

**SWARTZ CREEK AREA FIRE DEPARTMENT
EXPLORER POST 41
STANDARD OPERATING PROCEDURES**

A. PREAMBLE

As an Explorer:

I believe that America's strengths lies in her trust in God and in the courage and strength of her people.

I will therefore be faithful in my religious duties and will maintain a personal sense of honor in my own life.

I will treasure my American heritage and will do all I can to preserve and enrich it.

I will recognize the dignity and worth of my fellow men/women and will use fair play and goodwill in dealing with them.

I will acquire the Exploring attitude that seeks the truth in all things and adventure on the frontiers of our changing world.

B. POST OBJECTIVES:

1. Learn Firefighting skills
2. Give assistance to the fire service and community
3. Promote fire safety in the community
4. Promote social contacts between fellow Explorers

C. POST BY-LAWS:

1. **MEMBERSHIP:** Membership is open to all young adults in the surrounding area. They must be at least fourteen (14) years of age and graduated from the 8th grade. They will not be discriminated against due to race, creed, color, or sex. All members will be registered Explorers and abide by the standard operating guidelines. All new members shall be on a probationary period of six (6) months. Probation may be waived or extended under certain circumstances.
2. **OFFICERS AND ELECTIONS:** The appointed officers shall consist of a Chief, and may also include Assistant Chief, Captain and Lieutenant with one acting as Secretary. They will serve a term of one (1) year starting in June. Replacement officers shall be appointed by and at the discretion of the Advisor Committee and Chief to fill remaining terms. The Advisor Committee may delay position appointment as deemed necessary.
3. **POST VOTING:** Post business shall be conducted under the principles outlined in Robert's Rules of Order and the regulations of the Swartz Creek Area Fire Department (SCAFD). Voting will be passed by a simple majority. Probationary member must have at least one (1) month tenure to be able to vote.
4. **GENERAL/TRAINING MEETINGS:** Explorer meetings will generally be held on the second Sunday of each month, except in December, starting at 1600. A short training session will follow each meeting. Additional training will coincide with SCAFD training sessions scheduled for Sunday morning /Monday nights and Tuesday nights. Explorers are not allowed to attend weekday AM sessions unless there is no school in session.
5. **DUES:** \$12.00 annually collected in full at the time of new membership, with a pro-rated amount to be determined in January.
6. **FUND RAISERS:** Fund raisers are a major contributor to our treasury. They require

the participation of all members. Those who do not participate are not entitled to the money derived from the fund raiser.

7. **UNIFORMS AND EQUIPMENT:** All uniforms, accessories, bunker gear, and equipment issued to post members shall remain the property of the SCAFD, and will be returned upon termination. Uniforms may be issued after probation status and upon availability. (All members shall be required to fill out an Explorer contract.) Equipment issued to Explorers will be kept in FireTools for tracking purposes.
8. **PAGERS:** Pagers may be issued after the member is off probation. A pager contract shall be filled out by all members receiving pagers. Pager issuance will be at the discretion of the Lead Advisor. Consideration will be made to those individuals with in the response area and who may not have a firefighter in the home with a pager. Consideration will also be given to those of the driving age who may have the ability to respond to the station for fire calls.
9. **INDECENT LANGUAGE:** Member shall at all time refrain from the use of profane, obscene, or disrespectful language/actions.
10. **ATTENDANCE MINIMUM:** Members must maintain 50% attendance of scheduled meetings. The percentage will be based on a quarterly calendar bases and mirrors the SCAFD SOG 106. The meetings are excused if you call or write a note to the Explorer Officer in charge of the scheduled meeting and in advance of the next scheduled meeting. If you are already on probation, an extra month may be added to your probationary time, for failure to comply. If you fail to meet the minimum requirements, and you are placed on disciplinary probationary status, you will have one (1) week to turn in your pager before the next step of the disciplinary action plan will be used.
11. **GOALS:** The post goals include:
 - A. Represent the SCAFD at community functions
 - B. Participate in area parades
 - C. Assist in fire prevention assemblies
 - D. Participate in fund raisers
 - E. Participate in recreational activities
12. **REQUIREMENTS FOR PARTICIPATION IN ACTIVITIES:**
 - A. Each Explorer must maintain an appropriate training percentage and minimum requirements to obtain non-probationary status.
 - B. An up to date record shall be kept on every Explorer. The Training record shall be kept on the training board at station 1.
 - C. During all training and fire scenes, Explorers will be required to wear bunker pants, bunker coat, helmet and gloves, when necessary. SCBA as approved by an Advisor.
 - D. Dress uniforms shall be worn to activities when ordered to do so.
 - E. It is expected that the Explorer will maintain a grade point average that is acceptable to their parent(s) or guardian(s):
 1. A form will be mailed to each Explorer's respective parent or guardian in January and June of each year. Forms that can be received from parent/guardian before mailing will be excepted (i.e. firefighters children).
 2. The original form will be filled out by the parent or guardian in ink and mailed to: **FIRE CHIEF, SCAFD, 8100-B CIVIC DR., SWARTZ CREEK, MI 48473.**
 3. The form will be due on or before February 1 (for January mailing), and July 1, (for June mailing).
 4. By the information on the mailed form, the parent or guardian will determine the ability of the Explorer to continue participation, be suspended until next form mailing or be terminated from the Explorer Program, based on the current grade point

average.

5. Those Explorers that have graduated from high school, will not be required to participate in this requirement. However, those that drop out of high school, and/or do not receive their high school diploma, may be dropped from the Explorer Program.

