



VOLUNTEER FIREFIGHTER ADMINISTRATIVE GUIDELINES

PUBLIC REPRESENTATION

Volunteer Company personnel are not authorized to speak on behalf of Santa Cruz County Fire Department (County Fire) or represent a position related to the policies, operations or internal affairs of County Fire as the general public does not always know who is authorized to speak for a public agency and may presume that a position represented by a Volunteer Firefighter or Emergency Medical Responders (EMR) is a position of County Fire. It is mandatory that no such action be taken by any County Fire Volunteer without prior authorization from County Fire or its designee.

GENERAL STATION PRACTICES AND PROCEDURES

County Fire Company Officers shall be responsible for maintaining a clean, safe and professional looking fire station. The Company Officer will ensure that all Volunteer Firefighters and EMRs help to achieve and maintain this standard at all times.

Each County Fire station shall have a current station operations/cover crew guide. County Fire Volunteers will reference this guide for standard cover procedures and/or the daily routine of station operations. A current name, rank, and phone number roster of Company personnel will be maintained in the guide.

All Company Officers will be instructed in the proper procedures of completing fire and rescue forms, daily equipment checkout (including SCBA's), and maintain station logs.

County Fire emergency apparatus equipment will be kept in a well maintained ready to respond state. Apparatus will be returned to this status after each emergency response and or local area travel.

EMERGENCY RESPONSE

County Fire Volunteers' private vehicles are prohibited by law from using emergency type warning lights (red and blue) and sirens. The flashing of headlights while enroute to an incident is also prohibited. The use of four-way vehicle flashers is only permitted when parked. Volunteers shall not exceed the posted speed limit while enroute to any call. Personal vehicles will be driven in a safe manner in adherence with all Vehicle Code laws.

Responding in personal vehicles to incidents is discouraged if the Volunteer can safely arrive at the station in a timely manner to respond on emergency apparatus. Volunteers who respond directly to incidents shall exercise caution at all times. Personal vehicles shall be parked no closer than 150 feet to the incident.

Volunteer Name: *(printed)* _____

Volunteer Signature: _____

Date Signed: _____