

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-86
SECTION: Operations
DATE: January 27, 2015
SUPERSEDES: None
TITLE: Intern Firefighter Program

I. Mission Statement

“The Stanislaus Consolidated Fire Protection District protects the lives, property and environment of our communities through dedicated and professional teamwork.”

II. Program Intent and Overview

Stanislaus Consolidated Fire Protection District supports several programs that provide additional services to the community and opportunities for individuals interested in pursuing a career in the fire service. The Intern Firefighter Program provides additional support personnel to respond to all types of incidents. Intern Firefighters (formerly Volunteer and Intern Firefighters) are “at-will” employees and serve with the understanding of no expectation for compensation.

Upon acceptance to the program, Intern Firefighters will be given up to one (1) year to complete the Basic Training Task Book where they will learn the following (but not limited to):

- Hose and Nozzles
- Ground Ladders
- Ropes, Knots and Hitches
- Self-Contained Breathing Apparatus (SCBA)
- Rescue Techniques
- Fire Chemistry
- Fire Attack
- Ventilation
- EMT and CPR
- Water Rescue
- Aircraft Firefighting
- Hazardous Materials
- Wildland
- Department Operations

Candidates who are successful in completing the two (2) month Basic Training Program and Task Book shall be placed on probationary Intern Firefighter status for ten (10) more months, issued an SCBA mask and cleared for Immediate Danger to Life and Health environments

(IDLH). During the twelve (12) month probationary period, Intern Firefighters are required to complete the Intern Firefighter Task Book, commit to a minimum of forty-eight (48) hours of shift time per month, and attend additional training days when required.

III. Program Objectives

The objectives for the Intern Firefighter Program are:

- To provide an opportunity for those interested in a fire service career to gain invaluable hands-on experience while giving back to the community.
- To provide continuous personal growth through academic and manipulative instruction relating to firefighting, hazardous materials, aircraft operations, patient care and related documentation.
- To provide support to emergency crews.
- To understand the importance of teamwork while developing qualities of leadership.

IV. Program Background

The Intern Firefighter Program is an effort by the Stanislaus Consolidated Fire Protection District to provide a gateway for aspiring firefighters to enter the fire service. Once separate entities, a unified Intern Program provides a stronger auxiliary component which, in turn, fortifies the District's commitment to customer service.

V. Organization and Management

The Intern Firefighter Program is responsible to SCFPD's chain-of-command. The normal Fire District chain-of-command will be strictly adhered to, with all information routed through the District Coordinator. Intern Firefighters shall operate under the direct orders and supervision of a Captain or his/her designee.

VI. Recruitment

The Intern Firefighter Program normal operational level will allow for a maximum of 25 Intern Firefighters. The Intern Coordinator shall identify vacancies and determine the need for recruitment and/or expansion of program; however, this will be dependent on the budget.

Recruitment Process:

Step 1: Application

All Intern Firefighter applicants must submit a completed SCFPD Employment application to SCFPD's Administration Office at the time of the Intern Firefighter recruitment process.

Step 2: Application Screening

A panel of three Captains will appropriately screen applications prior to testing and letters being mailed out.

Step 3: Intern Firefighter Oral Interviews:

Candidates who meet the minimum qualifications will be invited to the oral panel interview exam. The Intern Committee selects three (3) panel members, which will consist of suppression personnel (Captain, Engineer, and Firefighter

preferably). If successful with the oral panel interview, candidates will be invited to a Chief's Interview.

Step 4: Conditional Offer of Acceptance into the Program:

Candidates must be successful in all examination phases to be placed on an eligibility list. The list is valid for one (1) year and coordinated with Management for appropriate budget funding. SCFPD retains the right to either extend the list for an additional one (1) year or to abolish the list.

The Intern Coordinator will, when filling vacancies, make a selection from those on the eligibility list. Candidates offered conditional offer into the program contingent on successful completion of the Candidate Physical Agility Test (CPAT) within one (1) year of appointment time of application, and SCFPD's background investigation, a psychological evaluation, a SCFPD paid pre-employment medical examination that includes an alcohol/drug screen, and SCBA fit testing and evaluation.

Step 5: Formal Acceptance into the program.

Candidates who have successfully completed the Intern Firefighter background process will be extended a formal offer of acceptance into the program and will be invited to an orientation.

VII. Intern Firefighter Job Description

Employment Term: At-will position

Job Summary

The Intern Firefighter is an "at-will" employee who is appointed by and serves at the pleasure of the Fire Chief. The Fire Chief may cancel the appointment, with or without cause, at any time without a right to appeal.

The Intern Firefighter is responsible to protect life and property of our constituents using skills obtained through experience, education and training. These skills may be used in a wide variety of tasks including, but not limited to: emergency response, public education, and community involvement. Under general supervision, the Intern Firefighter will be expected to perform multiple functions using sound judgment and good decision-making skills.

