

STUDENT BUNK-IN POLICY

(Updated August 1, 2018)

Policies and Procedures

A. Stations and Facilities

1. You are responsible for maintaining the bunk room and must assist in maintaining the station in a clean and orderly condition. Cleaning supplies are provided at the station for this purpose.
2. You may use kitchen facilities at any time for the preparation of meals and storage of food. The kitchen is on the weekly duty schedule; however, ALL dishes, utensils, stove, refrigerator, microwave, and counter tops should be cleaned IMMEDIATELY after each use.
3. You are responsible for leaving bathroom facilities in a clean and orderly condition after each use. The shower facilities are also available to the membership. Although this area is on the weekly duty schedule, it is the responsibility of each Student live-in to clean the shower area after each use. Towels are to be hung up for drying.
4. The bunk room is included on the weekly duty schedule. It is your responsibility to keep it clean. In order to ensure privacy and security, be sure to keep the bunkroom locked at all times when you are not in the room. Key access is limited to you, Chief Officer, and the District Employee. Any Chief Officer to include the District Employee and Bunk-in committee Chair can request access to the bunk room at any time. If anyone else is found in your bunkroom, notify the Chief, District Employee or Bunk-in Chair person at once. This room, as well as the rest of the station, will be subject to inspection by the Chief, District Employee and Bunk-in Chair at their discretion to ensure they are clean.
5. While living at the Station 3, you are free to use the living room area at your leisure. Keep in mind that this common room is open to ALL Town of Watertown Fire Department members. This room is to be kept neat and orderly at all times. Newspapers and magazines are to be stacked or kept in a rack of some type, as are videotapes, CD's, etc. Dishes and cups are to be returned to the kitchen upon leaving the area.
6. You are expected to participate in special clean up or other details. Your District Employee and/or Bunk-in Chairperson will provide advance notification of such activities.
7. Pets of any kind are NOT permitted to be housed in the fire station.
8. There will be NO pornographic/explicit, racist or extremist materials allowed on any Town of Watertown Fire Department property.

B. Parking

1. You are permitted to park one working, registered, inspected and insured personal vehicle at the station.
2. Your vehicle may not be placed in the station apparatus bays or in front of any of the overhead doors at any time under normal circumstances without the approval of a Department Officer.
3. Park your personal vehicle at the rear of Station 3.
4. Persons not affiliated with the Town of Watertown Fire Department are prohibited from storing their property or vehicles in or on the department property.

C. Utilities

1. You are not expected to pay for use of the building utilities. However we ask that you be conservative with the use of the utilities. Lights in unoccupied rooms are to be turned off.
2. The phones at each of the stations are for local calls only. Use of this line should be limited to short duration local and calling card numbers. No toll calls shall be made on the department telephones. Incoming personal calls are to be held to a minimum. You should furnish your relatives and friends with the proper telephone number at which you may be reached. The Town of Watertown Fire Department will not pay for the additional phone bills or long distance calls.

D. Station Security

1. The station is equipped with electronic access locks. You will be issued one encoded key. You are responsible to ensure that this key is not lost or transferred to any other person. A \$25 reimbursable key deposit is required.
2. You are required to accompany and escort non-fire department members inside the fire station.
3. All minors entering the station for the purpose of visiting the Bunk-ins must be properly escorted at all times. Persons of the opposite sex are not allowed in sleeping quarters with the door closed. It is expected that you will use good judgment and not act inappropriately in such situations. All guests shall not be allowed in the fire house between the hours of 2300hrs and 0800hrs.

E. Emergency Response

1. You are not to drive fire department vehicles.
2. Bunk-ins WILL NOT respond to any fire emergencies or EMS calls in their privately owned vehicles. They will report to a station and stand by. Blue Light cards WILL NOT be issued to Bunk-in students.
3. Bunk-ins at the Chief's discretion are not permitted to go on mutual aid calls or to act as interior firefighters without the approval of the Chief of the Town of Watertown Fire Department.

F. Turnout Gear

1. The Town of Watertown Fire Department will not issue turn-out gear to Bunk-in students. Bunk-ins will be required to wear their own department's turnout gear as long as it meets OSHA standards. Damage to another departments gear during an incident will be fixed or reimbursed by the Town of Watertown Fire Department.
2. You are permitted to wear a particular item of personally owned turnout gear such as a leather helmet, leather boots, etc. not issued by the Town of Watertown Fire Department. All turnout gear must be OSHA and/or NFPA compliant, meet Town of Watertown color criteria, and be approved by the Chief. The Town of Watertown Fire Department shall not reimburse you for damage to personally owned turnout gear.
3. There will be NO Turnout Gear permitted in the living quarters, common room, kitchen area; ALL Turnout Gear is to remain in the truck bay.
4. In the event your gear becomes damaged or lost, notify the District Employee and/or the Bunk-in Chairperson immediately.

5. Your gear may be carried in your personal vehicle while you are in the immediate area for response to the closest fire station, or for the Town of Watertown Fire Department business or training. Be sure that your gear is out of sight and your vehicle is secured. The gear is to be brought into the station and put in a locker when you are on assigned duty shift or retiring for the evening.

G. Student Bunk-in status board

You are responsible to maintain your “in service” status on the status board. As a member of the Town of Watertown Student Bunk-in program, when you are available to respond to alarms, you are “in service” and when you are not available to respond to alarms, you are “out of service”.