6. Failure by the parent or guardian to return the required form will result in immediate suspension of the Explorer.

13. REQUIREMENTS FOR NEW MEMBERS TO COME OFF PROBATION:

Starting when all required "sign-up" forms are turned in the Explorer will have a six-month period of probationary status. During such time they are required to follow all Explorer SOPs. After the six-month period, a performance test will be given to the explorer. If the explorer passes the performance test with 70% correct and if the Explorer Officers along with the Lead Explorer Advisor deem the actions and performance of the explorer are acceptable, he/she will be issued gear and will be taken off of probationary status.

D. RULES AND REGULATIONS:

1. An Explorer may not report to the fire hall in a code 2 or code 3 manner (lights, siren and/or speeding). An exception is with a SCAFD firefighter. Explorers cannot have lights or siren on their vehicles for Explorer related activities. Any Explorer caught using lights and siren for a run will be instantly terminated.
2. Explorers cannot enter a burning building except for overhaul purposes under supervision.
3. Explorers cannot use ladders over 24' tall, except during a supervised training.
4. Explorers cannot drive fire department vehicles.
5. Explorers cannot operate the pumps during initial attack, only in final stages under direct supervision or during training.
6. Explorers cannot go direct to the scene by themselves. They must respond to their respective station (only exception is responding with a direct response SCAFD personnel).
7. Explorers cannot be at the hall after 2200 (10:00 PM) on school nights unless they are on a run.
8. Explorers cannot be at the hall between the hours of 0001 (12:00 AM) and 0700 (7:00AM) on weekends, holidays, school breaks, or summer vacation without a signed permission slip from a parent or guardian of those Explorers under age 18.
9. Treat all equipment with extreme care.
10. You are to obey all orders given by Explorer officers and advisors. Explorers that fail to give respect to their officers will be disciplined.
11. If an Explorer has a complaint, he or she must take it through the proper chain of command and/or advisor.
12. There is to be no horse-play before, during, or after any Explorer/departments functions.
13. No running on the fire scene or in the fire hall.
14. Explorers on probation may report to the hall, but are not allowed to report to the scene or run the base radio.
15. Explorers can only report to the scene if allowed to do so by a fire department officer or senior firefighter. They are not to take the place of a firefighter on any apparatus.
16. Explorers responding to the scene must stay with the driver of the truck they responded on, unless they are assigned a job.

17. Explorers are to do only what they are trained to do.
18. Bunker gear is to remain at your respective hall. They are not to be taken home or put in your car unless associated with direct response SCAFD personnel.
19. Any additional/supplemental equipment owned by an Explorer shall be approved by the Executive Committee before usage.
20. Explorers cannot carry concealed weapons.
21. Explorers cannot smoke or be under the influence of drugs or alcohol at any Explorer/department function. Disciplinary action decided on by the Chief and Advisors may result in termination of the Explorer, depending on the circumstances.
22. Extended absence should be in writing and all issued items are to be turned in prior to the start of the absence.
23. Explorers are expected to help clean up the trucks and hall after responding on a run.
24. Explorers must have dues caught up, participate in fund raisers, and attend meetings to be part of the extra curricular activities.
25. Explorers are not to use other Explorer's gear or firefighter's gear.
26. Explorers cannot go on mutual aid or automatic mutual aid runs, but may respond to the station code 1.
27. Explorer radio operations:
 - A. Must be off probation and have completed Explorer communications/radio training.
 - B. Must assist actual radio operator at least once and have their signature logged on supplementary report.
 - C. Must be confident of their radio abilities.
 - D. Must have permission of a radio operator or the Officer/Advisor in Charge at the station to run radio.
 - E. Must give up radio upon request of any department official.
 - F. Must stay committed to radio for duration of run or until relieved by a radio operator.
28. Explorers must fill out and fully complete Explorer Supplementary Report after every run.
29. Explorers may ride on weather watches only if they have approval from an Advisor, approval of an Officer in Charge, and with a maximum of one (1) Explorer per truck unless approved by an Officer.
30. Gear will be brought to all Explorer meetings in addition to SCAFD training.
31. Discipline:
 - For Non-Probationary Status Members
 - A. Verbal warning.
 - B. Written notification of disciplinary probationary status.
 - C. All records of discipline will be part of the Explorer's permanent record.
32. Discipline:
 - Probationary Status (New Members)
 - A. Verbal Warning.
 - B. Written Warning.
 - C. IN the event of another infringement of the Explorer SOP's, disciplinary action will be decided on by the Chief and the Lead Advisor and may result in one or more of the following:
 1. Extension of probation
 2. Suspension of all activities for any time period deemed necessary by Explorer Officers and Lead Explorer Advisor.

3. Termination.

33. Discipline:

Disciplinary Probation

A. Explorers may be placed on disciplinary probationary status because of an infringement of the Explorer SOP's.

B. In the event of another infringement of the Explorer SOP's, disciplinary action will be decided by the Chief and Lead Advisor and may result in one or more of the following:

1. Extension of probation
2. Suspension of all activities for any time period deemed necessary by Explorer Officers and Lead Explorer Advisor.
3. Termination.

E. S.O.P. REVISIONS OR AMENDMENTS:

1. Must be approved by the Executive Committee.

2. Once approved, presentation to the Explorer's will be made by the Chief and Lead Advisor.

REVISED: 04/11/11

Brian Scott, Lead Advisor

Brent Cole, Committee Chairman

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