

# Section 7

## VOLUNTEER PROGRAM

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### A. Probationary Volunteer.

#### 1. Position Summary.

All volunteers appointed by BRFD are placed on probation. The probationary period is considered a time when a new volunteer learns the duties he or she will be required to perform his or her position. This policy serves to give the probationary volunteer a realistic picture of what will be expected as a volunteer.

#### 2. Term of Probation.

The probationary period is twelve months from the date of appointment. As a volunteer approaches the 12-month anniversary, the volunteer should petition the Personnel Division officers, through the volunteer's Captain, to be removed from probation and granted Active Volunteer status.

Volunteers with prior emergency service and fire service experience may petition to be removed from probation sooner than twelve months.

#### 3. Satisfaction of Probation.

The Personnel Division officers shall meet to consider a volunteer's request to be removed from probation, as needed. A volunteer's petition to be removed from probation shall be passed to the volunteer's Captain, who will forward it to the chairman of the Personnel Division officers. The Personnel Committee shall consider the probation at its earliest possible convenience.

Volunteers who have not satisfactorily completed probation at the end of the probationary period shall be dismissed from BRFD. If sufficient extenuating circumstances apply, the volunteer may petition the officers for an extension to the probationary period.

Volunteers who have taken an authorized leave of absence during the probationary period will be granted an extension to the probationary period for the duration of the leave.

#### 4. Limitations of Probationary Volunteers.

Probationary volunteers shall:

- a. Not install emergency equipment on or in his or her personal vehicle, except when the volunteer is authorized to do so by another agency. In such cases, the volunteer shall not utilize the other agency's emergency equipment on BRFD calls;
- b. Attend business meetings and trainings as required;
- c. Not serve as an Officer;
- d. Not drive emergent to a call unless Med Car certified and driving a Med Car;
- e. Not use SCBA, except as provided in the Standard Operating Guidelines;
- f. Not drive any BRFD fire apparatus, except on a controlled course under direct supervision of an Apparatus Proctor;
- g. Respond and stage at Station 1 or Station 2, unless the scene must be passed to get to the station.

## **5. Expectations of Probationary Firefighter/EMTs and EMTs.**

During their probationary period, volunteers are expected to learn as much as they can about BRFD operations, fire and rescue techniques and tactics, EMS techniques and procedures, and station operations. Additionally, probationary Firefighter/EMTs who have completed the Colorado FFI certification, and complete three live burns including one with BRFD, shall receive their SCBA certification.

### **B. Rookie Book.**

All probationary volunteers shall be issued a Rookie Book, which shall be completed as a condition to satisfactorily completing probation.

### **C. Monthly Meetings.**

All volunteers are required to attend a percentage of the monthly volunteer meetings, as established by the Fire Chief or his or her designee. Special announcements will be made at these meetings.

### **D. Performance Evaluations.**

Fire fighting is the most dangerous profession in the United States; as such, a high level of training and participation is necessary for volunteers to function in a safe manner. BRFD is responsible for not only the safety of the volunteers; but it is also responsible for the safety of the citizens of BRFD. To be able to deliver an acceptable level of service to the citizens of BRFD, BRFD must ensure that the volunteers are well trained and able to function within BRFD operations. To help ensure proper training and adequate participation of volunteers, a quarterly review will be performed for all volunteers.