

# Hawkins County Rescue Squad, Inc.



Chartered June 9, 1958  
P.O. Box 213  
Rogersville, Tennessee 37857  
Emergency 911 • Business 272-2695



## *Hawkins County Rescue Squad, Inc. Junior Squad*

### Guidelines, Rules, & Regulations

#### **Hawkins County Rescue Squad, Inc. Junior Squad Objective**

The Junior Squad is sponsored by the Hawkins County Rescue Squad, Inc. This Junior Squad is established for those with a genuine interest in rescue operations and promote, sponsor, establish, maintain, and operate rescue crews, courses, and programs of instruction in safety and lifesaving methods and procedures to administer and render first aid and generally to engage in all forms of lifesaving, first aid, and safety programs, procedures, and acts. This Junior Squad has agreed to abide by the rules and regulations of the Hawkins County Rescue Squad, Inc. as well as the following guidelines, rules and regulations for members of the Junior Squad. Hawkins County Rescue Squad, Inc. shall not discriminate against any applicant based on sex, nationality, or religious belief.

#### **Article I: Application and Membership Process**

1. Persons interested in joining this Junior Squad shall attend three meetings as a guest.
2. Applications for membership must be submitted by the second meeting and applicant's references and provided information will be researched prior to the next meeting.
3. The Junior Squad Committee will decide to accept or deny the applicant into the Junior Squad. If approved, the applicant will have to successfully complete a probationary period before being accepted or denied for membership by the Squad Body.
4. The Junior Squad Committee will inform the applicant of his/her acceptance or denial into the probationary status.
5. The probationary period will last six months from the date of acceptance into the Junior Squad. The six-month probation period will be as follows: the first 3 months will be after the Junior Committee approves membership and the next 3 months will be after the Squad Body approves membership.
6. Junior Members are divided into two categories of membership:
  - Junior A- 12 years of age to 15th birthday
  - Junior B- 15 years of age to 18th birthday
7. At any time during this period, the Junior Squad Committee may dismiss the probationary member from the program. The termination decision is not subject to appeal.

## **Article II: Active Membership Requirements**

1. Upon successful completion of the probationary status, all members shall maintain active status by adhering to all by-laws, rules, and regulations of the Junior Squad and the Hawkins County Rescue Squad, Inc and remaining free of any disciplinary action.
2. Meetings will be held every 2<sup>nd</sup> and 4<sup>th</sup> Thursday at 6:00 pm prior to the agency's By-Monthly Meetings. Changes in meeting times and/or dates require approval of the Junior Squad Committee in advanced notice.
3. Every member is expected to be at every meeting in order to stay current with training and happenings within the Rescue Squad. All members shall contact the appropriate Chain of Command for reason of absences.
4. All members shall arrive on time for meetings and events.
5. Three unexcused absences within a two-month period will be grounds for disciplinary action to be determined by the Junior Squad Committee.
6. Excused absences include but are not limited to: family emergencies, illness, school events or homework, transportation problems, vacations, and work. The Junior Squad Committee will determine whether an absence is excused or unexcused.
7. Any member suspended from Junior Squad activities or granted an extended absence by the Junior Squad Committee for personal or medical reasons will be considered "Inactive" during the time of the suspension or granted leave.

## **Article III: Required Training**

1. All Junior Members shall complete and maintain certification in the following training courses in accordance with the approved training benchmarks:
  - a. ICS 100, 200, 700, and 800
  - b. CPR
  - c. Bloodborne Pathogens
  - d. Communications Course
  - e. Navigation Course
  - f. EVOC – classroom portion
  - g. Vanessa K. Free – classroom portion
  - h. Or Other Assigned Training
2. Optional courses for Junior members include but are not limited to:
  - a. Emergency Medical Responder (EMR) - only Junior members age 17 years old or older may challenge the EMR written exam and if successful, obtain a Tennessee EMR certification. Any cost associated with obtaining this certification, shall be the responsibility of the member.
  - b. Or Other Assigned Training

## **Article IV: Conduct and General Rules**

1. All Junior Squad members must conform to and obey all the guidelines, rules, and regulations of the Junior Squad, Junior Squad Committee, the Hawkins County Rescue Squad, Inc.

