



**Lauderhill Fire Rescue
Explorers Post 441
Policies and Procedures
Handbook**





LAUDERHILL FIRE EXPLORERS

Policy & Procedure Handbook



GENERAL INFORMATION

I. Description:

The Lauderhill Fire Rescue Department Fire Explorer Post is a youth organization sponsored by the Lauderhill Fire Department, and chartered by the Boy Scouts of America. The Lauderhill Fire Department is designated as the Chartered Organization. The Fire Department will manage the Fire Explorer program through the Explorer Post Committee. The explorer post is a Paramilitary organization.

II. Department Responsibilities:

As the sponsoring organization, the Fire Department will provide:

- a. Adult leadership
- b. Appropriate meeting place
- c. Training supplies, equipment and facilities
- d. Workers compensation coverage of fire personnel registered as advisors or associate advisors or other adult leader position, when involved in approved Explorer activities

III. Chartered Organization Representative:

The Chartered Organization Representative shall coordinate communications and activities between the Fire Department Administration, the Boy Scouts of America, and the sponsored Explorer Post. It shall also be their responsibility to function as the Committee Chairperson.



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IV. Explorer Post Committee:

A committee of adults is formed to oversee the operation of the explorer post. This is formed from organization representatives, Parents and/or other members of the community. Membership is approved by the Chartered Organization. The Post Committee's duties are to include, but are not limited to:

- a. Coordinate Overall Explorer Program
- b. Establish Explorer Rules and Regulations
- c. Approve Explorer Post Programs
- d. Select Post Advisors and approve requests for parent involvement in Post Leadership
- e. Provide guidelines for recruitment
- f. Approve special activities.

V. Post Advisors:

Adult leadership is provided by the Fire Department and other approved adults. These positions work directly with the explorers. These positions are designated as the Post Advisor and Associate Advisors. The lead advisor is the Post Advisor. The Post advisor shall be responsible for:

- a. Providing direct adult leadership and training for the explorers;
- b. Supervising the performance and conduct of Explorers;
- c. maintaining Post Records
- d. Guiding young adults who are the Post leaders in conducting routine operations, and the preparation of proposed unit programs for approval by the Post Committee.

VI. Appropriate Meeting Place:

Fire stations will be used for Post meetings and station facilities are to be made available for post or individual activities. Such activities are not to interfere with Fire Company operations.

VII. Training Supplies and Equipment:

Fire stations, reserve apparatus, front line apparatus, training supplies, safety equipment will be available when properly requested or scheduled.



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FIRE EXPLORER RANKS, REQUIREMENTS, DUTIES & PRIVILEGES

VII. General:

The Fire Department Explorer Program is divided into three (3) progressive ranks: Fire Explorer Trainee, Fire Explorer and Fire Explorer Ride-Along Qualified.

VIII. Membership and Joining Requirements:

The Fire Department Explorer program has the following membership requirements:

- a. Be at least fifteen (14) but not yet twenty one (21) years of age.
- b. Submit completed Explorer application form.
- c. Submit completed Medical History form and BSA Medical Exam form.
- d. Submit evidence of Accident Insurance coverage
- e. Complete Parental Permission and Consent to treat form.
- f. Satisfactorily pass background investigation check.
- g. Satisfactorily complete a fire department physical agility test conducted by the Post Advisors or designated fire personnel.
- h. Pay the Post annual registration fee of \$10.00. This covers Explorer registration, and insurance.
- i. Must attend one full month of meetings before being issued uniforms.
- j. Maintain an overall grade point average of 2.0 in the middle/high school they are attending. (Copies of report cards will be collected on a quarterly basis) Note: If failing any subject, explorer will be put on **academic probation** until the grade is brought up to a level of "C" or better. Explorers have until the following interim report to bring up grade. If grade has not improved by this point explorer will be placed on **academic suspension** until grade is brought up.
- k. Maintain membership in only one fire explorer organization.



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IX. Fire Explorer Trainee:

This is the entry rank of the Fire Explorer Program. This rank is utilized as a probationary period. The new member is required to become fully aware of his/her responsibilities, be familiar with department organization.

X. Fire Explorer Trainee Restrictions:

Fire Explorer Trainees are restricted to activities involving the Post. The trainee shall not visit any fire station (exception: the post's meeting place may be visited by permission of a Post Advisor and then only when the Advisor is on duty).



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XI. Fire Explorer Requirements:

The requirements of this position must be met before receiving an explorer Shoulder Patch and Department safety equipment, or being allowed to visit Fire Stations other than during Post meetings. Upon the satisfactory completion of the following the trainee will be promoted to a Fire Explorer:

- a. Satisfactorily participate in Post activities for two months.
- b. Demonstrate a thorough knowledge of the Rules and Regulations by passing a written exam conducted by the Post Advisor.
- c. Explain why and when apparatus inventory is checked.
- d. Explain why how and when routine fire station maintenance is done.
- e. Present a drawing showing the Fire Department organization and explain the duties of each:
 - i. Division
 - ii. Rank

XII. Fire Explorer Activities:

During this period, the Fire Explorer prepares for and becomes Ride-Along Qualified. The Explorer may participate in limited and approved fire station activities including: maintenance activities for fire station, apparatus and equipment; and training. Such activities must be scheduled and approved by the Post Advisor and the Company Officer. These activities are for the Explorer's benefit to utilize the station library, study apparatus inventories and practice basic fire fighting manipulative skills. Such visits shall be time limited by appointment agreement and for specific studies to become Ride-Along Qualified. In order that the station visits are coordinated, the Explorer must:

- a. Request & receive written permission from the Post Advisor,
- b. Make telephone contact with the Company Officer who will be on duty the day requested and make an appointment.
- c. Keep the appointment and be on time.
- d. Leave the permission slip with the Company Officer. The Company Officer will mail it through department mail to the Post Advisor.

