

City of Sunrise Fire Rescue Explorers Post #310



Rules and Regulations Handbook

Explorer Name: _____

Article 1 – Name of the Organization

The official name of the organization shall be known as:

“City of Sunrise Fire Rescue Explorer Post #310.”

Article 2 – Purpose of the Organization

The purpose of the organization is to gain and promote a better understanding of the role of the Fire Rescue system into the community.

Also, it shall create and further the desire of interested young adults to enter the Fire Rescue service. The organization will also prepare the members in the form of class work education and hands-on training for use in the field.

To bring about a better relationship and understanding between the youth, Fire Rescue personnel, and the community to which the City of Sunrise responds.

Article 3 – Membership

The membership shall be composed of persons, both male and female, between the ages of 14 and 18, or presently in school for EMT, Paramedic, or Firefighter.

Applicants must be in good physical health and submit a physical (as required by the City of Sunrise). The applicant must also be free from any mental or physical impairment.

All members of the City of Sunrise Fire Rescue Explorer Post # 310, must maintain an overall grade point average (GPA) of 2.5 or higher, in order to maintain an active status in the post. A copy of grades (report cards, etc.) must be turned into the Advisor(s) after each grading period and will be retained in their personal file. Any member failing to submit their current report card will not be allowed to participate in post meetings, events, or ride-times. Any member failing to maintain a 2.5 GPA shall be suspended for the next school semester. If at the end of that grading period, a 2.5 GPA has not been achieved, that individual member will be terminated.

Article 3 continued.

An individual that has been terminated may re-apply to the City of Sunrise Fire Rescue Explorer Post #310 at the next enrollment period. That individual must submit a copy of grades prior to the application process.

The City of Sunrise Fire Rescue Explorers will allow new Explorer applicants once a month.

A maximum of 20 explorers, including ranking officers, excluding Advisors or assistant Advisors.

Article 4 – Post Advisor (Lead Instructor)

Advisor: The Post Advisor is employed by the City of Sunrise Fire Rescue and reports directly to the Fire Chief.

The Post Advisor(s) Supervises all Explorer activities and shall have complete power to override or veto without exception, any plan, function, act, or any other matter that may arise, if he/she feels that it is not in the best interest or endangers the members of the City of Sunrise Fire Rescue Explorer Post #310.

The Post Advisor(s) also reserve the right to refuse any Explorer applicants without due cause. The Post Advisor(s) also reserve the right to dismiss any Explorer without exception.

Article 5 – Assistant Advisor (Adjunct Instructor)

Assistant Advisor: is employed by the City of Sunrise Fire Rescue and assists the Post Advisor(s) during all Explorer activities, reports directly to the Lead Advisor.

The Assistant Advisor(s) will assist the Lead Advisor with any plan, function, act, or any other matter that may arise. Also, the Assistant Advisor(s) DO NOT have the right to refuse any Explorer applicants without due cause.

The maximum number of Assistant Advisors will be one (2).

Article 6 – Class Leader

Class Leader: Assists the Advisor and the Assistant Advisor during all Explorer activities, reports directly to the Lead Advisor.

The Class Leader(s) will be in charge of all squad leaders and Explorers carrying out any plan, function, or matter that will arise with the Lead Advisor's permission. The Class Leader(s) also reserves the right to administer demerits with the Lead Advisor's knowledge for just cause. (See demerits list for approved infractions)

Class Leader will be a special appointed position by the Post Advisor

The Maximum number of Class Leaders will be (2).

Article 7 - Squad Leader

Squad Leaders: Assist the Class Leader(s) during all Explorer activities and reports directly to the Class Leader.

Squad Leaders will be in charge of a squad comprising of a designated amount of Explorers. Squad Leaders will maintain order within their squad and will take responsibility for the actions of their squad. The Lead Advisor will appoint Squad Leaders.

In order to qualify as a squad leader an Explorer must be in the program for a full year. Suspension from demerits will disqualify Explorers desiring promotion.

Squad Leaders DO NOT have the right to administer demerits or discipline Explorers without the Class Leader's approval.

The Maximum number of Squad Leaders will be (4)

Article 8 – Explorer

Explorer: Any student who is not a ranking officer that is in the Explorer Post.

To qualify as an Explorer the individual must have completed Three months of Probation, pass probationary test and receive satisfactory marks on Probationary Evaluation.

The maximum number of Explorers will be (20) excluding Squad Leaders and Class Leaders.

