



COLUMBIA FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE VOL-003

Duties of the Volunteer Firefighter

EFFECTIVE: April 7, 2003

ISSUED BY: J.D. Jansen Jr., Chief of Department

RECINDS: No previous policy

SCOPE: This policy applies to all Richland County Volunteer Firefighters.

PURPOSE: The purpose of this SOG is to establish guidelines that pertain to the duties of the Volunteer Firefighter and members of firefighters auxiliary.

I. REQUIREMENTS

A Any person, regardless of race, color, sex or creed who is qualified, shall be eligible for membership by the vote of the Executive Committee or Station Membership under the following eligibility requirements:

Must be:

1. Eighteen years of age or older.
2. A resident of the district or in close proximity. This requirement may be waived by vote of the Executive Committee or Station Membership for justification such as previous firefighting or medical experience.
3. Physically and mentally fit.
4. Abides by the Standard Operating Guidelines of District Station.
5. Possess a valid South Carolina driver's license.
6. Background check will be required before approval.

II PROBATION

- A. New members will be in a probationary period of three months. At the end of this period, it shall be the duty of the Executive Committee or Station Membership to report favorably or unfavorably on the new member's performance, general fitness, motivation and training. The station may either elect to remove the member from probation, extend probation, or remove him/her from the station membership roll. If the latter action is taken, the Secretary of treasurer shall notify the member by certified mail of the action. The member shall be removed immediately from the membership roll and be instructed to turn in all issued equipment within two weeks.
- B. Any member who receives a written reprimand will be placed on probation for a period of time determined by the District Chief.
- C. Any officer who is removed from his/her position will be placed on probation for a period of time determined by the District Chief.

III. ATTENDANCE

- A. Members shall attend all station business meetings unless excused prior to the scheduled event by the District Chief or officer in charge.
- B. Members shall respond to all alarms when available, but as a minimum, all responses shall not drop below twenty percent within a six-month period or fail to respond to a single incident during the calendar month. Without proper justification, members will face automatic termination.
- C. Members shall attend a minimum of two station cleanups or training sessions per month. Any member who fails to meet these requirements, without proper justification, will face disciplinary action to be determined by the District Chief.

IV RETURNING FROM RESPONSES

- A. No member shall be dismissed from a response until he/she has returned to the station to assist in returning the equipment to its normal state of readiness unless released by the highest-ranking officer on the scene.
- B. In case that no officer in on the scene, he/she shall notify the Battalion Chief or Career Engineer of his/her intentions not return to the station.
- C. Failure to follow guidelines concerning proper dismissal will result in no credit for the response.
- D. All personal needs to let IC know when leaving the scene.

V. TRAINING

- A. Members shall have 18 months from their start date to complete requirements for firefighter: S.C. Firefighter Academy courses 1112, 1152 and 1153, Emergency Responder for Professional Rescuer. Failure to meet these requirements without proper justification will result in removal from membership. Class availability and work schedule will be taken into consideration.
- B. Until members have received a physical examination and blood-ail-borne pathogens training they will not be allowed to participate in any firefighter activities. Members with 1152 will be allowed to participate in automobile and wood fires. Members with 1152 and 1153 will be allowed to participate in Structural firefighting.

VI SUBSTANCE ABUSE

- A. No member shall appear at a meeting of the station, respond to a call or be considered a representative of the department where the presence (odor, etc.) of alcohol is detectable. Violation will result in immediate expulsion from membership.
- B. No member shall report for or be on duty under the influence of any drug or compound that may decrease their decision-making capabilities, reaction time, and ability to operate machinery or cause drowsiness. Prescription medication included.
- C. Any member who tests positive for illegal drugs will be expelled immediately from membership.

VII FIREARMS

- A. No member shall report for duty or go on a fire department property with a firearm.. Personnel who are licensed as Law Enforcement Officers may wear a firearm when special circumstances warrant and are authorized by law. Under no circumstances will any member of the department wear a firearm while performing fire suppression and/or rescue procedures.

VIII FAILURE TO PERFORM DUTIES

- A. Any member not satisfactorily performing his/her duties will be removed from the station membership by Executive Committee. The member will be notified of expulsion by mail. The member will be removed from the membership roll immediately and instructed to turn in all issued equipment within two weeks.

IX REMOVAL FROM FIRE GROUND

- A. The incident commander is expected to remove any member from the fire ground when his/her action(s) warrant..
- B. The IC is expected to remove any member from the fire ground when proper personal equipment is absent. This includes, but is not limited to boots, turnout pants, turnout coat, gloves, helmet and flash hood.

Upon returning to the station the IC will document violations noted. An investigation will be conducted and the results placed in the member's personnel file.

X. JUST CAUSE FOR DISCIPLINARY ACTION

- A. Failure to follow any of the guidelines will result in disciplinary action and possible termination from the department. Violations will be reported to the Executive Committee in writing, signed by the complainant. A complete investigation will be conducted and a report filed in the member's personnel file.
- B. No member will knowingly attempt to undermine the chain of command by spreading false information or by generating of mistrust among members of the department.
- C. No member will threaten bodily harm to anyone of the department to include the Firefighter Auxiliary.
- D. No member will knowingly abuse or cause damage to property of the department or members of the department.
- E. No member will remove property of the department from the station without proper authorization from the District Chief.
- F. No member will knowingly discriminate against anyone based on his/her sex, age, color, national origin, or religion.
- G. No member shall falsify records, make misleading statements with the intent to deceive or willfully multiply or counterfeit of any department records, books, papers, documents or computer software.
- H. No member shall violate the chain of command.
- I. No member of a station, including the firefighter auxiliary, shall be a party of any malicious gossip, or any activity, which would tend to disrupt department morale or bring discredit to the department or any member.
- J. No member shall, or be a part of: any sexual misconduct or any sexual act while on department property or apparatus.
- K. Information relative to the business affairs of the station shall be furnished to the public only with authorization of the District Chief.
- L. No member shall, on or off duty, use the badge, prestige of the department or his/her position within the department for the purpose of personal gain.

- M. No member shall directly solicit the influence of any person that could elevate his/her position within the department.
- N. No member shall willfully disobey any lawful order issued by a superior officer, nor shall any member speak disrespectfully of or to any member of the department.
- O. No member shall use his/her position in a disrespectful manner toward subordinates.
- P. No member shall wear fire department apparel in inappropriate places misrepresenting station.
- Q. The Chief of the Columbia Richland Fire Service has the authority to make the final decision on any action taken within the department

XI VOTING LIMITATIONS

- A. Voting is required by a majority of the membership when involving the expenditure One Percent monies.
- B. All new members will be voted upon by majority of the membership, but must meet all requirements of SOG Number ADM 004.
- C. The Chief of the department has the right to dismiss any member for failing to meet requirements set forth in these guidelines.
- D. Voting is not restricted to any particular instance, but is the right of the full membership. Members shall vote on the appointment of District Lieutenant and District Safety Officer. Voting for these positions shall be based upon ability and merit, not for popularity.
- E. No volunteer shall wear any inappropriate clothes on fire ground station or fire department activities.