XIII. Fire Explorer Duties:

- a. As Fire Explorers, members are expected to:
- b. Wear the full uniform with name tag and shoulder patch at all explorer functions, and during scheduled fire station activities.
- c. Maintain active participation in Post activities.
- d. Conduct themselves according to the rules and regulations at all times.
- e. Be eligible for Post participation at fires.
- f. Obtain necessary safety equipment.
- g. Become Ride-Along Qualified.



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XIV. Ride-Along Qualified Fire Explorer Requirements:

The requirements of this position must be met before receiving authorization to Ride-Along with Rescue Companies. Upon the satisfactory completion of the following the Explorer will be promoted to a Ride-Along Qualified Fire Explorer rescue units only:

Level 1

- a. Be currently registered as a Fire Department Fire Explorer
- b. Completion of all entry level paperwork
- c. Completed policies and procedures classes and pass a written test with a minimum score of 70%
- d. Satisfactorily participate in Post activities for four months
- e. Complete infectious disease control class
- f. Completed and passed First Aid class
- g. Learn Lauderhill Fire Department Chain of Command
- h. Learn all of the Departments Stations and Bureaus, mark them on a map of the city to be kept in explorer notebook
- i. Learn all of the standard equipment and its location on the Rescue Trucks
- j. Gain a working knowledge of the Fire Departments communications procedures

Level 2

- a. Completed and passed (AHA) CPR class
- b. Radial and carotid pulses, counting respirations, taking blood pressures
- c. Setup an oxygen bottle and set proper flow. Set up nasal cannula and non-re-breather mask
- d. Identify parts, proper cleaning, and operation of the suction unit.
- e. Have a working knowledge of a "C" collar and how to use them
- f. Have a working knowledge of the backboards and how to use them
- g. ADVISOR APPROVAL



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(Ride-Along Qualified Fire Explorer Requirements continued)

The requirements of this position must be met before receiving authorization to Ride-Along with Fire Companies. Upon the satisfactory completion of the following the Explorer will be promoted to a Ride-Along Qualified Fire Explorer:

Explain and demonstrate a thorough knowledge of Firefighter safety equipment:

- a. Explain how and why turnout boots and safety boots protect the wearer.
- b. Describe the various materials used in the fire department safety clothing, and how they protect the wearer.
- c. Describe the various ways a helmet protects the wearer.
- d. Describe the conditions under which the various articles of safety equipment are to be worn.
- e. Describe the safety procedures each member is to utilize while riding on or in fire apparatus.
- f. Demonstrate a working knowledge of the Fire Department apparatus by describing the following equipment, including what each is used for and locations found:
 - i. SCBA
 - ii. Amkus Tool
 - iii. Cribbing
 - iv. Fire Extinguisher
 - v. Forcible Entry Tools
 - vi. Fire Hose
 - vii. Generator
 - viii. Smoke Ejector
 - ix. Medical Equipment
 - x. Life Pak
 - xi. Ladders
 - xii. Salvage Covers
- g. Study IFSTA Essentials Chapter 3, ropes and Knots, tie and untie the following knots.
 - i. Bowline.
 - ii. Square knot.
 - iii. Becket Bend.
 - iv. Chimney Hitch.
 - v. Figure 8.
 - vi. Figure 8 on a bight.
 - vii. Figure 8 bend.
 - viii. Figure 8 follow through.



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(Ride-Along Qualified Fire Explorer Requirements continued)

- h. Study IFSTA Essentials Chapter 12, Salvage. Demonstrate Salvage techniques including:
 - i. Spreading Salvage covers.
 - ii. Picking up a salvage cover that is spread over furniture.
 - iii. Folding salvage cover for storage.
 - iv. Utilizing Debris bag and hall runners.
- i. Study IFSTA Essentials Chapter 11, Ventilation. Explain the importance of ventilation, diagram how ventilation is accomplished. Demonstrate setting up positive pressure ventilation including:
 - i. Starting generator.
 - ii. Using cord Reel and adaptors.
 - iii. Positioning Blower.
- j. Demonstrate setting up emergency scene lighting including:
 - i. Starting generator.
 - ii. Using cord Reel and adaptors.
 - iii. Positioning lights.
- k. Demonstrate a thorough knowledge of fire hose, fittings and adaptors.
- l. Demonstrate proper procedure for loading hose.
 - i. Demonstrate proper methods of connecting and un-connecting hose couplings, both storz and threaded.
 - ii. Demonstrate knowledge of location and use of hose fittings and adaptors.
- m. Demonstrate a good knowledge of the characteristics and behavior of fire
 - i. Study IFSTA Essentials Chapter 1, Fire Behavior
 - ii. Pass a written test on fire behavior
- n. Be proficient in First aid.
 - i. Satisfactorily complete the requirements for Boy Scout First Aid Merit Badge, or obtain EMS agency certification as EMS First Responder or Higher



