

ADOPTED: July 1, 2018

REVISED:

PURPOSE: It is the intent of Jefferson Fire District to maintain an effective Resident Volunteer program to enhance the staffing of our stations and prepare individuals for a career in emergency services.

POSITION DESCRIPTION: A Resident Volunteer is a volunteer who resides in one of the Jefferson Fire District stations. Also see job descriptions for Firefighter.

APPLICATION PROCESS: See Operational Guideline (OG) 100.4, Personnel Rules for the application process.

PROCEDURES:

1. Resident Volunteers shall comply with all the Fire District's policies, operational guidelines and regulations. Non-compliance may subject the Resident Volunteer to penalty and/or discipline up to and including termination.
2. Resident Volunteers are considered volunteers with no expectation of compensation for services.
3. Resident Volunteers shall be residents of their assigned station and may use the station address as their physical address but not their mailing address. Resident Volunteers may use Jefferson Fire District business office as their mailing address.
4. The Fire District will provide Resident Volunteers with appropriate personal protective equipment and uniforms per Fire District Operational Guidelines.
5. Resident Volunteers earn 12 hours of Resident Volunteer Time Off (RVTO) at the end of each full calendar month a person is in Resident Volunteer program.
 - a. RVTO will be tracked by the Fire District.
 - b. RVTO is intended for vacation and/or special leave needs.
 - c. No RVTO will be allowed on District recognized holidays.
 - d. Resident Volunteers may accumulate up to a total of 120 hours of RVTO and can be taken in 12 or 24-hour blocks. A Resident Volunteer may not have a negative balance of RVTO.
 - e. RVTO has no cash value and will be lost upon departure from the program.
 - f. Among the three Fire District stations, only one Resident Volunteer may be off on RVTO at a time.
 - g. RVTO will be granted based on seniority if more than one Resident Volunteer request time-off for the same time.
 - h. RVTO request must be made on Form 100.19.F, Resident Volunteer Time-off Request, 10 days prior to the date of requested day(s) off. Request must be signed by a chief officer, and a copy returned to the Resident Volunteer, before time off can be taken.
6. Mutual trades of duty shifts may be arranged between Resident Volunteers and/or volunteer personnel. Replacement personnel must be in the assigned station following normal shift hours.

7. Stations and Facilities

- a. The resident room assignments will be made by the Station Officers as deemed appropriate to meet the District's needs. Changes may occur at any time.
- b. Fire Stations are used by a variety of people associated with the District. Also, the stations are public buildings used by people from outside the District. Because of the variety of uses, general cleanliness and courtesy are important to maintain an appropriate environment. Although the stations are "home" to the Resident Volunteers, this aspect of the station use must fit within all the other functions of the stations.
- c. Residents are responsible for maintaining their individual rooms in a clean and orderly condition. Cleaning supplies are provided at each station for this purpose. Individual sleeping rooms will be inspected periodically for neatness by District officers and staff.
- d. Common station areas (kitchen, bathroom, laundry, etc.) shall be left in a clean and orderly condition after each use.
- e. Suitcases, footlockers, bikes, and other personal items shall be stored in approved locations. Each station has minimal storage areas available.
- f. Theft or other illegal activities will not be tolerated.
- g. Each resident will be responsible for providing his or her own linen and bedding.
- h. Pets of any kind are not allowed in the fire station.
- i. Parking locations for residents will be decided by Station Officers based on District needs.
- j. Non-members of the District are permitted inside the stations between 0800 and 2200 hours Sunday through Thursday, and 0800-00:00 hours Friday and Saturday.
- k. Resident Volunteer private rooms are off limits to everyone except the resident occupying that room, with the exception of District officers and staff.

8. Resident Volunteer Requirements

- a. It is expected that Resident Volunteers spend the majority of their nights at the fire station. Residents are responsible for fulfilling their duty requirements at the applicable duty station.
- b. Resident Volunteers should be actively enrolled in emergency services schooling; they can have up to two terms off.
- c. Resident Volunteers, when assigned on duty, shall remain in their respective duty area unless assigned elsewhere by the Duty Officer or Staff.
- d. Resident Volunteers, when assigned on duty, are required to respond to all calls involving their station. Resident Volunteers not on duty are strongly encouraged to respond on all calls.
- e. All Resident Volunteers are to be awake and out of bed by 1000 hours. Exceptions can be made by station or District officers based on work or school schedules.
- f. "On Duty" Resident Volunteers shall be prepared for emergency response at all times.

- g. Resident Volunteers will be assigned to one of three shifts. This will put them on duty every third day.
- h. Normal duty hours are from 0600 to 0600 hours. Exceptions will be made for:
 - I. School
 - II. Work
 - III. Family emergency
 - IV. Resident Volunteer Time Off (RVTO) earned.
- i. Resident Volunteers are expected to be in uniform during the hours of 0800 and 1700 while at the station. Uniform consists of:
 - I. District embroidered shirts
 - II. Clean pants
 - III. Clean shoes or boots
- j. In addition to duty shifts, Resident Volunteers will be given monthly assignments which may include, but are not limited to:
 - I. Lawn mowing
 - II. Recruitment
 - III. Prevention
 - IV. Assisting with training
 - V. House duties
 - VI. Other duties as assigned by Station Officers or District staff