
	HOLLYMEAD FIRE RESCUE STANDARD ADMINISTRATIVE POLICY	
	Subject:	Volunteer Live-In Program
	Reference Number:	SAP-HFR-004
	Effective Date:	1 September 2007
	Last Revision Date:	n/a
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this policy is to outline the volunteer live-in program for Hollymead Fire Rescue.

Scope:

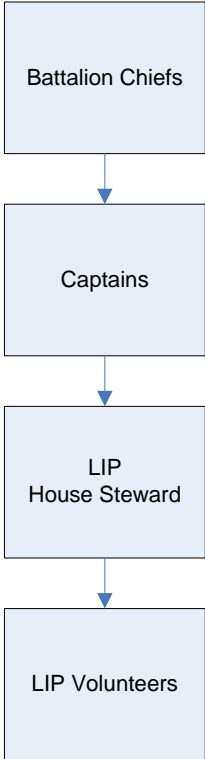
This policy applies to all individuals who provide volunteer service at Hollymead Fire Rescue as part of the live-in program.

Background:

The volunteer live-in program (LIP) is another means to provide volunteer duty coverage for emergency services. Four (4) individuals are competitively selected to participate in the LIP based on the fiscal year calendar.

Policy:

- A. Program Administration
 1. The program is administered by an LIP Team. The team of 4-6 individuals is selected annually by the Assistant Chief of Operations or designate.
 2. The LIP House Steward is the standing chair of the LIP Team.
 3. Hierarchy:



B. Eligibility

1. LIP Volunteer
 - a. Eighteen (18) years of age (minimum)
 - b. Released firefighter and released EMT-Basic at time of application or by conclusion of six-month probationary period
 - c. Maintain "released" status
 - d. Must be employed or full-time student, in good standing – or combination thereof
 - e. If student, individual must maintain a minimum 2.0 cumulative grade point average (GPA)
2. LIP House Steward
 - a. Twenty-One (21) years of age (minimum)
 - b. Released firefighter, EMT-B, and vehicle operator at time of application
 - c. Maintain "released" status
 - d. Must be employed or full-time student, in good standing – or combination thereof
 - e. If student, individual must maintain a minimum 2.0 cumulative grade point average (GPA)

C. Duty Requirements

1. LIP volunteers are required to meet the following duty requirements:
 - a. Three (3) 12-hour duty shifts per calendar week
 - b. One (1) 48-hour duty weekend every sixth weekend
2. The LIP volunteer duty schedule is coordinated and maintained by the LIP Steward.
3. The LIP volunteer is entitled to four (4) weeks of leave each calendar year. During leave, the LIP volunteer is not required to meet duty requirements. For leave in excess of four (4) weeks per calendar year, the LIP volunteer must make application for a Leave of Absence as set forth in established policy.
4. LIP volunteers must meet other general duty guidelines as set forth in established policy.

D. Training Requirements

1. LIP volunteers are required to maintain all certifications and releases during his/her tenure as a LIP volunteer.
2. LIP volunteers are required to participate in all station training activities while on duty.
3. LIP volunteers whom are not released vehicle operators must aggressively pursue his/her vehicle operator release status on all station apparatus.
4. LIP volunteers are required to coordinate one (1) station in-service training session/class quarterly.

E. Other Requirements

1. LIP volunteers are required to make a \$500 damage deposit before moving in. The security deposit covers abnormal damages and repairs. Painting, professional cleaning, and remodeling are not charged to security deposits. These costs are determined to be "normal" operational costs.
2. LIP volunteers are required to carry \$15,000 personal property/renters insurance and \$300,000 liability insurance (minimum).
3. LIP volunteers are required to coordinate one (1) major project annually that benefits the individual, the community, and the Department. Projects are supervised by the LIP Steward and station Captains.

F. Application

1. Applicants must submit a standard Volunteer Service Application to be considered.
2. Applications are accepted during the period January-February of each year.
3. Whenever possible, the LIP application and selection process will be aligned with the career hiring process.

G. Selection

1. The LIP Team oversees the selection process.
2. The selection process begins in March and concludes in May of each year, if a vacancy exists in the LIP.
3. During the selection process, the applicant undergoes the following:
 - a. Application
 - b. Written Test
 - c. Physical Agility Test
 - d. Interview
 - e. Background Check/Fitness Assessment/Medical Clearance & Physical
 - f. Selection, including evaluation of experience and education
 - g. Orientation
4. Selections are announced by 30 May each year.
5. Volunteers selected will begin service 1 July each year.
6. Selected volunteers are eligible to remain in the LIP for four (4) years without reapplication. At the conclusion of four (4) years, he/she must reapply for selection.
7. If a LIP volunteer fails to meet requirements/expectations, he/she can be dismissed from the LIP at any time.

Application	Selection	Selection Announcements	Service Start Date
January -February	March-May	30 May	1 July

H. Benefits

1. LIP volunteers are entitled to all benefits enjoyed by other Albemarle County Fire Rescue volunteers in addition to:
 - a. Room (Furnished)
 - b. Board (Limited)
 - c. Computer Access
 - d. High-Speed Internet
 - e. Cable
 - f. Telephone (LIP volunteer must provide own long distance service)
 - g. Living Quarters with Separate Shower/Bath
 - h. Uniforms/Personal Protective Equipment
 - i. Fitness Facilities
 - j. Laundry Facilities
 - k. On-Site Mailbox

I. Rent

1. LIP volunteers do not pay rent. In exchange for service, volunteers receive free room and limited board.

J. Board/Meals

1. LIP volunteers are reimbursed for meals based on the current rate of meal reimbursement as determined by the Office of Management and Budget.
2. LIP volunteers are reimbursed for three (3) meals per day (2007 Rate = \$4.20/meal or \$13.20/day).
3. All accounting procedures must be followed for reimbursement.

K. Visitors/Guests

1. LIP volunteers may host guests/visitors during the hours of 0700-0000 Hours.
2. Guests and visitors must be escorted at all times.
3. Guests and visitors are permitted in individual dorm rooms; however, doors must remain open at all times when guests/visitors are present.
4. Overnight guests/visitors are not permitted.

L. Drugs/Alcohol/Tobacco

1. Standard policies apply:
 - a. Alcohol and/or drugs are not permitted on station premises.
 - b. Tobacco use is not permitted.
 - c. Dormitories are considered private living areas. If a legal-age individual returns to the station under the influence, he/she will be directed to retire to his/her private room.
 - d. Minors under the influence of drugs/alcohol are subject to immediate dismissal from the LIP.

M. General

1. LIP volunteers are expected to staff appropriate apparatus as directed for all emergency calls while on-duty. If a LIP volunteer repeatedly misses calls, the LIP Team will determine the appropriate action. Disciplinary action may include dismissal from the LIP.
2. LIP volunteers are not required to respond to an incident if said response would cause him/her to be late for work or school or interfere with his/her religious worship services.
3. All LIP quarters will be maintained neat, orderly, and clean at all times. All areas of the living quarters will be cleaned daily. LIP volunteers will be held responsible/accountable for the cleanliness/neatness of the living quarters. The House Steward will maintain a schedule of house duties and the responsible parties which shall posted clearly in the shared living area.
4. Banners, flags, signs, etc. shall not be displayed from individual room windows in such a manner as to be viewed from outside the facility.
5. Weapons, ammunitions, etc. may not be stored anywhere in the station.
6. Open flames are not permitted.
7. Pets are generally not permitted. If all participating live-in volunteers desire to keep a single shared pet, the group may make application for such to the Assistant Chief of Operations.