



**Addison Fire Protection
District**

Explorer Post #343

Policies and Procedures

Mission Statement

The Addison Fire District Explorer Program has been established to provide training and experience in Fire and Emergency Services as well as instill a sense of pride and community service to all of the members. The experiences gained from this program shall continue to assist all who desire to seek a career in the Fire and Emergency Services.

Requirements for Membership

Any person between the ages of 15 and 20 may submit a request to the Addison Fire Explorer Post for membership. All applicants must be enrolled in High School, have graduated from High School, or have achieved a GED. All students are to maintain a GPA of 2.5 based on a 4.0 scale. Official school transcripts are required to be presented to a post representative at the end of each semester.

All members are required to enroll in the "Learning for Life" Explorer program on an annual basis. All members of the post must be in good standing with this program in order to participate in any meetings or functions of the post.

An initial cost of \$36.00 will be paid to the Learning for Life Explorer scouts. This will cover the first year of membership in the "Learning for Life" program. Additional fees to the Learning for Life program will be paid on an annual basis.

The Fire Explorer program is physically challenging. It is important that all members are physically fit. A physical examination is required for all members on an annual basis. A form may be provided by the post for members to be completed by a physician. A school sports physical will be acceptable as well.

Applicants for the Addison Fire Explorer program will be interviewed prior to acceptance into the program. Admission will be based on the individual character of the candidate and their desire to participate in the program. No one shall be excluded on the basis of sex, race or creed. The number of members in the post will be limited by the ability to provide a safe and quality experience for its members.

Participation and membership in the Addison Fire Explorer Post is considered "at-will". At-will means that the Explorer Post may terminate your participation relationship at any time, for any reason, without stated cause or notice.

Fire Explorers are representatives of the Addison Fire Protection District and therefore must present a professional image.

Explorers are expected to wear the following at all meetings and sponsored events:

- A light blue short sleeve Explorer uniform shirt, tucked in.
- Navy blue fire Explorer pants
- Black belt
- Black shoes, clean and shined
- Black or dark blue socks

Due to safety concerns and professionalism all members will also follow these standards:

- Earrings will be limited to small studs
- No facial piercings will be permitted at any time.
- Members will be clean shaven. No beards will be permitted. All mustaches must be above the lip and neatly trimmed. Side burns shall not pass the ear lobe.
- Hair will be neat and efficient. No unusual colors or hairstyles are permitted
- Tattoos will be covered if deemed to be offensive.

It is the responsibility of each member to maintain their uniforms and make sure they are neat in appearance. Uniforms and gear issued by the Explorer program will remain the property of the Addison Fire Protection District and must be returned upon leaving the post.

Members are not permitted to wear their uniforms when they are not attending meetings or a sponsored event unless having permission from the Advisor. Any member wearing uniforms in public when not involved in these events are subject to immediate dismissal from the program.

In order to provide a safe and quality experience, members of the Addison Fire Explorer Program are expected to uphold the Rules and Regulations stated here within:

- Show all advisors and instructors' courtesy and respect.
- Attendance is crucial for success. Make every effort to attend every meeting.
- Act in a professional manner at all times while at meetings or functions.
- Show respect for the uniform you wear. You represent the Addison Fire Explorer Program and the Addison Fire Protection District.
- No horseplay will be tolerated at any time.
- The use of violent, profane, or insolent language is prohibited.
- Harassment of any kind will not be tolerated. Any member may report harassment to any advisor, instructor, or the Addison Fire Chief.
- Any form of hazing will not be tolerated. Any member may report an incident they consider to be hazing to the Advisor, an instructor, or the Addison Fire Chief.
- The use of tobacco products is prohibited by any member during meetings or at any sponsored events.
- The use of any prescription medications must be reported to an advisor in order to prevent the possibility of injury. At no time shall any member be in the position of operating tools or equipment while taking a narcotic or other debilitating medication, with or without a prescription.
- Possession or use of alcohol or illegal drugs is prohibited on Fire District property at any time or at any sponsored event. Any member suspected of being under the influence of alcohol or impairing drugs is subject to immediate dismissal.
- Do not handle any tool or piece of equipment until you are trained to use it safely.
- Negligence or misuse of equipment can result in expensive repairs as well as create a dangerous situation for other members, Addison Fire personnel and the public. Such misuse will not be tolerated.
- Any injury must be reported immediately to an advisor or instructor. An injury report will be filled out as soon as possible.

