



# **EL DORADO HILLS FIRE DEPARTMENT**

## **GUIDELINES FOR COMMUNITY SERVICE WORKERS**

The El Dorado Hills Fire Department is pleased that you have chosen to complete your community service with us. Following are the guidelines to assist you in making your time with us productive and enjoyable.

### **PAPERWORK**

In order to more effectively make use of your time we require a minimum of two hours of service per day. If you are unable to work your scheduled hours you must contact your supervisor. If your supervisor is unavailable, you may leave a message on that person's voice mail or with the person answering the phone. It is important that you obtain the name of the person taking the message. Please be sure that we have current phone numbers for you so that we can reach you should we need to.

### **SCHOOL CREDIT**

- If your community service is for class work, please have the necessary forms completed and signed by your parent or guardian agreeing to your choice of the Fire Department as a community service site.
- You will be given a time sheet to sign at the end of each day you work. This, with an accompanying letter at the end of your scheduled time with us, is your verification that you have met the hour requirements for your class.

### **COURT/PROBATION**

- If your community service is a result of a court order you will meet with the Deputy Chief of Administration. He will have your parent or guardian sign a release of liability and discuss the Department's expectations and requirements.
- You will be given a time sheet to sign at the end of each day you work. This, along with a letter from the Deputy Chief, will verify to the court system that you have completed your requirement.

### **DRESS CODE**

The Fire Department is a public agency with many opportunities for contact with the residents of our District. What you choose to wear on a daily basis may not be acceptable for the Department. As a volunteer with us you will be seen as a representative of our Department. In the interest of safety and the Department's public image you will be

expected to adhere to the following dress code. If you have a question regarding appropriateness, ask your supervisor for clarification. Final decisions on dress code rest with your supervisor.

➤ **Women**

- Tops must be business appropriate. The following shall not be allowed: bare midriffs, skin revealing tops such as lace, gauze, sheer fabrics, tank tops. Revealing cleavage shall not be allowed
- Pants must also be business appropriate. Shorts, tight pants and sweatpants shall not be allowed.
- Shoes may be either tennis shoes or other appropriate shoes that offer a measure of safety. Flip flops and sandals shall not be allowed.

➤ **Men**

- If you are working on an outside project, the Department will provide you with a tee shirt with the Department logo. Please return this at the end of your community service.
- Tops must be business appropriate. The following shall not be allowed: tank tops, shredded tee shirts, shirts with inappropriate and/or offensive slogans. Final determination of appropriateness rests with the supervisor.
- Pants shall be worn at the hips.
- Shoes may be either tennis shoes or light boots. Flip flops and sandals shall not be allowed.
- Multiple earrings are not allowed.

➤ **Ride Along Program**

- If you are doing a ride along, you will be issued a Fire Department tee shirt which must be returned at the end of your shift. Shoes shall be either tennis shoes or light boots. Pants shall be worn at the hips. This means no revealing cleavage and no hip huggers. Earrings of any kind are prohibited.

**BEHAVIOR**

Remember at all times that the Department is held in high esteem by the community we serve and by virtue of your association with us, so are you. Conduct yourself accordingly.

If you have any questions, please do not hesitate to contact me or your supervisor.

\_\_\_\_\_  
Deputy Chief of Administration

\_\_\_\_\_  
Community Service Worker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number