



DASHWOOD FIRE DEPARTMENT

Resident Firefighter Work Experience Firefighter Program (WEP)

General Rules, Routines/Duties, Living Quarters, and Guests

General Rules

- The Dashwood Fire Department expects an 11-month commitment to the Work Experience Program (WEP). Exceptions will be made for a WEP member being hired by a Career Fire Department or for a family emergency. These exceptions must be approved by the Captain of Training or Designate.
- WEP member(s) will take part in an orientation period before responding to any emergency incidents.
- All WEP members will be required to give at least 2 weeks' notice in writing if they intend to leave the WEP program. Unexcused early withdrawal from the program will result in the WEP not receiving a reference check. (Exceptions to Fire Department Hiring or family emergency)
- Because firefighting is the chosen career path, WEP members will be held to a high standard of professionalism, dedication and commitment.
- If anytime a WEP member is charged with any offence by a law enforcement agency, they will be placed on suspension pending investigation.
- If any complaints towards a WEP member (harassment/sexual harassment) the WEP member will be placed on suspension pending investigation.
- Any WEP member whose presence, in the opinion of the Fire Chief, is disruptive to the good of the order or operation of the fire department, fellow WEP members and or community at large, will be removed from the WEP program, and will be asked to terminate residence within 24 hours.
- No alcohol or recreational drugs on Fire Department property, the WEP members must obey the FIT FOR DUTY POLICY.
- Always conduct yourself in an appropriate manner, as you are members of this organization. Refrain from disruptive or rowdy behaviour when out in public. Clothing that identifies you as a Dashwood Firefighter is not permitted to be worn if you are consuming alcohol. (See uniform policy)
- Smoking is not permitted in the Fire Station, Apparatus, Training Grounds, during incidents, and smoking is only permitted in designated areas. Tobacco use is strongly discouraged in any form and may have a negative impact on future job opportunities.

- All requests from a guest or public shall be handled with courtesy and diplomacy, as you represent the Dashwood Fire Department. We are here to serve our community and its guests.
- WEP members will always be on pager, when on or off duty and will respond as outlined.
- Dashwood Fire Department will supply 3 uniform shirts, 3 DFD tee shirts, 3 uniform pants and one uniform belt and steel toe station boots.
- The Dashwood Fire Department will supply all required Personal Protective Equipment. Only DFD issued uniform, and PPE may be worn while on shift.
- WEP members will be in full uniform while on duty, blue DFD under T Shirt, clean shaved, boots clean/polished, black belt and will remain in uniform until the end of their shift.
- Small problems that arise shall be solved between the WEPs/Other Members. The Captain of Training or designate should be informed of a problem that is beyond the scope of resolving in-house.
- WEP members will attend fund raising events and other community events.
- All WEP members will wear ONLY Dashwood Fire Department authorized shirts, pants, station jackets and hats while on duty or training. Special exceptions can be made by request to the Training Officer or Designate.
- WEP members may have recreational privileges suspended for just cause. The Training Officer or designate will determine this on case-by-case basis based on the operational requirements of the department.
- Resident's conduct shall not reflect adversely on themselves or the department. Rules of common courtesy and respect for the individual will be given to all fellow members of the department. Treat others like you would like to be treated. WEPs will abide by the Dashwood Fire Department Code of Conduct and service agreement.
- If there is an infraction of the WEP rules and regulations, or Dashwood Fire Department policy/guideline by a WEP member, they will be notified as soon as possible by the Training Officer or Designate.
- Don't be late for anything...early is on time, on time is late, and late may result in disciplinary action. Your actions will reflect on a potential reference check.
- If you are asked to perform a task that you have not been properly trained for, convey this to the person requesting the task. You will not be expected to perform beyond your level trained.
- Each WEP member must agree to these terms in writing before acceptance as a Work Experience Program.
- Failure to comply with any of these rules may result in termination from this program, it is a privilege to be here, not a right to be here.

Guests

- Requests for guests can be made after 3rd month of the stay.
- All interactions from a guest or public shall be handled with courtesy and diplomacy, as you represent the Dashwood Fire Department. Remember that our job is to be helpful at all times.
- Overnight guests are only allowed in resident firefighter quarters with permission, from the Training Officer or Designate. Advanced notice must be given a minimum of 1 week prior to arrival. Not all requests may be approved.

Vacation, Sick Days, Leave, Shift Trades.

- WEP residents do not accumulate vacation time or stat holidays during their 11-month tour. Transfer days must be arranged and approved in advance by the Captain of Training or Designate (7 Days). All cover shifts must be paid back within the 11 months tour.
- WEP Residents do not accumulate sick days or hours; it is to be understood that effort should be made to contact the Captain of Training or designate in advance so crew change can be arranged.
- If a WEP must leave for personal reasons, they must contact the Captain of Training or designate. Leaves will be assessed on a case-by-case basis and not all maybe approved.

Living Quarters.

- Resident quarters will be inspected at random by the Captain of Training or designate.
- All common living quarters will be kept neat and tidy, no loud music, or yelling-No exceptions.
- Beds will be made before going on shift in the morning, dorms will be kept neat and tidy, and clothes will be folded and stored/hung in approved areas.
- Bathrooms, showers and counters will be kept clean, tidy and towels hung up.
- Consumables such as paper towel, toilet paper, dish soap, laundry soap, and other cleaning products will be replaced **before** they run out. Advise the duty officer of any needed supplies in advance of them running out.
- The kitchen area (counters, stove, counters, fridge etc.) will be always kept clean, no dishes left out, trash removed daily, leave it better than you found it.
- Kitchen supplies such as pot and pans, dishes or food should be stored in cabinets. Fridges and freezers must be cleaned monthly and old food must be removed to ensure cleanliness.
- Duties not attended to will result in disciplinary action from the Captain of Training or Designate.
- Dorms room will be floors will be cleaned weekly.

Resident Firefighter Work Experience Firefighter Program (WEP)

By signing this, I acknowledge my responsibility as a Work Experience Program Member of the
Dashwood Fire Department

WEP Name _____ Signature: _____

Captain of Training Signature: _____

Fire Chief Signature: _____

Dated at _____ this _____ day of _____ 20____