





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Junior Firefighter Program	SECTION/TOPIC: PERSONNEL
NUMBER: 200-35	ISSUE DATE: 6/11/18
REVISION DATES:	APPROVED BY:  <hr/> PRESIDENT – BOARD OF DIRECTORS  <hr/> FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure establishes the framework of the Junior Firefighter Program, a program that provides young men and women, a safe and enjoyable opportunity to learn about the duties, responsibilities, skills, and obligations of being a productive member of a combination fire department.

II. SCOPE

- A. This Standard Operating Procedure applies to all Junior Firefighter Program members of the Northern Wake Fire Department.

III. PROCEDURE

A. Applicant Requirements and Process

1. The applicant must be under the age of (18), but at least (14) years of age, at the time of submitting his/her application.
2. The applicant must be enrolled in high school and must be passing all classes with a grade "C" or higher.
3. If the applicant is not enrolled in high school, he/she must have received a diploma or GED.
4. The applicant may not be a member of another Junior Firefighter or Explorer Program
5. The applicant shall meet with an assigned Junior Program Advisor(s), who will inform the applicant of the rules and expectations of being a Junior Firefighter with the Northern Wake Fire Department.
6. If the Junior Program Advisor(s) is satisfied that the applicant will be a positive addition to the Junior Firefighter Program, he/she shall issue the applicant a Junior Firefighter Program application packet

7. The applicant must complete and submit to the Junior Program Advisor(s), a fully completed application along with the following supporting documents:
 - a. If in high school, a copy of his/her most recent grade report
 - b. If not in high school, a copy of the diploma or GED
 - c. Written consent from his/her parent(s) or guardian(s)
 - d. Completed health advisory form.
 - e. A (1) page essay on "Why I want to join the Fire Service?"
8. Once the completed application is received and approved by the Junior Program Advisor(s), it will be submitted to the Administrative Assistant for processing.
9. Once the Administrative Assistant confirms to the Junior Program Advisor(s) that the applicant has been processed, the Junior Program Advisor(s) will inform the applicant of his/her acceptance into the Program.

B. Junior Firefighter Program

1. There shall be a limit of (25) Junior Firefighter members.
2. Junior Firefighters will not have voting privileges afforded to regular members of the Northern Wake Fire Department
3. In order to provide interactions with the regular members, Junior Firefighters should attend scheduled meetings and events of the Northern Wake Fire Department.
4. Junior Program meetings and/or training sessions will be held at least one night a week at a time and place to be determined by the Junior Program Advisor(s).
5. If a Junior Firefighter is going to be late or is not able to attend the Junior Program meeting and/or training session, he/she will contact the Junior Program Advisor(s).
6. Failure to notify the Junior Program Advisor(s) of missed meetings and/or training sessions, will result in disciplinary actions.
7. Junior Firefighters may miss no more than (2) meetings per month without authorization from a Junior Program Advisor.
8. Junior Firefighters must complete a minimum of (9) hours of training per quarter.
9. Any training completed outside of the Northern Wake Fire Department must receive prior approval from a Junior Program Advisor.
10. Junior Firefighters may participate in N.C. Community College sponsored courses, only if such attendance is allowed by the community college.

11. The Junior Program Advisor is responsible for insuring that all necessary paperwork is provided to the community college before a Junior Firefighter attends the community complete course.

C. Program Oversight and Management

1. A Chief Officer will oversee and have ultimate responsibility for the Junior Firefighter Program.
2. The Chief Officer will appoint a minimum of (2) Junior Program Advisors who will be responsible for managing the Junior Firefighter Program
3. Appointments will be without term restrictions, however Junior Program Advisors may be added or removed as needed.
4. The Junior Program Advisors will share equal responsibility and authority within the Junior Firefighter Program and will be the first link in the chain of command for all Junior Firefighters.

D. Uniforms and Assigned Equipment

1. Junior Firefighters will be issued a uniform consisting of (1) NWFD t-shirt, (1) NWFD Polo shirt and (1) pair of either duty crew pants or shorts.
2. Personal Protective Equipment (PPE) will be issued to the Junior Firefighters as determined by the Junior Program Advisor(s).
3. It will be the responsibility of the Junior Firefighter to properly care for and maintain their issued uniforms and assigned equipment.
4. It will be the responsibility of the Junior Firefighter, to properly store his/her issued uniforms and assigned equipment in the proper location (gear bag).
5. The basic complement of PPE to be issued to the Junior Firefighter will be:
 - a. Orange Helmet
 - b. Turn-out Pants
 - c. Turn-out Coat
 - d. Boots
 - e. Gloves
 - f. Protective Hood
 - g. Safety Glasses
6. It will be the responsibility of the Junior Firefighter, to keep his/her PPE at the assigned fire station unless otherwise approved by the Junior Program Advisor(s). **TURNOUT GEAR DOES NOT GO HOME!**
7. If a Junior Firefighter's PPE leaves the station without proper approval, disciplinary actions will be issued by the Junior Program Advisor(s).

8. Junior Firefighter fighters shall be equipped with appropriate PPE to accomplish appropriate assigned tasks
9. If correct PPE is unavailable, the Junior Firefighter is prohibited from performing that assigned task.
10. No junior firefighter may possess or use any emergency warning devices, including emergency flashers, on their personal vehicle, or operate any other vehicle with active emergency warning devices.

