

Ingleside Fire Corps Program Policy 9/08

Purpose:

The purpose of this policy is to provide guidelines in order to establish and maintain a civilian volunteer component of the Ingleside Volunteer Fire Department, and to provide a scope of duties and limitations for the Ingleside Fire Corps.

Discussion:

Civilian volunteer programs are not intended as substitute for fire personnel. Volunteers shall be utilized to support Fire Department functions. Volunteers shall receive training appropriate to the duties that they may be called upon to perform.

Policy:

It shall be the policy of the Ingleside Volunteer Fire Department to maintain and operate the assignment of the Fire Corps Volunteers to any duties as may be determined. The volunteers shall be utilized to assist emergency management and other related community service functions as needed and determined by the Fire Chief or his designee. Fire Corps volunteers may be used to augment Police Department staff and volunteers during special events, such as Bike week and Spring Break, at the request of the police Chief. Additionally, they may be used to augment city staff during EOC activations for telephone and administrative duties, as appropriate.

Procedure:

1. Volunteer programs shall be under the administrative supervision of the training unit of the Fire Department.
2. The training unit shall coordinate and/or maintain all aspects of volunteer programs.
3. The training unit may appoint a volunteer to the position of volunteer coordinator when deemed necessary.
4. Volunteers shall not be armed with weapons of any kind while performing duties for the department.
5. Volunteers shall not be compensated for any time worked under this program.

Volunteer Applications:

1. All members of the department are encouraged to actively participate in the recruitment and training of qualified volunteers.
2. The Fire Department shall have volunteer applications available to the public at all stations and Fire Administration.
3. All applications shall be forwarded to the training unit.
 - a. No application will be rejected because of an omission or error that can be corrected.
 - b. The training unit shall ensure all applications are acknowledged within five working days.
4. The training unit shall:
 - a. Review applications

- b. Request Human Resources Department to conduct background, criminal history and driver's license checks as deemed necessary based upon the assignment.
- c. Insure that the admission or rejection of applicants is based on careful, sound and rational judgment.

Qualifications

1. Volunteer applicants must be (18) years of age or older
2. Volunteer applicants must be of good moral character.
3. Volunteer applicants must not have been dishonorably discharged from the United States Armed Forces.
4. Volunteer applicants must not have been convicted or have pled no contest to any felony offense or any misdemeanor offense including but not limited to immoral conduct, DUI or narcotics sales or trafficking. This does not include minor traffic infractions; however the decision to approve or deny a Fire Corps application shall rest with the Ingleside Volunteer Fire Chief or his designee.

If the background investigation establishes that the volunteer has a significant history of prior unlawful conduct, the volunteer will not be appointed. If the information comes to light after the appointment, the volunteer shall be released as a member of the volunteer Fire Corps program.

5. Volunteer applicants must have on file a completed, processed application with a valid Texas driver's license.
6. Volunteer applicants shall have the mental and physical capacities to perform the functional requirements of assigned duties as determined by the Fire Chief or his designee.

Conduct:

1. No volunteer shall report for duty while under the influence of alcohol or drugs. No volunteer shall consume alcohol or drugs likely to cause impairment while on duty or perform any duties for the department while under the influence of alcoholic beverages or any substance which may adversely affect physical or mental capabilities.
2. Volunteers represent the Ingleside Volunteer Fire Department while acting in the capacity of a volunteer in the Fire Corps program. As representatives, volunteers must conduct themselves in such manner as to demonstrate the highest standards of professionalism so as to earn the public trust.
3. Members shall be polite and courteous to the general public, members of the Ingleside Volunteer Fire Department and other city employees at all times.
4. While on duty, volunteers shall be in uniform and plainly display their department issued identification card. Identification must be displayed at all times while volunteers are in department facilities and representing the Ingleside Volunteer Fire Department.
5. At no time will a volunteer display his/her Ingleside Volunteer Fire Department issued identification card to secure special privileges or personal gain. It shall not be used for general identification purposes such as check cashing or to gain favorable

treatment or gratuities. Violation of this directive may result in immediate release from the Volunteer Corps program.

6. A volunteer's assignment within the department may provide them access to confidential or sensitive information. Any information gained in this manner shall not be divulged.
7. If a volunteer cannot fulfill a scheduled assignment, the volunteer shall notify the team leader or the program coordinator as early as possible.

Training:

1. The Ingleside Volunteer Fire Department will provide all volunteers the necessary training and the materials in which they will perform Fire Corps functions.
2. All volunteers shall participate, on a regular basis, in meetings or training exercises. Failure to maintain acceptable attendance may result in release from the volunteer program.

Examples of Fire Corps Program Assignments

1. The training unit shall coordinate the allocation and assignment of volunteers. Assignments include, but are not limited to:
 - a. Administrative functions:
 - i. clerical
 1. office work
 2. data entry
 3. community relations
 - b. Life Safety Education
 - i. CERT training
 - ii. 1st aid
 - iii. CPR
 1. provider
 2. instructor
 - c. Fund Raising
 - i. Charities
 - ii. Silent auctions
 1. Valentine
 2. Easter
 3. Mother's Day
 4. Father's Day
 - iii. Expo
 - iv. Haunted house
 - d. Explorers
 - e. Public Relations
 - i. Smoke detector program
 - ii. Fire safety education
 - iii. Fire Prevention Week
 - iv. Hurricane awareness

- f. Performing duties in other support functions will be based on training, skills and other interests of the individual member and determined by the Ingleside Volunteer Fire Department.
 - g. Members of the Fire Corps who have received specialized training (ie. SAR) may be called upon during disasters and other emergencies.
- 2. Volunteers will be assigned to positions that augment the department's ability to provide services.
- 3. Fire Corps members will also receive training in traffic control and handicapped parking enforcement as part of their ongoing training. Traffic control training would be a benefit to both the Police and Fire Departments at accident and other emergency scenes. This training will be held at the Ingleside Volunteer Fire Department. Fire Corps Volunteers receiving this training will be considered as volunteers for both the police and fire department and will have access to the police department facility as needed for training and administrative purposes, as necessary.
- 4. Considerations when creating assignments for volunteers include:
 - a. Volunteers want to be involved in worth while and challenging assignments.
 - b. Ensure that the assignment will use the individual's skills and abilities.
 - c. Evaluate whether the assignment will require learning new skills
- 5. Volunteers are expected to assist when called upon.
- 6. A volunteer may be assigned to assist in performing duties in other support functions, including those outside of the Ingleside Volunteer Fire Department, based on his/her skills, interest and specific training.