



North Lyon County Fire Protection District

Standard Operating Procedure

Date: July 28, 2010 **Number:** Explorer 1

Title: **Explorer Post Program**

Scope: This Standard Operating Procedure applies to the North Lyon County Fire Protection District Explorer Post Program.

Organization:

1. The Post shall be composed of individuals 14 (fourteen) to 18 (eighteen) years of age and interested in the Fire Service and Emergency Medical Service along with a desire to serve the community.
2. The Post shall have elected positions by a simple majority.
3. The Post shall have an advisor who is a member of the North Lyon County Fire Protection District (NLCFPD).
4. The Post shall have an Explorer Post Committee composed of the members of the North Lyon County Fire Protection District (NLCFPD).
5. All advisor positions shall be appointed by the North Lyon County Fire Protection District (NLCFPD) Explorer Post Committee.

SECTION 1 – PROGRAM AUTHORITY

1. The NLCFPD Explorer Program is an official program of the department and shall be sanctioned by and operated in accordance with the Rules, Regulations, Policies and Procedures as set forth by this department and the Exploring Division of Boy Scouts of America.

SECTION 2 – GENERAL ORGANIZATION OF THE EXPLORER PROGRAM

A. Post

The Post is the basic unit in the Fire / EMS Explorer Program.

1. The Post will be composed of a general membership.



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B. Fire District Explorer Organization of Personnel

1. Post Advisor – will be appointed by the Fire District Explorer Committee. All advisors will have filled out adult advisor forms.

C. Additional Advisors

1. The Post may have a maximum of 4 (four) Advisors if needed and will be appointed by the Explorer Post Committee.
2. In the event there are female Explorers, the Post will have an adult female as an Associate Post Advisor appointed by the Committee.

SECTION # - ELIGIBILITY

A. Each year all Explorers shall complete and submit the following forms to the Post Advisor:

1. Liability Forms
2. Medical Waiver and Release
3. Explorer Application

B. Explorer applicants must be between the ages of 14 (fourteen) and 18 (eighteen) years of age and must meet the following conditions:

1. Must have at least a 2.5 grade point average on his/her most recent report card. The report card must have been signed by at least one parent/guardian of the applicant.
2. Must not have been convicted of any felony crime or convicted of any major misdemeanor crime. Any convictions for any crimes must be reported and will be evaluated on a case by case basis by the Committee.
3. Must be of good character and reputation.

C. Explorer Requirements

1. Prior to being admitted to the Post, the applicant must attend 3 (three) consecutive meetings.



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2. Upon admittance to the Post, all applicants will be placed on probation for a period of 6 (six) months.
3. Probationary Explorers will be required to successfully meet standards of Post.
4. Upon successful completion of required training and the 6 (six) month probationary period, the Probationary Explorer will be promoted to Explorer.

SECTION 4 – AUTHORITY OF RANK

Explorers will follow the NLCFPD command structure when working with the District on incidents and activities.

A. Post Command Structure will consist of the following personnel elected by a simple majority:

1. Explorer President – shall preside at all meetings when in attendance and will be responsible to call all fellow members in the case of special meetings.
2. Explorer Vice President – shall assume the Presidency in the absence of the President and will be responsible for good will actions and gestures.
3. Explorer Secretary/Treasurer – shall keep minutes and call roll at all monthly meetings, keep register of all members, keep written account of all monies received and expended.
4. Additional supervisory positions and special Explorer Duty assignments may be made at the direction of the Post Advisor.
5. The total Post membership shall be determined by the Post Advisor and NLCFPD.

B. Post Advisor shall:

1. Be responsible for the maintenance of the Explorer Program.
2. Process applicants.
3. Advise during Post meetings.
4. Be responsible for monthly report to the NLCFPD.



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5. Participate in all authorized conferences and field trips when able.
6. Coordinate all activities involving the Post.
7. Provide liaison with the local Boy Scouts of America and with other Fire Explorer Post Advisors.

C. Associate Post Advisors shall:

1. Assume the duties of the Post Advisor in his/her absence.
2. Establish and coordinate meaningful work experiences in all division of the NLCFPD.
3. Advise during Post meetings.

SECTION 5 – UNIFORM REGULATIONS

A. Authorized Uniform of the Explorer Post Shall Consist of:

1. NLCFPD Short Sleeved T-Shirt.
2. NLCFPD Explorer Dress Shirt.

B. Uniform Appearance:

1. The uniform shall be worn in a professional manner at all times.
2. The uniform shall be kept in a neat and clean manner.
3. When the authorized uniform is worn, no unauthorized clothing or equipment item may be added.
4. Exception: During inclement weather an Explorer may wear protective outer garments as needed.

