



ROWLETT FIRE-RESCUE

STANDARD OPERATING PROCEDURE

12.03

FIRE EXPLORER

Effective Date 07/26/2016

Reviewed/Revised _____

Chief Howard

Purpose:

Rowlett Fire Rescue's Fire Explorer Program exists to help develop young adults in our community through real life experiences, training, and exposure to the career opportunities available in the fire and EMS service. The program explains the operational structure and organization within, and defines expectations, rules, and regulations.

The overarching vision is to take interested youth from high school through the RFR Fire Explorer program to be ready to excel at their field of study and potentially be hired having acquired the necessary skills.

Definitions:

- A. **Rowlett Explorer Post 1:** An Affiliated Program of the Rowlett Citizen Corps Council (RCCC), sponsored by Rowlett Fire Rescue (RFR) and chartered by Learning for Life (LFL), a wholly owned subsidiary of the Boy Scouts of America.
- B. **Explorer Post Director:** The Rowlett Citizen Corps Council (RCCC) member placed in charge of the Fire Explorers Post responsible for the overall management of the post.
- C. **Fire Explorer Program Manager:** An RFR Officer responsible for the management and operations of the Fire Explorer Program within the fire department. The Fire Explorer Program Manager is responsible for the administration of the program. Such responsibilities include but are not limited to curriculum planning, budget planning, and ensuring all RFR policies are enforced.
- D. **Fire Explorer Advisor:** A RFR member who oversees the operations of the Fire Explorer Program. Such responsibilities include, but are not limited to scheduling, instruction and assistance in curriculum planning.
- E. **Fire Explorer Associate Advisors:** RFR personnel who are authorized by the Fire Explorer Program Manager to work with Explorers and who have taken all applicable training as required by LFL.
- F. **Fire Explorers:** Members of the Fire Explorer program who are over the age of 16 and under the age of 21 and who meet all necessary requirements of the RCCC and RFR for program participation. All references to Explorer or Fire Explorer in this policy apply only to the Fire Explorer Program described herein.
- G. **Youth Advisor** - A Youth Advisor is a Fire Explorer who has completed both their Basic EMT and Firefighter Certification, is still under the age of 21 and has



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been invited to continue in the program as a role model and guide to other youth within in the program.

Authority:

This policy works in conjunction with Rowlett Citizen Corps Council Policy and Bylaws, and shall take first position in any conflict regarding Fire Explorers. Fire Explorers are still bound by all other applicable RCCC Bylaws and Administrative Policies within their organization.

The Fire Chief shall review and have final approval of all training, eligibility and operational requirements and standards as they relate to the Fire Explorer Program.


Eligibility

- A. To be eligible for membership in the Fire Explorer program, individuals must meet the following criteria:
 - a. Be between the ages of 16 and 21. The Fire Explorer will exit the program no later than his / her 21st birthday.
 - b. Be enrolled in High School or a homeschool equivalent program. If the individual has graduated from High School, he or she **must** be continuously enrolled in a post-secondary education program for Fire or EMS (with a maximum unenrolled period of 1 semester).
 - c. Have successfully completed probation in the RCCC Explorer Post program.
 - d. Continue to meet eligibility requirements for the RCCC Explorer Post.
- B. Fire Explorers become ineligible if they complete basic EMT certification and earn their Texas Basic Firefighter Certification, or reach the age of 21.
- C. Fire Explorers that have completed their Basic EMT and Firefighter Certification who graduate from the Fire Explorer program may be invited to continue participating as a Youth Advisor in the program, but will not be counted in the Fire Explorer headcount.
 - a. Youth Advisors reaching the age of 21 must then exit the program.
- D. Fire Explorers are responsible for all fees, dues or assessments charged by the program.



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Program Structure

- A. The Rowlett Fire Rescue Explorer program operates under the authority of the Fire Chief.
- B. Explorers may have the opportunity to pursue different subject areas, as they may shadow the EMS Director, Emergency Manager, Fire Marshal, or go through the firefighter curriculum as determined by the Fire Explorer Program Manager.
- C. No fire station or shift will be exempt from the Fire Explorer program. However, the Fire Explorer Program Manager is responsible for determining station and shift assignment and / or participation within the program.
- D. RFR and the RCCC reserves the right to limit the scope and number of program participants based on budget and span of control. The RFR and RCCC will review the maximum number of program participants on an annual basis for budgeting purposes.
- E. If Fire Explorer positions are available and unfilled, then Rowlett Fire and RCCC will advertise in order to keep the maximum number of participants in the program.

