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| Junior Program (Volunteers) | Related Policies: |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.* |
| Applicable KY Statutes:  |
| OSHA: |
| NFPA Standard:  |
| Date Implemented: | Review Date: |

1. **Policy:** It is the policy of the Fire Department to allow youths between to ages of 14 and 18 to participate in certain activities of the fire department as junior members.
2. **Purpose:** The purpose of this policy is to establish procedures for a junior member program that complies with Federal and state child labor laws, and offers a rewarding experience to the youths while being of benefit to the fire department.
3. **Procedures**
4. **Junior Program**
5. The Fire Department shall complete and submit a Junior Firefighter Program Notification Form to the Kentucky Fire Commission.
6. The Fire Department shall comply with the Kentucky Fire Commission Junior Firefighter Program Guidelines. Provisions of this policy that are more restrictive than the Kentucky Fire Commission Guidelines shall be followed.
7. Subject to this policy, the fire department shall allow personnel between the ages of 14 and 18 to serve as junior members. Junior members shall be at least 14 years of age at the time of application.

**Editor’s Note**: Some fire departments may choose to limit junior membership to 16 years and over. Some fire departments extend junior membership to 21 years, but allow greater operational freedom to members over the age of 18.

1. All applicants for junior membership shall:
	1. Complete the Junior Firefighter Program Application from the Kentucky Fire Commission.
	2. Provide a doctor’s certificate stating that they are physically able to engage in the junior program
	3. Provide at least 2 references which will be checked prior to initial interview
	4. Have a high school diploma, GED, or be enrolled in school and maintain at least a C average (2.0 GPA) in core curriculum classes, or be in an approved home school program
	5. Have parental approval for their participating in the program and complete the Junior Firefighter Program Parental Consent and Approval form from the Kentucky Fire Commission.
	6. Have no criminal record

**Editor’s Note:** Some fire departments may choose to require students to maintain a B average, or place students between a C and B on probation until the average is at least a B.

1. An initial interview of each applicant shall be scheduled before the personnel committee. As part of this process the parent(s) of the candidate shall attend a meeting with the Fire Chief and the Junior Program Advisor to review the candidate’s responsibilities within the program, and discuss the risks associated with the program. The parents shall be required to sign an acknowledgement of the risks, and a liability release.
2. For good cause, including the failure to comply with any of the requirements of the application process, the personnel committee may table the application.
3. After a successful screening and interview process, the junior applicant will be brought to a vote by the regular fire department membership. If a majority of members at the meeting accept the applicant, then the applicant shall become an official junior member.

**EDITOR’s Note:** This provision is only applicable to volunteer fire companies that require a majority vote for junior membership.

1. Junior members may attend meetings but shall not have voting privileges within the fire department.
2. There shall be a limit of \_\_\_ junior positions. Candidates will be evaluated in the order in which the applications are received. Dependents of active fire department personnel are accepted as junior members without regard to the total number of junior members currently on hand, provided they satisfy the other requirements.

**Editor’s Note:** This provision may not be necessary where adult supervision is adequate for the number of junior members.

1. Junior members must complete the department Junior Orientation Program. This program includes an overview of this policy, as well as departmental procedures, apparatus orientation, safety, accountability, chain of command, and incident command.
2. Junior members must comply with all fire department rules and regulations, as well as the requirements set forth in this policy.
3. Junior members are not permitted to participate in activities that are prohibited.
4. Junior members shall not engage in activities that violate the department’s rules and regulations, violate Kentucky Fire Commission Junior Firefighter Program Guidelines, or engage in any other inappropriate activities, and if asked to do something that is prohibited or inappropriate, shall report this to the requesting firefighter, or to a commanding officer.
5. Junior members shall not be allowed at the station unsupervised, except during an emergency call.
6. All junior members must sign in and sign out on the junior time log sheet at the station every time they enter or leave the building. Members must sign their names personally.
7. Junior members will refer all questions regarding the fire department to the most senior officer present or on the scene.
8. Any injuries that occur to a junior member must be reported to the senior officer available as soon as practical for documentation and treatment purposes.
9. Alcoholic beverages are NOT allowed on fire department property or functions at any time.
10. Junior members shall not respond to calls or come to the station if sick or under the influence of medication, drugs or alcohol.
11. Junior Members shall be equipped with appropriate personal protective equipment to accomplish the assigned tasks. PPE assigned to junior members shall be clearly marked in order to easily identify them from a distance.

**Editor’s Note:** This provision should include any pertinent details about how junior member are to be identified (eg. blue helmets, green helmet shields, red jackets, etc.). It is further recommend those fire departments who routinely respond to alarms together adopt the same requirements.