Article 9 – Probationary Status

A new member will be considered on “Probationary Status” for a period of three (3) months. To conclude probation, a Probationary Explorer must adhere to the following:

- Explorer must pass the Ride-time/Probationary Test with a minimum of a 70%.
- Show competency in skills.
- Receive Satisfactory Marks on Probationary Evaluations.
- Have attendance record of at least 85% (10 of 12 meetings)

At the conclusion of the three (3) month probation, the Post Advisor(s) shall evaluate the Probationary Explorer. If the Explorer receives below a 70% on the Probationary Explorer evaluation, the Advisor(s) will release the individual member from the post.

Existing members that have taken a promotional examination will also have to go through “Probationary Status” again. This probationary status is for three (3) months. To conclude probation, the newly promoted Explorer must adhere to the following:

- Show competency in newly appointed position.
- Show competency in the ability to lead.

If at the conclusion of the three (3) month probation, the Post Advisor does not feel the Explorer shows competency needed for that position, that member will be demoted back to prior position.

Article 10 – Rank Structure (Explorer Post)

The City of Sunrise Fire Rescue Explorer Post shall be run as a para-military organization. Therefore, the Rank Structure will consist of the following; this will depend on the number of members and the need of the post.

Lead Advisor – Supervises all Explorer activities, reports to the Fire Chief of the City of Sunrise Fire Rescue Department.

- Log Ride Times

Assistant Advisors – Supervises all Explorer activities, reports to the Advisor. Provides assistance during educational and physical activities.

- Record Daily Activities

Class Leader – 1st ranking Explorer, conducts the administration and the operational aspect of the Explorer Post. Reports to the Lead Advisor.

- Collect Monthly Dues
- Log Attendance for post
- Administer Demerits

Squad Leader– 2nd ranking Explorers, in charge of Explorer squads inside of the Explorer Post. Reports to the Class Leader.