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(Ride-Along Qualified Fire Explorer Requirements continued)

- ii. Demonstrate knowledge of location and use of first aid equipment carried on fire apparatus.
- iii. Satisfactorily complete the Fire Department CPR course

XV. Ride-Along Qualified Fire Explorer Activities:

The purpose of the Ride-Along Explorer qualification is to provide the Fire Explorers an incentive to further their education and training. Explorers who have met the qualifications for Ride-Along have an opportunity to participate in, and experience actual firefighting duties including emergency responses, fire prevention inspections, public education, engine company training drills and exercises, and other misc. duties. In order that the station Ride-Along's are coordinated, the Explorer must:

- a. Request & receive written permission from the Post Advisor,
- b. Make telephone contact with the Company Officer who will be on duty the day requested and make an appointment.
- c. Keep the appointment and be on time.
- d. Leave the permission slip with the Company Officer. The Company Officer will mail it through department mail to the Post Advisor.

XVI. Ride-Along Qualified Fire Explorer Duties:

Explorers may participate with engine/rescue companies and Prevention personnel and Chief Officers. All officers will ensure that Fire explorers comply with all safety precautions and requirements of the Department. While the explorer is assigned Ride-Along time, he should take part in all station activities, including station maintenance, fire prevention inspections, public education, training drills and limited emergency service. At no time shall the Explorer be exposed to any hazardous situations or engage in any restricted fire suppression activity.

As Fire Explorers, members are expected to:

- a. Have met the Ride-Along Certification requirements
- b. Wear the full uniform with name tag and shoulder patch at all explorer functions, and during scheduled fire station activities.
- c. Maintain active participation in Post activities.
- d. Conduct themselves according to the rules and regulations at all times.
- e. Have necessary safety equipment.
- f. During emergency situations do not get involved in any restricted suppression activity or other situation that appears hazardous, even if approved by company officer or other supervisor.



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XVII. Duties of Company Officers:

The company officer shall provide adequate supervision for the explorers during the hours of assignment.

- a. Instruct Explorer on duties while assigned.
- b. At no time use or involve the Explorer in any restricted fire suppression activity.
- c. Insure that while on apparatus or department vehicle that the Explorer remains seated wearing safety belt.
- d. Upon completion of the Ride-Along, forward the permission slip to the Post Advisor with appropriate comments.

XVIII. Possible Injuries to Explorers:

Each Explorer must have accident insurance with an insurance company. The Fire Department is protected by a liability insurance policy provided by the Boy Scouts of America. In the event that an Explorer is injured and requires medical attention:

- a) Obtain medical attention immediately
- b) Complete EMS run report
- c) Notify parents and Lead Post Advisor of the injury
- d) The advisor will complete necessary injury forms as required by the Fire Department.
- e) Forward copy of EMS report to Lead Post Advisor



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XIX. MEMBERSHIP REGULATIONS

- a) Membership shall be open to all young adults at least 14 years of age. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Explorers and agree to, and sign the Post's by-laws.
- b) Persons applying for membership shall supply the following information to the Advisor(s): Name, address, telephone number, brief educational history, brief medical form (this is supplied by the Post / BSA), via the Applicant Information Form.
- c) All membership / registration fees must be completed and turned into the Head Advisor(s).
- d) All new members shall be on probation for a period of three months. Probationary members shall attend all meetings and Post functions without fail. Only exceptions are: Family and school obligations or illness (subject to confirmation).
- e) In the event that a Probationary Explorer does not attend a meeting and fails to provide a valid excuse as to why, then the Probationary Explorer shall be dismissed from the post.
- f) The Head Advisor reserves the right to terminate any Probationary Explorers membership without cause.
- g) All Explorers shall have a General Release form signed by their parent or by the Explorer if of 18 years of age. This general release must be notarized.
- h) All members must be attending school or have graduated from High School or its equivalency.
- i) All members SHALL follow the Lauderhill Fire / Rescue Explorer Posts' Standard Operating Procedures without fail.
- j) No Explorer shall violate the trust of the Post. If the Post trust is violated the Head Advisor reserves the right to terminate the Explorer without cause.



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XX. ADMINISTRATIVE PROCEDURES

The following list of directives represents the personal conduct standards the members of the Lauderhill Fire Dept. Explorer Post shall follow. The basis for these regulations is the following policy:

Every member of the Fire Dept. Explorer Post program is expected to operate in a highly self-disciplined manner and is responsible for regulating his/her own conduct in a positive, productive, and mature manner, to reflect positively upon the City of Lauderhill and the Lauderhill Fire Department.

ALL MEMBERS SHALL:

- a) Follow rules and regulations, standard operating procedures, and by-laws of the City of Lauderhill Fire Explorer Post.
- b) Use their training and capabilities to protect the public and other members at all times, both on duty and off.
- c) Work competently in their positions to cause all Department programs to work effectively.
- d) Always conduct them self in a professional manner to reflect credit on the department.
- e) Keep them self fully informed to do their assigned jobs effectively.
- f) Be concerned and protective of each member's welfare.
- g) Observe the concept of Unit Integrity and Trust.
- h) Operate safely and use good judgment.
- i) Keep them self physically fit.
- j) Observe the duties of their position. (0800 to 2000 hrs.)
- k) Be careful of Department equipment and property.