1. **Organization of the Junior Program**
2. The Fire Chief shall appoint a senior member to serve as the Junior Program Advisor.
3. The Junior Program shall abide by all federal, state, and local laws, and all departmental rules and regulations, and Kentucky Fire Commission Program Guidelines.
4. The Junior Program Advisor shall ensure that police background checks are conducted annually on all fire department members who may come in contact with a junior member.
5. Individuals whose background check shows a history of perpetrating child molestation, child abuse, child endangerment, sexual assault, child pornography, pedophilia, or like charges are prohibited from serving with the Fire Department, and if they should already be a member, shall be removed from the organization in accordance with the rules, regulations and bylaws.
6. Two-deep leadership. All activities involving junior members require the presence of two adult members over the age of 21 years, both of whom have had an updated background check within the past twelve months.
7. No one-on-one contact. One-on-one contact between adult members and junior members is not permitted, except to the extent such may be necessary during response to, or operations at, emergency incidents. In situations where a one-on-one private meeting is required, the meeting shall be conducted in view of other adults and/or juniors. This provision shall not be applicable to one-on-one contact between relatives, such as parent-members, grandparent-members, sibling-members, or uncle/aunt-members and a junior member.
8. Hazing prohibited. Physical and/or psychological hazing and initiations are prohibited and will result is punishment up to an including termination for the hazer(s) as well as those who observe the hazing and do not stop or report it.
9. The Junior Program Advisor shall be responsible to ensure that all junior members obtain the necessary work permits to allow their participation in the program.
10. The Junior Program Advisor shall ensure that junior members maintain at least a C average in school.
11. The Junior Program Advisor shall maintain written documentation for each junior member including:
	1. Attendance
	2. Training
	3. Certifications received
	4. Commendable actions
	5. Discipline, reprimands, suspensions
12. The Junior Program Advisor shall have the authority to suspend a junior member for up to seven (7) days for failure to comply with the requirements of this policy, and may recommend to the Fire Chief that a member receive a more severe punishment, up to and including termination.
13. The Junior Program Advisor shall develop a Junior Orientation Program, which shall be delivered at least twice a year for new junior members. The program shall review this policy, as well as departmental procedures, apparatus orientation, safety, accountability, chain of command, and incident command.
14. **Permitted Junior Member Activities**
15. Junior members may participate in the following activities:
16. Parades or Special Events
17. Fundraising Events
18. Training
19. General Standby
20. Fire Safety/Prevention Education and Activities
21. Meetings
22. Station cleanings and work details
23. Attend Classroom Training and observe during skills and/or hands-on portion of training evolutions
24. Junior members over the age of 16 years MAY:
25. Attend and participate in state, regional and local training events as supervised by a certified fire instructor and approved by the Fire Chief or designee. Hands-on participation must be directly supervised by the instructor. No participation is permitted in an IDLH atmosphere.
26. Participate in department functions within a non-hazardous area of an emergency scene provided they have completed a minimum of 23+ hours of training in the following areas:
27. Administration 2hrs
28. Safety 2hrs
29. Fire Behavior 2hrs
30. Portable Extinguishers 1 hr
31. PPE 3hrs
32. Forcible Entry 1 hr
33. Ventilation 1 hr
34. Ropes 1 hr
35. Ladders 2hrs
36. Hose 2hrs
37. Fire Control 1 hr
38. Salvage 1 hr
39. Overhaul 1 hr
40. Drivers Training 1 hr
41. Incident Command 2hr
42. First-Aid/CPR (as required to be certified)
43. Permitted on-scene activities could include:
	1. support functions which do not expose the junior member to hazardous areas or atmospheres
	2. pick up, roll, or pack hoses
	3. clean-up at the emergency scene after it has been declared safe by the Incident Commander.
	4. enter a structure only when accompanied by an adult responder once the structure has been determined safe by the Incident Commander and not considered immediately dangerous to life or health (IDLH).
	5. perform search and rescue activities (ie. missing persons), other than at structure fires, high angle rescues, confined space rescues, collapse rescues, ice/water/diving rescues, or in other areas considered dangerous or IDLH
44. **Limitations on the Activities of Junior Members**
45. Junior members MAY NOT:
46. Perform fire suppression involving structures, vehicles, or wildland fires per federal child labor guidelines (29 CFR 570.54).
47. Perform high angle, confined space, collapse rescue, or any rescue operation that places them in danger or areas of IDLH.
48. Drive fire department or rescue vehicles.
49. Perform firefighting “overhaul” activities.
50. Respond to a Hazardous Materials incident (except for support functions within the cold zone).
51. Participate or assist in any extrication activities at the scene of an accident or emergency (except in the capacity of a support function).
52. Participate in any activities at the scene of an accident or emergency where fire or hazardous materials are involved, unless they are performing support functions from outside the danger area.
53. Participate in actual water or ice rescue activities, but may provide assistance within any designated rehabilitation area or as a support member on dry land no closer than 20 feet from the edge of the water or ice.
54. Direct traffic at the scene of a fire or other emergency.
55. Train on departmental equipment or remove equipment from an apparatus unless under the supervision of an instructor.
56. Stand on any fire apparatus at anytime it is in motion.
57. Operate, on-scene or during training, any type of motorized power equipment, including power driven saws, cutters, spreaders, or shears.
58. Evaluate and/or disconnect live electrical equipment or wires, including using rubber electric gloves, insulated wire cutters, hot sticks, or any other tool or device.
59. Entering a building or area where heavy equipment or machinery is operating.
60. Wear SCBA, except during training.
61. Ascend ladders, except during training provided the member is wearing fall protection (ladder belt or safety harness) and is under the direct supervision of an officer or senior firefighter.
62. Operate an aerial device (including aerial ladders, tower ladders, platforms, cranes or hoists), non-automatic elevators, air bags for lifting, or winches.
63. Enter or perform operations in mines, strip-mines, quarries, tunnels, shafts, trenches, and/or permit required confined spaces.
64. Operate at emergencies or participating in activities/standbys involving explosives or fireworks.
65. Engage in any wrecking or demolition activities performed at the site of the total or partial razing, demolishing, or dismantling of a building, bridge, steeple, tower, chimney, other structure.
66. Provide or assist with any patient care or responding to emergency medical incidents.
67. Handle bodies or body parts.
68. In addition to the above, minors who are 14 and 15 years of age MAY NOT:
69. Perform any hazardous duties at the fire station.
70. Ride in the cab of the fire apparatus responding to an emergency scene.
71. Stand on any fire apparatus at anytime it is in motion.
72. Respond to or operate at emergency scenes. Note – this does not prohibit them from observing operations so long as they do not respond on apparatus or become involved in any operations.
73. **Hours of Operations for Junior Members**
74. Junior members are prohibited from participating in a fire department activity or response during school hours.
75. Junior members under the age of 16 may only engage in fire department activities as follows:
76. Maximum of 3 hours on a school day
77. Maximum of 18 hours in a school week
78. Maximum of 8 hours on a non-school day, and
79. Maximum of 40 hours in non-school week
80. All activities must be between the hours of 7:00 am and 7:00 pm (7:00am to 9:00 pm between June 1 and Labor day)
81. Junior members who are 16 years of age and older:
82. Maximum of 6 hours on a school day
83. Maximum of 30 hours in a school week (May increase to 40 hours per week with written parental permission and Certification of Academic Standing from school.
84. Maximum of 8 hours on a non-school day, and
85. Maximum of 40 hours in non-school week
86. All activities must be between the hours of 6:00 AM and 10:30 PM on days preceding a school day, and between 6:00 AM and 1:00 AM on days not preceding a school day.
87. Are not subject to the maximum hours requirements when school is not in session.
88. **Response to Alarms**
89. Junior members must report to the station for all calls, unless in the direct presence of an officer or senior member who drives them to the scene.

