

Purpose

To create and maintain a Student Resident Program to benefit both the participants in the Student Resident Program and the Warrensburg Fire Department.

Policy

The Warrensburg Fire Department Student Resident Program and its participants shall comply with the policies, procedures and guidelines established in this document and other applicable department and City policies.

Scope

This policy affects only those positions identified in the policy that were hired after September 1, 2013.

Organization and Staffing

Student Coordinator shall be responsible for the Warrensburg Fire Department Student Resident Program. No more than Six Student Resident Fire Fighters shall be in the program at any time. Student Resident Fire Fighters are cross-classified as Part-Time Fire Fighters. A Senior Student Resident may be selected by the Assistant Chief to assist in administration of the program.

Authority and Responsibility

Student Resident Fire Fighters and program are directly supervised by the Student Coordinator and then the Assistant Chief. Student Resident Fire Fighters, being cross-classified as Part-Time Fire Fighters, must participate in the Part-Time Program. Student Resident Fire Fighters will fall under the normal chain-of-command for department operations and activities unless otherwise specified.

Objectives

1. To provide career awareness and training in the fire service,
2. To provide service to the community through the Fire Department,
3. To provide leadership and personal growth opportunities to the participants.

Residency

The Student Residents shall make the dorm rooms provided by the Warrensburg Fire Department their primary residence.

Required Hours

Each member will complete a minimum of forty eight hours of ride time a month as in kind compensation listed in this policy including the dormitory provided by the Warrensburg Fire Department. This Ride Time has a value of more than \$400 per month. Which equals to 48 hrs times the starting firefighters' salary. This time is in addition to any hours worked as minimum manning or call back and to be scheduled so

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time is spent at both stations and across more than one crew, with only 12 hours being overnight hrs. The ride time must be scheduled in advance and will be posted on the work schedule. Students are to schedule their ride time with the shift Battalion Chief. The Assistant Chief may suspend the ride-time requirements while a student resident is on vacation from college.

The on-duty Crew Chief may, allow short notice ride-a-longs when a student requests to join in on shift training or respond to calls with the on duty crews. This time can count toward the ride time requirement. The number of students allowed on the apparatus will be at the Crew Chief's discretion and dependence on efficiency of out of the door time. The student will not be paid during this time unless an "all call" is dispatched. When riding the apparatus, the student will be a part of the crew (not counting as minimum staffing) reporting and taking direction from the Crew Chief. The student may be given various assignments ranging from assisting the Apparatus Driver, to being involved in life safety situations (depending on training level). The Crew Chief is responsible for contacting the shift Battalion Chief to notify that the schedule change.

The student may request to join another division of the Fire Department in doing its duties, for example code enforcement, pump testing, or public relations activities. The time spent in these activities may be counted toward the required hours of Ride Time, but will not be paid. The student must coordinate this time with the person in charge of these activities, and with the shift Battalion Chief.

Expectations During Ride Time

Ride time is designed to benefit both the Warrensburg Fire Department and the Student. The WFD benefits from the additional well-trained and experienced workforce. The student will get professional training and experience that will be invaluable. The student will be an additional member of the duty crew during this time and is to follow the same policies as the duty crew. Students are to sleep in the bunk room, or in the same area as the on duty crew when doing ride time. This ensures a joint response and reduces in route times. Training will occur during each session. The majority of the students ride time should include the 1st 12 hours of the day so that department/shift training and the experience from the 8a-5pm functions of the day are gained. The student resident will fill out a "Student Ride Time Form" for each month. This form will reflect the dates and times that the student did ride time, along with a reference to all training and activities performed. The Captain or Crew Chief is to sign the form and insure the accuracy the shifts activities. The "Student Ride Time Form" is to be turned in monthly, during a student meeting, to the Student Coordinator for validation.

Orientation and Training

Student Residents will not be permitted to participate in hazardous activities, fill-in minimum staffing positions, or other similar situations until authorized by the Assistant Chief and in compliance with other department regulations. Student Coordinator will meet with the Student Residents during a regularly scheduled meeting for on-going

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training and development. This meeting will be scheduled, monthly at a minimum, to accommodate all students and the Student Coordinator's schedule to maximize participation. Student Residents must meet the training and participation requirements for Part-Time Fire fighters.

Academic Requirements

Undergraduate Student Fire Fighters shall be enrolled for and maintain at least 12 credit hours towards a degree with a minimum semester grade point average of 2.0. Those enrolled as graduate students shall maintain at least a 2.0 semester grade point average and be enrolled for and maintain at least six (6) credit hours towards a degree. Student Resident Fire Fighters shall not schedule work or ride-time that interferes with scheduled college classes. Class schedules and grades are to be given to the Student Coordinator as soon as they are posted.

General Rules and Regulations

1. Members of the Fire Department shall conduct themselves in a proper manner with appropriate demeanor.
2. Members shall not engage in any activities while at the department facilities that would bring discredit upon the Fire Department.
3. Members shall treat and address each other in a courteous and respectful manner, live and work together in harmony and maintain a pleasant disposition and attitude toward each other. At no time shall the actions of an employee adversely affect the other employees.
4. No intoxicating liquor or spirituous beverage shall be consumed or stored in or about any of the department facilities, or consumed by any member of the department while on regular or emergency duty, or while wearing the uniform, or piece of the uniform.
5. No illegal drugs shall be consumed or stored in or about any of the department facilities or consumed by any member of the department.
6. The loaning or selling of any portion of the prescribed uniform, badges, or protective equipment is strictly prohibited without prior authorization of the Fire Chief.
7. Student Residents will be allowed to have visitors in the student living quarters. All visitors shall park in the rear of the station in parking stalls. All visitors shall use the rear entrance to the student living quarters. Visitations will be conducted between 0900hrs and 2200hrs. While in fire department facilities or on department grounds, students shall be responsible for the actions of their visitors.