2. While in attendance at Junior Squad and/or Hawkins County Rescue Squad, Inc. events, all members shall devote their time and attention to learning more about the rescue operations.
3. No member shall be under the influence or in possession of illicit drugs and/or alcohol during Junior Squad or Hawkins County Rescue Squad, Inc. events. Nor shall any member use tobacco if under the age of 18.
4. Members shall not engage in activities that are illegal, criminal, racist, sexist, or demeaning to any persons, businesses, companies, or associations.
  - a. Engagement in such activity, whether in association with the Junior Squad or not, may be cause for immediate termination from the Junior Squad.
5. Members shall not engage in any sexual conduct on Rescue Squad grounds or during Junior Squad meetings or activities.
6. Members shall not engage in activities outside their scope of training.
7. Members of the Junior Squad shall not speak to the media on behalf of the agency concerning any of its activities, actions, decisions or operations. Should anyone outside of the Hawkins County Rescue Squad, Inc. approach a Junior Member asking questions or seeking comments, the Junior Member shall direct them to Captain of the agency, the Officer in charge, the President of the Board of Directors, or their designee.
8. The Junior Members are not to represent themselves as qualified rescue personnel to authorities on an emergency scene, the media, or on social media.
9. Members shall not engage in boisterous, disorderly, or disruptive conduct.
10. Members shall refrain from behavior such as would tend to bring criticism to the Rescue Squad or this Junior Squad.
11. All members' conduct, whether during Junior Squad activities or his/her own time, shall be such as to merit the respect and confidence of others.
12. **SAFETY** is of the utmost importance. When in doubt, use common sense and a safe course of action.
13. All duties shall be carried out diligently, impartially, and with professional dignity.

#### **Article V: Appearance and Dress Code**

1. Members shall wear appropriate uniform to all Junior Squad or Rescue Squad events in accordance with the uniform policy.
2. Members are expected to be neat, clean-shaven, and maintain good personal hygiene while attending all Junior Squad and/or Rescue Squad functions.

#### **Article VI: Junior Squad Officer Elections**

##### **I. Election Process:**

- a. Anyone wishing to run for an Officer's position should make it known by the first half of the Corporation Meeting.
- b. Only members that meet all the prerequisites may run.
1. Elections will be held during the first half of the Corporation Meeting for the following positions:
  - a. Captain

- b. Lieutenant
- c. Secretary
- 2. Members elected to an Officer's position shall serve for one term, which will be made up of a calendar year. If a member takes an office for less than five months, this will not count as a full term.
- 3. The candidate who carries the simple majority of the votes is considered the winner of each position.
- 4. In the event of a tie, a run-off vote will be held between the top vote carriers.
- 5. There shall not be a limit on the number of consecutive terms he/she serves as long as he/she is elected.

## **II. Officer's Responsibilities:**

- 1. Shall set a good example for subordinated by respecting and obeying all rules, orders, and regulations of the Junior Squad and Hawkins County Rescue Squad, Inc.
- 2. Shall be responsible to equalize responsibilities of all Junior Squad members, including themselves, on work assignments.
- 3. Shall carry out all assigned duties in a diligent and timely manner.

## **III. Junior Squad Officer's Requirements and Duties**

- 1. Captain:
  - a. **Prerequisites:**
    - 1. Shall have been in the Junior Squad for at least 12 months as an active member.
    - 2. Shall maintain satisfactory grades in school.
    - 3. Shall show administrative skills, demonstrate adequate rescue knowledge, and show leadership skills.
    - 4. Shall not have had any disciplinary actions in the past year.
    - 5. Shall have completed all required training.
  - b. **Duties:**
    - 1. Shall preside over all Junior Squad meetings and events.
    - 2. Shall responsibly devote his/her time and energy to the Junior Squad.
    - 3. Shall be responsible to the Junior Squad Committee and Hawkins County Rescue Squad personnel.
- 2. Lieutenant:
  - a. **Prerequisites:**
    - 1. Shall have been in the Junior Squad for at least 12 months as an active member.
    - 2. All other prerequisites are the same as the Captain.
  - b. **Duties:**
    - 1. Take over for the Captain in his/her absence.
    - 2. Shall set up training and events for Junior Squad members.
- 3. Secretary:
  - a. **Prerequisites:**

1. Shall have been in the Junior Squad for at least 6 months as an active member.
  2. All other prerequisites are the same as Captain.
- b. **Duties:**
1. Shall record the minutes of all the Junior Squad meetings and proceedings in a book or books provided for the purpose.
  2. Shall keep a list of members of the Junior Squad under the classes set forth herein.
  3. Shall, in general, perform such other duties as may be prescribed by the Junior Committee and/or Squad Board.

