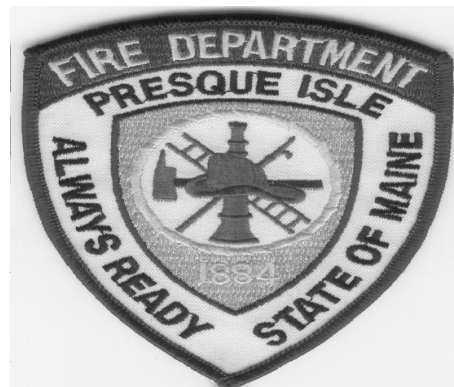


Presque Isle Fire Department
Student Live In Program

Always Ready



Presque Isle Fire Department

Student Live In Program

PURPOSE: The purpose of the Standard Operating Procedure is to set forth the rules and regulations for the Student Live-in Program for the Presque Isle Fire Department.

Student's Minimum requirements for program participation:

1. Must be 18 years of age.
2. Must be full time students enrolled at a local college
3. Must submit an application/resume to the Presque Isle Fire Department for employment.
4. Must successfully complete an oral interview.
5. Must have signed documentation from their family physician they are capable of performing firefighting duties.
6. Must have a valid driver's license with no OUI convictions or other major violations and pass criminal records check.
7. Must attend Rookie School Training, unless proof can be provided of completion of equal training. (Maine Fire Trainings Basic Fire School)
8. Must have own means of transportation.
9. Must sign a written contact with the Presque Isle Fire Department.
10. Student must be enrolled as a full-time student in a post secondary educational institution as a condition of this agreement. Student must provide Department with verification of his/her status as such a full-time student at the time of the execution of this agreement.
11. Students must maintain a "C-" in all subjects as a condition of this agreement and shall provide a copy of his/her grades at the end of each semester to the Student Advisor.

Student Responsibilities:

1. Students will be required to be in quarters at 2100 hours until 0700 hours, unless he or she has received prior permission from the Deputy Chief or Captain with the exception of school holidays, school vacations and weekends.
2. One (1) student shall be in the station on weekends, from 22:00 hours to 0700 hours. A schedule will be posted in the student study area and will be submitted to the Chief's Office.

Presque Isle Fire Department Student Live In Program

3. Students are expected to respond on all calls when in the station, and shall be active in Business Meetings, Trainings, and company functions.
4. Students are required to have bunks made by 0700 hours, except on weekends when the bunks shall be made by 0900 hours.
5. Students shall maintain the living area in clean presentable conditions at all times.
6. Housework shall be shared equally by each student. The students shall be accountable / responsible for all housework, completed daily.
7. Students are expected to assist the full-time firefighter with station duties while they are in quarters.
8. Students may have visitors at the station. They must leave by 2200 hours or sooner should the students need to study. At no time shall a visitor stay overnight. Visitors are not allowed in the bunk room area.
9. No alcohol or drugs are permitted on the station premises; the illegal use of drugs or alcohol by students at any time is forbidden. At no time shall any student be on station premises or perform any Fire Department functions while impaired by or under the influence of alcohol or illegal drugs.

House Duties:

1. Students will be held responsible for cleaning of their living quarters
2. Students will be responsible for cleaning the kitchen and dining area after each use.
3. Students are to assist with cleaning of the bathroom and shower room.

Stipend and Pay Schedule:

1. Students will receive a \$500.00 dollar stipend per school year dependent upon completion of the Rookie School or proof of Firefighter I & II.
2. Students will receive an hourly pay rate for responding to calls, meetings and training consistent with the call departments pay schedule.

Uniforms:

Students will be provided (1) department uniform consisting of long sleeve shirt, pants, job shirt, name tag, shirt badge, and collar brass for the purpose of attending department functions such as assisting with fire prevention (Scotty House) open house or other events requiring members to be in uniform.