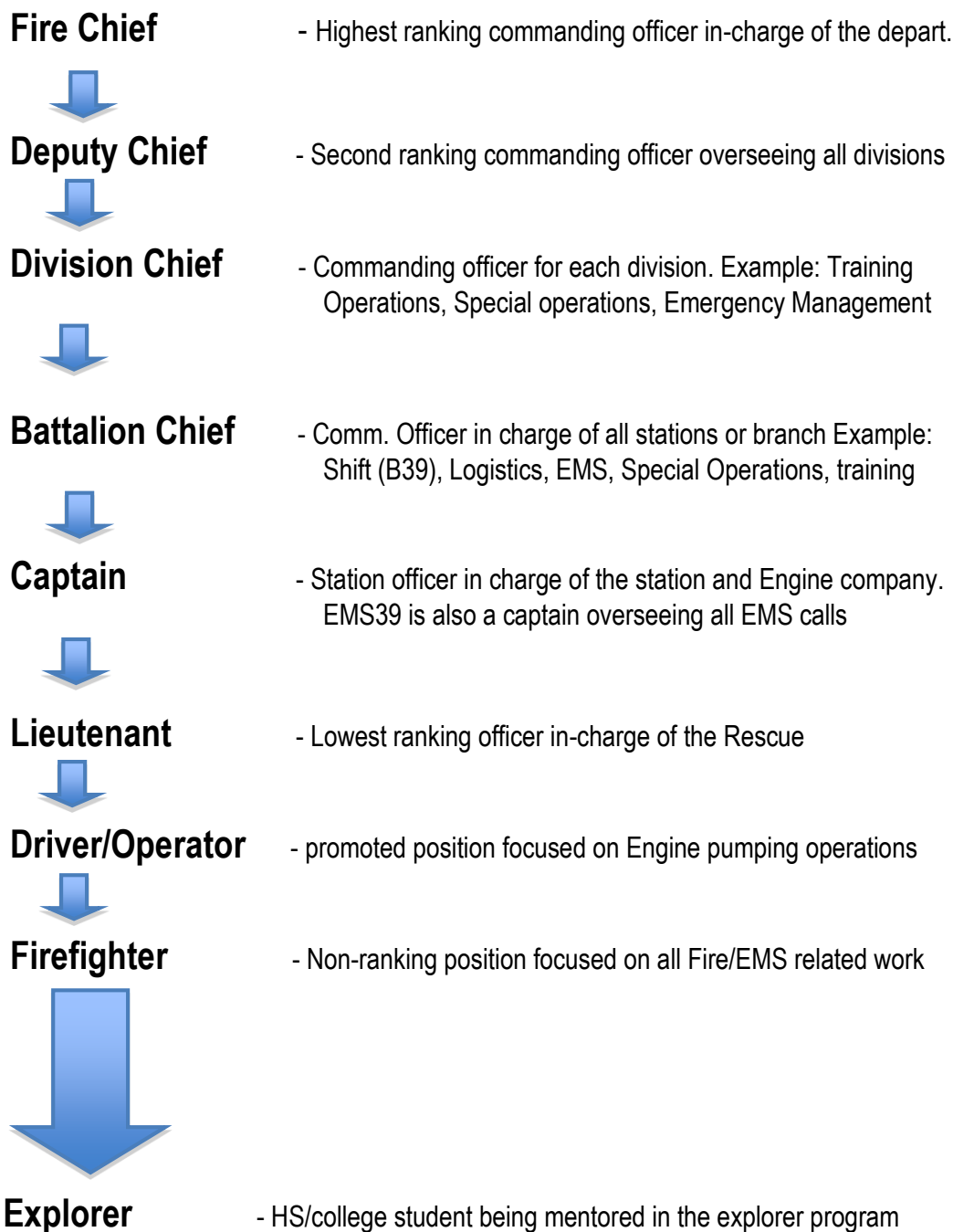
- Weekly Gear/Uniform Inspections

Explorer – 3rd ranking Explorer, in charge of setting up and breaking down of all drill equipment. Reports to the Squad Leader.

Probationary Explorer – 4th ranking Explorer, assists Explorer with duties needed during the night. Reports to Squad Leader.

Article 11 – Department Chain of Command

The chain of command will be followed by **ALL** Explorers while on ride times or any other events with the City of Sunrise Fire Rescue Department. It consists of the following order:



Article 12 – Ride-time

The Sunrise Fire Department has implemented a ride along program which allows the members of the Sunrise Fire Rescue Explorer Post #310 to ride along side with the members of the Fire Department.

Weekend Ride time hours are from 0800-2000 hours.

- As of now, there are NO overnight ride-times, no exceptions.
- Arrive no later than 0745 hours

After School Ride time hours are from 1600-2000 hours

- Arrive no later than 1600 hours.

A minimum of one (1) ride time per month is required. A maximum of one (2) ride time per month. Failing to follow this requirement can result in suspension from ride times and/or meetings and/or termination from the post.

Upon arrival to the station, if unable to make a ride time, or need to cancel a scheduled ride time, contact the Post Advisor.

Approval for a Ride-time will be done on first meeting of every month, approved and logged by Explorer Advisor.

Explorers desiring to ride will be properly groomed as stated in Article 15 Appearance.

Explorers will be able to ride at the following stations:

Station 39 – 6800 Sunset Strip 954-572-2410
Station 59 – 8330 NW 27th Place 954-572-2412
Station 72 – 10770 WOPB 954-572-2414
Station 92 – 12701 136th Ave 954-845-1010

Preparing for the 12 hour Explorer shift

While most of the following items may not be required, you may want to consider bringing the following items with you to your ride-time in a gym bag.

- Extra Explorer Uniform shirt
- Extra pair of socks and underwear
- Towel
- Shampoo and/or soap
- Toothbrush and Toothpaste
- Tylenol, aspirin, etc.
- Sweatshirt
- Meal Money (\$15-20 required if eating lunch and dinner with the crews)
- Study Material during slow hours (required)

Article 13 – Attendance

The attendance to the meetings is crucial to you as an Explorer. If you miss a meeting you will be missing information that we may not cover again for some time after.

If you are going to miss a meeting, contact a DIRECT supervisor prior to the meeting start time. In the event of an emergency (stated below) the absence will be understood without notice with a note from a parental guardian.

There will only be five (5) accepted reasons for a **long-term** leave of absence from the Post. They are as Follows:

1. Death in the Family
2. Personal Medical Ailments (Flu, etc.)
3. Temporary Physical Ailments (Broken Bones, etc.)
4. School related function (Play, trip, etc.)
5. As mentioned in Article 3 (Academic)

Explorers that will be absent must contact a DIRECT supervisor of the absence prior to meeting start.

- More than two (2) absences in a month period may be grounds for suspension from meetings and functions for three (3) months.
- If an Explorer does not contact a DIRECT Supervisor, that Explorer will be issued demerits on the basis that he/she violated the Rules and Regulations.
- If an Explorer is absent without leave for three (3) or more meetings in a row, at any time, they may be subject to suspension and or termination.
- If an Explorer misses more than six (6) meetings within a school year, they may be subject to suspension and or termination from the post.

