

## **PURPOSE**

The Peoria Fire Department (PFD) sponsors a diverse group of individuals to participate in the Collegiate Redshirt Program (CRP). The purpose of this SOP is to identify the eligibility criteria and selection process, to communicate the rules governing participation in the program, and establish procedures for the CRP. The CRP is assigned to the Training Chief with a Fire Captain acting as the program Manager.

## **POLICY**

### **Student Selection**

Glendale Community College (GCC) admission requirements serve as the CRP entrance criteria. Consequently, Students must be EMT certified, have successfully passed the Certified Physical Ability Test (CPAT), and have completed, or be enrolled in a hazardous materials course.

The selection process begins by having the candidates write a brief essay. Those moving on will then have the opportunity to experience an oral interview. At the end of this process an offer of sponsorship may, based on performance, be extended to the Student. The number of students selected for the fall and spring class will be based on classroom and equipment availability.

### **Essay Process**

Individuals seeking sponsorship will submit a 500 word essay about themselves, stating their desire to participate in the CRP and why they feel they would make a good candidate. The essay shall be submitted to the Program Manager(s), or designee, anytime during the month of May. Selection for the Fall and Spring Class will be made no later than the second week of July.

### **Mentors**

Each Student sponsored by the PFD will be assigned a firefighter as their mentor. These firefighters are available to answer questions or provide training on firefighting tasks and skills. It is the student's responsibility to ask for assistance. Availability will be at the discretion of the firefighter.

### **Uniforms**

Student uniforms are the same as those required by the GCC Fire Operations Program. At no time while in the public setting shall a student wear clothing which might confuse them as a sworn member of the PFD. Uniforms are only to be worn during class or while participating in the CRP. Any Student violating this regulation may be removed from the CRP.

### Background Check

Individuals selected to participate in the CRP must, at their expense, have a background check completed prior to sponsorship. The manager (or designee) will issue the PFD background packet which must be completed by the Student and turned in to the Fire Administration Administrative Assistant of Personnel at the time of selection.

### Redshirt Responsibility

Students sponsored for the GCC Fire Operations Program through the PFD will be required to volunteer a minimum of 8 hours per month with the Department. This requirement must be maintained for the duration of the class. Students who would like to continue participating in the CRP after completion of the class may do so at the program manager's discretion.

### Special Events/Community Service

Each year the City of Peoria sponsors a variety of events which provide students with an opportunity to give something back to the community. These hours can be applied toward their volunteer time. Although the tasks may vary in nature, they will be limited to a support role. For the protection of the Students, they shall not, in any capacity, have contact with a patient or any potentially contaminated equipment. Any Student not adhering to this regulation may be dismissed from the CRP.

### Good Samaritan

If a Student arrives on the scene of an accident or other situation where a patient may require assistance and there are no Department personnel present, they may render care as a "Good Samaritan" but not as a sworn member of the PFD. The Student should ensure that 911 is activated.

### Fire Fighting Equipment

Equipment will be available for Student to use only in the classroom and during drills. Often the equipment is approved only for simulated fire activity. Certified equipment will be issued for live fire training. At no time shall a Student attempt to use their equipment outside a controlled training environment. It is never to be worn outside the boundaries of the Program.

Students shall not take it upon themselves to re-fill their SCBA air. Arrangements shall be made ahead of time with a member of the Support Services Division to have air bottles refilled. Students may also have their bottle refilled by a designated instructor who has been cleared through the Support Services staff to operate the air cylinder filling equipment. At no time shall Students ask for, or take, equipment of any kind from the Support Services Building. Broken or damaged equipment will be reported to the Program Manager or designee immediately.

### Riding in Apparatus

Prior to joining the CRP, Students shall complete a Citizen Observer Form, which shall remain on file during the duration of the CRP. Students shall adhere to all regulations set forth in the Citizen Observer SOP with the possible exception of the hours of operation. If a unit is called to an alarm while Students are in a station, the Students may wish to observe the incident as an educational opportunity; as such, Students may ride and observe at the Captain's discretion.

### Rules of Conduct

Students are expected to act in such a way as to reflect the best light on The City of Peoria and the CRP. Students shall abide by the PFD's Rules of Conduct, which will be explained and reviewed at Orientation.

### Ethics

The City of Peoria expects all sponsored personnel to act in an ethical manner. Students will abide by the City of Peoria Code of Ethics, which will be explained and reviewed at Orientation.

### Scheduling

The Training Chief (or designee) will assign responsibilities and priorities for the day. All requests for their services will be cleared through the Training Chief. Tasks may be varied and will be dependant upon department need. Upon completion of assigned tasks, Students will check back to see if other tasks are waiting to be assigned. Students exercise no formal authority in their activities within the Department.

Redshirts will be required to volunteer for a minimum of eight-hours per month. Scheduling will be completed a minimum of one month in advance. Students are allowed to switch shifts should an emergency arise, but they must notify the program manager or designee prior to the beginning of their shift. If a student misses a shift they may be asked to leave the program.

### Redshirt Training

Students must have successfully completed GCC Fire Operations 1 & 2, or be currently enrolled in good standing.

Students must complete the Rules of Conduct and Ethics training, and review the City of Peoria's Sexual Harassment Policy prior to their first volunteer shift.

Students must be licensed to drive in the State of Arizona and must supply a certified copy of their driving record to the Program Manager. Before driving any PFD vehicle, a Student must complete a PFD Code Two driving class.

Hours of Operation

The CRP will operate weekdays from 0800 to 1200 hours. Students who wish to stay beyond these hours may do so, but are not required to do so. Extra hours accumulated may be credited toward the eight hours per month commitment.

Approved: \_\_\_\_\_



Robert McKibben, Fire Chief

10/13/04

Date