**Editor’s Note**: Fire departments need to edit this section to correspond to their needs relative to junior member’s response to the station and/or scene.

1. Only members that are at least 16 years old and have a valid driver’s license may drive personal vehicles to the fire station.
2. At no time shall a junior member use colored lights, hazard lights, honk his/her horn, flash headlights, or use any other warning devices while enroute to the station.
3. All speed limits and traffic laws are to be strictly followed while responding to the station.
4. If all apparatus have responded prior to the junior member’s arrival at the station, the member shall stand-by at the station until either (a) a senior member arrives to drive the junior member(s) to the scene or (b) the apparatus returns from the call in which case the junior member shall assist in clean-up. Junior members are NOT permitted to drive from the fire station to the scene alone.
5. Junior members who are at least 16 years of age and who have been approved by the Junior Program Advisor and the Fire Chief to respond to alarms on apparatus shall don full protective gear before boarding any piece of fire apparatus that is responding to a call. Juniors shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.
6. Junior members will obtain verbal permission from the officer or senior member in charge of an apparatus prior to boarding an apparatus. The officer or senior member must be willing and able to supervise the junior member at all times during the incident.
7. Junior members must place their accountability tag on the ring of the apparatus that is boarded.
8. When riding any piece of apparatus, junior members shall position themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a junior stand up on an apparatus or be unbelted while the apparatus in moving.
9. Junior members shall remain in the apparatus until given instructions by the officer (or if no officer, the driver). If no instructions are given, the junior member shall inform the apparatus driver that he/she is reporting to command. Thereafter, the junior member shall check in with the Incident Commander and wait for instructions.
10. Junior members shall follow all instructions given by an officer or senior member. Junior members who are not sure about an assignment (including their ability to complete the assignment) or who are given conflicting assignments, must inform the officer that issued the assignment immediately so the task can be clarified or someone else can be given the assignment.