SECTION 6 – ETHICS AND PERFORMANCE

A. Ethics:

1. Explorer shall maintain a professional image while performing their duties.



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2. Explorer will perform their duties in a manner that will insure the highest standards of efficiency.
3. Explorer shall serve the Community, NLCFPD, and Post with loyalty and distinction.

B. Absence:

1. Only sickness, family responsibility, school or injury shall be considered as an excuse for an Explorer failing to perform assigned duties.
2. 3 (three) non-excused absences from regularly scheduled meetings or work assignments may be cause for placing an Explorer on disciplinary probationary status.

C. Punctuality:

1. Explorer will be punctual in reporting for meetings, work assignments and any other duties as assigned.

D. Use of Alcohol, Tobacco or Controlled Substances:

1. Explorer will not smoke or chew tobacco while on duty.
2. Explorer shall not be in possession of any alcoholic beverages or any controlled substances.
3. Explorer shall not be under the influence of any alcoholic beverage or any controlled substance.
4. Violations of these provisions by an Explorer shall result in his/her immediate termination from the Post.

E. Appearance:

1. Explorer, while in uniform, will wear their hair in a manner so it does not pose a safety issue.
2. Explorer, while in uniform, shall keep their uniform and personal grooming neat and clean.
3. Explorer, regardless of age, race, gender, or religious beliefs, shall conform to the same dress/grooming code.



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F. General Conduct:

1. Explorer shall not behave in such a manner as to bring discredit to him/herself, the Post, or the NLCFPD.
2. Explorer shall not violate any Federal, State or Local law or ordinances.
3. Explorer shall become familiar with the General Orders, Rules and Regulations, Policies and Procedures of the NLCFPD.

G. Infractions:

1. Any infraction or violation of the Explorer Rules and Regulations or the NLCFPD Policies and Procedures may result in disciplinary action or termination.
2. In the event of a violation or infraction it shall be assumed that the Explorer was familiar with the law, rule, regulation or policy in question.

SECTION 7 – TRAINING

1. Probationary Explorers and Explorers are responsible for taking lecture notes and attending training exercises.
2. Training may be on any day deemed necessary by the Post Advisor with approval of the Post Command Staff.
3. Explorer must maintain a 70% (seventy percent) participation of all training activities and meetings in order to participate in special activities.

SECTION 8 – POST ACTIVITIES

A. Community Involvement:

1. Explorer will be required to attend 70% (seventy percent) of all work to which the Post is assigned. These activities are considered to be part of the Explorer training.



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B. Fund-Raising Work Details:

1. The Post needs fund to promote required projects and all Explorers should place special emphasis on participating in these activities. Explorer must maintain 70% (seventy percent) participation average in these activities in order to benefit from the monies raised.

C. Social Activities:

1. Social activities promote moral and cooperation among all Post members. All activities must conform to the ethics section of the Post Policy and Procedures.

D. Notification:

1. Explorer Committee Advisors must be notified and kept advised of all activities of the Post.
2. All activities including social activities must have prior approval of the Explorer Committee Advisors.

F. Attendance and Training:

1. Explorer will maintain a 70% (seventy percent) participation average in all Post functions.
2. Explorer who is found to have less then 70% (seventy percent) participation average shall be placed on Probationary status.
3. Duration of Probationary period shall be no less then 30 (thirty) days and no more then 90 (ninety) days as determined by the Post Advisor.
4. Explorer shall maintain a 2.5 (two point five) grade point average or be subject to disciplinary action.
5. Explorer who receives an unsatisfactory evaluation while on a work assignment shall be subject to a review of his/her performance by the Post Advisor Committee and may be subject to disciplinary action.
6. Explorer who commits a crime while a member of the Post will be subject to dismissal from the Post.



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7. Explorer who uses tobacco substances while participating in a sanctioned Explorer function shall be subject to dismissal from the Post.
8. Explorer who uses alcohol or controlled substances shall be subject to dismissal from the Post.

G. Time at Activities:

1. Explorer shall not be inside the Fire Stations unless an Advisor is present.
2. Explorer shall not be at an Explorer function past 2000 hours (10:00pm) unless they are participating in an incident and have written consent from parent/guardian.
3. Incident Command must approve Explorer participation on all incidents.

H. Incident Response:

1. Explorer will not respond to any Emergency Medical or Motor Vehicle incidents.
2. Explorer may respond to the designated fire station 10 (ten) minutes AFTER the fire page. If Explorer responds before this time frame disciplinary action may be taken.
3. Explorer already at the fire station is to stay clear of all responding fire district personnel.