XXI. General Conduct:

A Lauderhill Fire Explorer represents every other Fire Explorer who holds membership with the post, every advisor who instructs the post and the Lauderhill Fire Department. Any conduct reflects greatly on the training, respect and attitude that are taught to the Fire Explorer. As a result, the following guidelines for general conduct should be respectfully applied in all situations a Fire Explorer encounters.



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(General Conduct *continued*)

- a. **Dignity and Respect-** Explorers are required to treat everyone (fellow Explorers, Advisors, Firefighters and citizens) with the utmost dignity and respect. Additionally, explorers are required to refrain from using coarse, profane or disrespectful language at all times. Actions that could discredit, bring ill repute to, insult or disrespect an individual, regardless of the circumstances will be subject to immediate disciplinary actions. Examples of such actions include but are not limited to; conduct unbecoming of a fire explorer, publicity criticizing the official actions of a Post Advisor or any other Fire Department Personnel and unauthorized release of any information concerning essential Fire Department matters to the press or general public.
- b. **Chain of Command-** Except for cases of extreme emergencies and immediate hazards, explorers are required to follow the chain of command outlined in the rank section of this manual. Questions and comments should be directed to the individual who holds immediate rank over the explorer's ranking status. A demonstrated failure to follow the chain of command will be subject to immediate disciplinary actions.
- c. **Orders-** When an individual is given an order; it is that person's responsibility to carry out that order quickly and efficiently as possible. Orders may only be questioned if the act of carrying out the order will present danger to the fire explorer. If a fire explorer is presented with orders from two different higher –ranking personnel, the fire explorer is responsible for informing that he/she has already been ordered to perform a task and that the second order will be carried out immediately after the first order is completed. Individuals who demonstrate a failure with completing orders and neglect of performing assigned duties will be subject to immediate disciplinary actions.
- d. **Fire Explorer Events-** Public events that the Lauderhill Fire Explorer Post is invited to attend requires a great deal of planning and creates exceptions from the public that these events will be successful. It is the responsibility of every fire explorer to show up on time and attend all special events that are signed up for. Explorers who arrive late to or fail to attend special events that they have signed up for will be subject to immediate disciplinary actions.
- e. **Consumption of Alcoholic Beverages and Drugs-** Any explorer who has consumed or is under the influence of any type of alcoholic beverage or drug (including tobacco products) while in uniform, on city property or representing the Explorer Post or City of Lauderhill will be immediately terminated from the post.



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(General Conduct *continued*)

- f. **Weapons-** Any fire explorer who possesses a weapon (or any item capable of or intended to inflict injury on a person or damage property and not intended for the sole purpose of fire operations) while in uniform, on city property or representing the Fire Explorer Post or City of Lauderhill will be immediately terminated from the post.
- g. **Fire Calls-** Explorers are not permitted to attend activities or visit fire stations without prior authorization from a Post Advisor and a station officer. Additionally, **Explorers are not permitted to show up on fire scenes unless they have arrived on the apparatus with a crew.** Any explorer who fails to follow either guideline will be subject to immediate disciplinary actions.
- h. **Use of Post and City Property-** All items issued to explorers are the sole property of the Lauderhill Fire Explorer Post. Additionally, activities performed by the post, will often require the use of post and fire department tools, equipment and supplies. All items, belonging to the Lauderhill Fire Explorer Post and the City of Lauderhill are to be exclusively for post activities and firefighting operations, and may only be used if previous authorization is granted by a post advisor, station officer or higher ranking fire official. Any unauthorized use of post or city property will be subject to disciplinary actions.



XXII. ATTENDANCE REQUIREMENTS

- a. Attendance at meetings is mandatory.
- b. Attendance at functions is mandatory. To be excused, a member may arrange the absence with his / her superior officer. Failure to do so will result in 1 demerit.
- c. If a member must work on a meeting night or on the weekend of a function, it is the responsibility of the explorer to notify their Lieutenant prior to the function. If this is not followed, it may result in 1 demerit.
- d. No meeting shall be held without the Advisor or Associate Advisor present.
- e. Non-attendance, tardiness, or leaving any meeting or function without informing an advisor is grounds for assigning demerits or DISMISSAL.
- f. Explorers must attend **75%** of all explorer meetings per quarter of the year.
- g. Explorers must attend **75%** of all explorer functions per quarter of the year.
 - i. Quarter of the year will consist of 3 months of the year. (i.e.) January-March, April-June, July-September, October-December
 - ii. Violation will result in **5 demerits for lack of attendance.**
- h. A sign up sheet will be provided for all explorers to sign up for functions.
 - i. If explorer does not attend function that he/she signed up for, it will result in **1 demerit for Failure to Complete Assignment.**
- i. Explorers cannot miss two consecutive meetings or functions without the prior approval of the lead advisor.
 - i. Violation will result in **5 demerits for lack of attendance.**
- j. If an explorer must take a leave of absence in which they plan on returning, they must provide it in writing to the lead advisor with the dates they will be gone.
- k. For explorers attending 100% of all meetings per quarter of year, they will receive a uniform bar.
- l. For explorers attending 100% of all functions per quarter of year, they will receive a uniform bar.



