



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

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| <b>Book:</b>          | <b>Organization</b>                               |
| <b>Chapter:</b>       | <b>Fire Department Organization</b>               |
| <b>Subject:</b>       | <b>1150 – Student Live-In Firefighter Program</b> |
| <b>Revision Date:</b> | <b>07/17/2013 rev. 04/10/2015</b>                 |
| <b>Approved by:</b>   | <i>B. Michael Thurlow</i>                         |

#### PURPOSE

The Scarborough Fire Department has created an opportunity for college students in the Fire Science, Paramedicine, and Law Enforcement programs at Southern Maine Community College, as well as other programs approved by the Fire Chief, to apply classroom knowledge and practical skills to daily firefighting and EMS situations, while providing the Scarborough Fire Department trained firefighter/EMTs to provide additional night and day coverage in the districts where the students are assigned.

#### POLICY

This policy is designed to create a formal agreement between the students and the Scarborough Fire Department, establish expectations, and provide clear rules, regulations, and expectations for the students in the live-in firefighter program.

#### PREREQUISITES

- A. Candidates must be a full time student (minimum of 12 credits / semester) in the Fire Science Program or related field at the Southern Maine Community College or another program approved by the Fire Chief. Students must submit a copy of their student schedule to the student live-in advisor within 1 week of the start of each semester. If a student's schedule changes in anyway throughout the semester, the student must provide a current copy of their revised schedule within 72 hours.
- B. Candidates must be at least 18 years of age.
- C. Candidates must possess a valid driver's license with no history of serious convictions.
- D. Candidates must pass a criminal background check.
- E. Candidates must pass a pre-employment physical exam and abilities test.
- F. Candidates must have reliable transportation.
- G. Candidates must attend and successfully complete Firefighter I & II training unless they provide documentation of certification from another agency.
- H. Candidates must agree to abide by this policy and sign the agreement that is attached.

## DEFINITIONS

- A. **Student Live-in Advisor** – The overall program administrator. The student live-in advisor may delegate certain responsibilities of the program to an assistant advisor(s) who shall have the same authority and responsibilities to successfully administer the program.
- B. **Station Advisor** – The individual at each call company who is primarily responsible for the live-in students assigned there. This position may, or may not, be held by a call company officer.

## PROCEDURES

- A. Students must adhere to the hiring process as established by the Town of Scarborough including a post offer, pre-employment background check, drug test, and medical evaluation.
- B. All students are considered probationary employees for the first 180 days of enrollment in the student live-in program and they must successfully complete the probationary period to continue in the program.
- C. Students must maintain at least a “C” (2.0) average of all classes taken each semester.
  - a. A copy of the student’s grade report shall be submitted to the student live-in advisor or his designee within two weeks of the end of each semester.
  - b. Students will be required to sign a Family Educational Rights and Privacy Act (FERPA) form giving the Scarborough Fire Department the right to check their grades and class schedule at any time.
  - c. Students must report to the student live-in advisor if they receive an “early alert” notification indicating potential failure in any of their college courses within 72 hours of notification.
  - d. In the event that a student does not pass with a C (2.0) average or better, the student will be placed on academic probation for one (1) semester.
    - i. Students on academic probation who fail to attain a 2.0 average of all classes in the subsequent semester may be terminated from the program.
    - ii. Students on academic probation are required to have all professors fill out a department provided progress chart for each academic week of the semester. This progress chart will ask professors to document class preparedness, participation, assignment completion, and attendance. The progress chart must be turned in to the student live-in advisor or his designee immediately after the last class of each week.
    - iii. In the event that the student does not turn in the required progress chart the student will be immediately suspended from responding to calls and training until such time that the student turns it in. Failure to turn the progress chart in for two weeks is cause for termination from the program.
    - iv. Students who return progress charts with negative remarks from professors will be immediately suspended from responding to calls and training until such time as the deficiencies have been corrected. Submission of two consecutive negative progress reports shall be cause for termination from the program.