Work Hours:

Attend a basic training program designed for Intern Firefighters and drills that are conducted at least one (1) time per month. Probationary Intern Firefighters will attend weekly training during probation and complete a minimum of 48 hours of scheduled shift time per month. Interns must be flexible to respond to incident/alarm calls.

Minimum Qualifications

Intern Firefighters who are offered positions may be subjected to the following as part of the pre-employment background process: psychological examination, medical examination, and Livescan fingerprinting and other related background measures.

- Must be at least eighteen (18) years of age at date of hire
- Possession of and ability to maintain a current valid Class C California Driver's License
- Valid CPAT Card (within 1 year upon application)

- Possession of and ability to maintain current Emergency Medical Technician (EMT) certification
- Possession of and ability to maintain current CPR certification
- High School Diploma or equivalent
- Completion of Firefighter 1 Academy or CSFM FF1 certification

Health Exposure

This is a Department of Health and Human Services Category 1 position. Tasks involve exposure to blood, body fluids, or tissues.

This information contained herein is subject to change and does not constitute either an expressed or implied contract.

VIII. Intern Firefighter Program

The Intern Firefighter will be provided with academic and manipulative instruction that encompasses a wide range of subjects associated with all types of firefighting, hazardous material, aircraft operations, high-angle rescue, vehicle operations, and emergency medical response.

The Intern Firefighter will be expected to perform certain routine firefighter duties such as: station maintenance, facilities inspections, daily apparatus inspections, con-vault inspections, and hydrant maintenance.

Intern Coordinators Roles and Responsibilities:

The Intern Coordinator is responsible for the global management of the Intern Firefighter Program and shall work in conjunction with Department Management to ensure program success. The role and responsibilities include but are not limited to the following:

- Act as a liaison between District Administration and the Intern Firefighters
- Schedule shifts and maintain accountability
- Schedule community service events/functions
- Maintain drill records and proper forwarding to Training Division
- Communication and enforce department policies and procedures
- Evaluate probationary Intern Firefighters
- Administer verbal or written disciplinary action when necessary
- Work with District Training Officer to develop annual training calendar

SCFPD – Role and Responsibilities:

The Intern Firefighter Program serves as a training mechanism for those who aspire to become full-time Firefighters. It provides additional support for Firefighters at major incidents and gives the Fire District an additional opportunity to assess and develop potential full-time candidates. The role and responsibilities of the District include, but are not limited to, the following:

- Provide appropriate resources to ensure success of program
- Provide a safe working environment

- Provide programs/events conducive to learning

Intern Firefighter – Role and Responsibilities:

The Intern Firefighter Program provides an opportunity to gain experience for those interested in the fire service with aspirations in joining an established organization that will provide education and training necessary to become a career Firefighter. The role and responsibility of an Intern Firefighter include, but are not limited to the following:

- Demonstrate a professional attitude and appearance while taking pride in the organization
- Attend scheduled drills and training sessions
- Adhere to the Program rules and regulations, as well as District policies and procedures
- Respond to alarm/incident calls
- Keep equipment in ready-state condition
- Report any and all incidents to the officer-in-charge (e.g. injuries, damage to the apparatus, questionable behaviors)

IX. Training

Preliminary Training

- All new Intern Firefighter must attend a mandatory basic training program. Upon successful completion of the training, the new Intern Firefighter shall be classified as a probationary Intern Firefighter for a period of one (1) year and cleared for IDLH environments.
- SCFPD has full discretion when the basic training course will be given.
- The California State Fire Training for Firefighter I check-off sheet will be utilized for the probationary training course.
- The District and Intern Coordinator shall develop the probationary basic training course.
- The probationary basic training course may involve more training days than the regular training drills.
- All new Intern Firefighters shall attend an orientation course given by the Intern Coordinator.
- A new Intern Firefighters must successfully pass the one (1) year evaluation.

Regular Drills

- Drills shall be held on the days set forth by the Intern Coordinator and District Training Division.
- There may be other special drills held or regular drills may be changed because of holidays or special circumstances.
- Drill attendance are mandatory except:
 - The officer-in-charge may excuse absences from drills if requested in advance.
 - Business, illness or pre-planned vacations are reasons for an excused absence.
- Excessive unexcused absences from drills may be cause for suspension and/or dismissal.
- The Intern Firefighter drill schedule shall be developed by the Intern Coordinator and published on a monthly training calendar and posted on the District's website. The details of the training shall also be sent to the Battalion Chief and stations that are involved.
- Interns may attend training courses held for career staff.

- G. The drill instructor(s) shall be appointed by the Intern Coordinator and the District Training Officer.
- H. Program training budget shall be approved by District Management annually.
- I. Training documentation shall be completed and reviewed by Department Training Officer.

