



Painesville City Fire Department Fire Corps Policies and Procedures

Purpose:

The purpose of these policies and procedures are to provide guidelines in order to establish and maintain a citizen volunteer component of the Painesville City Fire Department and to provide a scope of duties and limitations for the Fire Corps program.

Discussion:

Fire Corps members are not intended as substitutes for fire and emergency service personnel. Members shall be utilized to support department functions, and shall receive training appropriate to the duties that they may be called upon to perform.

Policy:

It shall be the policy of the Painesville City Fire Department to maintain and operate the assignment of Fire Corps members to any duties as may be determined appropriate and necessary. The citizen advocates shall be utilized to assist emergency management and other related community service functions in non-operational roles as needed and determined by the Fire Chief or his/her designee.

Procedure:

1. The Fire Corps program shall be under the administrative supervision of the Fire Chief of the department.
2. The Fire Chief shall coordinate and/or maintain all aspects of the Fire Corps program.
3. The Fire Chief may appoint an individual to the position of volunteer or Fire Corps coordinator when deemed necessary.
4. Fire Corps members shall not be armed with weapons of any kind while performing duties for the department.
5. Fire Corps members shall not be compensated for any time worked under this program.



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Fire Corps Applications:

1. All members of the department are encouraged to actively participate in the recruitment and training of qualified citizen advocates.
2. The department shall make Fire Corps applications available to the public.
3. All applications shall be forwarded to the Fire Chief or designated office/person.
 1. The Fire Chief shall ensure all applications are acknowledged within five working days.
 2. No application will be rejected because of an omission or error that can be corrected.
4. The Fire Chief or designated office/person shall:
 1. Review applications.
 2. Request Human Resources Department to conduct background, criminal history, and driver's license checks as deemed necessary based upon the assignment.
 3. Insure that the admission or rejection of applicants is based on careful, sound, and rational judgment.

Qualifications:

1. Fire Corps applicants must be 16 years of age or older.
2. Fire Corps applicants must be of good moral character.
3. Fire Corps applicants must not have been dishonorably discharged from the United States Armed Forces.
4. Fire Corps applicants must not have been convicted or have pled no contest to a felony or misdemeanor offense including but not limited to immoral conduct, DUI, or narcotics sales or trafficking. This does not include minor traffic infractions; however, the decision to approve or deny a Fire Corps application shall rest with the Fire Chief or his/her designee.



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If the background investigation establishes that the volunteer has a significant history of prior unlawful conduct, the volunteer will not be appointed. If the information comes to light after the appointment, the citizen advocate shall be released from the Fire Corps program.

5. Fire Corps applicants must have on file a completed, processed application with a valid state driver's license or other form of identification.
6. Fire Corps applicants must have the mental and physical capacities to perform the functional requirements of assigned duties as determined by the Fire Chief or his/her designee.

Conduct:

1. No Fire Corps member shall report for duty while under the influence of alcohol or drugs. No Fire Corps member shall consume alcohol or drugs likely to cause impairment while on duty or perform any duties for the department while under the influence of alcoholic beverages or any substance which may adversely affect physical or mental capabilities.
2. Fire Corps members represent the Painesville City Fire Department while acting in the capacity of a volunteer in the Fire Corps program. As representatives, Fire Corps members must conduct themselves in such manner as to demonstrate the highest standards of professionalism so as to earn the public trust.
3. Fire Corps members shall be polite and courteous to the general public, members of the Painesville City Fire Department, and other city employees at all times.
4. If a uniform and department-issued identification card has been provided to Fire Corps members, then Fire Corps members shall be in uniform and plainly display their department-issued identification card while on duty. Identification must be displayed at all times while volunteers are in department facilities and representing the Painesville City Fire Department.
5. At no time will a Fire Corps member display his/her Painesville City Fire Department issued identification card to secure special privileges or personal gain. It shall not be used for general identification purposes such as check cashing or to gain favorable treatment or gratuities. Violation of this directive may result in immediate release from the Fire Corps program.
6. Fire Corps members' assignments within the department may provide them access to confidential or sensitive information. Any information gained in this manner shall not be divulged.



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7. If a Fire Corps member cannot fulfill a scheduled assignment, the member shall notify the team leader or the program coordinator as early as possible.

Training:

1. Painesville City Fire Department will provide all Fire Corps members with the necessary training and the materials in which they will need to perform Fire Corps functions.
2. All Fire Corps members shall participate, on a regular basis, in meetings or training exercises. Failure to maintain acceptable attendance may result in release from the Fire Corps program.

Fire Corps Program Assignments:

1. The Fire Chief or designated office/person shall coordinate the allocation and assignment of Fire Corps members.

Assignments may include but are not limited to:

- A. Administrative functions:
 - Clerical
 - data entry
 - office work
 - Other duties as needed
 - Historian
 - Photographer/Videographer
 - Pre-plans
- B. Life Safety Education:
 - CERT training
 - community
 - business
 - condominiums
 - schools
 - First Aid
 - Basic
 - First responder
 - CPR
 - provider



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-instructor

- C. Fundraising/Grant writing
 - D. Junior/cadet/explorer program
 - E. Canteen Services
 - water, ice, food distribution to first responders at emergency scenes
 - public and fire/EMS department assistance
 - sandbags
 - F. Public Relations
 - smoke detector program
 - fire prevention/safety education
 - Car Seat Technician
 - G. Maintenance
 - Memorial
 - Apparatus
 - Equipment
 - H. Performing duties in other support functions will be based on training, skills and other interests of the individual member and determined by the Painesville City Fire Department.
 - I. Fire Corps members who have received specialized training (such as CERT training) may be called upon during disasters and other emergencies.
2. Fire Corps members will be assigned to positions that augment the department's ability to provide services.
 3. Fire Corps members may also receive training in traffic control and handicapped parking enforcement as part of their ongoing training. Traffic control training is a benefit to both police and fire/EMS departments at accident and other emergency scenes. Fire Corps members receiving this training will be considered citizen advocates for both the police and fire/EMS department and will have access to the police department facility as needed for training and administrative purposes.
 4. Considerations when creating assignments for Fire Corps members include:
 - A. Citizen Advocates want to be involved in worthwhile and challenging assignments.



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- B. Ensure that the assignment will use the individual's skills and abilities.

 - C. Evaluate whether the assignment will require learning new skills.
5. Fire Corps members are expected to assist when called upon.

 6. A Fire Corps member may be assigned to assist in performing duties in other support functions, including those outside of the Painesville City Fire Department, based on his/her skills, interests, and specific training.





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**For more information please contact Painesville City Fire Department at
firechief@painesville.com or [440-392-5852](tel:440-392-5852).**