



EXPLORINGTM
DISCOVER YOUR FUTURE

POST 9649

Fond du Lac Fire/Rescue Explorer Program

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INTRODUCTION

Fond du Lac Fire Rescue (hereafter referred to as FDLFR) offers Explorers an opportunity to serve the community and to gain a basic understanding of FDLFR and provides an introduction to Fire and EMS service in general.

As a functioning organization associated with FDLFR, Explorers are expected to conduct themselves in a manner that inspires public confidence and respect.

As a volunteer organization, the success of the program largely depends upon the dedication and concern of its members and volunteers.

It is the purpose of this manual to acquaint the Explorer with the organization and functions of FDLFR. Explorers are expected to become familiar with the information contained herein, and to abide by the rules, guidelines, and regulations contained within.

FOND DU LAC FIRE RESCUE MISSION STATEMENT

Fond du Lac Fire Rescue is a professional, highly skilled organization that provides an efficient response to all emergencies, and improves public safety for those we serve.

Mission of the Explorer Program

The goal of this program is to deliver character building experiences and mentorship that allows participants to achieve their full potential in both their personal life and career. Exploring Fire service offers its Explorers the opportunity to:

1. Gain exposure to Fire/EMS service careers and have positive interactions with Fire/EMS professionals.
2. Obtain “hands-on” experience with the Fire/EMS industry, thereby helping an Explorer make an informed decision on a career in Fire/EMS, or a related field.
3. Receive comprehensive, career focused training that may help in future academic advancement in the Fire/EMS field.
4. Benefit from interpersonal growth through self-discipline, teamwork, challenging experiences, and meeting high standards of performance and personal conduct.
5. Enhance character development and improve physical and mental fitness.
6. Learn responsibility to self and others through public service.
7. Grow leadership skills through observation of Fire/EMS professionals and participation in Post leadership opportunities.

Membership Requirements

1. Applicant must be 14-20 years of age, a resident of Fond du Lac County, and enrolled in school at the high school level or higher education.

2. Explorers must maintain a minimum 2.0 (“C”) grade point average to remain eligible for the program.
3. Applicant must display good conduct at all times and be of high moral character

ORGANIZATION

The authorized strength of Explorer Post 9649 is no more than 10 members.

The Explorer Post is a division of FDLFR and shall be managed by an Executive Officer which shall be the Fire Chief or his/her designee.

A FDLFR member shall be assigned to the organization as the Lead Advisor. The Lead Advisor shall be responsible for the day to day operation of the Explorer Post and will act as a liaison between the Explorer Post and the rest of FDLFR. Other FDLFR members, staff, or volunteers may assist the Lead Advisor in the daily operation of the Post and will be assigned as Advisors.

CHAIN OF COMMAND

The Explorer Post will have its own internal Chain of Command. Explorers will be expected to understand and follow the Chain of Command for the efficiency of the Post.

EXPLORER RANKS AND STATUS

The Explorer Advisor may appoint Explorers to positions of rank within the Explorer unit if Post membership levels dictate the need. These positions entail additional responsibilities as listed below. Explorers will be classified by Level I, II, or III as follows through their progression through the program:

LEVEL I EXPLORERS

Explorers in their first year of the program. These members will be considered to be in a probationary status in the program. Their main focus will be to learn the basics of Fire Fighting and EMS and develop an understanding of equipment and techniques used on the job.

LEVEL II EXPLORERS

Explorers that have completed one year in the program will be eligible to become level II Explorers. Level II Explorers become eligible for the ride along program and are focused on continuing to build on their knowledge of equipment and techniques. They will also begin learning the tactics used on the job.

LEVEL III EXPLORERS

Explorers who have excelled in their performances at Level I, and Level II, become eligible for Level III status. To obtain Level III status, Explorers must be nominated by an Advisor. Level III Explorers are expected to become leaders and mentors to other Explorers within the program. They may be assigned to roles of leadership within the post as follows:

Lieutenants:

A Lieutenant is the 1st line officer that will be in charge of a simulated company during meetings and practical evolutions. They will be responsible for the direct supervision of the explorers assigned to them. Lieutenants will report to Explorer Captain if one is assigned, or in attendance.

Captain:

Captain is the highest rank in the Explorer program. Under the supervision of the Explorer Advisor(s), the Explorer Captain shall have general supervision of Explorer Lieutenants. They will be responsible for the government, efficiency, and promoting good conduct and safety of all participants of the Explorer Post. Explorer Captains shall assist in conducting Explorer meetings, and shall be in charge on all functions (in order of seniority).