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XXIII. OFFICER DUTIES

a. OFFICER RESUMES AND DUTIES:

- i. All post members, off of probation, will be eligible to submit promotional resumes, for the ranks of Lieutenant. Only Lieutenants may submit a resume for the position of Captain. Each member eligible will also be assessed upon overall performance, attendance, as well as the detailed resume. Each new officer is on probation for a period of six months. During this probationary period the Head Advisor reserves the right to terminate the Explorers rank without cause. All positions of rank will be filled as required. All resumes will be reviewed without identity.

b. OFFICER DUTIES:

i. JR. Associate Advisor(s):

1. Aid the Head Advisor(s) in Post Administrative and operational procedures.
2. Aid the Head Advisor(s) in Level 1 training.
3. Be in charge of all new membership and recruiting.
4. Maintain accurate record keeping.
5. Organize post projects, events, and fund raisers.
6. Keep the Head Advisor(s) constantly updated on the post status.
7. Carry out any other assignment given by the Head Advisor(s)

Note: Jr. Associate Advisor does not hold explorer officer rank, but is to be treated as a Jr. Advisor. Must be in the Fire Academy or have completed the Fire Academy to fill this position.

ii. Captain(s) SHALL:

1. Keep the Jr. Associate Advisor(s) and Head Advisor(s) constantly updated on the status of his / her Lieutenant(s) and Squad(s) training and academic progress (both regular school / post classes).



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(OFFICER DUTIES continued)

2. Turn into the Jr. Associate Advisor(s) (AFTER REVIEWING) collected annual re-charter fees and dues, report cards failing meet the 2.0 minimum grade point average, receipts, grievances, absence forms when the advisor(s) feels the individual Explorers absence is becoming a problem, demerits when the Explorer has accumulated enough to have action taken against him/her.
3. Carry out any other assignment given by the Jr. Associate Advisor(s) or Head Advisor(s).

iii. Lieutenant(s) SHALL:

1. Keep the Captain(s) constantly updated on there squad(s) status.
2. Collect (from there individual squads) report cards, annual re-charter fees, dues, grievances, and receipts.
3. Maintain an accurate account of demerits / personal absence forms and turn them into the advisor(s) as required.
4. Maintain high levels of moral and discipline in there individual squads (at meetings and in public).
5. Carry out any assignment given by the Head Advisor(s), and Captain(s).

As a Para-military organization, level of rank is strictly. During operations, questions, comments and concerns should be directed to the next ranking level from the person having an issue that needs to be addresses. Any senior ranking Explorer, Alternate Instructor, Advisor or Instructor) and their last name. (i.e. Captain Smith), or Sir or Maim, if the ranking title is not known. Please note that established rank procedures must be respected for any Fire Department personnel who may be present during an Explorer function.



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XXIV. UNIFORM AND HAIR REGULATIONS

This procedure identifies the standard uniform and hair regulation of the Lauderhill Fire / Rescue Explorer Post.

a. **MALES:**

Hair will be clean, styled, well groomed, and not extended below the collar. "Fade Cuts" such as shaving the sides, long on one side and short on the other, etching, banding, or unnatural coloring will not be permitted. Side burns may extend to the middle of the ear. Mustaches can extend approximately three quarters of an inch below the mouth. Side burns and mustaches will be trimmed and well groomed. Other facial hair e.g. beards, are not allowed. Earrings or other pierced jewelry will not be permitted. (Wedding Band allowed)

b. **FEMALES:**

Hair will be in a professional and neat hair style. Shoulder length hair or longer must be pinned up, braided or otherwise restrained in a reasonable manner. "Fade Cuts" such as shaving the sides, long on one side and short on the other, etching, banding, or unnatural coloring will not be permitted. Pierced jewelry, other than one set of earring, shall not be permitted. (Wedding Band allowed)

c. **UNIFORMS:**

The appropriate uniform(s) as noted shall be worn by all Explorers when on duty. All Explorers will wear their class "A" uniform at all meetings and functions, unless directed by the Advisor or the Fire Chief during a drill or a special function. (Example: Mock disasters, training night, etc.)

- i. All Explorers are responsible for maintaining the uniform items required for these assignments. All items shall be maintained in presentable condition. Faded, worn, or damaged articles are not acceptable. There shall be no alterations made to issued gear without the permission of the Advisor(s).
- ii. In order to get the C.P.R. patch, a member must pass the C.P.R. test with the approval of the instructor.



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(UNIFORM AND HAIR REGULATIONS continued)

- d. NOT FOR ANY REASON will uniforms are worn earlier than one hour before or after meetings of functions, or at any other time unless allowed by an Advisor. Any Explorer lending or using their uniform when not authorized will be dismissed from the post. If a portion of the Explorers' uniform has to be replaced, the Explorer must complete a Request for Replacement of Lost or Damaged Equipment form and send it through the chain of command. At no time is the explorer allowed to make any type of changes to his/her uniform without the approval of the advisor(s).
- e. It is the Explorers responsibility to provide a pair of all black shoes.