- D. All new applicants are required to complete a Drill School, prior to the start of the school year. Applicants will be notified of training dates at the time of application. Applicants not already certified at the Firefighter 1 & II level must successfully complete that program during their first year in the program.
- E. Students shall obtain required apparatus driver training. Students shall be able to locate and operate all equipment on their assigned apparatus. Students shall learn all primary streets in their assigned first alarm district and major areas of Scarborough by the completion of their first college semester. Driver's certification will follow all SFD SOP's.
- F. Students will become a member of the Scarborough Fire Department and the engine company of the station to which assigned and shall be active in the business meetings, training requirements, company functions and alarm responses.
- G. Students, once trained and certified, shall respond to all calls and assist in putting the apparatus back in service.
- H. Students shall abide by all department rules, regulations, and policies at an emergency scene, when on Scarborough Fire Department property, or at any time they are representing the Scarborough Fire Department.
- I. Students shall be in quarters from 2230 hours until 0730 hours except on school holidays and school vacations. Other exceptions may be allowed upon the approval of the student live-in advisor. In the event the student is unable to meet curfew on a particular occasion, the student advisor or a company officer shall be notified as soon as possible.
- J. Students are not required to be at the station during school holidays, school vacations, and unassigned coverage weekends. Additional requests for time off must be approved by the student live-in advisor.
- K. No alcohol may be consumed, possessed, or distributed by students on Scarborough Fire Department premises. The unlawful use, sale, or possession of narcotics, scheduled drugs, hallucinogens, or controlled substances is prohibited while on Scarborough Fire Department property or while engaged in Scarborough Fire Department activities or programs.
- L. Prescription medications should be kept in their original container identifying the drug, dosage, date of prescription and physician. Students are expected to follow directions from their healthcare provider concerning prescription medications and must immediately notify their live-in advisor and station advisor if prescription medications may impair their ability to perform assigned duties or may endanger students, colleagues, the public, the Town, or property.
- M. Students shall be out of bed with bunk made by 0730 hours. On days that exceptions stated in Procedure Section I are in effect, students shall be out of bed with bunk made by 0800 hours.
- N. There shall be a curfew for all visitors in the stations. All visitors shall leave by 2200 hours. Visitors are not allowed in the bunkrooms at any time.
- O. Students shall maintain neat and clean living quarters at all times. Housework shall include, but is not limited to, bedroom, bathroom, and kitchen areas. The station advisor shall provide specific housework requirements for each station.
- P. When more than one student lives at the same station, housework shall be shared equally by each student. The student(s) shall be accountable and responsible for assuring that all housework is completed each day prior to leaving.
- Q. Students having problems with day-to-day station responsibilities and duties shall contact the station advisor.

- R. Students will be required to fill out weekly student activity logs and submit them to the student live-in advisor by 0900 hrs. on Mondays.
- S. Performance evaluations will be completed and signed by the student and station advisor each semester. Completed evaluations will be forwarded to the student live-in advisor.
- T. Students shall also follow any rules or policies that are specific to the assigned station as directed by the company officers and/or station advisor.
- U. Students are required to attend periodically scheduled student live-in meetings when requested.
- V. Students are expected to present themselves in a polite and courteous manner at all times to visitors, citizens, and fellow employees.
- W. Students may be considered for per-diem firefighter/EMT employment. Students may only serve as a fill in and will not be assigned regular shifts. Students must have completed two semesters of school and have the permission of the student live-in advisor. Students must meet all the requirements of the per-diem firefighter/EMT program to apply. The number of hours a student live-in firefighter may work in the per-diem program may be limited by the student live-in advisor on a case by case basis, based on academic and/or program performance.
- X. Students wishing to remain in the program for the upcoming year or who wish to remain in the program during the summer months must submit a letter of intent no later than April 15<sup>th</sup>.
- Y. Students must participate in at least three fire prevention events during each college semester.
- Z. Experienced students who have graduated from their initial program of studies may request to extend their participation in the live-in program while completing additional degree or certificate programs. Those requests must be made in writing no later than April 15<sup>th</sup>. The Fire Chief will consider those requests on a case by case basis and if approved the Chief may enter into custom agreements with those experienced students and may modify portions of this policy for the mutual benefit of the department and student.

## Student Live-In Firefighter Agreement

I, (print student name) \_\_\_\_\_ have read and agree to all rules and regulations described in SOP 1150 - Student Live-In Firefighter Program.

I understand that while I am in the program and living in the station I am a guest of the department. I understand and hereby agree that my room, personal belongings, and vehicles, when on Town of Scarborough property, are subject to search without notice or further authorization.

I hereby grant permission for the Scarborough Fire Department to check my class schedule, attendance, and current grade point average with Southern Maine Community College or any other academic institution or program I am attending at any time.

I understand that my participation in this program is a privilege, that I serve at the pleasure of the department, and that the Fire Chief may terminate this agreement and remove me from the program, without notice, in the event of a violation of any departmental SOP, rule or regulation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  

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Station Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  

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Student Live-in Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  

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Fire Chief Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_