I. Use of Department Equipment:

1. Explorer will not use any fire district equipment without the approval and supervision of an Advisor.

SECTION 9 – POST DISCIPLINE

All Explorers will be held responsible for their behavior in public as a private citizen and as an Explorer. Misbehavior, infractions of Federal, State or Local laws, infractions of NLCFPD Rules and Regulations or misconduct may result in disciplinary action.



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A. Disciplinary Action:

1. Disciplinary action is intended to be behavior modification and must be administered judiciously at all times. Remember that the intent is to correct, not punish. At all time the Explorer who is charged must be advised of an afforded all appeal rights and all rights as a citizen.
2. The administration of discipline should always be handled in a professional and courteous manner. Misapplied or mishandled disciplinary action or tactics may cause more damage and hard feelings and will not be acceptable NLCFPD practice.
3. The term of a return to Probationary status shall be no less then 30 (thirty) day and no more then 90 (ninety) day. The length of the term is to be determined by the Post Advisor Committee on a case by case basis with the review the NLCFPD Explorer Committee.
4. The term of a suspension shall be no less then 30 (thirty) days and no more then 180 (one hundred eighty) days. The length of the term shall be decided by the Post Advisor Committee on a case by case basis with the review of the NLCFPD Board of Directors.
5. All disciplinary action shall follow the philosophy of “Progressive Steps of Discipline”. This is to say that most situations a first or minor infraction or violation shall be handled with a lesser form of disciplinary action. If additional violations occur then progressively more severe disciplinary action may be taken.
6. Termination should be used only after all other forms of discipline have been exhausted without achieving the desired results. Termination may be used in the event that the violation(s) charged are of such a nature as to warrant termination from the Post.

B. Types of Discipline:

1. Oral Reprimand – May be initiated by the Post Advisor and a parent/guardian if Explorer is a minor (under the age of 18). All documentation shall be placed in the Explorers personnel file and a copy of the documentation will be sent certified mail to the parent/guardian.
2. Written Reprimand – May be initiated by the Post Advisor. The facts and violations shall be documented. All documentation shall be placed in the Explorers personnel file and a copy of the documentation will be sent certified mail to the parent/guardian.



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3. Return to Probationary Status – May be initiated by the Post Advisor and Command Staff. The action must be documented and submitted to the Post Advisor for approval. All documentation shall be placed in the Explorers personnel file and a copy of the documentation will be sent certified mail to the parent/guardian.
4. Suspension or Termination from Post – May be initiated by the Post Advisor and the length of time will be reviewed by the NLCFPD Explorer Committee. The reason for the action must be documented and submitted to the Post Advisor for approval. Upon completion of the action, all documentation shall be placed into the Explorers personnel file and a copy of the documentation will be sent certified mail to the parent/guardian. All personnel actions will be reviewed in a meeting with the parent/guardian of the Explorer minor.
5. All actions that are reviewed by the NLCFPD Explorer Committee will take place at a meeting set by the Explorer Committee Post Advisor.

C. Cause for Disciplinary Action

1. Improper use of the Explorer Uniform.
2. Failure to wear uniform at specified functions.
3. Improper use or possession of the Identification Card.
4. Poor attendance record.
5. Failure to maintain 2.5 (two point five) grade point average.
6. Improper personal appearance.
7. Disrespectful behavior.
8. Disobedience to Command Staff.
9. Disobedience of a lawful order of any departmental personnel.
10. Violation of Explorer Post Policy and Procedure.
11. Violation of NLCFPD Rules, Regulations, Policy and Procedure.
12. Improper courtesy to rank during Explorer function.



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13. Unauthorized entrance into any restricted area of the fire department.
14. Failure to maintain a 70% (seventy percent) participation average in Explorer activities.
15. Possession of alcoholic beverages or controlled or illegal substances.
16. Consumption of alcoholic beverages or controlled or illegal substances.
17. Violation of any Federal, State, or Local laws.
18. Commission of any act or violation which is not in the best interest of the Post or NLCFPD or tends to bring discredit to the Post, the Department, or the Community.

Other Related References:

Approvals:

District Fire Chief via Board Approval



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Acknowledgment of Receipt of Explorer Post Member Standard Operating Procedure

Thank you for taking the time to acquaint yourself with this manual. The District will advise Explorer Post Members of any changes within a reasonable time. Please acknowledge you have received and read the manual by signing below. If clarification or if an extension is required, please discuss this with the Post Advisor or District Chief.

Explorer Post Member Signature

Date

Print Name

Parent/Guardian Signature

Date

Print Name

This document shall be signed by the Explorer and placed in his/her personnel file.