XXV. DRESS CODE:

- a. **Class "A" Uniform:**
Dress gray shirt, black BDU pants, black shoes, black belt, and black socks.
 - Worn when riding or attending special events.
- b. **Class "B" Uniform:**
Gray F.D. collar shirt (issued), black BDU pants, black shoes or black sneakers, black belt, black socks.
 - Worn at weekly meetings and when called for at special events.
- c. **Class "C" Uniform:**
Black gym shorts, Post t-shirt, white or gray gym socks, black or white gym shoes.
 - To be worn at special events and during physical training.
- d. **Jumpsuits:**
 - 1. -Worn during training exercises or at the Advisor(s) discretion.



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(DRESS CODE continued)

Upon completion of Probationary Fire Explorer STATUS, EACH Fire Explorer will be issued an identification card verifying status as a Lauderhill Fire Explorer. Fire Explorers are required to maintain their identification card on their person at every Fire Explorer event. **Fire Explorers are in no way permitted to display identification cards in or on vehicles. Doing so will result in immediate termination from the post.**

All items issued to Explorers are the property of the City of Lauderhill and **must** be immediately returned to the city upon leaving the post. **Additionally, it is the Explorer's responsibility to ensure the integrity and accountability of each item issued. Damaging or losing an issued item will may result in disciplinary action.** Issued items are for the sole purpose of Fire Explorer activities and must not be worn and/or used for any other purpose.

XXV. DRESS CODE ADDENDUM

(Effective 01/01/03)

PURPOSE:

The purpose of this addendum is to establish the POST 441 Lauderhill Fire Explorers Dress Code regarding personal appearance for uniformed explorers.

POLICY:

In addition to the stated policy located on page 15 of the POST 441 Fire Explorer Policy Manual, the following items shall not be permitted as part of a uniform:

- 1) Cell Phone
- 2) Beeper
- 3) Radio (two-way, scanner, i.e.)
- 4) Any other electronic device that has not been approved by the POST 441 Committee Board of Directors

VIOLATION OF POLICY

Violation of stated addendum shall constitute the following punishments:

You will be advised by your supervisor (squad leader, advisor, etc.) That your attire is not appropriate, and minded of the Dress Code;

and/or

You will be asked to change your attire or remove said items;

and/or

Violation may result in further disciplinary action, up to and including termination.



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XXVI. RIDE PROCEDURES

- a. Only after completing orientation and medical training, shall the Explorer have the privilege of riding on rescue.
- b. Assignment for riding will be issued by the Fire Chief.
- c. Explorers shall ride a maximum of 6 hours and minimum of 2 hours per shift unless special permission is obtained from the Advisor.
- d. No Explorer will be allowed to ride, as an Explorer, if he or she is not on the current ride schedule.
Explorers not on the current ride schedule may request ride time through the Head Advisor and that request will only be granted if all copies of the ride schedule can be modified.
- e. While riding, Explorers shall stay within the station designated areas.
- f. No Explorer will be allowed in any sleeping quarters.
- g. No Explorer will be allowed to ride if his / her grade point average falls below 2.0 or he / she is failing any subject.
- h. Explorers will ride at the stations at which an Advisor is assigned.
- i. If, for any reason, the Explorer cannot meet his / her assignment time, he / she must notify an Advisor or the on duty Battalion Chief no less than 1hr. prior to the beginning of the ride.
- j. When any member needs to contact station # 57 for any reason, the notification shall be made between 0800 hours and 2000 hours, and will address the on duty shift commander or any available explorer advisor on duty.



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XXVII. ADDITIONAL RIDING PROCEDURES

- a. Call station commander at Station #57.
- b. Arrive 5-10 minutes early.
- c. Contact the station commander, let he / she know that you have arrived.
- d. Stow your gear on the truck, and then check your S.C.B.A.
- e. Get with the Fire Fighters and help complete station duties.
- f. Get with the Driver and help with checking out the truck.
- g. **DO NOT** sit around and watch T.V.!! Constantly stay busy!!
Example:
 - i. Study
 - ii. Complete required drills (refer to Drill Book)
 - iii. Clean
 - iv. Ask station commander for assignment.



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XXVIII. RULES AND REGULATIONS

We use the Fire Departments Rules and Regulations as our own since we have to follow all Rules and Regulations of the Fire Department.

Fire Department members are to regard themselves as public employees and are to be governed by the highest ideals of honor and integrity. Courteous conduct is indispensable to good discipline. All members of the department will be expected to act accordingly at all times, whether on or off duty, reflecting credit upon themselves as well as their department.

Section 1 - PROMPTNESS

Officers and members must be prompt and energetic in discharging their duties. They shall be courageous without being reckless and shall exert their greatest energy and best ability and judgment to their duty at all times.

Section 2 - MEMBERS RELATIONSHIPS

All officers and members shall treat and address each other in a courteous manner. They shall work together in harmony and exhibit a courteous demeanor in their relationships with each other. Neither officers nor members shall speak disrespectfully of each other.

Section 3 - DISCHARGING DUTIES

Officers shall be firm and fair and exact in the discharge of all their duties. Acting Officers so assigned shall assume the full duties and responsibilities of the position to which he / she is assigned.