Termination of Agreement:

1. This agreement may be terminated by either party on two weeks' written notice to the other; however, in the event of student's violation of or non-compliance with the terms of this agreement, the Department may terminate this agreement without notice.

A copy of this agreement is attached to this SOP.

Presque Isle Fire Department
Student Live-In Program

******* Contractual Agreement between *******

Presque Isle Fire Department

Darrell K. White
Chief of Department
43 North Street, Suite 1
Presque Isle, Maine 04769

And

Students Name

Assigned Fire Station
Address 1
Address 2

1. Minimum requirements for student participation:
 - a. Participant must be 18 years of age.
 - b. Participant must be enrolled at a local college, carrying a minimum of 12 (twelve) credit hours.
 - c. Participant must hold a valid driver's license free from major convictions (i.e. OUI conviction) and pass a criminal background check.
 - d. Participant must have personal means of transportation.
 - e. Participant must attend basic firefighter training (Firefighter I), unless candidate provides documentation of an equal training certification.
 - f. Participant must sign this written contract with the Presque Isle Fire Department.
2. Student Responsibilities:
 - A. Coverage Guidelines:
 1. During regular WEEKNIGHTS all students must be in their assigned stations at 2100 hours and may leave no earlier than 07:00 hours.
 2. During all regular WEEKEND NIGHTS there must be a minimum of 1 (one) students covering Central Station. Students who are covering the WEEKEND NIGHT must be in their assigned station no later than 22:00 hours and may leave no earlier than 07:00 hours.
 3. If the student requires time off he/she MUST complete a time off request slip. The request must be submitted for approval by the Chief, Deputy Chief or Captain.
 4. Students ARE NOT required for coverage during school vacations, school holidays or approved time off.
 5. Students may opt to swap weekend coverage shifts during the year. A time swap sheet MUST be filled out and turned into the station Deputy Chief or Captain prior to the coverage swap.

6. Students MUST document all time spent in the station (i.e. weeknight/weekend coverage) on a provided daily log. The student must also document the number of calls responded on for each day on these logs.
7. Daily logs MUST be turned in on or before 7:00 hours every Monday morning. Logs will be placed into provided manila envelopes and dropped into watch office.

B. Attendance/Response:

1. Students MUST respond to all calls while in the station and shall perform such other duties in the station as may be assigned. All assigned duties will be compensated.
2. Students MUST attend scheduled Student Live-In Meetings. All meetings will be announced 2 days in advance with time, date and location of the meeting.
3. Students MUST be active in company business meetings, company training's, and company functions when not involved in school or related activities.

C. General House Keeping:

1. On regular weekdays students MUST have bunks made at or before 07:00 hours. Regular weekend's students MUST have bunks made at or before 09:00 hours.
2. Students MUST maintain the living area in a clean and presentable manner at all times (i.e. bathroom, student's room, student's office, day room and kitchen).
3. NO alcohol or drugs are permitted on the station premises; the illegal use of drugs or alcohol by students at any time is forbidden. At NO time shall any student be on station premises or perform any Fire Department functions while impaired by or under the influence of alcohol or illegal drugs.
4. Visitors are permitted in the fire station. All visitors must be out of the station at or prior to 21:00 hours. At NO time shall a visitor stay overnight at a station. The visitor will only be permitted to stay at the station if the other student(s) do not object. Visitors are NOT permitted to be in the bunkroom. Visitors will be required to leave the station in the event of an emergency call.

D. Professionalism:

1. Students are expected to present themselves in a polite and courteous manner at all times to visitors, citizens, and fellow employees.
2. Problems with day-to-day responsibilities or duties shall be directed to company officer's (SEE Chain of Command).
3. Students MUST carry out any order given by a departmental officer on or off the fire ground.
4. Students MUST become familiar with the streets, business, and major geological features in their primary response areas.
5. Students MUST abide by all Presque Isle Fire Department Student Live-In rules/regulations and Department Standard Operating Procedures at emergency scenes as well as when on City of Presque Isle property.

