



**KING COUNTY FIRE DISTRICT 27
-FALL CITY-
STANDARDS MANUAL**

Article #: 100.10.1

Effective Date: 02/11/2025

Revised Date:

FIRE CORPS
 POLICY PROCEDURE GUIDELINE
 DIRECTIVE

1.0 Purpose:

This policy and procedure provides guidelines for establishing and maintaining a non-emergency volunteer support component of the King County Fire Protection District 27 (District) and a scope of duties and limitations for the Fire Corps program. As defined within Article 100.10 of the *Volunteer Management Policy Section C.3*, a Fire Corps member is a volunteer who will assist the District by performing non-emergency tasks and roles, enabling other members to focus on emergency response and training. Fire Corps members offer services like fire safety education programs, fundraisers, or helping perform station duties.

2.0 Discussion:

Fire Corps members are not intended as substitutes for fire and emergency service personnel. Members shall be utilized to support department functions and receive training appropriate to the duties they may be called upon to perform.

3.0 Policy:

It shall be the policy of the District to maintain and operate the assignment of Fire Corps members to any duties as may be determined appropriate and necessary. Fire Corps volunteers shall be utilized to assist emergency management and other related community service functions in non-operational roles as needed and determined by the Fire Chief or their designee.

4.0 Procedure:

- The Fire Corps program shall be under the Fire Chief's or their designee's administrative supervision.
- The District shall coordinate and/or maintain all aspects of the Fire Corps program.
- The District may appoint an individual to the position of volunteer or Fire Corps coordinator when deemed necessary.

- Fire Corps members shall not be armed with weapons of any kind while performing duties for the District.
- Fire Corps members shall not be compensated for any time worked under this program.

5.0 Fire Corps Applications:

- Members of the District are encouraged to actively participate in the recruitment and training of qualified community volunteers.
- The District shall make Fire Corps applications available to the public.
- All applications shall be forwarded to the Fire Chief or their designee.
- The Fire Chief or their designee shall acknowledge all applications within five working days.
- No application will be rejected because of an omission or error that can be corrected.
- The Fire Chief or their designee shall:
 - Review applications.
 - Conduct background, criminal history, and driver's license checks as necessary based on the assignment.
 - Ensure that the admission or rejection of applicants is based on careful, sound, and rational judgment.

6.0 Qualifications:

- Fire Corps applicants must be 16 years of age or older.
- Fire Corps applicants must be of good moral character.
- Fire Corps applicants must not have been dishonorably discharged from the United States Armed Forces.
- Fire Corps applicants must not have been convicted or have pled no contest to a felony or misdemeanor offense, including but not limited to immoral conduct, DUI, or narcotics sales or trafficking. This does not include minor traffic infractions; however, approving or denying a Fire Corps application shall rest with the Fire Chief or their designee.
- If the background investigation establishes that the applicant has a significant history of prior unlawful conduct, the applicant will not be appointed. If the information comes to light after the appointment, the volunteer shall be released from the Fire Corps program.
- Fire Corps applicants must have a completed, processed application with a valid state driver's license or other form of identification on file.
- Fire Corps applicants must have the mental and physical capacities to perform the requirements of assigned duties as determined by the Fire Chief or their designee.

7.0 Conduct:

- No Fire Corps member shall report for duty while under the influence of alcohol or drugs. No Fire Corps member shall consume alcohol or drugs likely to cause impairment while on duty or perform any duties for the department while under the influence of alcoholic beverages or any substance which may adversely affect physical or mental capabilities.
- Fire Corps members represent the District while acting in the capacity of a volunteer in the Fire Corps program. As representatives, Fire Corps members must conduct themselves in such a manner as to demonstrate the highest standards of professionalism so as to earn the public trust.
- Fire Corps members shall be polite and courteous to the public and members of the District.
- If a uniform and department-issued identification card have been provided to Fire Corps members, then Fire Corps members shall be in uniform and plainly display their department-issued identification card while on duty. Identification must always be displayed while volunteers represent the District in department facilities.
- At no time will a Fire Corps member display their District-issued identification card to secure special privileges or personal gain. It shall not be used for general identification purposes such as check cashing or to gain favorable treatment or gratuities. Violations of this directive may result in immediate release from the Fire Corps program.
- Fire Corps members' assignments within the District may provide them access to confidential or sensitive information. Any information gained in this manner shall not be divulged.
- If a Fire Corps member cannot fulfill a scheduled assignment, the member shall notify the team leader or the program coordinator as early as possible.

8.0 Training:

- The District will provide all Fire Corps members with the necessary training and materials needed to perform Fire Corps functions.
- All Fire Corps members shall participate regularly in meetings or training exercises. Failure to maintain acceptable attendance may result in release from the Fire Corps program.

9.0 Fire Corps Program Assignments:

The Fire Chief or their designee shall coordinate the allocation and assignment of Fire Corps members.

Assignments may include but are not limited to:

- Life Safety Education:
 - CERT training
 - Community
 - Business
 - Schools
 - CPR and First Aid Fundraising
- Rehab/Canteen Services
 - water, ice, and food distribution to first responders at emergency scenes
 - public and fire/EMS assistance
 - sandbags
- Public Relations
 - smoke detector program
 - fire prevention/life safety education
- Duties in other support functions will be based on the individual member's training, skills, and other interests, as determined by the District.
- Fire Corps members who have received specialized training (such as CERT training) may be called upon during disasters and other emergencies.
- Fire Corps members will be assigned to positions that augment the department's ability to provide services.
- Considerations when creating assignments for Fire Corps members include:
 - Volunteers want to be involved in worthwhile and challenging assignments.
 - Ensure that the assignment will use the individual's skills and abilities.
 - Evaluate whether the assignment will require learning new skills.
- Fire Corps members are expected to assist when called upon.
- A Fire Corps member may be assigned to assist in performing duties in other support functions, including those outside of the District, based on their skills, interests, and specific training.