Program Chain of Command

The Fire Explorer Program Manager reports directly to the Assistant Fire Chief or his designee regarding policy enforcement / change, budget planning, and consultation with the Explorer Post Director for RCCC administration.

Fire Explorer Advisor reports directly to the Fire Explorer Program Manager and coordinates day-to-day operations for the Fire Explorer Program and other duties designated by the Program Manager.

Fire Explorer Associate Advisors report directly to the Fire Explorer Program Manager.

Fire Explorer Program Manager Responsibilities:

- A. Responsible for the overall management of the Fire Explorer Program and ensuring compliance with the City of Rowlett and Rowlett Fire Rescue policy.
- B. Serves as the direct contact for the Fire Explorer Program and Fire Administration.



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- C. Coordinates with the Assistant Fire Chief, Fire Marshal, the EMS Director, and the Emergency Management Coordinator to provide the Explorers with training specific to those fields.
- D. Ensure compliance with RCCC and LFL policies and procedures.
- E. Successfully complete the Learning for Life training program, "Adult Explorer Leader Basic Training and Youth Protection."

Fire Explorer Advisor Expectations:

- A. Manages the day-to-day operations of the Fire Explorer Program and performs duties as assigned by the Fire Explorer Program Manager.
- B. Shall assist the Fire Explorers Program Manager in the overall coordination of the program including membership, training, activity, and emergency scene activities.
- C. Issue or retrieve fire department property or equipment.
- D. Ensure the safety of all program members during meetings and activities.
- E. Arrange for "logistical support" of tools, equipment, and apparatus as needed for program activities.
- F. Under advisement of the Program Manager, will enforce policy including issuing discipline as outlined in RFR policy.
- G. Under advisement of the Program Manager or the on duty Battalion Chief may temporarily suspend a member from participating in activities until a formal review may be held. If an explorer is temporarily suspended the Assistant Fire Chief and the Post Director must be promptly made aware.
- H. Always have at, at minimum, (2) trained adults present when counseling a Fire Explorer. Those persons may be the Fire Explorer Program Manager, the Fire Explorer Advisor and / or another YPT-trained adult.
- I. Serve as a mentor for program members.
- J. Shall establish and maintain a personnel file for each Fire Explorer. These files shall be kept in an approved location and format, and are subject to privacy policies and security provisions.
- K. Assist the Program Manager in coordinating with the Assistant Fire Chief, Fire Marshal, the EMS Director, and the Emergency Management Coordinator to provide training opportunities.



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- L. Maintain and issue Fire Explorer Handbook to Fire Explorer members.
- M. Check off authority for Basic Training Topics.
- N. Meets on a regular basis with the Program Manager and Explorer Post Director to coordinate schedules, plan training and review budget items.
- O. Successfully complete the Learning for Life training program, "Adult Explorer Leader Basic Training and Youth Protection."

Associate Advisor and Youth Advisor Responsibilities:

- A. Assist the Fire Explorer Advisor, support program training and activities, and provide adult leadership and direction.
- B. Work directly with Fire Explorers to assist in training or activities, to serve as an instructor for training, or to check off training topics as they are completed.
- C. Successfully complete the Learning for Life training program, "Adult Explorer Leader Basic Training and Youth Protection."
- D. Always have at, at minimum, (2) trained adults present when counseling a Fire Explorer. Those persons may be the Fire Explorer Program Manager, the Fire Explorer Advisor and / or another YPT-trained adult.
- E. Serve as a mentor for program members.
- F. Youth Advisors report to the Fire Explorer Advisor and are bound by the same regulations contained herein for Associate Advisors. The Fire Explorer Advisor may limit activities or training responsibilities for Youth Advisors.