Meetings Schedule

The Addison Fire Explorer Post will meet on a Bi weekly basis. It is expected that all Explorer members make a commitment to attend all meetings in order to provide a safe and quality experience for all members. Regularly scheduled meetings will be held from 6:00 pm (18:00 hrs) to 9:00 pm (21:00 hrs) on the 2nd Monday and 4th Wednesday evenings at the Addison Fire Station #2, located at 666 S Vista. Meeting locations and hours may change after receiving advance notification.

Special Meetings:.

Additional training and activities may be scheduled on other days and at various times. These meetings or functions may consist of specialized training, public relations, community service projects, out of area trips, etc... These dates will be announced in a timely manner so that all Explorer members can make arrangements to attend.

All Explorer members shall be in full uniform for all meetings unless approved by an advisor or instructor. Members shall come to meetings prepared and ready for participation in the evening's events.

Training

Training within the Explorer meetings will be documented at each session by signing a training sheet. This sheet will be available at all meetings for the members to sign. No member shall at any time sign the sheet for another member. Training sheets shall be kept and filed to insure the training was completed.

Training shall be completed in a progressive manner. Each subject shall be thoroughly taught prior to any practical application. Upon the successful completion of a practical skill level a Job Performance Record (JPR) shall be

filled out for each individual. This JPR must be recorded prior to the member moving to the next level of training. All JPRs will be kept on file for documentation.

EXAMPLE OF PROGRESSIVE TRAINING:

- Classroom training on search and rescue techniques
- Training on victim removal techniques
- Practical applications of search patterns in lit controlled atmosphere
- Practical training in darkened rooms
- Practical training in darkened room with obstacles and “victims” to remove

It is to be understood that the Fire Service can be a stressful and physically challenging career. Practical training will involve physical activities that may be difficult for Explorer members. At any time a member may inform the instructor that they are having difficulty with the drill. It is the responsibility of the instructor to insure a safe and educational experience for all members. A member may be excused from a drill if they feel that the drill is beyond their capabilities. It must be understood that they cannot progress to other related activities until the member is able to perform this drill at a safe and competent level. Additional training will be provided to assist any member having difficulty with a skill or task.

SOCIAL MEDIA POLICY

The Addison Fire District Explorer Post respects the rights of employees to use social media for personal interests and affiliations or other lawful purposes and does not discourage members from self-publishing, self-expression, and public conversation. The social media referenced in this directive includes blogs, social networking sites such as Facebook, MySpace, Twitter, as well as other similar sites. A blog or weblog is a website which is continually updated as a personal diary or journal, collaborating space, news outlet, collection of links, or memos to the world via the internet. Almost anything can be considered a blog, including text, pictures, audio, video, and more.

The purpose of this policy is to give Explorer members guidance regarding appropriate content for personal, social networking websites, web pages, and other electronically

transmitted or hard copied material with respect to the Addison Fire Protection District's images, material, logos, or reference to those entities.

The integrity of the district is paramount. Therefore, all members must avoid any conduct which would compromise that integrity and thus undercut the public's confidence in the district or the fire service profession as a whole.

- Photographs or other depictions of department uniforms, badges, patch or district equipment shall not be posted on internet sites without the approval of the Fire Chief or Post Advisor.
- Internal fire station as well as external scene photographs of any kind shall not be posted without permission of the Fire Chief or Post Advisor.
- Members are prohibited from posting, transmitting, and/or disseminating any pictures or videos of official department training, activities, or work related assignments without the permission of the Fire Chief or Post Advisor.
- No member shall gossip or post items about the affairs of the fire district or explorer post with persons outside of the department.
- No member shall post any defamatory or negative comments or pictures of the Addison Fire District or Addison Explore Post or their members.

