



**PRINCE GEORGE'S COUNTY, MARYLAND  
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

<b>General Order Number:</b> 11-31	<b>Effective Date:</b> May 22, 2025
<b>Division:</b> Personnel Management	
<b>Chapter:</b> Junior Volunteer Firefighters & High School Cadets	
<b>By Order of the County Fire Chief:</b> Tiffany D. Green <i>T.D.</i>	<b>Previous Revision Date:</b> N/A

**POLICY**

The Prince George’s County Fire/Emergency Medical Services (EMS) Department (“Department”) seeks to provide a welcoming and safe environment for Junior Members and High School Cadets to learn about and gain experience working in a public safety environment. This General Order provides guidelines for the operation of Junior Volunteer Firefighters, Emergency Medical Technicians (EMTs), and High School Cadets within any fire station of the Department.

**SCOPE**

This General Order is intended to guide any sworn, volunteer, or civilian member who has the potential to supervise Junior Members in our Department.

**DEFINITIONS**

**Abuse** – Mistreatment of a Junior Member or High School Cadet including the following subtypes:

- Emotional abuse – mental or emotional injury inflicted on a Junior Member or High School Cadet. This definition does not encompass any momentarily unpleasant situations during high intensity training.
- Financial abuse – deliberate misuse of or improper coercion to use the money or belongings of a Junior Member or High School Cadet. Financial abuse also includes giving gifts having more than a *de minimus* value to a Junior Member or High School Cadet without the knowledge or consent of the member’s parent or guardian.
- Neglect – failure to provide adequate care or supervision of a Junior Member or High School Cadet.
- Physical abuse – a physical injury that was intentionally inflicted.
- Sexual abuse – contact or activity of a sexual nature directed at a Junior Member or High School Cadet.

**High School Fire Science Cadets** –

- Must be a Prince George’s County Public Schools high school student.
- Students must be 16 years of age by September 1 of their 11th grade year.
- Students must meet all other requirements as required by the High School Fire Science Cadet Program regulations.
- Students are not authorized to operate as Cadets, unless the following apply:
  - Without first being a Junior Member of a volunteer corporation and completed all necessary requirements outlined in General Order 11-23, *Volunteer Application Process*.



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- Unless authorized through other programs related to the Cadet Program, similar to the Summer Work Program with Prince George's County, as approved by the Prince George's County School Board.

### **Junior Volunteer Firefighter (Junior Member) –**

- Must be at least 16 years of age and no older than 18 years of age.

## **PROCEDURES / RESPONSIBILITIES**

### **I. Program Requirements**

- A. Junior Volunteer Firefighters (Junior Members) and High School Fire Science Cadets interact with firefighters, emergency medical technicians (EMTs), and paramedics to gain experience in a firehouse environment. All Junior Members will be assigned a mentor (same sex whenever possible). The program's advisors/mentors advise students on the skills, responsibilities, and educational requirements for fire and emergency service careers.
- B. The Department will not tolerate any actions by a member that may jeopardize the safety, health, or innocence of a Junior Member or Cadet, including any physical, sexual, emotional, or financial abuse nor neglect, harassment, intimidation, bullying, or sexual grooming. Emergency Medical Clinicians must comply with state laws mandating reporting suspected child abuse to local authorities. Members must also monitor, identify, and intervene in any situation involving a Junior Member or High School Cadet engaging in abusive behavior toward another Junior Member or High School Cadet.

### **II. Application Process**

- A. All Junior Members and High School Cadets must apply to be a member through the application process identified in General Order 11-23, *Volunteer Application Process*.
- B. Any current or recently graduated (no more than one (1) school year) High School Fire Science Cadets who wish to apply to be a Junior Volunteer Firefighter can complete a transfer form following General Order 11-25, *Volunteer Transfer Policy*.
  - 1. All individuals transferring under this category must complete a fire department physical and public safety background check as described in General Order 11-23, *Volunteer Application Process*.
- C. A signed "Parent Authorization Form" must be submitted before participation.

### **III. Junior Member/High School Cadet Requirements**

- A. Code of Conduct
  - 1. As a member of the Prince George's County Fire/EMS Department and/or affiliated volunteer corporations, you are expected and required to:
    - a. Abide by all Department General Orders, other rules and regulations, and standard operating procedures for the Junior Firefighter program.
    - b. Conduct yourself professionally and courteously, whether on or off duty, which will reflect well on you and the entire Department.
    - c. Demonstrate honesty, fairness, and integrity.



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- d. Obey the chain-of-command.
- e. Wear your uniform when on duty at the fire station and at any approved Department functions you assist with.
- f. Notify your advisor or mentor in charge upon arrival and departure from the fire station and Department functions.
- g. Immediately report any problems to an advisor or mentor in charge.

### B. Academic Grades

1. All Junior Members/Cadets must submit report cards every quarter to their advisor/mentor. They shall maintain a 2.5 grade point average. If the Junior Member/Cadet falls below the required 2.5 grade point average, the Junior Member's or Cadet's hours must be restricted by the advisor/mentor to allow more time for the Junior Member/Cadet to focus on their grades.

## IV. Adult Member Requirements

### A. Volunteer Company Chief or authorized designee:

1. Ensure each Junior Member is assigned an approved program advisor/mentor.
2. Ensure all required parental consent documents are filled out and verified during the application process.
3. Ensure that all station members working with Junior Members/Cadets complete a Youth Protection Training upon their joining the station or program and on a yearly basis. Such training must educate members on how to identify and report the abuse of young people. Reputable providers in the area include the Prince George's County Child Protective Services, Scouting America, or the National Volunteer Fire Council.
4. Complete criminal and sexual offender registry checks for advisors/mentors upon appointment and at least once every five (5) years.
5. Maintain all program documentation including signed Parent Authorization Forms, records of Youth Protection Training completion, and information related to any report or complaint received. Records should be retained for at least three years after a Junior Member or Cadet leaves the program.

