



Leverett Fire Department Junior Firefighter Program

Leverett Fire Department Mission Statement:

“To promote and deliver life safety by providing efficient, professional, high quality, cost effective, and timely protective services including fire suppression, emergency medical services, fire prevention, disaster response management, public safety education, and code enforcement.”

STANDARD OPERATING GUIDELINES

Junior members must be in at least 10th grade and be at least 16 years of age to join. Once joined Juniors can participate in the program through 18 years of age.

Junior members must maintain at least a "C" average in their school coursework and produce documentation of the same at the time they join and on a quarterly basis. In the event that a junior member has lower than a "C" average, they will be placed on probation until their average returns to a "C".

Junior members under 18 years of age must obtain full written permission from their parent/guardian to participate in the program.

Junior members must report directly to an LFD member for all assignments and activities.

Junior members will receive classroom training in core areas of interest, with classes focused on CPR, communications, fire prevention and safety, general fire, rescue, and EMS education.

Junior members may participate in trainings between the hours of 6am and 10pm on school nights, and between 6am and 11:30pm on weekends.

Junior members may participate in the following activities if the Jr. firefighter is not exposed to any hazardous areas or atmospheres:

- Training
- Parades and special events
- Fundraising events (when allowed by law)
- Fire prevention, life safety education, and activities
- Meetings

Minors who are sixteen to eighteen MAY NOT:

Receive pay or compensation from the Town of Leverett for their fire service.

Perform fire suppression involving structures or vehicles.

Provide any form of patient care.

Drive fire department or emergency vehicles.

Drive any vehicle, including their own, with attached operating red lights to the station, to the scene of an emergency, or for any other reason. This includes prohibition of driving at an increased speed or in any manner that violates Massachusetts vehicular laws.

Junior members should regularly attend meetings or events for program participants. These may include basic training coursework, a fixed activity such as one listed above or other activity with the department.

Junior members parent(s) and/or guardian(s) must sign the Parental Consent, Release from Liability and Indemnity Agreement that releases the Department and the Town of Leverett from liability in the event of injury.

JUNIOR FIREFIGHTER GENERAL CONDUCT

- In matters of general conduct Junior Firefighters shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act either on or off-duty to bring reproach or discredit upon the Department or its members.
- Junior Firefighters shall refrain from conducting themselves in a manner or be a party to any act that would tend to impair the good order and discipline of the Department.
- In matters affecting the policy and practices of the Department, Junior Firefighters shall not give utterance by public speech, publication, social media, texting, or similar activity, directly or indirectly, without first obtaining approval of the Chief or Deputy Chief.
- No information relative to the business affairs or policies of the Department shall be furnished to any person or persons not connected therewith except as authorized by the Chief or their designee.
- Junior Firefighters shall not discuss any incident, whether medical, fire, etc., with persons other than members of the Department.
- Junior Firefighters shall not, while on or off-duty, use the badge, emblem, uniform, any issued equipment, or prestige of the Department for personal gain or advantage.
- Junior Firefighters shall not loan, sell, give away, or appropriate for their own use, any Department, Town, or Public property.
- Junior Firefighters shall not report for any Department event, training exercise, or any other duty, while under the influence of any intoxicating alcohol, drug or compound, nor absent themselves from duty or render themselves unfit to perform their duties due to such influence.
- Junior Firefighters shall not have in their possession or partake of any intoxicating alcohol drug, or compound while on duty or in uniform.
- Junior Firefighters shall not be party to any malicious gossip, report, or activity that would tend to disrupt Department morale or bring discredit to the Department or any member thereof.
- Junior Firefighters shall not use obscene or uncivil language while in uniform and/or acting as a member of the department.
- Junior Firefighters shall keep their persons, personal protective equipment (PPE), and uniforms, if issued, in a neat and clean condition. Persistence in poor hygiene or offensive habits will be just cause for disciplinary action.
- All Junior Firefighters shall take such care of their personal appearance to reflect credit upon the Department, the Fire Service, and themselves, and to engender the respect of the public. Attitude, manner, and bearing should demonstrate courtesy and cooperation.
- Junior Firefighters shall report for training and any Department events wearing closed toe shoes, long pants (EMT pants or jeans are acceptable, shorts and leggings are not), and a department issued shirt.

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- Junior Firefighters shall not lend their names, as members of the Department to any commercial or business enterprise, nor shall they approve the use of the name or prestige of the Department for any such purpose.
- Junior Firefighters shall not receive or accept any reward, fee, or gift from any person for any service incident to or for the performance of any assigned duty.
- Junior Firefighters shall be under the immediate supervision of members of the Department.
- Junior Firefighters shall perform related work as directed.
- Junior Firefighters shall be obedient, respectful, and courteous to all.
- Junior Firefighters shall familiarize themselves with, and be obedient to, the laws, rules and regulations, and orders, affecting the operation of the Department.
- Junior Firefighters shall immediately report to an officer any accident, illness, or injury, occurring to themselves while on duty, no matter how trivial.
- Junior Firefighters shall notify their officer of any inability to perform a duty at the time such duty is required.
- Junior Firefighters shall be responsible for the safekeeping and proper care of all Department property in their charge.
- Junior Firefighters shall report to an officer the loss or damage of any Department materials, equipment, badge, or identification card.
- Junior Firefighters shall extinguish training fires and take proper precautions to prevent rekindling thereof, if directed to do so.
- Punctuality is required of all Junior Firefighters. Failure to report for duty or training at the time specified will be considered cause for disciplinary action.
- All Junior Firefighters, when speaking to an officer, shall address the officer by title, such as "Chief", "Deputy Chief", or "Lieutenant".
- Any violation of the provisions of the rules and regulations or orders of the Department, or neglect or evasion of the duties prescribed, shall be subject to disciplinary action.