Harassment Policy

The purpose of this policy is to clearly establish the Addison Fire District Explorer Post #343's commitment to provide a work environment free from harassment.

Harassment includes verbal or physical conduct that puts down, is negative toward, or Shows favoritism or hostility toward an individual (and/or the individual's relatives, Friends, or associates) because of race, color, religion, sex, national origin, age, sexual preference, and disability, etc. In general, harassment has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Conduct deemed to be inappropriate and prohibited under this policy, may include, but is not limited to:

- epithets, slurs, negative stereotyping, threats, intimidation, and hostile acts that are related to race, color, religion, sex, national origin, age, sexual preference, disability, or any other reason.
- written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, sexual preference, disability, etcetera.
- the explicit or implicit threat or use of authority to suggest that the terms of an individual's membership (quid pro quo--one thing in return for another), promotion, physical safety, or safe passage can be adversely affected, improved,

continued, or modified, in return for unwelcome sexual favors by any member of the Addison Fire District or Explorer Post.

- any unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, (e.g., unwanted touching, pats, squeezes, massages, brushing up against someone's body, sexual jokes, sexual remarks about a person's about a person's body or sexual activities, sexual pictures or cartoons, suggestive looks or leers, etc.) which is repeated, a term or condition of membership, or comments or actions that substantially contributes to an unprofessional environment, or interferes with required task, career opportunities, or learning.

Any member of the Addison Fire Explorer Post who believes in good faith that he or she has been harassed or has witnessed harassment should formally report the incident to his/her Advisor, Training Supervisor, Deputy Fire Chief, or Fire Chief. The Fire Chief is to be advised immediately of any complaint. Parents/Guardians of minors named in an incident shall be notified of the allegation and investigation. Retaliation against individuals who bring forward complaints is prohibited, and should be reported and dealt with in the same manner as the alleged harassment

It is the responsibility of each member to exercise personal leadership, and vigilance in civil behavior through adherence to this policy, and the responsibility of each officer and supervisor to enforce this policy at all times. It is imperative that every member treat every other member so as to facilitate a sound professional environment.

Investigation of Misconduct

Alleged acts of misconduct must be investigated by the Fire Chief or his designee and results of the investigation must be reported in written form. Any person listed in the complaint shall not be part of the investigation. It is imperative that all investigations are to be discrete and only those immediately involved in the investigation are to be contacted and details of the investigation are on an as needed basis. Those involved will be instructed not to disclose any details of the investigation with anyone else. The investigator is to remain impartial throughout the investigation and the report will reflect any and all facts available.

All investigations of Department members or Explorer members accused of misconduct will conclude with one of the following findings:

Unfounded: The investigation indicated that the acts or acts complained of did not occur.

Exonerated: Acts did occur, but were justified, lawful and proper;

Not Sustained: Investigation fails to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint;

Sustained: The investigation disclosed sufficient evidence to clearly prove the allegations made in the complaint.

Any member of the Addison Fire Explorer Post found to be responsible of serious misconduct will be immediately removed from the post. Any member of the Addison Fire Protection District suspected of misconduct will be investigated in accordance with the Collective Bargaining Agreement and Rules and Regulations of the District. Any disciplinary action will also be in accordance with these agreements.

Learning for Life Requirements

The Addison Fire Explorer post is affiliated through the Learning for Life Explorer Scout program. Requirements and restrictions for explorer meetings and training are listed in the "Fire and Emergency Services Explorer Guide for Post Advisors". This guide and additional information and guidelines are available on the website at: www.learningforlife.org. All Addison Fire District post leaders will be given a copy and must follow all of these requirements in order to provide a safe and quality learning experience for all post members.

Youth Protection Training

In order to insure a safe and quality learning experience for post members, all Addison Fire District post leaders are required to complete Youth Protection training on an annual basis and supply a copy of their completion certificate to the Post Advisor as well as the Three Fires Council. This training is available at the Learning for Life website. Leaders must comply with these requirements at all times during explorer meetings and outside functions.