#### **IV. Removal of Officers**

1. Reasons for removal include but are not limited to:
  - a. Failure to perform duties as stated.
  - b. Failure to attend three straight meetings without informing the Junior Squad Director.
  - c. Serious or numerous rule violations.
2. The Junior Squad Committee may remove any Officer for the following reasons:
  - a. If he/she is not doing his/her duties.
  - b. If he/she have significant disciplinary action at school, home, or from any law enforcement agency.
  - c. If the Junior Squad Committee deems circumstances exist which may damage the reputation of the Junior Squad or Hawkins County Rescue Squad, Inc. if the member remains in office.
3. If an Officer is removed, the runner up will be appointed to the position if said member is still interested in holding the position. If not, the Junior Squad Committee will make a new appointment.

#### **Article VII: School Standings**

1. Upon receiving grade report cards, members are required to bring a copy to the next meeting.
2. All members shall maintain a 2.0 grade point average while in school.
  - a. A member shall have no less than a C average. If a member's grade does not meet the requirements, a meeting will be called with the parent(s) and the member will be suspended until the next grading period.
  - b. If the member's grades have not improved by the next grading period, he/she will be dismissed from the program.
3. If a member is suspended from school for any length of time, the Junior Squad Committee will initiate an investigation into the details of the suspension.
  - a. A meeting of the Junior Squad Committee will be called to discuss the results of the investigation and to determine if suspension from the Junior Squad is warranted.
  - b. Causes of the school suspension that warrant suspension from the Junior Squad shall include, but are not limited to:

1. Initiating a fight.
2. Unruly behavior.
3. Disrespect toward school officials.
4. Theft.
5. Excessive absences.
6. Carrying a weapon on the school grounds.
7. Bullying.

**Each case will be judged on a case-by-case basis.**

- c. The member must then present themselves, with parent(s), to the Junior Squad Committee within a reasonable period of time, which is convenient for all parties. This meeting will be held to inform all parties of the results of the investigation, determine the actual time of suspension if applicable, and determine if further action is necessary.
4. Upon the direction of the Junior Squad Committee, high grade point averages may gain certain other privileges such as the possibility of increasing ride-along time beyond that which is established.

## **Junior Squad Rules and Regulations**

### **Rules of Conduct**

Purpose: To ensure that all Junior Squad members conduct themselves in a proper manner so as not to bring embarrassment or dishonor to the Junior Squad and fellow members and to enhance the credibility of the Junior Squad in general.

1. All Junior Squad members must conform to and obey all by-laws, rules, regulations, and orders of this Junior Squad and all Hawkins County Rescue Members.
  - a. If any order or directive is unclear, ask for clarification.
  - b. If an order given by superior officer conflicts with any previous order or published directive, the Junior member will respectfully bring this conflict to the attention of that officer. The officer who issued the conflicting order will take the necessary steps to correct the conflict.
  - c. If the superior officer insists that his/her orders are to be carried out, the will to do so long as that order is not beyond the Junior member's scope of training and experience.
2. All Junior Members shall follow to proper Chain of Command as set forth in the Chain of Command Policy.
3. No member shall perform functions or activities beyond their scope of training or limits as set forth by the Junior Squad Committee.
  - a. If asked to do something that the Junior Squad members are not allowed to do, advise the individual you are unable to comply because it is against Junior Squad rules.