Fire Explorer Training

Fire Explorers should be willing to participate and help in training. Fire Explorers will have a curriculum established that they will need to follow with categories of career, character, service, life skills, and leadership.

Fire Explorers must successfully complete the Basic Training Process, including written exam and skill assessment, within six (6) months of joining the program. Training topics are subject to change to meet RFR standards. Fire Explorers must complete the Basic Training Process to be eligible to ride-out or shadow personnel in administration.

After completion of the Basic Training Process, Fire Explorers are eligible to begin additional training topics as defined by the Fire Explorer Advisor. As much as possible,



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Fire Explorers should strive to spend at least 25% of their station or ride along time in training related activities and studies.

Fire Explorers must complete a minimum of twelve (12) hours training per month. This includes in-station time, ride-outs, study time, etc. At the discretion of the Advisor, credit may be given for CERT/Explorer training, EMT or Fire school, or other external training classes that are related to the Fire Explorer curriculum. The minimum training hours requirement may be waived at the discretion of the Fire Explorer Program Manager or Post Director.

Basic Training Process

- A. The candidate must have the appropriate forms properly filled out and signed
- B. The candidate must complete the orientation or mock-interview process.
- C. The candidate must pass the physical agility test or get an exemption from the Fire Explorer Advisor. If the physical agility test is not passed, then their participation may be limited in the program.
- D. Once a candidate completes the orientation process and meets the financial requirements, they become an official RFR Fire Explorer and are issued a uniform, PPE and Bunker Gear.
- E. Basic Training Requirements – a Workbook will be issued to each Fire Explorer that has a check sheet including required training topics. Each topic must be initialed by a program Advisor on the Explorer's copy and the Program Advisor's copy as the Fire Explorer demonstrates proficiency in that area.

Training topics include:

- a. Station Locations and Fire Department Structure
 - b. Apparatus Familiarity
 - c. Equipment Familiarity
 - d. Personal Protective Equipment/Bunker Gear
 - e. SCBA (Self-Contained Breathing Apparatus) Familiarization, Bottle Changes & Refills
 - f. Hose Loading and Rolling
 - g. Firefighter Rehab
 - h. Basic EMS & Infection Control
 - i. CPR Training
 - j. Traffic Safety
 - k. Firefighter Safety
- F. Exams



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Once the Fire Explorer has completed all Basic Training topics, they will be given a written test and a skills evaluation. All exams must be passed before proceeding further with the Fire Explorer program. Fire Explorers are given three attempts to pass the written and skills exam before being released from the Fire Explorer program.

a. Written

The questions are taken from topics covered throughout Basic Training sessions, the Fire Explorer Handbook, and related operating procedures.

b. Skills

Fire Explorers must be able to successfully change out an SCBA bottle, complete donning of PPE within 90 seconds, and identify fire equipment and tools.

Uniforms

- A. Approved polo shirts with the RFR logo and the Fire Explorer designation are to be worn for program meetings, riding out, shadowing, and public events.
- B. Approved RFR Explorer t-shirts may be worn while working out at the station or when designated as appropriate for training activities by the Fire Explorer Advisor.
- C. Fire Explorers may wear approved RFR Explorer sweatshirts or navy blue or black jackets. The jacket may not display an EMT or Paramedic patch, regardless of the status of the Fire Explorer.
- D. Navy blue pants must be worn for program meetings, riding out, shadowing, and public events.
- E. Only the shorts that were issued may be worn for working out or training activities when designated appropriate by the Fire Explorer Advisor.
- F. Black boots or work shoes are required unless working out.
- G. Rowlett Fire Explorer ball caps may be worn. This is the only hat permitted.
- H. No jewelry is permitted.
- I. Rowlett Fire Explorer uniforms shall only be worn when participating in authorized Fire Explorer activities.

Personal Protective Equipment

- A. Each Fire Explorer will be issued personal protective equipment (PPE) up to and including a bunker coat, bunker pants with suspenders, boots, gloves, a hood, a helmet, and an accountability tag.