H. Duty schedule and other obligations

1. You are responsible for fulfilling the requirements of the duty cleaning schedule issued by the District Employee and/or Bunk-in Chair person. The Town of Watertown Fire Department will supply any cleaning materials necessary to complete the duty schedule. In the event you are in need of additional supplies, submit a request to the District Employee.
2. You may be asked to participate in a duty shift at any of the three stations as needed.
3. You agree to provide a minimum of 25hrs weekly for first year students and 20hrs a week for second year students with a part time job between the hours of 0001hrs Monday and 2359hrs Friday of scheduled duty week in your assigned station.
4. This agreement shall be in effect for the duration of the time that you participate in the program. Modifications to this agreement may be made if necessary by written mutual agreement between you and the Bunk-in Chair.
5. You are encouraged but not required to attend the Town of Watertown Fire Department monthly General Membership meetings, which are held on the first Wednesday of every month, with the understanding that you are to observe only. You do not have voting privileges.

I. Duty Uniform requirements

Duty uniform for Bunk-ins will consist of the following:

Shoes	Black shoes, boots, or sneakers, no open toed shoes authorized
Shirts	Clean, sleeved and appropriate for public viewing
Pants	Clean without holes, during warm months shorts are appropriate wear.

J. Discipline

Violation of the Town of Watertown Fire Department Bylaws, Standard Operating Guidance or this agreement will be reviewed by a disciplinary committee consisting of a the Chief Officer, a Commissioner, Captain (Line Officer), Bunk-in Chair, and District Employee. A serious breach of discipline may result in IMMEDIATE dismissal.

K. Personal

1. Personal hygiene and professional appearance are required when on duty.
2. Tobacco use of any kind is prohibited on ALL fire district apparatus and on ALL fire district property. Smoking materials shall be discarded in appropriate receptacles at designated smoking areas.
3. The storage or consumption of alcohol on fire department property, whether on duty or not, is prohibited. In New York State, consumption of alcohol by persons less than 21 years of age is prohibited.
4. The storage or use of recreational drugs on fire department property is prohibited. The fire department reserves the right to demand drug screening and notification of legal authorities if there is reasonable suspicion that you are engaged in the use of recreational drugs.
5. Sexual, religious, racial and other forms of harassment are prohibited.
6. Illness or injury requiring you to miss required duty shall be reported to the District Employee and/or the Bunk-in Chair person.
7. Firearms on Town of Watertown Fire District property are prohibited per District Commissioners and will result in IMMEDIATE dismissal.

L. Time-off request/home visits

During your time as a Student Bunk-in, you may wish to occasionally go home or on vacation. Should you need time off, please contact the District Employee and/or the Bunk-in Chair.

M. Outside employment during school term

During your first year Bunk-in students are encouraged to focus their attention on their education and familiarization with the Town of Watertown Fire Department organization and personnel. Outside employment is prohibited for first year Bunk-ins. Second, third, and fourth year Bunk-ins are permitted to acquire work with outside employment not to exceed 25hrs per week. Outside employment must be coordinated with the Bunk-in Chair to ensure it does not interfere with your Live-in duties or your primary focus, YOUR EDUCATION. Any questions regarding this matter, contact the Bunk-in Chair.

N. Educational

1. You must maintain a minimum of a 2.50 Grade Point Average (GPA) in your respective educational programs to remain in the program. Each student is required to submit a college copy of their grade, each semester, to the Bunk-in Chair.
2. If you are placed under any form of academic discipline during your participation in this program, your situation must be reviewed with the Bunk-in Chair. More than one semester of academic discipline WILL result in your dismissal from the Student Bunk-in program.
3. You must remain a full time matriculated student (minimum of 12 Credit Hours per Semester) to maintain your status in the Student Bunk-in program and be an active member in good standing with a fire department in New York State, and be at least 18 years of age.
4. Bunk-in Students who are attending the Fire Science course and have not completed the Firefighter One (FF1) will complete FF1 (JCC Equivalent) within the first year. All other students

attending JCC who are pursuing degrees in other vocations must have graduated from a FF1 course prior to applying to our Bunk-in program

O. Fire Department Training

1. Regular departmental training is typically conducted on Wednesday evenings (1900-2100hrs). There are various training opportunities throughout each month. If you do not have academic or work obligations, then you are required to attend regular department drills. Drill time will count towards your duty time.
2. You must successfully complete the current Town of Watertown Fire Department Basic Firefighter Training Program within the first two months after acceptance into the Student Live-in Program (SEE ANNEX A).
3. You must attain and maintain the status of Scene Support.
4. A current CPR and AED card must be acquired with 60 days of acceptance into the program. The fire department will offer this training.
5. You must have completed New York State Fire Fighter 1 Course or NFPA 1001 Level 1 prior to being accepted into the program.

6. The Town of Watertown Fire Department strongly feels that training requirements are minimal and we encourage you to attend as much training as possible in order to become proficient in all aspects of fire fighting and EMS. However, you must always make sure that your fire department activities do not interfere with your academic activities or requirements. If you feel that any aspect of the program is interfering with your educational pursuits, you must bring this to the attention of the Bunk-in Chair.