

**Purpose:** This policy establishes procedures and restrictions for CTFD personnel who are under 18 years of age during and after their probationary period.

**Administration:** The Assistant Fire Chief and Deputy Fire Chief of Outreach will have joint responsibility for administration of this policy within the scope of their job descriptions.

### **All Junior Members**

- All Junior Members and at least one parent or guardian will participate in an orientation conference with the Deputy Fire Chief of Operations and one other CTFD officer prior to participating in any activities with the CTFD.
  - This conference will not be considered complete until the Junior Member and one parent or guardian have signed an acknowledgement that they understand CTFD policies for Junior Members and the Pennsylvania Child Labor Law as it pertains to junior firefighters and the Junior Member has provided the CTFD with working papers, as prescribed under the PA Child Labor Law.
  - If possible, the additional officer should be the Station Captain of the station to which the junior member will initially be assigned.
- All Junior Members will strictly adhere to the limitations on permissible activities and conditions of employment established in the PA Child Labor Law, as detailed in the most recent version of the Pennsylvania Junior Emergency Services Compliance Manual.
- When engaged in activities on the fireground, Junior Members will not enter the “hot” zone area, as defined by the perimeter formed by the primary suppression or rescue apparatus on scene, unless directly supervised by a CTFD officer.

### **Probationary Status**

- Newly accepted CTFD Junior members will be placed on Junior Probationary status for a period of not less than six (6) months, beginning on the date they have cleared required background checks and been certified ready for service by the Fire Chief.
- Participation by a Junior Probationary Member will be restricted to training, drills, and station/apparatus maintenance activities until such time as that member has participated in a minimum of six (6) such activities.
  - When the Junior Probationary Member has reached the six (6) activity minimum, the member’s record and performance will be reviewed by a committee composed of the Assistant Fire Chief (chair), Deputy Fire Chief of Operations, Deputy Fire Chief of Training, Deputy Fire Chief of Outreach, and Station Captain for the station to which he/she was assigned for these activities by the Deputy Fire Chief of Operations.
  - Based on the findings of the review committee, the Assistant Fire Chief may clear the Junior Probationary Member for response, assign the member to an additional period of restricted activity followed by another review, or recommend the member be removed from duty by the Fire Chief.
- Junior Probationary Members will be issued turnout gear and related firefighting equipment suitable for use in training and fireground support roles upon being cleared for service.
  - During the probationary period, all turnout gear and related firefighting equipment will be kept in the CTFD station to which the Junior Probationary Member is assigned.
  - Any CTFD Officer may give a Junior Probationary Member limited permission to take any such equipment home or carry it in their personal vehicle for a specified purpose, such as attending training or participating in a CTFD detail.

**OPERATIONS**

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**Junior Members**

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- After being cleared for response by the Assistant Fire Chief, the Junior Probationary Member will be issued a pager.
- Junior Probationary Members will not be issued keys for station access, but may be on station premises during hours permissible under the PA Child Labor Laws, provided at least one Active CTFD member is present.
- After the Junior Probationary Member has completed six (6) months on Probationary status, his/her record and performance will be reviewed by a committee composed of the Assistant Fire Chief (chair), Deputy Fire Chief of Operations, Deputy Fire Chief of Training, Deputy Fire Chief of Outreach, and Station Captain for the station to which he/she was assigned.
  - Based on the findings of the review committee, the Assistant Fire Chief may place the member on Junior Active Member status, assign the member to an additional probationary period followed by another review, or recommend the member be removed from duty by the Fire Chief.
- Any Junior Probationary Member may be subject to permanent removal from firefighting duty at the discretion of the Fire Chief and Assistant Fire Chief at any time.

**Junior Active Members**

- Junior Active Members will be subject to the same limitations as Junior Probationary Members, with the following exceptions:
  - Junior Active Members ages 16 and 17 may be granted permission to take firefighting equipment home or carry it in their personal vehicle at the discretion of the Deputy Fire Chief of Operations.
  - Junior Active Members ages 16 and 17 may be issued appropriately programmed keys for station access only to stations equipped with electronic access control systems and may be on station premises during hours permissible under the PA Child Labor Laws.
  - In the event of an offense against the CTFD or involving CTFD activities, Junior Active Members will be subject to the CTFD Disciplinary Policies and Procedures (14.1).