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- B. No issued PPE is to be worn outside of Fire Explorer functions.
- C. All issued uniforms, ID and bunker gear must be returned to the Fire Department the RCCC when a Fire Explorer leaves the program. Fire Explorers are responsible for replacing any lost or damaged clothing/gear or equipment.
- D. Issued equipment remains the property of the City of Rowlett and / or the RCCC. Fire Explorers must return any City of Rowlett or RCCC property including, but not limited to ID badge, uniforms, bunker gear, tools, or education material within ten business days. Failure to return any items will result in investigation by law enforcement.

Station Assignments

After the Fire Explorer is approved for ride outs, he or she may schedule the date and location of the ride out with the approval of the Fire Explorer Advisor and the corresponding OIC. This should then be noted on the scheduling calendar.

Approved Ride-Out Times

WHEN SCHOOL IN SESSION		SCHOOL HOLIDAYS EARLY RELEASE DAYS	
Monday – Friday	12:00 pm to 9:00 pm	Monday – Sunday	7:00 am to 7:00 pm
Saturday – Sunday	7:00 am to 7:00 pm		

Ride-Out Procedures

Fire Explorers are granted the privilege of riding out with station personnel once they have successfully completed the Basic Training Process. Fire Explorers are expected to conduct themselves in the appropriate manner and adhere to ride-out procedures at all times.

- A. Fire Explorers may not miss school for the Fire Explorer program.
- B. Proper attire and PPE must be worn at all times.
- C. Fire Explorers will complete the tasks given prior to moving on to another task.
- D. Fire Explorers may NOT respond to incidents on their own. They may respond while they are riding apparatus on shift or with an authorized RCCC Affiliated Program (CERT or Fire Corps).



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- E. Station Officer-in-Charge (OIC)'s and Fire Explorer Advisors must be notified of all cancelled ride-outs.
- F. Fire Explorers are not permitted to use radios on calls. Unless otherwise directed by competent authority.
- G. When riding-out on EMS calls, explorers are to strictly function in the observer capacity only and are forbidden to have any direct patient contact.

Fire Explorers are not allowed to stay overnight at the station. Fire Explorers may ride-out during approved times with approval of the station officer. Fire Explorers are not to ride-out more than twelve hours at any given time.

Permitted Activities

The following listed activities are examples of the types of activities in which Fire Explorers may participate. This list is not intended to infer that Fire Explorers are guaranteed the opportunity to participate or that these are the only activities in which the Fire Explorer can participate. Participation is at the discretion of the OIC, whose main consideration must be the Fire Explorer's safety.

- A. Motor Vehicles Accidents: The Fire Explorer must remain in the safe area at all times. Fire Explorers should keep clear of ALL moving traffic. PPE must be worn that is the same as Rowlett Fire Rescue's policy.
- B. Equipment and tool retrieval.
- C. Rowlett Fire Corp activations as approved by the Explorer Post Director, Fire Explorer Advisor and the Rowlett Fire Corp Director.
- D. Pulling uncharged lines.
- E. Hose Loading.
- F. Assist with positive pressure fan.
- G. Assist with ladder setup.
- H. Place fire line tape.
- I. Assist with evacuations.
- J. SCBA bottle exchange.
- K. Rehabilitation activities.
- L. Place absorbent on non-flammable or non-combustible spills.
- M. Assist with station duties.
- N. Participate in training with their assigned crew to include EMS training activities.
 - o Pulse oximetry.
 - o Oxygen and IV setup.



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- Take vital signs on walk-in blood pressure checks (when approved).
- O. Perform salvage and overhaul if area is safe and the atmosphere is clear.
- P. Assist with defensive operations.
- Q. Assist the Fire Investigator with investigation.

PPE for Fire Explorers must be worn on any emergency, during any potential hazard, and/or at the OIC's discretion.

Fire Explorers are restricted to involvement in support activities in non-hazardous environments. Fire Explorers are expected to know the activities he/she is prohibited in participating in and should not participate even if asked to do so. Fire Explorers should decline to participate and explain the reason.

Fire Explorers are to be assigned to permitted activities on the basis of their training, ability, experience, and at the discretion of the shift OIC.

