

HR LF	HR HF	Massachusetts Fire District - 14 Dive Rescue Team Application Process DRT 3300-20-013-01	Effective Date 01/17/2020 Updated 10/05/2020
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) Purpose of this procedure is to establish the Application Process for personnel seeking acceptance onto a District Team.
- B) This SOG will define the application and interview process
- C) This Standard Operating Guideline shall apply to all members of the District.

II) REFERENCE DOCUMENTS

- A) District 14 Dive Team Application
- B) SOG # DRT-3300-18-001

III) DEFINITIONS

- A) N/A

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members shall be responsible for enforcing this SOG.

V) SAFETY

- A) N/A

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and/or the District 14 Chair.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A

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violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

A) Requirements – District 14 requires a minimum amount of training in order to apply. Any dive/water rescue skills in addition to those listed below will be advantageous.

1. Certified Open Water Diver from a National accredited agency
2. Firefighter I/II Certification
3. Massachusetts EMT or Paramedic
4. NIMS 100, 700, 800
5. 2 years minimum dive experience and/or 18 logged dives.

B) Preliminary Steps

1. Meet with your Chief and discuss the reasons why you wish to apply to the rescue team
2. If the local Fire Chief deems it necessary, he may have one of the team directors assist him with this discussion.
3. Review pros and cons of team membership.
4. Highlight your assets – what you have to offer the team that others may not.

C) Training

- 1) Your Department Chief must be on board for a minimum of 48 hours of training per year, through back fill or overtime.

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- 2) The District 14 team trains monthly, usually on the fourth Wednesday of each month.
- 3) Training consists of 12 – 4-hour drills, per year.
- 4) The District 14 Dive Team Leaders reserve the right to schedule or move training as they see fit, with the appropriate notice to all members.
- 5) Some of the drills will be scheduled as night training sessions.

D) Application

- 1) Complete the application and submit it to your Chief for approval and signature.
- 2) Submit the following to the District 14 Coordinator
 - (a) Copies of any and all certifications and course completion forms that comply with the requirements.
 - (b) Copies of any other courses, licenses, certifications that you have completed that would be an asset for the team.
 - (c) Completed application signed by the Chief of Department
- 3) District 14 Coordinator will review the application for completeness and if complete forward it to the appropriate Operations Chief (s)
- 4) The Operations Chief(s) will review the application and schedule an interview

E) Interview

- 1) The interview team should consist of the following:
 - (a) Operations Chief(s)
 - (b) Team Leader(s)
 - (c) District 14 Chief Officer

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- 2) Questions asked will be the same for each candidate and approved by the Operations Chief(s) and District 14 Chief officer prior to the start of the interview.
- 3) Any conflicts with any interview team members and the applicant must be identified before the interview begins and every effort will be made to address the conflict.

F) Follow-up

- 1) Following the interview, the Operational Chief(s) will contact your Department Chief with the status of your application. If there is more than one member from a department, the interview process will rank the members for the Local Fire Chief.

VIII) RECORDS, REPORTS, CHARTS, FORMS

- A) N/A

Sog Review Dates:
10/05/2020 DLP Updated