Section 4 - OFFICERS TITLES

The members of the Department must address their superior officers by their proper titles at all times.

Section 5 - ALTERCATIONS

No altercations or fisticuffs will be permitted among members, nor with visitors, such conduct being a serious breach of discipline and may result in reprimand, suspension, or dismissal.

Section 6 - MEMBERS LANGUAGE

NO member of the Fire Department shall use coarse, profane, or insolent language or show disrespectfulness to a member of the Fire Department or a citizen.



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(RULES AND REGULATIONS continued)

Section 7 - MEMBERS CONDUCT

No member shall conduct themselves, on or off duty, in a way that will tend to bring discredit or ill-repute to the Fire Department, or any of its members as a group or as individuals.

Section 8 - IMMORAL AND INDECENT CONDUCT

No member shall be party to any immoral or indecent conduct. Sexual fraternization between members, while on duty, is prohibited.

Section 9 - SEXUAL HARASSMENT

No member shall be a party to any form of discrimination or harassment on the basis of race, sex, religion, age, national origin, or handicap status as defined by: Title V11 of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967 as amended, Rehabilitation Act of 1973 and 1974, Chapters 760 and 83-380 of the Florida Statutes, the City's Equal Employment Opportunity Policies or any other pertinent legislature, executive, or administrative issuance's.

Sexual harassment may be defined as influencing or offering to influence or threatening the career, pay, or job of another person, woman or man, on the basis of prohibited items. Sexual Harassment may further be defined as unwelcome deliberate or repeated comments, gestures, or physical contact of a sexual nature in a work or duty-related environment.

Section 10 - OBEYING ORDERS

All members of the Fire Department shall promptly and thoroughly obey all orders received from superior officers which are not in conflict with the law, ordinance, or Department Rules of Order.

Section 11 - COPY OF RULES AND REGULATIONS

All Fire Department personnel shall be furnished a copy of the Administrative Rules and Regulations, Incident Command Manual, and Operational Procedures Manual, and all personnel shall read and become thoroughly familiar with them, as well as with all special and general orders related to the Department. Each member is responsible for keeping his / her copies of these manuals updated as revisions are made.

Section 12 - INTERNAL AFFAIRS

No information relative to the Internal Affairs of the Fire Department will be released without proper authorization.



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XXIX. DEMERIT SYSTEM

This program incorporates a demerit system. Five (5) demerits equal one (1) point. In the event the Explorer receives three (3) points within a consecutive 12 month period, that Explorer will be brought up before a "Review Board". Demerits are received for violations of rules and regulations, improper conduct, failure to do assignments, Ect. Unit Integrity and absolute trust is a vital part of any close nit organization. If this trust is violated the Explorer can and will be terminated from the post. The demerit system is utilized for disciplinary action; however, this does not exclude administration from imposing major disciplinary action or dismissal when appropriate.

<u>INFRACTIONS</u>	<u>DEMERITS</u>
Uniform	1
Use of foul Language	2
Failure to complete assignment and/or class work/ unprepared	2
Violation of rules, regulations, safety standards	3
Late to roll call, formation, or assignment	2
Disrespect to rank, post members, visitors, fire department members	5
Unexcused absence	1
Lack of attendance	5
Misconduct	5
Lost or damaged equipment	3
<u>Each 5 demerits will equal one point</u>	
1 point	Documented verbal reprimand
2 points	Written reprimand
3 points	Explorer goes before review board and is placed back on probation
4 points	TERMINATION

**USE OF TOBACCO OR TOBACCO PRODUCTS WILL BE GROUNDS FOR
IMMEDIATE DISMISSAL**
(Due to Required Affidavit by State)



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XXX. REGISTRATION AND DUES

- a. Registration shall be according to BSA and insurance.
- b. Registration fee is \$10.00. Records shall be kept of such payments.
- c. Monthly dues are \$5.00. Records shall be kept of such payments.
- d. Any assessment voted on by the membership shall become part of that month's dues-prepaid members are not excluded from these fees.
- e. Any member who is not current on the payment of dues shall not attend post functions or meetings. No make-up will be allowed just to attend a function.
- f. Dues will be supplemented by money-earning activities involving the participation of all Post members excluding those excused by an Officer, or Advisor(s). Members not participating are not entitled to the benefits of the money derived from such activities.
- g. All money-earning activities must be approved by the Advisor(s) and must meet the requirements listed in the Explorer Fire / Rescue Guide.



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XXXI. MEETINGS

- a. Regular meetings will be held on Tuesday nights from 6:30 pm to 8:30 pm. summer meetings will be voted on by the membership. Post meetings will be conducted under the principles outlined in Robert's Rules of order. Voting on all issues shall be simple majority.
- b. Officers' meetings shall be held at the end of class each week.
- c. Anyone asked to refrain from misconduct twice will be removed from the meeting, and will receive 5 demerits.
- d. Late is defined as reporting to meetings and/or functions 15 minutes or more after the meeting and/or function start time.
- e. An Explorer reporting to a meeting and / or function after the regularly scheduled starting time will receive 2 demerits for being late, and possibly 3 demerits for violation of the rules and regulations. Corrective discipline for receiving 5 demerits or more within a consecutive 12 month period shall be applied as follows:
- f. Discipline will normally be imposed according to the schedule on page 25. If the Explorer is able to show some compelling reason for the demerits, the Head Advisor may elect and has the right to withhold or modify the disciplinary action in a given reason.
- g. An Explorer not reporting to a meeting, function, drill, or class without his / her entire equipment and proper uniform shall receive 1 demerit and possibly additional demerits for other rules and regulation violations, per the demerit system.