4. Members shall not use or be in possession of tobacco products while at Junior Squad events, in any stations, or while in uniform if under the age of 18 years old.
5. Members shall not be under the influence, or in possession of alcohol, illicit drugs, or other controlled substances.
6. Firearms, explosive devices, and other objects meant to inflict bodily harm, are not permitted on Rescue Squad property or on the scene of an emergency or standby event at any time.
7. Members shall not engage in activities that are illegal, criminal, racist, sexist, or demeaning to any person, business, company, or association.
  - a. Engagement in such activity, whether in association with the Junior Squad or not, may be grounds for immediate termination from the Junior Squad.
8. Members shall not engage in any sexual conduct during Junior Squad functions, while on Rescue Squad grounds, or while accompanying the Rescue Squad personnel during the course of their duties.
9. Junior member shall not present themselves as qualified squad members to others or in any form of media and must present ID when requested to do so by appropriate authorities.
10. Members shall not engage in boisterous, disorderly, or disruptive conduct.
11. Members shall not use profanity during Junior Squad functions or while in the presence of any Rescue Squad personnel.
12. Junior members shall not verbally or otherwise abuse or harass their superior officers, fellow Rescue Squad members, or any member of the general public.
13. Violent or aggressive actions, whether physical, verbal, or by gestures, will not be tolerated.
14. Members shall refrain from behavior such as would tend to bring criticism to the Rescue Squad or this Junior Squad.
15. All conduct, whether during Junior Squad activities or his/her own time, shall be such as to merit the respect and confidence of others.
16. All duties shall be carried out diligently, impartially, and with the utmost professional dignity.
17. Members shall immediately report any accident or injury to the Junior Squad Captain and Junior Squad Director. Regardless of the nature of the accident or extent of the injury, all incidents must be reported. Members or their parent(s) are responsible for filing any claims with personal insurance carrier for primary coverage, The Hawkins County Rescue Squad, Inc. is not responsible for any accidents or injuries that may occur to members participating in the program.
18. Junior members will not directly or indirectly solicit or accept any personal gratuities, loans, gifts, merchandise, or any other thing of value in connection with or resulting from their official position.
19. Junior Members may visit all the Rescue Squad stations as long as a Junior Committee Member or senior Rescue Squad member is present. However, they may not pull shifts without permission from a Junior Squad Committee member. Junior members should go through the Junior Squad Committee to schedule shifts on squad trucks. Junior Members shall not be at any station by themselves.

- a. All members shall also receive permission from their parent(s)/guardian(s) prior to pulling shifts, attending meetings, or participating in trainings.
20. No “hanging out” at the stations unless you are waiting for your shift, waiting for training to begin, or waiting for the Junior Squad meeting or Rescue Squad meeting to begin.
21. Under no circumstance will Junior Members ride on or in Rescue Squad vehicles without the permission of the Junior Squad Committee, Officer, or senior agency member.
  - a. Junior Members are not allowed to spend the night at a Rescue Squad station or ride in a Rescue Squad vehicle until successful completion of the requirements set forth in the Ride-Along and Stand-By Policy. Junior Members may ride on the 6-wheeler while taking part in department events.
22. Junior Members will, at all times, be courteous to the public. Members will be orderly, attentive, and will exercise patience and discretion in their dealings with the general public.
23. All observations of encounters with the public and Rescue Squad personnel during the course of Junior Member duties will be kept in the highest confidence.
24. No Junior Member shall make statements on behalf of the Rescue Squad or this Junior Squad for publication or broadcast concerning plans, policies, or administration.
  - a. Members who plan to deliver an address to any public gathering concerning the work of the Rescue Squad or Junior Squad will notify the Junior Squad Committee prior to speaking. This includes presentations to a classroom at school.
  - b. Contents of the pending address may require prior review of the Junior Squad Committee.
25. Members will have a yearly medical form filled out by their parent(s) annually. It is understood that no member will be allowed to take part in any Junior Squad event until the medical form is returned.
26. **SAFETY** is of the utmost importance in the Junior Squad and Rescue Squad. Do not do anything that would put yourself or others in danger of injury or death.

### **Attendance**

**Purpose:** To define the attendance policy and disciplinary action for excessive absences.

1. Still in probationary status:
  - a. After 3 consecutive absences (with no contact with the Captain, LT, and/or Junior Squad Director), the probationary Junior Member will be dismissed from the program.
2. Full members:
  - a. After 3 consecutive absences (with no contact with the Captain, LT, and/or Junior Squad Director), the Junior Member’s ride-along privileges will be revoked until he/she comes back to good standings with the Junior Squad and Junior Squad Committee. Good standing requirements will be determined by the Junior Squad Committee.
  - b. After 5 consecutive unexcused absences, the Junior Member will be dismissed from the program.