X. Fire/Medical Responses

Response (Private Vehicle)

- A. A response in a P.O.V. due to extenuating circumstances shall be the exception and not the normal practice of an Intern Firefighter.
- B. All traffic laws MUST be obeyed when responding to an alarm.
- C. The Department assumes NO responsibility for any infraction(s) of the law and their resulting penalties.
- D. Intern Firefighters must have an acceptable and reliable transportation when responding to and from an alarm and required drills.
- E. At no time shall Intern Firefighters respond to crime scenes in private vehicles.

Response and Apparatus Staffing

- A. Intern Firefighters shall contact the on-duty BC when responding to a call or alarm, unless otherwise directed.
- B. All Intern Firefighters shall respond in appropriate safety equipment.
- C. All Intern Firefighters shall follow all driving rules when responding Code 3 in all apparatus.
- D. All Intern Firefighters shall obey all California Department of Motor Vehicles (DMV) rules when returning to quarters.
- E. Intern Firefighters who successfully complete the Code 3 and Apparatus Sign Off procedure, shall be able to drive specified apparatus at the direction of the on duty Battalion Chief.
- F. All Intern Firefighters shall be in a minimum of Class C uniform when reporting to a station or responding on an apparatus.
- G. Intern Firefighters will be in-addition to minimum staffing and shall not replace a paid Firefighter seat under any circumstance. Any proposed changes to this shall constitute meet and confer with the appropriate labor bargaining unit.
- H. Intern Firefighters can participate in strike team assignments as current strike team policy/staffing allows. Strike team reimbursement shall be paid at the CalEMA Firefighter rate on file for that designated department.
- I. One (1) Intern Firefighter per company (in-addition-to staffing), unless operating in a support role and bringing additional equipment to the scene.

Protective Clothing

- A. On all emergency alarms and manipulative drills, Intern Firefighters shall be properly attired in the issued protective clothing
- B. Protective clothing may be removed only with the permission of the officer-in-charge.
- C. Protective clothing shall be department-issued and approved only.

Early Dismissal from the Alarm

- A. In the event an Intern Firefighter has to leave before the conclusion of an alarm because of work, illness or other legitimate reason, the Intern Firefighter shall first obtain permission from the officer-in-charge.

XI. Station Duties

- A. Intern Firefighters shall be included in daily station duties to include: apparatus pre-trip inspections, facility maintenance, station safety programs, firefighting equipment maintenance and inventory, etc.
- B. Intern Firefighters shall be in appropriate work uniform in accordance with Department rules and regulations
- C. Unless excused by an officer, each Intern firefighter is required to assist in returning all equipment to a state of readiness upon completion of incidents.
- D. Intern Firefighters shall develop and maintain working relationships with their Company Officer and his/her crew.

XII. Equipment and Uniform

- A. All Intern Firefighters shall be issued the following equipment:
 - Complete set of structural protective safety gear
 - Complete set of wildland protective safety gear
 - EMS medical jacket
 - SCBA mask with bag
- B. Each Intern Firefighter shall be responsible for the equipment issued and may be charged for items lost or damaged due to his/her negligence.
- C. The Department will supply each Intern Firefighter the following uniforms (cost to be reimbursed by the originating agency):
 - Two (2) Intern Firefighter t-shirts
 - Boots to be supplied by Intern according to Department standards.
 - One (1) complete Class B uniform shirt and pants
 - One (1) dress belt
- D. The Intern Firefighter shall be responsible for all Department issued uniforms and shall adhere to the current uniform policy. Uniforms shall always be kept in a neat and clean condition, in good repair and worn properly.
- E. The Intern Firefighter shall respond to all alarms in a minimum of Class C uniform.
- F. The Intern Firefighter shall attend all drills and Department sponsored Community Service events in a minimum of a class B uniform.
- G. Any additional equipment carried or used must have prior approval of the Intern Coordinator and shall follow District Policy.
- H. Some acceptable additions are:
 - Utility screwdriver
 - Pliers
 - Flashlight
 - Radio strap
- I. The Intern Firefighter equipment will be evaluated annually in accordance with Department policies and procedures.

- J. The Intern Firefighter uniform shall be checked each year by the Intern Coordinator.
- K. All aforementioned items must be kept in good condition and used as indicated by the Department's uniform policy. Lost or damaged reporting officer/supervisor. All items must be available for inspections when called upon.
- L. Intern Firefighter uniforms shall only be worn while on-duty or at an appropriate Intern event/function.

XIII. Administration and Operational Rules

Grooming and Dress Standards

- A. All Intern Firefighters must meet the Department's grooming, dress and uniform standards/policies.