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XXXII. MEETING AGENDA

General Meeting Format:

1800 hrs. –Line up

1810 hrs. - Physical Training (and/or testing if required)

1845 hrs. - Lt.'s Meet with Squads

1900 hrs.-Meeting Called to Order

A. Introduction of Guests

B. New Business

C. Old Business

D. Advisor / Associate Advisor report(s)

E. Officers Report

Start Class

End Class / Start Clean Up / Officers Meeting

Dismiss Class- 2030hrs.



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XXXII. REVIEW BOARD AND RULES OF MISCONDUCT

- a. A review board shall consist of an Advisor and/ committee members.
- b. A review board shall meet if any member breaks these by-laws or if it is requested by the Head
- c. Advisor, Associate Advisor(s), members of the committee, Officers(s), or by membership vote.
- d. Any changes of misconduct of a youth member shall be submitted in writing to the Advisor or Associate Advisor.
- e. The review board shall have the power to suspend or terminate a member for the following reasons after the accused member has been given the opportunity to defend himself / herself before the review board:
 - i. Use of narcotics at any time.
 - ii. Use of alcoholic beverages at ant time.
 - iii. Any misconduct in the public which may discredit or embarrass the City of Lauderhill, The Lauderhill Fire Department, and / or the Post.
 - iv. Any misconduct to any Post adult leader and / or executive member, the City of Lauderhill Fire Department as they pertain to the Post.
 - v. Failure to abide by the Post's by-laws.
 - vi. Engaging in any sexual activity while on duty.
 - vii. Stealing.
 - viii. Violation of the rules of the City of Lauderhill, Lauderhill Fire Department or Explorer Post.
 - ix. Bringing weapons to the station or public activities.
 - x. Being in the fire station when not attending a meeting or function or without the approval of the Advisor.
 - xi. Making or receiving personal phone calls.
(Messages will not be taken by station personal.)

(1, 2, 7 OR 9 WOULD RESULT IN A DEFINATE DISMISSAL FROM THE POST)



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(REVIEW BOARD AND RULES OF MISCONDUCT *continued*)

- f. Unit Integrity and Trust of the fellow members is to be practiced at all times. If at any time this trust is violated, the individual shall be terminated from the post.
- g. When working with the Fire Department at a Post function, all members shall abide by any and all rules and regulations and/or directives established by any member of the Fire Department.
- h. All Fire Department personnel shall be addressed by rank. Failure to comply will result in 5 demerits , and appearance before review board.
- i. No Explorer is to leave any function or campsite alone nor is he / she to be permitted to leave unless he / she had notified the designated individual in charge. When notifying that individual, he / she must also include where he / she are going, why, and when they expect to return. This is to provide for the safety of all individuals as well as to assure that the individual can be located if necessary.
- j. All members must have a General Release form signed and on file before participating in any function.
- k. All Explorers are expected to be a First Responder within twelve (12) months of completing probation or they will be removed from the Post.



XXXIII. UNIFORM DECORATIONS

The Following are awards which the Explorer can earn, and the uniform decorations which they receive for the award. **(Advisor’s discretion)**

XXXIV. GUIDELINES AND STANDARDS FOR RIDING

All Explorers will report in Class "A" uniform while riding.

Hours Explorers are allowed to Ride:

Weekdays (School Days)	1800 hours to 2200 hours
Weekdays (No School)	0800 hours to 2200 hours
Saturday	0800 hours to 2200 hours
Sunday and Holidays	1300 hours to 2200 hours

The ride schedule shall be made on the 2nd to last Tuesday of every month.

Ride times will be a minimum of 2 hours per shift and a maximum of 6 hours per shift.

Prerequisites:

- a. Must have completed orientation and medical training to ride on rescue.
- b. Approval of Advisory Board.
- c. Orientation of Fire Truck. Confirmation must be presented to the Advisory Board.
- d. Must sign a release with the City of Lauderhill and submit to the Advisory Board.

Guidelines:

- a. Must stay at Fire Truck until Fire Personnel approve otherwise.
- b. Explorers NEVER drive Fire Trucks.
- c. Explorers are under the command of all Fire Personnel.
- d. Explorers do not don self contained breathing apparatus and/or enter structure fires wherein the fire has not been declared "OUT" by the incident commander.



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I, _____, on this ____ day of _____
in the year 20__ have agreed to abide by all rules and regulations as
stated in the Lauderhill Fire Rescue Post #441 Policy & Procedure
Handbook.

By signing this agreement, you acknowledge that you have read and
understood the Lauderhill Fire Rescue Post #441 Policy & Procedure
Handbook, and that you agree to be bound by the terms and
conditions as stated within.

Explorer Signature _____ Date / / 20__

Advisor Signature _____ Date / / 20__

Committee Signature _____ Date / / 20__