Prohibited Activities

- A. Fire Explorers cannot operate in a hazard zone or any IDLH (Immediate Danger to Life or Health) area.
- B. Fire Explorers cannot operate in any area requiring a Self-Contained Breathing Apparatus (SCBA) except during training activities.
- C. Fire Explorers cannot operate in any other situation where an Explorer may become lost, trapped, or injured by the environment or structure.
- D. Fire Explorers cannot set traffic cones or emergency scene signs out during a (Motor-Vehicle Collision) MVC, unless they remain in the safe area at all times.
- E. Fire Explorers cannot discuss information pertaining to medical calls and/or information that has been obtained by firefighters in the course of assessment or treatment.
- F. Fire Explorers cannot enter a "flagged" or known dangerous address location.
- G. Fire Explorers cannot enter any location which the emergency involves a potential crime scene.
- H. Fire Explorers cannot be asked to establish a water supply on an emergency scene.
- I. Fire Explorers cannot operate the apparatus pump on an emergency scene.
- J. Fraternalization between youth participants (Fire Explorers) and Fire Rescue employees or adult leaders (both trained and registered) is strictly prohibited.



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Code of Conduct

Participation in the Fire Explorer Program is a privilege. In addition to the RCCC Explorer Post Honor Code, Fire Explorers are expected to conduct themselves to the standard of department members.

- A. Fire Explorers are representatives of Rowlett Fire Rescue and are expected to act in accordance with department procedures.
- B. All Fire Explorers are expected to conduct themselves in a manner that recognizes common courtesy and consideration of others and their personal property.
- C. Any form of disrespect for instructors, advisors, and/or citizens will not be tolerated.
- D. Fire Explorers are expected to meet grooming standards in accordance with fire department policy and present a clean and well-groomed appearance.
- E. Fire Explorers shall avoid piercings, body art, and/or dress that would call attention to themselves because of their unusual or controversial nature.
- F. All City of Rowlett property such as Fire Stations and apparatus are expected to be kept clean and presentable at all times.
- G. Fire Explorers are expected to promptly obey the orders of Fire Rescue personnel.
- H. Any form of hazing, harassment, poor attitude, unsafe acts, or other infraction deemed notable by the Rowlett Fire Rescue staff will not be tolerated and may lead to dismissal from the program.
- I. The City of Rowlett is a drug and smoke free workplace. Fire Explorers shall not use alcoholic beverages, drugs, or any other substance that could impair their physical or mental capacities, including tobacco products.
- J. Fire Explorers shall not use prescription or other medications that may inhibit mental or physical capabilities while engaged in explorer activities or on city property.
- K. Fire Explorers are subject to drug screening on a random basis or for a reasonable suspicion in accordance with City of Rowlett and RCCC policy.
- L. Explorers shall submit themselves to drug testing as per policy when directed to do so by the on-duty Battalion Chief.



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- M. Explorers shall not engage in sexual harassment or create a hostile environment. Any infractions may lead to dismissal from the program.
- N. Each Fire Explorer must agree to make safety for him or her and others the number one priority while attending the Rowlett Fire Explorer program.
- O. Fire Explorers agree to be a role model for others and reflect a positive image on the department at all times.
- P. Fire Explorers will obey the law, operate safely, and use good judgment.
- Q. Fire Explorers shall not portray themselves as a Rowlett Fire Rescue Firefighter, EMT, Paramedic, or employee.
- R. While operating at an emergency scene, at no time shall the Fire Explorer separate from his or her assigned supervisor.
- S. Fire explorers shall not fraternize with Fire Rescue employees or adult leaders (both trained and registered).
- T. At all times every effort should be taken to follow policy. If you deviate from policy, inform your officer immediately, giving detail on why policy was not followed. It is paramount that decisions are based on doing the right thing as well as, with the best interest of the citizens in mind.

Drug Free Workplace

While this policy applies to all City of Rowlett employees, it is also extended to Fire Explorers. The City of Rowlett maintains a drug free workplace policy. In order to maintain a drug-free workplace, a Fire Explorer may not manufacture, distribute, dispense, possess, use or be under the influence of the following substances or drug paraphernalia while in the workplace, during working hours or when otherwise engaging in explorer activities as a Rowlett Fire Explorer, while on City property or in a City vehicle:

- A. Illegal drugs, controlled substances, or controlled substances analogues as used in this policy is defined by Texas Health and Safety Code, as amended. Marijuana and abusable glues and aerosol paints (inhalants), outside of the Fire Explorer's normal program function.
- B. Alcoholic beverages means alcohol or any beverage containing more than one half of one percent of alcohol by volume alone or when diluted.
- C. Drug paraphernalia means equipment, a product or material of any kind that may be used in connection with drugs, as defined in the Texas Health and Safety Code.



