


<b>SHELBYVILLE FIRE &amp; RESCUE STANDARD OPERATING PROCEDURES</b>		
	<b>SECTION: Membership</b> <b>SUBJECT: Volunteer</b> <b>Attendance Policy</b>	S.O.P: 102.18
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	<b>Approved By:</b>	<b>Effective Date:</b> 01-01-14  <b>Revision Date:</b>

**Purpose:** To provide a standard requirement for attendance to department trainings and run responses and thereby enhance staffing levels at these events.

**Scope:** This policy shall apply to all active volunteer members of Shelbyville Fire Rescue providing fire, rescue, emergency or non-emergency care to the City of Shelbyville.

**General:** Effective membership as a volunteer staff member with Shelbyville Fire Rescue is a substantial investment of time and money for the agency and a significant sacrifice of time and effort for the member. Regular attendance is important to better ensure the overall safety of all members and the total efficiency of the department.

**It is the policy of this department:**

- All volunteer members shall obtain a minimum of 4 run credits per calendar month. (this may be obtained either through run responses or duty crew credits).
- All volunteer members shall attend a minimum of 1 scheduled training per calendar month.

Understand that these are **minimum** requirements and more regular attendance is encouraged. Also, understand that the minimum requirements for duty crew have not changed.

It is understood that at times there are circumstances that arise that may make the attendance requirements temporarily impossible for one to make. Examples may be, but not limited to, family illness, job shift change, personal illness, etc. If this becomes the case, the member shall contact the Training Officer and the Chief and advise them of the situation and a timetable for compliance.

**Non-Compliance:** Any member who does not meet the above requirements shall be subject to suspension pursuant to department policies. Suspension essentially means that if a member is not reinstated by the following quarter, they are subject to dismissal.

**Reinstatement:** A member who is suspended may be reinstated after completing attendance requirements for two months and then meeting with the Chief.