Visitations shall not cause disruptions to other members of the facility. While on duty or ride-time, Student Residents shall be subject to the visitation rules set forth by the Fire Department. Student Residents must leave their door open any time a visitor or another member of the department is present in their dorm to prevent the misperception of inappropriate behavior.

8. No personal telephone calls shall be made or accepted on any telephones that could cause a monetary charge to the City of Warrensburg. No personal calls will be accepted in the area of the business offices and outside the living area. Student Residents shall maintain a phone or cell-phone for personal contact.
9. All members shall maintain a valid driver's license.
10. Parking for students is provided at the rear of Station #2 by the entry to the student dorm rooms. If a student has more than one vehicle, only one may be parked next to the back of the building at a time and the other vehicle needs to be parked in the outer parking lots with a limit of two. Boats and campers cannot be stored at the fire station for long term parking, just over night. When the department has an event at the station, the second vehicle will need to be moved as to provide adequate parking for the people that are coming to the event. The student will be given an advanced notice as to when the second vehicle needs to be moved by the department.
11. Vehicles, boats, motorcycles, bicycles, etc., shall not be left in department facilities without special permission. Fire Department tools and supplies shall not be used on personal equipment in a manner that violates department policy. Permission must be obtained from the officer in charge of the station to work on personal vehicles or equipment in the station. Only one personal vehicle will be allowed in the stations at one time. Working on vehicles or other items not belonging to a member of the department will not be allowed. Working on vehicle or other items will be performed in the designated areas only. Vehicles shall remain in an operable condition whenever parked at or stored in a department facility. Shop areas and driveways shall be cleaned after each use by the member.
12. When reporting to an all-call, students may make up an engine crew to respond to the scene as long as a qualified driver is part of the crew. The crew may be broken up and re-assigned once on the scene.
13. Being improperly clothed in or around the station or at fire or other outside activities will not be permitted.
14. All clothing, personal items, including toiletries, shall be stored in the members locker or storage area unless in use.

15. Students have access to the clothes washer and dryer in the station bays. Clothes are not to stay in the machines for prolonged periods. It is preferred to avoid washing clothes on Friday because of scheduled station cleaning.
16. Unless being used for activities approved by the Warrensburg Fire Department, all bunker gear is to be kept in the student's gear locker.
17. Beds shall be made when not in use.
18. Books, magazines, and papers shall be kept neatly arranged on the stands, tables, bookcases or closets.
19. Photographs, posters, pin-up and centerfold pictures from magazines or similar sources that could cause embarrassment to the department shall not be displayed where they can be observed by guests or people touring the stations.
20. Kitchen sinks, lavatories, stoves, cabinet tops, and tables will be cleaned after each use and left in a sanitary and orderly manner.
21. Cups, glasses, dishes, and all eating utensils need to be washed, but at a minimum will be placed in dishwasher and put away after each use. This means dishes are not kept or stored in the dorm rooms. There is one refrigerator reserved for use of the student residents, others must avoid using it. The kitchen is a community kitchen. Please be respectful and clean up after yourself.
22. The commons area is a community room. Its use is for the on-duty crews and others as can be accommodated. Please be respectful and considerate. If in doubt, just ask.
23. The use of tobacco products at the workplace and on city property is managed through the City's Personnel Policy.
24. Student Fire Fighters will be responsible for the cleaning of the student living quarters. The living area will be neatly swept and/or mopped, windowsills, desks, chairs, tables, and other furniture shall be dusted and cleaned as needed. Trash dumped, kitchen area cleaned and other duties as needed. A company work schedule will be assigned for the purpose of cleaning the living area. All work should be completed by 2200 hrs each day. Student hallway and entrances are to be swept and mopped as necessary to reflect a clean image. The rear bathrooms will be scheduled to be cleaned on Tuesday according to the checklist located in the locker room. Periodic restocking and trash removal may be needed in between the weekly cleaning. After cleaning is completed, the on duty Crew Chief is to inspect and sign off on the checklist.

25. Members shall not add, change, or remove any appliances or fixtures or affix any personal property to the facilities without prior permission.
26. It shall be every employee's responsibility to insure that the general security of the station. Refer to the policy on station security - Administration #16.
27. Electricity and water shall be turned off when not needed.
28. Thermostats are to be kept at the posted temperatures.
29. Radios, televisions and stereos shall not be used if they cause disruptions to the other member of the facilities.
30. Any additional general regulations, memorandums, orders, or rules which have been approved in accordance with the City of Warrensburg's Personnel Policies, shall be recognized as part of these rules and regulations.
31. The on duty shift supervisor (Battalion Chief) will bring the mail over to station #2 and put them in the "student box" back in the hallway. If you are expecting important mail or packaging, check with the duty shift officer. You may need to go to station #1 to check for mail.
32. No member shall possess, discharge, ignite, or fire any type of fireworks or other pyrotechnics device within the department facility or grounds.
33. No member shall store, or carry either openly or concealed any type of firearm or device used for the purpose of discharge from a firearm in the department buildings or on the grounds. Firearms shall be defined as any type of pistol, rifle, shotgun, flare gun, starters/blank guns or any home-made devices resembling any of the above. Bows or arrows also are not allowed in fire department facilities.
34. Any Student Resident Fire Fighter who resigns or is terminated from service must vacate the Student Dormitory at a time agreeable to the Student Coordinator and the student. The Student Resident Fire Fighter must complete an exit "check-out" form with an Officer of the Department.