E. General Duties and Functions

1. Junior Firefighters are only permitted to perform duties and functions within the limitations listed in this procedure.
2. Any function or actions not listed in this document are prohibited.
3. Junior Firefighters shall not be substituted for trained fire department personnel.
4. Junior Firefighters shall not drive fire department vehicles.
5. Junior Firefighters shall be clearly identifiable on an emergency event by an orange helmet.
6. Under no circumstances shall any Junior Firefighter wear any item that would identify them as anything other than a Junior Firefighter.
7. Junior Firefighters may attend and take part in supervised training.
8. As long as the Junior Firefighter is not exposed to hazards or IDLH atmospheres, they may assist in supervised on-scene operations such as rehabilitation, apparatus setup, water supply, and other support functions.
9. Junior Firefighters can only enter a structure after the structure has been determined safe, not immediately dangerous to life or health (IDLH), however entry must be made under the supervision of an Officer.
10. Junior Firefighters are prohibited from:
 - a. Working at a height of 10 feet or more, including the use of ladders
 - b. Working with live wires, breaker boxes, or other areas where the danger of electrical shock exists
 - c. Working in confined spaces
 - d. Working in areas requiring the use of a respirator
 - e. Working in hazardous environments

F. Apparatus Emergency Response

1. Junior Firefighters may ride NWFD apparatus to NWFD sanctioned social events, training, risk reduction events and junior firefighting competitions prior to completion of the first (10) sections of the Junior Firefighter Training Check-Off Sheet.
2. Junior Firefighters who ride on apparatus or other department vehicles shall be seated and must wear a seat belt at all times.
3. Junior firefighters under the age of (16) may not ride in the cab of any fire apparatus while responding to an emergency event.
4. Junior Firefighters age (16) and older, are permitted to ride a NWFD apparatus to emergency scenes, but only after they have met the following requirements:
 - a. Successfully completed the first (10) sections of the Junior Firefighter Training Check Off Sheet (must be signed by a Junior Program advisor).
 - b. Attest in writing that he/she has read and fully understands the limitations placed on a Junior Firefighter when responding to and/or arriving on an emergency event. (Must be signed by a Junior Program advisor)
 - c. Completion of a signed and dated Limited Response Approval form (signed and dated by a Junior Program Advisor and Chief Officer)
 - d. Shall be seated with his/her seat belt securely fastened any time the apparatus is in motion
5. When a Junior Firefighter is approved to participate in an emergency event response, it will be under the direct supervision of a NWFD Officer, acting Officer or Junior Program advisor.
6. Junior Firefighters are NOT permitted to sit or ride in the front right seat of any apparatus responding to an emergency scene at any time.
7. When arriving at the scene of an emergency event, the Junior Firefighter must remain in the cold zone at all times unless under the direct supervision of an Officer.
8. Operations where Junior Firefighters are completely restricted from include, but are not limited to:
 - a. Operations where an IDLH atmosphere may be present (requiring the use of a respirator) including but not limited to structural fires and vehicle fires.
 - b. Any other operation where a significant risk is identified by on scene emergency personnel.
 - c. Any emergency situation where an Officer or Junior Program advisor is not in direct supervision of the Junior Firefighter such as medical events.
9. Junior Firefighters shall not respond POV (Personal Owned Vehicle) to the scene of any emergency event.
10. Junior Firefighters may respond POV to their assigned fire station but only at the posted speed limit while obeying all traffic laws.

G. Station Duty

1. When a school is scheduled for the next day, “station curfew” hours for Junior Firefighters will be as follows (this includes call response)
 - a. 9:00 pm
2. When no school is scheduled for the next day, “station curfew” hours for Junior Firefighters will be as follows:
 - b. 10:00 pm
3. Junior Firefighters, (16) or older are permitted to stay at a station on duty crew nights and weekends, however only (2) Junior Firefighters may be on duty at any station at any given time
4. Probationary and Full Members have priority on beds and apparatus seating positions
5. Junior Members that are pulling station duty are expected to log-in and log-out for duty following the same schedule and procedures as regular duty crew members.
6. Observed quiet hours – 10:00 pm until 6:00 am
7. Observed bedtime – 11:00 pm
8. Observed wake up time – no later than 9:00 am
9. Junior firefighters staying overnight must bring their own bedding and remove their bedding upon completion of their shift.
10. Junior Firefighters are expected to clean up behind themselves when at the station and when pulling station duty.
11. Visitors are welcome when on duty, however station curfews apply and displays of affection will not be allowed.

H. Disciplinary Actions

1. Any Junior Firefighter who carries less than a “C” average in any subject in school will be suspended from active Junior Program involvement until the next interim grade report.
2. If a Junior Firefighter’s grade(s) have not improved to an acceptable level on the second grade report, the Junior Firefighter will be removed from the Junior Firefighter Program.

3. Any Junior Firefighter not enrolled and/or attending school will be dismissed from the Junior Firefighter Program (exception granted to those graduating prior to (18) eighteen years of age.
4. It will be the responsibility of the Junior Program Advisor to ensure that this procedure is enforced and to issue necessary disciplinary actions.
5. Junior Firefighters shall follow all applicable NWFD SOPs, Directives, Chain of Command, etc. and the direction provided by Junior Program Advisors and Officers.
6. The use of drugs, alcoholic beverages, or tobacco products will **not be allowed or tolerated** while participating in the Junior Firefighter Program.
7. The Junior Firefighter Program SOP may be amended at any time deemed necessary by the Fire Chief.

I. Leave of Absences

1. Leave of absences for extenuating circumstances or educational purposes may be permitted at the discretion of a Chief Officer on a case by case basis.
2. If a Junior Firefighter is approved for a leave of absence or if he/she was to leave the program in good standing, they are responsible for returning their issued equipment and may re-apply to the program at a later time.