3. Schedule and Grade Report:

A. Grade Guidelines:

1. Student **MUST** maintain passing grades “C- or better”, in all subjects as a condition of this agreement and shall provide a copy of his/her grades at the end of each semester to the Student Advisor.
2. Each student must turn in his/her grade report no later than 1 month after the completion of the semester.
3. In the event that a student does not pass with a “C- or better”, the student will be placed on academic probation for one (1) semester.

B. Academic Probation:

1. A student will be placed on academic probation if in any class (es); he/she scores less than a 2.0 on a semester grade report.
2. Students placed on academic probation must bring class grade to at least a C- over the course of the next semester. In the event that the student does not bring the grade up as required in one (1) semester the student’s contract will not be resigned for further program participation.
3. Students on Academic Probation are required to have all professors fill out a weekly progress chart. This chart will be provided to students who are placed on academic probation. This chart will ask professors to document the following: Class Preparedness, Class Participation, Assignment Completion, Student Attendance and a signature from the professor. This chart must be turned in immediately after the last class of the week to the Student Live in Advisor.
4. In the event that the student does not complete/turn in the required chart the student will be immediately suspended from responding to calls with the Presque Isle Fire Department. Until such time that the student turns in the required chart. If the student fails to turn in a progress chart for two weeks (14 days) their contract will be immediately terminated. The student will be given 48 hours to return all provided Presque Isle Fire Department equipment, and must have all items removed from their assigned fire station.
5. In the event that the student returns a weekly progress chart that has negative remarks from professors he/she will be immediately suspended from responding to any calls with the Presque Isle Fire Department. Until such time that the student returns a good progress chart. In the event that the student returns two (2) consecutive negative progress reports the student’s contract will be immediately terminated. The student will be given 48 hours to return all provided Presque Isle Fire Department equipment, and must have all items removed from their assigned fire station
6. Students on academic probation are required to fill out a weekly progress sheet every week in the semester.

C. Class Schedule:

1. Each student **MUST** turn in his/her class schedule prior to the first full week of each semester.

2. Students must maintain a total of 12 credit hours per semester in order to continue as a Student in the Presque Isle Fire Department, Student Live-In Program.

This agreement may be terminated by either party on two weeks written notice to the other; however, in the event of student's violation of or non-compliance with the terms of this agreement, the Department may terminate this Agreement without notice.

This contract will serve as an agreement between the City of Presque Isle Fire Department and the above listed Student Live In only during the duration of the 2012/2013 Academic Year.

My signature below indicates that I have read, understand and agree to abide by these rules and regulations.

Student Signature

Date

Student Live-In Advisor

Date

Chief of Department

Date

Presque Isle Fire Department

Student Live -In Monthly Evaluations

Students Name: _____

Date: _____

1. Did the student make curfew during the school week as well as on duty weekends?
YES / NO

If not did he/she turn in a swap/leave form?
YES / NO

Explanation: _____

2. Has the student responded to calls, attended meetings, trainings and work details while he/she is present in the station?

YES / NO

Explanation: _____

3. Has the student maintained their living quarters, bathroom, and kitchen area in a clean and presentable way?

YES / NO

Explanation: _____

4. Any further comments by officer: _____

Officer's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Presque Isle Fire Department Student Live In Program

Appendix A

Minimum Training Requirements:

Rookie School:

Requires students without interior firefighting certification to complete a two week training program at the Presque Isle Fire Department, this program will require accepted students for the program to report two weeks before the start of college classes. Students who fail to complete or receive certification will be dismissed from the program.

Basic Fire School:

Students accepted into the program who can show proof of completing and passing the basic fire school prior to the start of college classes will not have to attend the rookie school.

Firefighter I:

Students accepted into the program who can show proof of completing and passing the basic fire school prior to the start of college classes will not have to attend the rookie school.

Firefighter II:

Students accepted into the program who can show proof of completing and passing the basic fire school prior to the start of college classes will not have to attend the rookie school.