

# Jackson Park Fire Department Rules and Regulations

## SECTION I – MEMBERSHIP JACKSON PARK FIRE DEPARTMENT

- A. Any persons of the age of sixteen (16), has good moral character, physically sound, may make application to the Jackson Park Fire Department. From the age of sixteen (16) to eighteen (18) the member shall hold the status of a junior Firefighter. Members still in High School after the age of 18 will still be subject to the schools rules portion of the Junior Firefighter Operating Guideline.

Junior Firefighters must submit a permission slip signed by their Parent (s) and or Lawful Guardian.

Junior Firefighters must also submit a permission slip signed by their school principal or his or her designee.

- B. Members of the Jackson Park Fire Department shall reside within the boundaries of the Jackson Park Fire District, or live within two (2) miles of the existing district boundaries.

- C. Applicants must submit an application, filled out in its entirety, which can be found on the fire departments web site or obtain it from one of the officers. Incomplete applications will not be accepted. Applications for the department will be taken and acted on once a quarter, (January, April, July, October) and will be voted on the last meeting night of the respected month. The only exception to this is if a person has left the department as a member in good standing.

Applicants are also required to submit a copy of their Driver's License, a copy of their shot records (HBV Vaccination specifically) and a Certified Criminal and Driver's License Background Check Obtained from the Cabarrus County Clerk of Courts.

- D. Admission to the fire department shall be subject to approval of the membership. Applicants shall serve a six (6) month probation period.

## SECTION II – CONDUCT OF MEMEBERS

- A. Members of the Fire Department shall at all time conduct themselves in a professional manner as not to discredit the department.
- B. No member shall appear at any alarm or fire department function in a state of intoxication from alcohol or drug use, nor will he/she use profane or indecent language.

- C. Any member suspected to be under the influence of drugs and or alcohol at any department function should be reported to the Officer in Charge immediately. That officer should report the incident to the Fire Chief if he or she is available. If The Fire Chief is not available, the Officer in Charge has the responsibility to investigate and if suspected, the authority to remove the individual from duty and ask them to submit to testing.

The admission of use of alcohol and drugs, or the refusal to submit to testing if there are grounds for suspicion, will result in termination of the suspected member immediately on the spot.

Members who wish to submit to testing will be escorted to NEMC Occupational Health during normal duty hours, or to NEMC Emergency Triage after duty hours for testing. Those members will also be relieved of duty until the test results come back. Positive test results will result in termination. Negative test results will result in full reinstatement of the member.

- D. No member shall leave a regular or special meeting, the scene of a fire, or the fire station after an alarm until **“ALL EQUIPMENT AND APPARATUS IS BACK IN ITS READY STATE.”**
- E. Performance of duties at all alarms and other activities carried on by the department shall be subject to supervision by the Fire Chief or his designee in the absence of the Fire Chief.
- F. No member of the fire department shall operate any apparatus assigned to the department without authorization of the Fire Chief or his designee. Junior Firefighters are strictly prohibited from driving any apparatus for any reason, including training.
- G. No member, under any condition shall operate the apparatus/equipment in a careless or reckless manner.
- H. All members of the fire department while responding to alarms while driving their personal vehicles shall adhere to the same rule as set forth in section-II Item F and adhere to applicable state and local law.

### SECTION III – MEETINGS AND DRILLS

- A. All personnel will meet every other Thursday night at 7pm at the fire station unless otherwise changed by the Fire Chief or his designee.
- B. There will be a two hour training session held after each meeting and the first Saturday in each month unless otherwise changed by the Fire Chief or his designee.

The first Saturday morning after each meeting at which new members are accepted will be designated as an in-processing time. The time of that meeting training will be 9:00am through Noon.

Members are required to accumulate a minimum of 36 training hours per year in house. Members are required to participate and successfully complete OSHA Mandated training in the following subjects: SCBA, Haz-Mat Operations and Blood Borne Pathogens. Annual CPR training and semi annual AAED training is strongly encouraged.

- C. Other special meeting/drills may be designated for training or maintenance shall be deemed by the Fire Chief or his designee.

#### SECTION IV. SUSPENSION AND DISMISSALS

- A. Members may be suspended or dismissed by the Fire Chief for conduct that is detrimental to the department and or neglect of duty or disobedience of orders at the following, Alarms, Meetings, Drills or any other fire department function.
- B. Any member with three unexcused absences from three consecutive meetings shall be automatically dismissed from the department. This includes business, mandatory training or special activity meetings of the fire department. Any questions or disagreements with the dismissal shall be referred to the Membership and Grievance Committee.

Grievances must be filed in writing within seven days. The Grievance Committee must act upon the grievance and reply to the member within 7 days.

- C. To be excused, you will need to call the station and leave a message, notify the Fire Chief or his designee.

#### SECTION V – EMERGENCY LEAVE

- A. Any member of the Jackson Park Fire Department can request and be granted a maximum of six (6) months leave of absence. The request shall be submitted in writing to the Fire Chief within thirty days prior to the leave taking effect.
- B. When the leave is granted, all property belonging to the Jackson Park shall be returned in the order that it was issued to the Captain of the Battalion that you were assigned to.
- C. Any member who feels because of physical conditions that cannot carry out the duties of the department can ask to be excused form duties and still retain all rights and privileges of the fire department.
- D. Any member reaching retirement age may request an inactive membership, with final approval made by the membership.

## SECTION VI – ELECTION AND DUTIES OF THE FIRE CHIEF

- A. The Fire Chief of the department shall be elected upon the affirmative vote of a majority of the eligible membership present.
- B. The Fire Chief shall select his slate of officers for the coming year.
- C. The Fire Chief shall have full responsibility of all personnel, apparatus and equipment. Rules governing the use of such apparatus and equipment are listed below:
  - 1. Fire apparatus and equipment shall not be permitted to leave the fire district unless called for automatic or mutual aid, another department needing assistance or the assist with a county wide training program.
  - 2. Apparatus and equipment may be used to perform public service assistance, fire prevention programs or any other fire department function deemed by the Fire Chief or his designee.
- D. The Fire Chief shall report to the membership and grievance committee any grievances or complaints arising from unfavorable conduct on the part of any member or group of members.
- E. Assistance Chief's in the absence of the Fire Chief, shall be in full charge of every alarm and all members shall obey the orders and directions of the Assistance Chief's.