Henderson Fire Department Explorer post

Rules and Regulations

1. **Entrance Requirements:**

Candidate must be at least 15 but not yet 21 years of age.

All high school students must have and maintain a 3.0 GPA.

Trial/probationary period will be judged by staff and based on attendance, attitude and performance of candidate in both the classroom and on the drill ground.

1. **Appearance:**
* Uniforms shall be clean, free from tears, fading, etc., and meet HFD Explorer standards covered in section C.
* Hair is to be neatly brushed/combed and shall not present a ragged or extreme appearance. Personnel shall trim their hair so that the sides do not extend below the center of the ear and the back does not extend below the collar.
* No side burns or facial hair will be permitted.
* When attending off-duty city or department classes or seminars, dress involves good judgment as it relates to an image reflecting your professionalism. Flip-flops, tank tops, clothing with tasteless graphics, etc. are not considered acceptable attire.
1. **Uniforms:**
2. Class B uniform will consist of the following items:
* Shirt: navy blue short sleeve uniform shirt with proper HFD patches
* Pants: Navy blue work pants
* Belt: 1 ¾ inch basket weave black belt with silver square buckle
* Boots: Black steel-toe boots capable of being polished to a high shine
* Name tag: (2) 1” navy blue name tapes, red lettering w/Explorer last name over the L-Pocket (Name in all capitals), red lettering w/ “EXPLORER” over the R-Pocket (in all capitals)
1. Physical training uniform will consist if the following items:
* Shirt: HFD explorer grey T-shirt (plain white tee shirt if probationary status)
* Shorts: navy blue cotton shorts
* Socks: white
* Shoes: all-purpose athletic shoes
* Pants: navy blue sweat pants
* Sweat shirt: navy blue sweat shirt
1. **Attendance:**

**Attendance at every meeting is mandatory. The Henderson Explorers Post has a 6 month attendance cycle. Each Explorer is allotted 4 missed meetings during each cycle. After missing a 5th meeting, the explorer will be asked to reevaluate their commitment. A candidate is always welcome to start the process over by going back through another orientation/entry meeting. Tardiness may result in dismissal from the HFD Explorer Post.**

**When an Explorer is starting the process, they are not allowed to miss any meetings until passing the entry test or they will restart the entry process.**

1. **Chain of Command:**

The chain of command will be as follows:

Explorers report to their Platoon Captains first. If they are unable to contact their Captain, contact one of the other Platoon Captains. If they are unable to contact one of the other Captains, contact one of the advisors.

Platoon Captains will first report to Platoon Co-Captain. If they are unable to contact them, they will then contact another Platoon Captain. If unable to contact any Captains, they will then contact one of the advisors.

If an explorer has a personal/private subject to discuss with the advisor, he may skip the chain of command. They may contact advisors directly. A minimum of two advisors will be present at all times.

1. **Conduct:**

In the classroom:

* In proper uniform
* Stand behind chairs until instructed to be seated
* Sit upright (no slouching) once seated
* Remain attentive

On the drill ground:

* In proper uniform
* Stand at parade rest at location specified by instructor in single file lines behind Platoon Captain
* No talking while instructor addresses the Post
* No horseplay
* Double time is the accepted way to get from place to place. No walking unless instructed to do so
* Always remain with a partner. Ask an Advisor for permission to leave the drill ground for any reason
* All advisors and fire personnel will be addressed by their rank and last name. If you do not know these, they are to be addressed as sir or ma’am. Never address any fire personnel by their first name or nickname
* All proper personal protective equipment (PPE) will be worn until instructed to remove it by an Advisor
* **Safety is the number one priority during any drill or exercise**. If at any time you feel something is unsafe, immediately notify an Advisor. Also make sure to use common sense when it comes to safety. (*i.e.*, move away from smoke, if extra PPE is needed, put it on, etc.)

 Any other explorer events:

If you volunteer for any function or event related to HFD or the Explorer Post, all previous conduct and appearance guidelines are to be followed.

Complaints regarding conduct will be investigated by the Explorer Advisors. Any substantial finding will result in disciplinary action up to dismissal from the Explorer Post.

Social media:

Explorers with social media accounts shall not post any HFD comments or pictures on any social media networking site. (*i.e.*, Twitter, Facebook, Instagram, Tumblr, etc.)

1. **Drugs and Alcohol:**
* No recreational drug use will be permitted. If caught, a parent will be contacted, Explorer will be required to arrange an adult to drive them home and immediate dismissal will follow.
* Prescription drugs will only be allowed with a written note from the prescribing doctor. They must not interfere or create impaired judgment on the part of the Explorer.
* Alcohol will not be permitted at any meeting. If any Explorer comes to a meeting under the influence of alcohol, a parent will be contacted, Explorer will be required to arrange an adult to drive them home and immediate dismissal will follow.
1. **Dues and Insurance:**
* The Explorer must provide fifteen dollars annually for insurance and registration purposes through the Boy Scouts of America. This amount is due upon completion of the entrance requirements stated in section A.
* Ten dollars per month will be collected from all explorers for miscellaneous costs (*i.e.*, rocker lugs, helmets, fire careers website, etc.). Dues will be collected at the first meeting of each month.
1. **Ride-Alongs:**
* Must be 18 years of age
* Must be current on dues
* Must be a member of the Post for a minimum of six months
* Must complete an engine inventory test administered by an Advisor
* Must be in good physical condition
* Must request approval through Explorer Advisor first, then the station captain. The Explorer must complete the proper paperwork(*i.e.*, liability waiver request form and explorer evaluation) for a ride-along
* First 3 ride-alongs must be done at a station where an Advisor works.
* Proper station etiquette will be covered in a Power Point class and will be followed up by the Firefighter assigned to the Explorer at the beginning of the shift. Failure to follow station etiquette may result in suspension of ride-along privileges
* Completed evaluations are to be given to advisors by the next Explorer meeting. A photocopy is acceptable. If the evaluation cannot be completed by the end of the shift, the explorer is to go back as soon as possible to obtain the completed evaluation
* At the beginning of the shift, the Explorer is to inform the Captain of his medical certification. Explorers may only ride-along three consecutive shifts with the same crew. After the third shift they must ride with another shift/station before they may go back and ride with the previous crew. The only time this rule may be broken is if the Advisor feels the Explorer is not ready to ride at a station without an Advisor
1. **Job shadows:**

Explorers who are under 18 years of age may participate in our job shadow program.

Job shadow application and guidelines can be found on the HDF explorer website.

1. **Exiting the Post:**

Any Explorer leaving or being dismissed from the Post shall return all city uniforms, safety clothing or equipment that was issued to them. Failure to return any items will result in criminal prosecution to the fullest extent of the law.

I have read and understand the rules and regulations of the Henderson Fire Department Explorer Post.

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Print name Signature Date