



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1150 – Student Live-In Firefighter Program
Revision Date:	07/17/2013 rev. 04/10/2015, 07/14/2021
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The Scarborough Fire Department has created an opportunity for college students (student interns) in the Fire Science, Paramedicine, and Law Enforcement programs at Southern Maine Community College, as well as other programs approved by the Fire Chief, to apply classroom knowledge and practical skills to daily firefighting and EMS situations. This program is intended to provide a mutual benefit between the student intern and the Town of Scarborough, where the student intern is allowed to reside in Scarborough Fire Department facilities in exchange for providing additional staffing for emergency response.

POLICY

This policy creates a formal agreement between the student intern and the Scarborough Fire Department. The policy establishes clear rules, regulations, and expectations that provide a framework for a mutually beneficial relationship.

PREREQUISITES

- A. Candidates must be a full-time student (minimum of 12 credits / semester) in the Fire Science Program or related field at the Southern Maine Community College or another program approved by the Fire Chief.
- B. Candidates must adhere to the hiring process as established by the Town of Scarborough including but not limited to:
 - Candidates must be at least 18 years of age.
 - Candidates must possess a valid driver's license with an acceptable driving record.
 - Candidates must pass a criminal background check.
 - Candidates must pass a pre-employment physical exam, physical abilities test, and drug test.
- C. Candidates must agree to abide by this policy and sign the agreement that is attached.

PROCEDURES

- A. Students will become a member of the Scarborough Fire Department Call Company and shall be active in the business meetings, training requirements, company functions, and alarm responses.
- B. Student interns are considered probationary employees for the first 180 days of enrollment and must successfully complete the probationary period to continue in the program.
- C. Students not already certified must successfully complete required certification for Firefighter I & II and EMT-Basic licensure within a reasonable time frame established by the program coordinator.
- D. Student interns report to and receive supervision from the program coordinator for the Student Live-in Program.
- E. Student interns must submit a copy of their academic schedule within one week of the start of each semester to the program coordinator.
 - a. Any changes to a student's academic schedule are to be reported to the program coordinator immediately.
- F. Students are required to submit their grade report to the program coordinator immediately at the end of each semester.
 - a. Students must notify the program coordinator if they receive an "early alert" notification indicating potential failure in any of their college courses within 72 hours of notification.
 - b. Students must maintain at least a "C" (2.0) average of all classes taken each semester.
 - c. In the event that a student does not pass with a C (2.0) average or better, the student will be placed on academic probation for one (1) semester.
 - i. Students on academic probation who fail to attain a 2.0 average of all classes in the subsequent semester may be terminated from the program.
 - ii. Students on academic probation are required to have all professors fill out a department provided progress chart for each academic week of the semester. This progress chart will ask professors to document class preparedness, participation, assignment completion, and attendance. The progress chart must be turned in to the student program coordinator or his designee immediately after the last class of each week.
 - iii. In the event that the student does not turn in the required progress chart the student will be immediately suspended from responding to calls and training until such time that the student turns it in. Failure to turn the progress chart in for two weeks is cause for termination from the program.
 - iv. Students who return progress charts with negative remarks from professors will be immediately suspended from responding to calls and training until such time as the deficiencies have been corrected. Submission of two consecutive negative progress reports shall be cause for termination from the program.
- G. Once trained and certified, students shall respond to emergency calls and assist in putting the apparatus back in service.
- H. Students shall abide by all department rules, regulations, and policies at an emergency scene, when on Scarborough Fire Department property, or at any time they are representing the Scarborough Fire Department.

- I. Students shall be in quarters from 2200 hours until 0730 hours. In the event a student is unable to meet curfew on a particular occasion, the program coordinator or a company officer shall be notified immediately.
 - a. Students will be required to adhere to an assigned rotating weekend duty schedule, as well as scheduled rotations with career staff.
 - b. Any request for absence, including school vacations, must be submitted and approved by the program coordinator.
 - c. There shall be a curfew for all visitors in the stations. All visitors shall leave by 2200 hours. Visitors are not allowed in the bunkrooms at any time.
- J. No alcohol may be consumed, possessed, or distributed on Scarborough Fire Department premises. The unlawful use, sale, or possession of narcotics, scheduled drugs, hallucinogens, or controlled substances is prohibited while on Scarborough Fire Department property or while engaged in Scarborough Fire Department activities or programs.
- K. Prescription medications should be kept in their original container identifying the drug, dosage, date of prescription and physician. Students are expected to follow directions from their healthcare provider concerning prescription medications and must immediately notify the program coordinator or station officer if prescription medications may impair their ability to perform assigned duties.
- L. Students shall maintain neat and clean living quarters at all times and participate in daily station duties to include morning apparatus checks and housework. Individual housework responsibilities may be assigned by station officers.
- M. Students are required to attend periodically scheduled student live-in meetings when requested.
- N. Students are expected to present themselves in a polite and courteous manner at all times to visitors, citizens, and fellow employees.
- O. Students are expected to become certified drivers of ancillary vehicles after completion of EVOC and CPR.
- P. Students may be eligible to begin drivers training on fire apparatus and ambulances after successful completion of one academic semester and completion of required certifications (firefighter I & II and/or EMT-B).
 - a. Driving emergency apparatus is a privilege earned through demonstration of academic success, required knowledge, and attention to responsibilities.
 - b. Students with less than a 2.25 GPA will be prohibited from certification on any apparatus.
- Q. Students may be considered for per-diem firefighter/EMT employment after completion of two academic semesters. The number of hours a student live-in firefighter may work in the per-diem program may be limited on a case by case basis, based on academic and/or program performance.
- R. Students wishing to remain in the program for the upcoming year or who wish to remain in the program during the summer months must submit a letter of intent to the program coordinator no later than April 15th.
- S. Experienced students who have graduated from their initial program of studies may request to extend their participation in the live-in program while completing an additional course of study. The Fire Chief (or designee) will consider those requests on a case by case basis and if approved the Chief may enter into custom agreements for the mutual benefit of the department and student.

Student Live-In Firefighter Agreement

I, (print student name) _____ have read and agree to all rules and regulations described in SOP 1150 - Student Live-In Firefighter Program.

I understand that while I am in the program and living in the station I am a guest of the department. I understand and hereby agree that my room, personal belongings, and vehicles, when on Town of Scarborough property, are subject to search without notice or further authorization.

I hereby grant permission for the Scarborough Fire Department to check my class schedule, attendance, and current grade point average with Southern Maine Community College or any other academic institution or program I am attending at any time.

I understand that my participation in this program is a privilege, that I serve at the pleasure of the department, and that the Fire Chief may terminate this agreement and remove me from the program, without notice, in the event of a violation of any departmental SOP, rule or regulation.

Student Name (print): _____

Signature: _____ Date: _____

Live-in Program Coordinator:

Signature: _____ Date: _____

Fire Chief Signature: _____ Date Approved: _____
