BROOKLAND FIRE PROTECTION DISTRICT

Brookland, Arkansas

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TAKE HOME SQUAD STANDARD OPERATING GUIDELINES

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Standard Operating Procedure: Take-Home Squad Program

1. Purpose

To establish procedures, eligibility requirements, scheduling, and administrative responsibility for the Brookland Fire Protection District Take-Home Squad Program.

2. Policy

The Brookland Fire Protection District may assign eligible personnel to participate in the Take-Home Squad Program. Participation is a privilege and is subject to the operational needs of the District, continued compliance with this SOP, and the discretion of the Fire Chief.

3. Program Coordinator

The Fire Chief shall appoint a Take-Home Squad Program Coordinator.

The Coordinator shall:

Administer the Take-Home Squad Program under the direction of the Fire Chief.

Maintain an accurate roster of eligible participants.

Verify that participating personnel meet the minimum qualifications established in this SOP.

Coordinate squad assignments and communicate schedules to participating personnel.

Schedule all qualified personnel at two-week intervals.

Report program concerns, qualification issues, and operational needs through the chain of command.

4. Minimum Qualifications

To be eligible for participation in the Take-Home Squad Program, a member shall possess and maintain all of the following:

A current CPR certification.

Certification as a First Responder under current Fire Academy rules, or a higher level of medical certification.

Any additional medical training, certification, or scope of practice must be reviewed and approved through the chain of command before it is used or relied upon in connection with the program.

5. Scheduling

The Program Coordinator shall schedule eligible participants for take-home squad assignments at two-week intervals.

Participants shall comply with the assigned schedule unless an adjustment is approved by the Coordinator through the chain of command.

Schedule changes shall be communicated as soon as practical to avoid gaps in squad availability.

Operational requirements of the District take precedence over individual scheduling preferences.

6. Participant Responsibilities

Participants assigned to the Take-Home Squad Program shall:

Maintain all required certifications and promptly notify their supervisor or the Coordinator of any lapse, restriction, or change in qualification status.

Follow all District policies, procedures, and directives while assigned to the program.

Use the assigned squad only for authorized District purposes.

Keep the squad clean, fueled, serviceable, and ready for response.

Immediately report vehicle damage, mechanical issues, equipment deficiencies, accidents, or other concerns through the chain of command.

Return the squad as directed by the Coordinator, Fire Chief, or an authorized supervisor.

7. Suspension or Removal

Participation in the Take-Home Squad Program may be suspended or terminated by the Fire Chief when a participant:

Fails to maintain minimum qualifications;

Fails to comply with District policy, this SOP, or lawful directives;

Uses the squad in an unauthorized, unsafe, or inappropriate manner; or

Is removed because of operational needs or other circumstances determined by the Fire Chief.

8. Administration

The Fire Chief retains final authority over the Take-Home Squad Program, including participant eligibility, vehicle assignments, scheduling, suspension, and removal from the program.