


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES		
	<b>SECTION: General</b> <b>SUBJECT: Live-In Policy</b>	S.O.P: 103.05
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	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012  <b>Revision Date:</b>

**Purpose:**


To outline the policies and rules for the Residential/Live In Firefighter Program.

**Procedure:**

This applies to all members who take part in the Residential/Live In Firefighter Program.

1. Residential/Live In firefighters must be or become a member in good standing of Shelbyville Fire & Rescue and possess a minimum of 100 hours of training. Possess and maintain a valid driver's license.
2. Residential /Live In firefighters must be employed fulltime, part time or be a fulltime or part time student.
3. Residential/Live In firefighters must meet the minimum number of training hours set forth by the Training Officer.
4. Residential/Live In firefighters must be willing to work a minimum of 40- hours per week; any hours over the 40-hour minimum will be reimbursed at the Duty Crew rate as long as duty crew requirements are met. ***The work time will be documented on the daily log by the supervisor of that station.*** The workweek will begin on Sunday and end on Saturday. The total hours will be added up by the duty officer on Sunday and forwarded to the chief's office.
5. Residential/Live In firefighters shall take part in the daily station details/duties and also be responsible for keeping their living area clean and tidy at all times.
6. Residential/Live In firefighters will be responsible for any damages that occur to Fire Department property within the living area. Such as furniture, bedding floors and walls.
7. Residential/Live firefighters may obtain cable or satellite television at their own expense; the Fire Chief or his designee must approve any modifications to the station.
8. All Residential/Live In firefighters are encouraged to obtain renters insurance to cover damage/loss of personal property. It is every Residential/Live In firefighter's duty to maintain security over their property and that of their fellow firefighters.
9. All Residential/Live In firefighters must be willing to submit to an initial, periodic and move out inspections. A fire officer or their designee will conduct this in their presence and the results documented.
10. While at the fire station the Residential/Live In firefighters shall respond to all fire/rescue calls. The Residential/Live In firefighters may "bow out" if it is one hour before they have to be at work.

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11. Residential/Live In firefighters are permitted to have guests at the fire station, all guests be courteous and respectful of the other firefighters on duty. No loud obnoxious behavior will be tolerated. All guests shall be out of the station house by no later than 11:00 pm. Overnight guests are subject to the approval of the shift supervisor.
  
12. Possession of alcohol at the fire station is strictly forbidden as well as using alcohol and returning to the fire station under the influence. Members shall abide by the City of Shelbyville Drug and Alcohol policy.
  
13. Either the Fire Chief or the Residential/Live in Firefighter must give 30 days notice in writing prior to terminating the live-in agreement.

I \_\_\_\_\_ agree to abide by the above policy and understand that this agreement may be terminated upon violation of any part of the policy.

\_\_\_\_\_  
Member

\_\_\_\_\_  
Fire Chief