Ethical and Moral Responsibilities

- A. It is the ethical and moral responsibility of each Intern Firefighter to keep in the strictest confidence all information or opinions, which might have been acquired in the course of attending an alarm.
- B. Any information gathered that might shed lights as to the cause and/or origin of any fire shall be protected and brought to the attention of the officer-in-charge.
- C. The names and medical conditions of all EMS patients treated in the course of the Intern Firefighter's duties shall be kept confidential according to HIPPA regulation.

Assignments

- A. Intern Firefighters will be assigned to a shift (A, B or C) and a participating Company Officer on an engine company by the Intern Committee.
- B. Intern Firefighters will schedule their shift time in advance through the Intern Committee and/or their Company Officer.
- C. Intern Firefighters are required to work in 12 or 24 hour shifts, 0700-1900 or 0700-0700 being optimal. Given a reasonable circumstance, the Officer in charge may allow for time variances with the approval of the on-duty Battalion Chief.
- D. Intern Firefighters shall work a maximum of 24 consecutive hours.
- E. Work assignments will be at the discretion of the officer-in-charge.
- F. May work emergency staffing patterns
- G. Intern Firefighters shall notify the on-duty Battalion Chief if they are unable to make assigned schedule/shift.

Cause for Dismissal

- A. Any Intern Firefighter caught stealing or willfully destroying property at an emergency or District fire station shall be dismissed and criminal charges may be filed depending on the situation.
- B. During the performance of duty, any Intern Firefighter determined to be under the influence of alcoholic and/or illegal drugs will be immediately dismissed from the Intern Firefighter Program. Failure to submit to a drug/alcohol test will be cause for immediate dismissal.
- C. Repeated violation of traffic laws while responding to alarms will result in dismissal.
- D. The willful violation of any of these rules and regulations shall be cause for suspension or dismissal.

- E. A demonstrated lack of competence to perform in the manner reasonably expected of an Intern Firefighter shall be cause for suspension or dismissal.
- F. Insubordination.

Leave of Absence

- A. Leave of absence (LOA) may be granted without loss of Intern classification.
- B. All Department issued gear shall be returned until reinstated.
- C. All requests for LOA shall be submitted in writing to the Intern Coordinator.
- D. Any leave that exceeds six (6) months in length shall be reason for the Intern Firefighter to apply for reinstatement.
- E. A leave of absence for any medical reason WILL REQUIRE a doctor's written release prior to returning to the duties of an Intern Firefighter.

Reinstatement

- A. A letter requesting reinstatement shall be submitted to the Intern Coordinator along with an updated application.
- B. After any absence of over six (6) months, the applicant may be required to complete the basic training course.

Health

- A. No Intern Firefighter is expected to respond to alarms if he/she is sick.
- B. No Intern Firefighter shall respond to alarms if he/she is on sick leave from their regular employment.
- C. Each Intern Firefighter is expected to keep him/herself in good physical condition at all times.
- D. No Intern Firefighter shall respond to alarms or functions if they are currently receiving state disability or worker's compensation.

Worker's Compensation Insurance

The Department provides worker's compensation Insurance for all authorized functions. Intern Firefighters will be covered when performing any Department authorized functions.

- A. Employee responsibility when injured on the job:
 - Employee(s) injured in the line of duty shall, as soon as possible, notify the officer-in-charge.
 - An assigned Company Officer shall assist injured firefighter in obtaining and preparing all necessary forms per the Department's policy/procedures and shall submit them to shift Battalion Chief immediately upon completion. All paperwork will then be submitted to Human Resources within 24 hours.
 - The on-duty Battalion Chief or District management will accompany employee to the hospital.
 - The employee shall immediately inform all physician(s) involved in the treatment and/or the hospital that the injury is the result of an industrial or job-related incident.
 - Following any visits to physician(s) or release from the hospital, the employee needs to verify with Human Resources that all necessary reports are completed.

The Intern Firefighter is responsible for keeping SCFPD Management informed of his/her physical status following the injury. If the Intern Firefighter is unable to perform any part of

the duties of an Intern Firefighter, a medical certification from the injured Intern Firefighter's treating physician indicating restrictions and length of such restrictions must be presented to Human Resources.

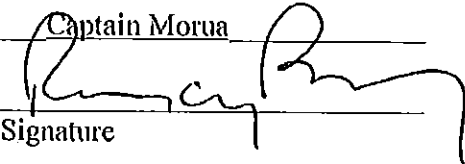
All on the job accidents and injuries shall be investigated by District Management.

XIV. Amendments

- A. The Fire Chief of Stanislaus Consolidated Fire Protection District and Intern Firefighter Committee shall approve all amendments to these rules and regulations.

An annual evaluation of the program and its contents shall be done to ensure program effectiveness and success.

Written By: Captain Morua

Approved By: 
Signature

1/27/15
Date