

# Grand Forks Fire Department

## Standard Operating Procedures

<b>SOP#</b> 902.02	<b>Section</b> Fire Prevention	<b>Title</b> Student Observer – Job Shadow Program
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<b>Effective date: 8/31/2003</b>	<b>Implementation date: 8/31/2003</b>	<b>Revision date:</b>

### **I. Purpose**

The Student Observer Program permits High School and College students interested in pursuing a career in the emergency services, to observe Grand Forks Fire Department operations by riding with Command Officers or Fire Companies.

### **II. Potential Participants**

As mentioned above, the program is open to High School and College students; these students are not required to be going to school in Grand Forks. This program is also referred to as “Job Shadowing”.

This program is not appropriate for those students that are currently pursuing a course of study or a degree in a Fire Service related field.

Job shadows are generally not scheduled on any Fire Department utility or support vehicles. Job shadows must be High School Freshman or older.

### **III. Scheduling Process**

The Deputy Chief, through the appropriate Battalion Chief, will schedule Job Shadows to ride with fire companies. They should be scheduled at least one shift ahead of the planned date. The Battalion Chief will notify the appropriate (assigned) company as soon as the Job Shadow has been scheduled. This information will be entered on to the day sheet for that shift and that company. The Deputy Chief, through the appropriate Battalion Chief, will generally not schedule Job Shadows to ride with the Battalion Chiefs.

Normally, Job Shadows will be scheduled to ride between 0800 to 1200 hours, Monday through Friday. Exceptions to these hours will be at the discretion of the appropriate Battalion Chief, with an explanation forwarded to the Deputy Chief. Job shadows will be scheduled to ride a maximum of once a year. Job Shadows may be scheduled for shorter timeframes than those allowed, but generally not for longer timeframes. All job shadows will be advised at the beginning of their observation period, that emergency activity may delay their return to quarters at the appointed time.

#### **IV. Responsibilities**

Company Officers are responsible for insuring that Job Shadows are appropriately attired for their assigned activity. Shorts, dresses, cutoffs and sandals are some of the items considered as inappropriate dress. Anyone failing to meet the appropriate dress requirements, or failing to conduct themselves appropriately will be asked to leave the station by the Company Officer and they will be excluded from any future observer programs. The Company Officer will notify the Job Shadow of the no smoking policies of the department, and any and all observers **must** conform to those policies.

If a Company Officer has concerns regarding an observer, those concerns shall be brought to the attention of the Battalion Chief. The Battalion Chief or acting Battalion Chief shall have authority over concerns regarding the Citizen Observer Program.

#### **V. On-site Process**

All Job Shadows must sign a release form before being permitted to ride. If the Job Shadow is under the age of 18, the release form must also be signed by their parent or guardian **and** be notarized. For all observers 18 years of age and over, the Company Officer will assist in completing the release form, witness their signature and then sign his/her name on the line indicated. Completed forms will be forwarded to the Deputy Chiefs office for disposition. The Company Officer will record the name, arrival and departure times of all Job Shadows in the daily log. This is very important for many reasons, not the least of which is the need to follow-up with the Job Shadow or his/her institution after the observation period.

Job Shadows will then be issued a "Student Job Shadow" ID badge which will be prominently displayed for the duration of the observation period. The badge will be retrieved by the Company Officer at the completion of the job shadows stay. A safety vest will be assigned to the Job Shadow to be worn when required by department procedures.

The Company Officer or his/her designee will brief the Job Shadow on the Fire Department's expectations for the observation period and assure that the shadow is aware of all safety requirements (seat belts, vests, etc.). The

Company Officer will explain to the Job Shadow the appropriate action to follow should the entire crew be away from the apparatus during a major incident, or an incident in which the shadow is prohibited from being in the immediate area (hazardous or potentially hazardous areas).

Due to the sensitive nature of some EMS calls, the Job shadow may be required to stay with the apparatus. It is the Company Officer's responsibility to insure that the Job shadow has the opportunity to observe the incident where possible, but must not allow them access to a sensitive EMS situation that could embarrass them, the patient, or the patient's family.

## **VI. Safety and Adherence statements**

Under no circumstances will fire personnel (or anyone else) ride in an unsafe position on any apparatus to accommodate a Job Shadow or for any other reason.

It is the Company Officer's responsibility to assure that all requirements of the standard operating procedure are strictly followed.