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Under the influence of drugs means a presence in the body or urine of a quantity of a drug sufficient to register a positive result on the drug screen utilized by the City.

Under the influence of alcoholic beverages is defined as follows:

1. Not having the normal use of mental or physical faculties by reason of the introduction of alcohol into the body; or
2. Having an alcohol concentration equal to or greater than 0.04 grams of alcohol per 210 liters of breath.

DRUG TESTING

To ensure compliance with the rules of this policy, the Explorer Post may require that a Fire Explorer applicant submit to a test to detect the presence of illegal drugs or alcohol and as a condition of membership or continued membership under the following circumstances:

- A. Prior to admittance into the Fire Explorers Program, all applicants will be required to have a parent/guardian signed drug/alcohol screening authorization form on file.
- B. Prior to admittance into the Fire Explorers Program, all applicants will be required to submit to a drug or alcohol test as part of the pre-membership screening process. An appointment offer may be extended when results are negative. An appointment offer may be revoked if given prior to a positive test result.
- C. After admittance into the Explorers program, post-incident drug/alcohol testing is may be required under the following circumstances:
 1. When an incident occurs involving a Fire Explorer and there is reasonable suspicion (on the part of Explorer program leaders or RFR personnel) to believe the Fire Explorer is under the influence of drugs or alcohol.
 2. Explorer program leaders otherwise conclude a Fire Explorer's behavior, appearance or demeanor leads them to believe a Fire Explorer may be under the influence of drugs and/or alcohol.
- D. When Explorer program leaders have either an incident or reason to believe a Fire Explorer may be under the influence of drugs or alcohol, they will immediately notify the station OIC and request the on-duty Battalion Chief. The on-duty Battalion Chief will respond the location and confer with program leaders.



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- E. The on-duty Battalion Chief will utilize the City's Reasonable Suspicion Analysis flowchart and checklist for the purpose of establishing whether reasonable suspicion exists and whether a drug test will be ordered.
- F. If after the Reasonable Suspicion Analysis flowchart and checklist has been completed and reasonable suspicion does exist, the on-duty Battalion Chief will direct a drug test to be performed. The drug/alcohol testing vendor shall always be the same as that is used by the City for employees. The expense of the testing shall be the responsibility of the Explorers Post and the RCCC.
- G. If drug / alcohol testing is ordered, an Explorer program leader will contact the parent or guardian of the Fire Explorer and make notification of the incident and / or the drug testing without delay.
- H. If drug / alcohol testing is ordered, the on-duty Battalion Chief shall notify the Assistant Fire Chief of the incident and / or the drug testing without delay.
- I. When drug/alcohol testing is complete the following will take place:
 - 1. If the test results are negative the Fire Explorer may be reinstated back to regular Explorer Program activities at the discretion of the on-duty Battalion Chief and Explorer Program Manager.
 - 2. If the test results are positive, the Fire Explorer will be removed from Explorer Program activities and released to his/her parent or guardian.
- J. Breath alcohol tests must be conducted within 8 hours of the accident/incidents and drug screens must be conducted within 32 hours of the accident/incidents. However, there should be no delay in administering the Reasonable Suspicion Analysis and /or drug test once personnel or Program leaders have information upon which they must take action.
- K. All involved RFR officers and Explorer Program leaders shall fully document any and reasonable suspicion or drug / alcohol incidents involving Fire Explorers without delay. A full report from the on-duty Battalion Chief and the Fire Explorer Program Manager will be delivered to the Assistant Fire Chief by the end of the shift on which the incident occurred.

OVER-THE-COUNTER/PRESCRIPTION DRUGS

- A. The City reserves the right at all times to determine the effect(s) that any medication (prescribed or over-the-counter) may have upon a Fire Explorer's participation and to restrict the Fire Explorer's activity or presence at the work place accordingly.



