighter being placed on probation for one grading period.
 - a. During the following grading period the member will concentrate their efforts on improving their grade average.
 - b. If the grade average is improved to a minimum “C” average the member will be reinstated.
 - c. If the grade average is not improved to a “C” average the member will be dismissed from the Junior Fire Fighter Program.
 - d. During the period of suspension the activities of the member will be limited to regular training meetings.