

# **MARION FIRE DEPARTMENT POLICY**

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Policy Number: P-32  
Date Revised: Aug 2013

Effective Upon Receipt

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**Subject: Job Shadow and Ride Along Policy**

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## **PURPOSE**

The Marion Fire Department is committed to insuring that non-Marion Fire Department visitors who are observing the function of the department by spending time at the fire station will be safe during this experience.

## **RESPONSIBILITY**

All personnel assigned.

## **GENERAL GUIDELINES**

Individuals are allowed to participate in job shadows, ride alongs, “take your son/daughter to work” days, or similar programs where civilian minors or adults spend time observing at the Marion Fire Department as long as the following conditions are met: See the ride along guidelines for specifics related to that program.

- At no time shall the guest be allowed to interfere with the function of the Department.
- Shadow times will be limited to normal workday times (0800-1600 hours) excluding holidays and weekends unless approved by the administration and shift commander in advance.
- Prior approval of the shadow experience must be obtained from the Chief or his/her designee.
- All guests must complete a Release and Waiver of Liability prior to permission being granted. Release and Waiver of Liability forms shall be valid for one year from the date of approved application.
- When the participant arrives, he/she will be assigned to a staff member. This staff member is responsible for informing the participant about this policy and for the shadow experience.
- The shadow will be instructed regarding station safety precautions.
- The shadow should observe station activities and participate in training if approved by the Shift Commander.

Adult journalists or other adults who want to spend longer times at the fire station and/or want to ride on the apparatus in order to complete a special project must receive special permission from the Chief before any such activity takes place. This individual will comply with all of the criteria set forth by the Chief prior to being allowed to participate in their observation activities.

### **GUIDELINES FOR RIDE ALONGS**

Ride along opportunities are available to anyone 16 years of age or older.

Riders that are between 16 and 18 years of age must have the written permission of a parent or guardian and be approved by the Chief or designee in advance of participation.

All riders must submit a written application to ride to the Chief or designee for approval at least three days prior to the requested ride time. Participants in the MFD sponsored Fire Academy are exempted from this requirement during their coursework.

All riders must provide written proof of a “no want” status from the Marion Police Department AND a public information background check will be conducted prior to permission being granted.

No rider will be permitted to ride more than two (2) times per calendar year without special permission.

There shall be no more than one rider at any one time on any piece of apparatus and no more than two riders on any given day. Riders may not participate in any emergency scene activities. They are observers only and must wear a safety vest marked “OBSERVER” on all out of station activities.

Riders will remain in the vehicle until they are invited out by the officer in charge of the apparatus.

Riders may be involved in routine training activities, station and apparatus maintenance, or equipment loading at the discretion of the shift commander. It is the responsibility of all shift members to make certain that the guest does not participate in any unsafe activities.

Riders are required to dress appropriately. Appropriate dress shall include dark pants, dark shoes, and a shirt/blouse appropriate for the season. No shirts with pictures or words will be allowed.\*

Recording and/or photographic equipment is not allowed on the rider’s person during any emergency response unless previously approved by the Chief or designee. Any materials collected under such an agreement are and will remain the property of the Marion Fire Department.

\*Exceptions may be granted to include shirts, uniforms or gear from other agencies.

## Marion Fire Department

### Application to Observe

Read attached policy prior to completing this application to ensure your eligibility.

Instructions: This form must be completed, including the Police records search , at least three working days prior to your requested date. Upon completion, please deliver this form to the administrative offices of the Fire Department . It is your responsibility to contact the on-duty shift commander at 377-8237 to schedule your participation in the ride-along program.

NAME: \_\_\_\_\_

D.O.B. \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CELL \_\_\_\_\_

This form must be stamped by the Marion Police Department prior to its approval to ensure that the applicant has no arrest record that would preclude participation in this activity.

FOR MPD RECORDS USE ONLY

Dates requested to ride:

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

FIRE/EMS preference? \_\_\_\_\_

Shift preference? \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Policy exceptions requested with detailed explanation: \_\_\_\_\_  
\_\_\_\_\_

## Marion Fire Department

### Release, waiver of liability and confidentiality agreement

That I, the undersigned \_\_\_\_\_, a private person, for and in consideration of the privilege of riding in a Fire Department vehicle of the City of Marion, Iowa, recognize and fully understand that Fire Department activity involves inherent dangers and risk of injury, including death, do hereby agree to assume all risks, both foreseen and unforeseen, attendant to such Fire Department activity, including motor vehicle accidents on either private or public property, and do hereby release and hold harmless the City of Marion, City of Marion Fire Department, its agents and employees, in both their public and private capacities, from any and all liability, claims, suits, demands, or causes of actions which may arise from riding as a voluntary observer on a Fire Department call. Additionally, this covers any simulated training scenarios I may participate in while at the Fire Department or designated off-site training location provided by fire personnel. Training may consist of, but not be limited to, hose handling operations, extinguisher training, search and rescue, wearing of personnel protective gear, handling tools, technical rescue operations, auto extrication, and simulated live fire drills.

Furthermore, due to the nature and type of information disclosed to Fire Department personnel during the course of emergency response, voluntary observers may be privy to information and material which is legally private, confidential, and/or restricted from public disclosure. Such information includes personally identifiable health information, such as diagnosis, symptoms, manifestations, and any other medical information disclosed to Fire Department personnel in the course of their response. Voluntary observers agree not to disclose, discuss, or make available, either directly or indirectly, any such non-public information gained as an observer. Failure to follow this directive may result in legal action governed by the laws of the State of Iowa. Voluntary observers further acknowledge that any civil or criminal liability for such dissemination shall be the sole responsibility of the voluntary observer, and not subject to indemnification and/or defense by the City.

I have read and agreed to the above stated terms.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Name: (Printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

For persons under the age of 18:      0 Parent      0 Guardian

Signature \_\_\_\_\_ Phone \_\_\_\_\_

For Office Use Only

Chief/Designee Approval: \_\_\_\_\_

Policy exceptions/comments: \_\_\_\_\_

Ride Schedule Dates: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_