DISCIPLINARY ACTION

The purpose of this guideline is to outline the disciplinary action that the Department will take in certain situations warranting a disciplinary action, as follows:

Verbal warning:

- Definition: The Fire Chief, Deputy Chief, or their designee, will talk to you about the complaint.
- Offenses: Any violation of *Junior Firefighters General Conduct* or failure to obey any Department Standard Operating Guidelines, or verbal procedures.
- Punishment: None

Written warning:

- Definition: You will be given a copy of the complaint.
- Offenses: Same as above, but for subsequent or more serious situations.
- Punishment: Suspension of up to 30 days at the discretion of the Chief or Deputy Chief

Termination:

- Definition: You will be asked to resign as a Junior Firefighter and return all department issued equipment and uniforms.
- Offenses: Same as above, but for subsequent or increasingly serious situations.
- Punishment: You will no longer retain membership.

Offenses such as conviction of a felony, sexual harassment, theft of any kind, dangerous driving practices, violation of traffic laws, driving under the influence of alcohol or drugs, reporting for training under the influence of alcohol or drugs, violence on duty, or any offense the Fire Chief, Deputy Chief, or other rank officer deem serious enough shall result in automatic termination from the Department.

Junior Firefighter Program Application

Please print using black or blue ink.

Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Birthdate: _____

Do you have your parent's/guardian's permission to apply to be a Junior Firefighter? ___ Yes ___ No

Parent/Guardian Name: _____

Phone Number: _____

Address: _____

Emergency Contacts

Primary

Alternate

Name: _____

Name: _____

Phone Number: _____

Phone Number: _____

Relation: _____

Relation: _____

Medical Information

Doctor: _____ Phone Number: _____

Preferred Hospital: _____

Medical Conditions: _____

Allergies: _____

Medications: _____

Are you fully vaccinated against COVID-19? ___ Yes ___ No

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Additional Information

What interests you the most about becoming involved with the Leverett Fire Department?

Please list other activities you are involved in (sports, volunteer work, etc.)

Background Information

Please note: A CORI (Criminal Record Offender Information) background check will be done for all applicants; a felony will prevent anyone from becoming a member of the Leverett Fire Department.

Applicant Signature: _____ Date: _____

Parent/Guardian Consent

My child, _____, has my permission to be a Junior Firefighter with the Leverett Fire Department. I give my consent to allow _____ to be a Junior Firefighter. I understand and agree that neither the Leverett Fire Department nor the town of Leverett shall be responsible for any actions of my child that are not taken under the direction of a Leverett Fire Department member.

Parent/Guardian Signature: _____ Date: _____

PARENT/GUARDIAN CONSENT, RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

I/we the undersigned "Parent(s)" or "Guardian(s)" of _____, a minor, do hereby consent to their participation in the Leverett Fire Department Junior Firefighter Program (the "Program"), and I/we do forever release, acquit discharge and covenant to hold harmless the town of Leverett, and its departments, officers, and employees of and from any and all claims, causes of action, expenses and compensation on injuries or property damage which I/we may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or rights of action for damages which said minor has or hereafter may acquire, either before or after they reach their majority, resulting from said minor's participation in the Program. Furthermore, I/we hereby agree to indemnify, reimburse or make good to the town of Leverett and its departments, officers, and employees any loss or damage or costs, including attorneys' fees, the town of Leverett or its representatives may have to pay if any claim or litigation arises from said minor's participation in the Program.

I/we have read this Consent, Release and Agreement form and I/we understand the contents of the form. I/we understand that the participation of the child named above in the Program is voluntary and that the child and I/we are free to choose not to participate in the Program. By signing this form, I/we agree that I/we have decided to allow the named child to participate in the Program and understand that the town of Leverett and its Fire Department will not be liable to anyone for bodily injuries and property damage the named child or I/we may suffer from participation in the Program.

Note: If applicable, both parents/guardians must sign.

Signature of Parent/Guardian: _____

Date: _____

Relationship: _____

Signature of Parent/Guardian: _____

Date: _____

Relationship: _____

THIS FORM MAY NOT BE ALTERED IN ANY WAY

CONTRACT OF UNDERSTANDING

I and my child have read ALL the Junior Firefighter Guidelines and understand the guidelines set up to outline the purpose of the Junior Firefighter Program. I and my child understand that Junior Firefighters serve as supporters of the Leverett Firefighters to learn the basics of firefighting and to prepare, if approved, to become a full member at the age of 18. I and my child understand that Junior Firefighters are to follow all instructions from members of the Leverett Fire Department and that the general standard of conduct is to act in the manner of a professional. I and my child understand that they are expected to be courteous and respectful of other members (Junior and Regular) and to all citizens as they are acting as a representative of the Leverett Fire Department. I and my child understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my child understand that by signing this Contract of Understanding we are declaring that we have read the Disciplinary Action Guidelines and understand that any violation of the guidelines can be grounds for immediate dismissal. I and my child understand that any acts that violate the guidelines and that are illegal by state law will be referred to the Leverett Police Department.

Junior Firefighter Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Acknowledge Receipt of Guidelines and Disciplinary Action Guidelines

I acknowledge that I and my child have received a copy of the Leverett Fire Department Junior Firefighter Program Guidelines along with the Disciplinary Action Guidelines and have reviewed them prior to signing the Contract of Understanding.

Junior Firefighter Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____