Explorers must be on time to meetings. If an explorer is going to be late he/she must call a DIRECT supervisor prior to meeting start.

- An unexcused Tardy will be recorded if Explorer does not call.
- More than one (1) unexcused Tardy in one (1) month may result in a suspension from meetings and functions for up to three (3) months.
- If an Explorer is late to three (3) or more meetings in a row, at any time, they may be subject to demerits and/or suspension.

Article 14 – Testing

Tests will be given every month on the material that has covered that month.

- The monthly test will be written and/or practical.
- Must be passed with a minimum of a 70%. Anything less than a 70% will be considered failing.
- If an explorer fails Three (3) tests within the program year, he/she will be suspended for three (3) months. After three (3) months suspension the explorer can rejoin the post. If the explorer fails two (2) more times within the program year they will be terminated from the post.

Ride-time/Probationary Test will be given at the prior to the completion of probationary status.

- Must pass with a 70% to stay an active member in the Explorer Post. If a 70% is not achieved, the Probationary Explorer will have one more attempt to take the same test in one month. If Probationary Explorer fails to achieve a 70% again, the individual will be terminated from the post.
- Written test only

Promotional Tests will be written and practical. This test will be given on a Saturday or Sunday outside of regular meeting hours.

- Explorers will be notified One (1) month in advance that the Promotional test will be given.

Article 15 – Appearance

All Explorers will maintain a clean and neat appearance at all Post activities.

For Males:

- 1.) Hair shall be groomed and clean at all times. The length shall not exceed the top of the ears and must be brushed during Post activities.
- 2.) Hair coloring, dye, or anything unnatural will not be tolerated.
- 3.) Uniforms are to be washed, free of wrinkles, and free from stains or discoloration. Any rips, tares, etc. will not be tolerated.

Article 15 continued

- 4.) Boots are to be polished, properly laced and tied, and in general good condition
- 5.) The only jewelry permitted is a watch. NO other jewelry will be permitted.
- 6.) Facial hair will be limited to a mustache that does not pass the crease of the mouth.

For Females:

- 1.) Hair shall be groomed and clean at all times. Any length is permitted but is required to be in a bun during Post Activities.
- 2.) Hair coloring, dye, or anything unnatural will not be tolerated.
- 3.) Uniforms are to be washed, free of wrinkles, and free from stains or discoloration. Any rips, tares, etc. will not be tolerated.
- 4.) Boots are to be polished, properly laced and tied, and in good general condition.
- 5.) The only jewelry permitted is a watch. NO other jewelry will be permitted

Article 16 – Uniforms

The Uniforms for the Post shall be based on these:

- 1.) Class Leader/Squad Leader Uniform (Class B Uniforms)
Blue Polo shirt, Sunrise Fire Rescue Explorer design on the back and Sunrise Fire Rescue Explorer logo on the front. Blue T-shirt will be worn under polo shirt. Pants will be navy blue Dickies or Navy BTU pants. Boots will be black military style boots, polished. The Belt will be black with a Silver buckle.
- 2.) Explorer Uniform (Class C Uniforms)
Blue t-shirt, Sunrise Fire Rescue Explorer design on the back and Sunrise Fire Rescue Explorer logo on the front. Pants will be navy blue Dickies or Navy BTU pants. Boots will be black military style boots, polished. The Belt will be black with a silver buckle.
- 3.) Explorer Workout Uniform (Class D Uniforms)
Approved Explorer workout shirt. Approved Explorer workout shorts. Sneakers to run in.

This is a list of possible uniforms, as an Explorer you will not be able to choose which uniforms you will wear. If you do so, you will be subject to demerits by the Class Leader.

Article 17 – General Conduct

Any Explorer, who shall be found in violation of any of the following shall be subject to disciplinary actions as stated in Article and possible termination.

