



Cripple Creek Fire Department-Fire Corp Policies and Procedures

Purpose:

The purpose of these policies and procedures are to provide guidelines in order to establish and maintain a citizen volunteer component of the Cripple Creek Fire Department, and to provide a scope of duties and limitations for the Fire Corps program.

Discussion:

Fire Corps members are not intended as substitutes for fire and emergency service personnel. Members shall be utilized to support department functions, and shall receive training appropriate to the duties that they may be called upon to perform.

Policy:

It shall be the policy of the Cripple Creek Fire Department to maintain and operate the assignment of Fire Corps members to any duties as may be determined appropriate and necessary. The citizen advocates shall be utilized to assist emergency management and other related community service functions in non-operational roles as needed and determined by the Fire Chief or his/her designee.

Procedure:

1. The Fire Corps program shall be under the administrative supervision of the Fire Chief
2. The Fire Chief shall coordinate and/or maintain all aspects of the Fire Corps program.
3. The Fire Chief may appoint an individual to the position of volunteer or Fire Corps coordinator when deemed necessary.
4. Fire Corps members shall not be armed with weapons of any kind while performing duties for the department.
5. Fire Corps members shall not be compensated for any time spent volunteering for this program.

Fire Corps Applications:

1. All members of the department are encouraged to actively participate in the recruitment and training of qualified Fire Corps volunteers.
2. The department shall make Fire Corps applications available to the public.
3. All applications shall be forwarded to the Human Resources Department.
4. The Human Resources Department will:
 1. Review applications.
 2. Conduct background, criminal history, and driver's license checks as deemed necessary based upon the assignment.
 3. Insure that the admission or rejection of applicants is based on careful, sound, and rational judgment.

Qualifications:

1. Fire Corps applicants must be 18 years of age or older.
2. Fire Corps applicants must be of good moral character.
3. Fire Corps applicants must not have been dishonorably discharged from the United States Armed Forces.
4. Fire Corps applicants must have on file a completed, processed application with a valid state driver's license or other form of identification.

Conduct:

1. No Fire Corps member shall report for duty while under the influence of alcohol or drugs. No Fire Corps member shall consume alcohol or drugs likely to cause impairment while on duty or perform any duties for the department while under the influence of alcoholic beverages or any substance which may adversely affect physical or mental capabilities.
2. Fire Corps members represent the Cripple Creek Fire Department while acting in the capacity of a volunteer in the Fire Corps program. As representatives, Fire Corps members must conduct themselves in such manner as to demonstrate the highest standards of professionalism so as to earn the public trust.
3. Fire Corps members shall be polite and courteous to the general public, members of the Cripple Creek Fire Department, and other city employees at all times.
4. If a uniform and department-issued identification card have been provided to Fire Corps members, then Fire Corps members shall be in uniform and plainly display their

department-issued identification card while on duty. Identification must be displayed at all times while volunteers are in department facilities and representing the Cripple Creek Fire Department.

5. At no time will a Fire Corps member display his/her Cripple Creek Fire Department issued identification card to secure special privileges or personal gain. It shall not be used for general identification purposes such as check cashing or to gain favorable treatment or gratuities. Violation of this directive may result in immediate release from the Fire Corps program.
6. Fire Corps members' assignments within the department may provide them access to confidential or sensitive information. Any information gained in this manner shall not be divulged.
7. If a Fire Corps member cannot fulfill a scheduled assignment, the member shall notify the team leader or the program coordinator as early as possible.

Training:

1. Cripple Creek Fire Department will provide all Fire Corps members with the necessary training and the materials in which they will need to perform Fire Corps functions.
2. All Fire Corps members shall participate, on a regular basis, in meetings or training exercises. Failure to maintain acceptable attendance may result in release from the Fire Corps program.

Fire Corps Program Assignments:

1. The Cripple Creek Fire Department or designated office/person shall coordinate the allocation and assignment of Fire Corps members.

Assignments may include but are not limited to:

- A. Administrative functions:
 - Clerical
 - data entry
 - office work
 - Other duties as needed
- B. Life Safety Education:
 - CERT training
 - community
 - business
 - condominiums
 - schools
 - First Aid
 - basic
 - first responder

- CPR
 - provider
 - instructor

C. Fundraising

D. Junior/cadet/explorer program

E. Canteen Services

- water, ice, food distribution to first responders at emergency scenes
- public and fire/EMS department assistance
- sandbags

F. Public Relations

- smoke detector program
- fire prevention/safety education

G. Performing duties in other support functions will be based on training, skills and other interests of the individual member and determined by the Cripple Creek Fire Department

H. Fire Corps members who have received specialized training (such as CERT training) may be called upon during disasters and other emergencies.

2. Fire Corps members will be assigned to positions that augment the department's ability to provide services.
3. Considerations when creating assignments for Fire Corps members include:
 - A. Desire to be involved in worthwhile and challenging assignments.
 - B. Ensure that the assignment will use the individual's skills and abilities.
 - C. Evaluate whether the assignment will require learning new skills.
4. A Fire Corps member may be assigned to assist in performing duties in other support functions within the City of Cripple Creek, including those outside of the Cripple Creek Fire Department, based on his/her skills, interests, and specific training.



For more information please contact [Chief Baldwin](mailto:rbaldwin@cripple-creek.co.us) at rbaldwin@cripple-creek.co.us or [719-689-0240](tel:719-689-0240).