### B. Advisor/Mentors

1. Must act *in loco parentis* (in the place of parents or guardians) to protect a Junior Member/Cadet from any abuse. The advisor/mentor relationship must not deteriorate into a peer relationship.
2. Ensure each Junior Member/Cadet assigned to their charge is in an environment of safety and collaboration in the protection of the physical and mental health of each member.
3. Must be a member at least 21 years of age who is in good standing with a volunteer corporation and the Department who has completed all mandatory Department trainings, including yearly Equal Employment Opportunity training.
4. Must complete a Youth Protection Training program prior to working with a Junior Member/Cadet and on a yearly basis. (i.e., Prince George's County Child Protective Services training, Scouting America, or National Volunteer Fire Council (NVFC) – Training the Next Generation Courses).



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### C. Station Members

1. All members over 18 years of age must not be alone with a Junior Member/Cadet without another adult within observation distance unless the member is a close family member (parent, grandparent, or guardian) of the Junior Member/Cadet.
2. Must complete Youth Protection Training before working with a Junior Member/Cadet.
3. Must not use harsh or inappropriate language in the presence of a Junior Member/Cadet and must not engage in any form of communication with a Junior Member/Cadet, including text messaging or social media applications, that is sexually suggestive or inappropriate in nature.
4. Must not dress, undress, shower, or bathe with or in the presence of a Junior Member/Cadet.
5. Must report to the Volunteer Services Office any incidents involving:
  - a. Physical injury of a Junior Member or Cadet.
  - b. Any abuse or suspicion of abuse of a Junior Member or Cadet.
  - c. Any situation where a Junior Member or Cadet is the victim of a crime.
6. A station member, regardless of the member's age, must not have sexual contact with a Junior Member or Cadet.

### V. Junior Members/Cadets Operational Participation

#### A. Personal Protective Equipment (PPE)

1. All volunteer members are assigned PPE through Fire Department Logistics, following General Order 11-23, *Volunteer Application Process*, and completing PGC Form #3899.
2. All Junior Members will be issued one (1) gear set.
3. All Junior Members will only be issued a "RED" Helmet. These helmets are to be worn at all appropriate times, especially while on the scene of any emergency.

#### B. Uniforms

1. All Junior Members will be required to be issued at least one (1) "RED" T-shirt with the word "Probationary or Junior" on the back or a "RED" Polo Shirt with their volunteer department's logo on the front, with their name on the right breastplate.
2. All Junior Members are required to wear blue work pants and appropriate station shoes. Reference General Order 10-01, *Career and Volunteer Uniforms*.

#### C. Access to the Fire Station

1. NO overnight work is permitted.
2. Junior Members/Cadets are not authorized to participate after 2200 hours on any day of the week.
3. Junior Members/Cadets may spend no more than 12 hours in a combination of school hours and volunteer hours each day during school days, no earlier than 0800 hours.
4. Junior Members/Cadets may participate in fire department activities between 0800 and 2200 hours but no more than eight (8) consecutive hours.
  - a. All Junior Members/Cadets must be allowed at least eight (8) consecutive hours of non-participation in each 24 hours. Any participation must not interfere with school attendance.



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### D. Permitted Activities

1. Junior Members/Cadets may engage in nonhazardous activities under direct supervision, such as, but not limited to:
  - a. Parades or Special Events
  - b. Fundraising Events
  - c. Training
  - d. General Standby
  - e. Fire Safety / Prevention Education and Activities
  - f. Meetings
2. Activities include exterior operations, setting ladders, and assisting rescue operations.
  - a. Hazardous work performed by Junior Members/Cadets of a volunteer fire department who have completed or are taking a course of study relating to firefighting or rescue.

### E. Prohibited Activities

1. **NEVER** enter an Immediately Dangerous to Life or Health (IDLH) environment.
2. Junior Members/Cadets may not operate an aerial ladder, aerial platform, or hydraulic jack.
3. Rubber electrical gloves, insulated wire gloves, insulated wire cutters, life nets, or acetylene cutting torches are prohibited.
4. Operating pumps of any fire vehicle at the scene of a fire is not allowed.
5. Driving a fire truck, ambulance, or Duty Vehicle is prohibited.
6. Entering a burning structure is not permitted.
7. Junior Members/Cadets cannot pilot or operate any water rescue boat or vessel.
8. Operating any aerial device mounted on a fire apparatus is prohibited.
9. Participation in elevator rescues or operations is not allowed.
10. Rescue operations in tunnels, shafts, or trenches are prohibited.
11. Participation in emergencies at fireworks plants, retailers, or public displays is prohibited.
12. Operations in or around mines, strip mines, or quarries are prohibited.
13. Responding to incidents involving paint products or radioactive substances is not allowed.
14. Performing rooftop ventilation or any work on roofs is prohibited.
15. Operating acetylene torches, cutting or crushing equipment, or responding to structural collapse incidents is prohibited.
16. Operating circular saws, band saws, guillotine shears, chain saws, reciprocating saws, woodchippers, and abrasive cutting discs are prohibited.

### F. Training Requirements

1. All Junior Members are required to meet the training requirements per General Order 11-20, *Volunteer Training Standards*.



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### **REFERENCES**

General Order #10-01, *Career and Volunteer Uniforms*

General Order #11-06, *Equal Employment Opportunity Policy*

General Order #11-23, *Volunteer Application Process*

§3-203(4)(ix) of the Labor and Employment Article of the Annotated Code of Maryland

[Subtitle 11 – Section 11-333](#)

### **FORMS / ATTACHMENTS**

N/A