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- B. Fire Explorer's are directed to notify his/her Program leader when he/she is taking medication that has the potential to affect motor skills and mental clarity. Failure to provide this notification creates an unacceptable risk and will result in disciplinary action up to and including permanent removal from the Fire Explorer's Program.

REFUSAL

Refusing to submit to drug or alcohol tests when required by the City will result in immediate removal from the Fire Explorer's Program.

AFFIRMATIVE DEFENSE

The following circumstances will serve as an affirmative defense within this policy:

1. If a Fire Explorer or Fire Explorer applicant has a valid prescription from a licensed medical practitioner for the positively tested controlled substance.
2. If a Fire Explorer or Fire Explorer applicant has ingested an over-the-counter medication administered in accordance with the manufacturer's instructions.
3. If a Fire Explorer or Fire Explorer applicant has a valid prescription from a licensed medical practitioner for a controlled substance that was taken for a therapeutic purpose that was taken in accordance with instructions.

The burden of proving such an affirmative defense will rest on Fire Explorer or Fire Explorer applicant and not the City. These affirmative defenses will not apply if the drug or medication may have or will impair the Fire Explorer or Fire Explorer applicant's ability to function safely.



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Disciplinary Actions and Demerit Program

- A. Disciplinary or corrective action may be initiated for failure to comply with the standards of performance or failure to comply with conduct applicable to members of the Fire Explorer Program. Disciplinary or corrective actions of program membership are at the discretion of the Fire Explorer Program Manager and/or the Fire Explorer Advisor or Associate Advisors. Documentation of disciplinary or corrective actions will be placed in the file of the Fire Explorer.
- B. Corrective actions may include oral counseling and written counseling.
- C. Disciplinary actions may include, but are not limited to: written reprimand, temporary suspension of privileges, and temporary or permanent suspension from the program.
- D. Disciplinary actions may be appealed in writing to the Fire Explorer Post Director.
- E. Termination from the program must be approved by the Explorer Program Manager and Post Director, and communicated to the Assistant Fire Chief.
- F. Fire Explorer members serve at the discretion of the Fire Chief of Rowlett Fire Rescue and may be relieved of the Fire Explorer program membership at any time.
- G. Demerit Program

The demerit system is designed to strengthen the values of our program as well as respect and reverence for one another. When a Fire Explorer's behavior contradicts the core values of the program, the Fire Explorer will receive demerits.

- a. Demerits may be assessed by the Fire Explorer Advisor and Associate Advisors at their discretion in coordination with the Program Manager.
- b. The Fire Explorer Advisor shall keep a log of all such demerits for each Fire Explorer in the program.
- c. At the accumulation of three (3) demerits, a Fire Explorer will take part in a counseling session with the Fire Explorer Advisor.
- d. At the accumulation of six (6) demerits a Fire Explorer will receive a counseling session with the Fire Explorer Program Manager and Advisor, and will receive a referral to the Post Director. Explorers will be prohibited from participation in the program until their demerit total falls below the six (6) demerit threshold.



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- e. All demerit calculations are measured using a rolling twelve (12) month period.
- f. A Fire Explorer may work off a demerit by completing a work detail assigned by the Fire Explorer Program Manager. A Fire Explorer can discount up to three (3) demerits in a twelve (12) month period using this process.
- g. The issuance or retraction of a demerit does not prohibit additional disciplinary or other corrective action up to and including suspension or termination of program membership.
- h. The following infractions earn demerits:

Infraction	Demerits
Dress Code Violation	1
Unexcused Absence or Tardiness	2
Disruptive, Disrespect or Insubordinate Type Behavior	2-4
Safety Violation	2-4
Intentional Misuse of Equipment, Property or Uniform	4-6
Hazing or bullying	4-6
Honor Code or Code of Conduct Violation	4-6
Drug use policy violation, physical violence, theft, felony convictions.	Dismissal from the program

At all times every effort should be taken to follow policy. If you deviate from policy, inform your officer immediately, providing a detailed explanation of why policy was not followed. It is paramount that decisions are based on doing the right thing with the citizen's best interest in mind.