### **Chain of Command**



Junior Members shall follow in order, the below Chain of Command for all things related to the Junior Squad and Hawkins County Rescue Squad, Inc.

1. Junior Squad Captain
2. Junior Squad Lieutenant
3. Junior Squad Director
4. Junior Squad Committee

Junior Officers shall relay all issues to the Junior Squad Director.

### **Communications**

Junior Members are not allowed to have their own personal radios and may only use the Agency's mobile and portable radios after completing Communications Course, after their probationary period ends, and under the direction and supervision of the Junior Squad Committee.

### **Ride-Alongs and Stand-Bys**

Purpose: To allow members of the Junior Squad to observe all aspects of the rescue operations and to learn about the profession, camaraderie, and selfless dedication through mentoring and hands on application.

1. Junior members shall only ride in rescue vehicles or participate in stand-bys upon completion of the following prerequisites:
  - a. The Junior member must be in good standings with the Junior Squad and must be a member of the Junior Squad for at least 3 months.
  - b. The Junior member has successfully completed all skills qualifications as set forth by the Junior Squad Committee.
2. A permission slip covering ALL ride-alongs and stand-bys shall be completed by the Junior member and his/her parent(s) and will be kept on file with the Junior Squad Committee.
3. Permission to schedule a ride-along or stand-by shall be obtained from a member of the Junior Squad Committee in advance.
4. Female Junior Members may only participate in ride-alongs or stand-bys if a female Junior Squad Committee member or senior female squad member is present.
5. Approved ride-along and stand-by hours are as followed: School Days- 4:00 p.m. to 8:00 p.m. and Non-School Days- 8:00 a.m. to 10:00 p.m.
6. Junior members are required to wear the appropriate uniform of the Junior Squad.

### **Scene Response and Personal Vehicles**

Junior Squad Members are not permitted to respond to any emergency scene in a personal vehicle unless prior approval is obtained from a Junior Squad Committee Member or an adult Squad Officer. Junior Members are strictly prohibited from having any form of warning lights or emergency sirens on any personal vehicles.

### **Uniform and Appearance**

#### **Uniforms**

Uniform shirts will be issued to the Junior member upon acceptance into the Junior Squad and/or upon availability.

Uniforms shall be worn during all Junior Squad or Rescue Squad activities.

- A. Green t-shirt with the Junior Squad logo
- B. Green BDU pants or blue jeans
- C. Belt
- D. Black boots or appropriate footwear, no open toed shoes will be permitted

The only time deviation is acceptable from this policy is in the case of water rescues and support calls. For these instances, the uniform can consist of:

- A. Green t-shirt with the Junior Squad logo
- B. Khaki or green knee length shorts
- C. Appropriate footwear, no open toed shoes will be permitted

In completion of a Junior Squad members membership and/or promotion to trainee, all uniforms with the Junior Squad logo must be returned to, in good condition, and accounted for within a timely manner.

### **Appearance**

The regulations for appearance are as follows:

1. It shall be every member's responsibility to ensure his/her hair, as worn, shall not interfere with the use of any safety equipment. No length or style of hair is permitted that will in any manner interfere with and/or obstruct the view in the performance of his/her official duties.
2. Fingernails shall be kept clean and neatly trimmed so as not to interfere with the use of PPE.
3. Jewelry can be worn as long as it does not present a safety risk or interfere with the use of equipment, PPE, or personal safety risk.

### **Disciplinary Process**

Purpose: The duties performed by the Hawkins County Rescue Squad and Junior Squad are vital to the safety and well-being of the community. Because of the importance of these duties, it is essential that Hawkins County Rescue Squad and the Junior Squad set and maintain high standards of conduct among personnel and Junior members. Misconduct and rule violation will not be tolerated because such behavior weakens Hawkins County Rescue Squad's effectiveness, erodes public trust, and may endanger members of the Hawkins County Rescue Squad, Junior members, and/or members of the public at large.

1. Violation of the directives and policies in the manual or any violations of the official Rescue Squad directives, policies, and/or orders will be grounds for initiating the disciplinary process.