EXPLORER UNIFORM

Explorers shall all be issued (as supplies allow) the following:

- 1- Polo shirt
- 1- T Shirt
- 1- Turnout Coat
- 1- Turnout Pants
- 1- Pair Fire Fighting boots
- 1- Pair Fire Fighting gloves
- 1- Fire Fighting Hood
- 1- Identification badge

Uniform/Equipment Use & Conduct

Explorers are responsible for the care of all assigned uniforms and equipment. All assigned uniforms and equipment must be returned in a clean state upon the Explorer leaving or being removed from the program. Uniforms and equipment are to be worn only for Explorer activities unless given permission by the Lead Advisor. The following are guidelines for the use of uniforms and equipment:

- T Shirt - To be considered casual wear during drills and training (Take home)
- Polo - To be worn during meetings, classroom lecture, and public events (Take Home)
- Turnout Coat Pants, Gloves, Hood - Worn during Fire Fighting practical training (Remains at station and additional gear for trainings as needed)
- Identification Badge - To be worn at all Explorer activities when turnout Gear is not being utilized. (Take Home)
- Black Pants – Each Explorer required to have their own for all activities

DISCIPLINARY PROCEDURES

FDLFR Policy regulates discipline. Violations of the disciplinary policy include:

- Commission of a criminal offense.
- Neglect of duty.
- Violating FDLFR rules, policies, or procedures.
- Conduct which may tend to reflect unfavorably upon the Explorer, the Explorer Program, or FDLFR.
- Personnel Complaint - an allegation of misconduct by an Explorer received from any source.
- Violations of FDLFR Policy 105 Code of Ethics or 329 Ride-Along Program.

An Advisor, or an Explorer of supervisory rank, who becomes aware of misconduct by an Explorer shall immediately take appropriate action to prevent aggravation of the problem and shall report such conduct to the

FDLFR Chief as well as Explorer Advisor. If an Explorer is the subject of a Community Member Complaint, the matter shall be handled in the same manner as Complaints investigated by FDLFR. An Advisor or any supervisor may conduct an investigation into Explorer misconduct. Disciplinary action, if required, will be determined by the Explorer Advisor. The Advisor's determination may be modified, following review, by the Lead Advisor, Executive Officer, or FDLFR command staff.

Possible disciplinary actions may include:

- Verbal warnings
- Written admonishment
- Loss of rank
- Suspension
- Immediate removal from the program

MEETINGS TRAININGS AND EVENTS

Meetings will be held on an as needed basis to discuss upcoming events or decisions affecting the Post that may need a vote. Notices of meetings will be made by email and set as far in advance as is practical.

Trainings will be held on the 1st and 3rd Tuesday of every month unless that day falls on a holiday, in which case, the makeup meeting will be decided by the Advisor. Trainings will be conducted following the first meeting in September and regular meetings will break for the summer after the first Tuesday in June.

A list of events the Explorers will be invited to participate in will be provided in the course of these meetings. These events are not mandatory, however, attendance will be taken into consideration when determining potential post leadership and advancement.

RIDE ALONGS

All explorers at Level II or higher are eligible to participate in the Ride-Along Program, as authorized by the Lead Advisor and approved by the Executive Officer. For Explorers to be eligible for the Ride-Along Program, applicable signed waivers must be on file with the Department in advance of any ride-along. Unless otherwise authorized or directed, Explorers must wear their uniform while participating in a ride-along and abide by Policy 329 Ride-Along Program. Ride-alongs must be scheduled a minimum of 48 hours before the requested time and are only allowed between the hours of 0800 to 2100 hours and will typically last no longer than 4 hours. Ride-alongs are at the discretion of the shift captain on duty the day the ride-along is scheduled.

ATTENDANCE

All explorers are required to attend at least 10 of the scheduled trainings per year. Meetings are mandatory unless excused. Excused absences must be given no later than the morning of the training unless of an emergency. This attendance policy is needed for the Advisors organizing the training, so they have an idea attendance in advance of any training. Absences can be excused ahead of time by given verbal notice at the training prior to the absence or over the phone by calling station 1 and advising an on duty officer of the anticipated absence, reachable at (920) 322-3803.



ACKNOWLEDGEMENT RECEIPT

I, _____, understand the requirements and expectations outlined by the Fond du Lac Fire Rescue Post 9649 Explorer handbook.

I, _____, acknowledge receipt of a printed copy of the handbook and agree to abide by the policies and guidelines outlined within as a condition of my appointment to Explorer Post 9649.

I understand that if I have questions regarding Explorer Post 9649 policies, I will consult with a Fond du Lac Fire Rescue Explorer Advisor.

Explorer Signature: _____

Explorer Printed Name: _____

Explorer Date of Birth: _____

Date: _____

Parent Signature (If Explorer is under 18)