- 1.) Violation of any City Ordinance, State Statute, Federal Laws, or Rules and Regulations of the City of Sunrise Fire Rescue Department.
- 2.) Conduct which would tend to discredit or bring ill repute to the Fire Department, Post, or any of its members as a group or as an individual.
- 3.) Neglect of Duty
- 4.) Disobedience of duty, written or verbal
- 5.) Intolerance in the form of discrimination or sexual harassment, in action or speech, toward any person because of nationality, race, religion, disability, or sex, shall not be shown, displayed, voiced, or expressed by any member of the post.
- 6.) Insubordination or disrespect to an Explorer, Explorer Officer, Advisor, or Fire Department member.
- 7.) Failure to treat another Explorer, Explorer Officer, Advisor, Fire Department Member, or civilian in a courteous and respectful manner.
- 8.) Use of profane, coarse or insolent language while in uniform or at a Post function.
- 9.) The drinking of ANY intoxicating beverage while in uniform or at a Post function.
- 10.) The use of ANY tobacco products
- 11.) Reporting for duty any Explorer function while under the influence of ANY controlled substance or alcohol.
- 12.) The use of ANY controlled substance
- 13.) Failure to be properly dressed and equipped for duty
- 14.) Failure to maintain a neat and clean appearance of self or uniform
- 15.) Publicity criticizing official actions of an Advisor, Fire Department personnel or any other officials.
- 15.) Unauthorized dissemination or release of any information concerning essential Fire
- 16.) Department matters to anyone.

- 17.) Unauthorized use of property of Post #310, or City of Sunrise Fire Department property.
- 18.) Being responsible for causing and/or being apart of dissension among other Explorers at any Explorer function.
- 19.) Absences from duty without leave or appropriate permission
- 20.) Any participation of an Explorer in fire suppression not supervised by the Advisor or Assistant Advisors.
- 21.) Loitering in the vicinity of any Fire Stations at anytime other than Explorer sanctioned events
- 22.) Any Explorer that shows up at ANY fire or rescue scene unless he or she is riding and is part of a rescue or engine company.
- 23.) Explorers shall not touch or become amorous to each other or Fire Department Personnel while in uniform or at any Explorer function.
- 24.) Bringing physical harm to another Explorer during post activities.
- 25.) Posting Inappropriate pictures/videos while in City of Sunrise uniform on any form of Social Media.

Article 18 – Discipline

Since the Fire Explorer Post has been established as a para-military organization, discipline will be enforced for any and all violations of the Rules and Regulations of the Post by the Explorer Officers and/or the Advisor(s)

While riding, if any Explorer defies, insults, is disrespectful to any fire or police service member or does anything to endanger the safety and well-being of anyone the officer witnessing the incident has the authority to report to the Post Advisor(s).

In the Sunrise Fire Rescue Post #310, the demerit system is and will be used. This system is used for minor disciplinary actions; however, this does not exclude the Advisor(s) from implementing a harsher punishment.

For every 10 demerits that an Explorer receives, there will be a one (1) month suspension from the post.

For every 20 demerits that an Explorer receives, there will be a six (6) month suspension from the post.

For every 30 demerits that an Explorer receives, there will be a one (1) year suspension from the post.

There is no reduction in demerits throughout the year. Demerits will be reduced by ten (10) at the start of the next Explorer year.

Offense	Demerit(s)
Unexcused Lateness	1
Absent without notice	2
Lack of preparation	2
Out of uniform	2
Disrespect towards another Explorer	3
Disrespect towards a Firefighter	5
Use of foul language	3
Failure to ride once a month	2
Failure to follow grooming policy	3
Lost / Broken / Damage equipment	10
Seated in wrong squad	2

Article 19 – Monthly Dues

Each Active member of the post is required to pay a monthly due. The monetary value will be set by the Post Advisor. Currently the amount is \$10 payed on the first week of every month.

If an Explorer fails to pay his/her monthly due money, then they will be unable to participate in ride times and demerits will be issued.

If an Explorer is financially unable to pay his monthly due money, then the fee is waved for that individual.

Monthly Dues are used for:

- Purchasing Folders/Books
- Purchasing Uniforms (non-personalized)
- Paying a yearly fee to the Boy Scouts of America
- Purchasing paper copies for tests and hand outs
- Purchasing training material (books, markers, etc.)
- Purchasing Equipment (backboards, boxes, etc.)
- Etc.

Monthly Dues are not used to compensate an Advisor in any way. Each Advisor volunteers their individual time and effort to the post.

Article 20 – Community Service Hours

Members of the Sunrise Fire Rescue Explorer Post #310 are able to receive Community Service Hours under the following conditions:

- Service hours will be provided to the Explorer for school purposes ONLY.
- Service hours will be provided to the Explorer for logged Ride-time hours.
- Service hours will be provided to the Explorer for City Events attended.
- Service hours will be **NOT** provided to the Explorer for each Explorer meeting

Each Explorer is responsible to keep track of their own Service Hours and log them on the appropriate School form(s).