2. Whenever possible, disciplinary measures will be positive, constructive, and directed toward teaching the Junior member that negative behavior is not acceptable and will not be tolerated.
  - a. The Junior member shall mold future actions and learn that positive behavior is a choice, qualified by compliance with reasonable rules and regulations and that there are consequences for noncompliance.
3. Junior members are responsible for reducing the risk of rule violations by demonstrating mutual respect and caring attitude toward one another and showing respect and a proper attitude toward all personnel.
4. Junior members are responsible for reporting any problems, suspicious, or questionable behavior to the Junior Squad Committee.
  - a. Aiding and abetting any member in the commission of any rule violation will be grounds for disciplinary action against the participating member.
5. Some infractions may be handled immediately through the various disciplinary routes without the need for a lengthy process, i.e. issuance of an oral or written reprimand.
6. Complaints against a Junior member (whether originating from a citizen, fellow Junior member, Hawkins County Rescue Squad member, or officers from another agency) will be referred to the Junior Squad Committee for review.
  - a. If a complaint involves possible illegal activities, this information will be forwarded to the appropriate law enforcement agency for further action.
7. The Junior member who has a complaint or accusation of a rule violation brought against him/her will be informed of the charges and permitted to provide an explanation or comment on the charges.
  - a. Junior members may be relieved from active membership status pending the outcome of the complaint process.
  - b. No Junior member will harass, verbally abuse, or threaten any individual who files a complaint against that member.
8. All Junior members have a duty to cooperate in an investigation and will answer, fully and honestly, any question(s) which the Committee, Squad Board, or any appropriate Officer may ask regarding the investigation of any complaint.
9. The types of disciplinary measures that may be taken include but are not limited to:
  - a. Oral Reprimand - will be documented and kept in the Junior member's personnel file for a period of 1 year from the date of reprimand.
  - b. Written Reprimand – may be utilized for a second offense after an oral reprimand was issued or may be utilized for a first offense violation. The Junior member's parent(s) will be notified upon the issuance of a written reprimand. The reprimand will be documented and kept in the Junior member's personnel file for a period of 1 year from the date of the reprimand.
  - c. Suspension – may be utilized as a more severe form of penalty for continuous violation of the same rule. May be utilized as penalty for violating several rules, or for a first offense. The member's parent(s) will be notified of the suspension. The suspension will be documented and kept in the Junior member's personnel file for a period of 1 year from the date of the suspension.

- d. Termination – shall be used for Junior members that continually violate the rules, that threaten the reputation of Hawkins County Rescue and/or this Junior Squad through his/her actions or behavior, utilized for a first offense of an extremely serious nature including but not limited to:
  - 1. Refusal to follow direct orders
  - 2. Violent behavior
  - 3. Performance on an emergency scene that did lead to, or could have led to dire consequences

The Junior Member's parent(s) or guardian(s) will be notified of the member's termination from the Junior Squad by the Junior Squad Committee.

- 10. If the form of punishment chosen includes suspension from Junior Squad activities or termination, the member has the right to a hearing to appeal the charges and/or punishment.
  - a. The hearing panel will be composed of members of the Junior Squad Committee.
  - b. If the member is of a minor age, that member's parent(s) shall also attend the hearing.
  - c. The hearing will be scheduled at the earliest date and time that is convenient to all parties.
  - d. After having heard all pertinent evidence and testimony, those listed above will retire for deliberation. No Junior Squad Officer is allowed to have one on one contact with the member in question or parent(s) prior to deliberation.
  - e. After deliberation, the Junior Squad Committee will present their recommendation of action to the Rescue Squad Board of Directors.
  - f. The Rescue Squad Board of Directors will consider the recommendations of the Junior Squad Committee and will be the ultimate authority responsible for deciding the appropriate course of action.
  - g. The decision rendered at the hearing will be final and is not subject to further appeal.

### **NOTES**

I \_\_\_\_\_, have been provided with a copy of the Hawkins County Rescue Squad, Inc. Junior Squad Guidelines, Rules and Regulations and always agree to abide by them to the best of my ability. I agree to uphold the image of the Hawkins County Rescue Squad, Inc. and Junior Squad at any all times to the best of my ability. Furthermore, I will store these regulations in a safe place and periodically review them.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
HCRSJS Committee Member

\_\_\_\_\_  
Date