



Cortlandt Community Volunteer Ambulance Corps

Youth Corps
Standard Operating Guidelines

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Youth Corps — Standard Operating Guidelines



The following Standard Operating Guidelines (SOGs) have been put in place to work in conjunction with, but not override, the bylaws in place for all members of this organization.

Article One — Membership

Section I — Application for Membership

All applicants must be a minimum age of 16 years.

- a.) The organization reserves the right to request proof of the applicant's age.
- b.) The form of proof may be any legal document, not altered in any way and showing the applicant's date of birth and legal name.
- c.) Any applicant not meeting the criteria set forth by these SOGs shall have their application nullified and not permitted to reapply for membership for a minimum of one year.
- d.) All applicants shall go through the membership process set forth in the bylaws for general membership.
- e.) The applicant's parent/guardian as well as a youth corps advisor must attend the interview portion of the membership process.
- f.) All applicants shall be voted on by the senior members.
- g.) All applicants voted in will complete a two-month probationary period during which they shall participate in both youth member and senior member activities.

Section II — Classes of Membership

There shall be two classes of membership in the Youth Corps; these classes are probationary and riding member.

- a.) Probationary — members who have been in the youth corps for less than two full months. Youth members are not able to vote until they reach their six-month anniversary with Cortlandt EMS.
- b.) Riding — members who have successfully completed the following requirements.
 1. A member in the youth corps for a minimum of two months
 2. Returned a signed permission slip from parent/guardian
 3. Passed first aid and cardio pulmonary resuscitation (CPR) course within the probationary period
 4. Obtained advisor's letter of approval
 5. Submitted immunization records

Once all requirements are met, the member may be granted 'riding' privileges by the operational officers (EMS officers). Riding privileges may be revoked by the operational officers as well. The member is expected to follow all regulations for active members of Cortlandt EMS.

Only one youth member shall ride on a call unless otherwise authorized by the crew chief. Under no circumstances may a youth member respond directly to a scene.

Article Two — Riding Privileges

All riding members must adhere to the following:

- a.) Youth members may ride between the hours of 9:00 a.m. and 10:00 p.m. except on school days. On school days, they are permitted to ride between 2:00 p.m. and 9:00 p.m.
- b.) Parents/guardians may revoke their child's riding privileges at any time.

Article Three — Events

Section I — Training

- a.) Youth members with the proper qualifications must attend a minimum of one-third of all training classes throughout the year.
- b.) All youth members are encouraged to attend all regular Cortlandt EMS trainings, CMEs, call audits, rig checks and meetings.

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Youth Corps — Standard Operating Guidelines



Section II — Events

- a.) All members are encouraged to attend parades and standby events.
- b.) All members will be issued a Cortlandt EMS uniform (dark blue BDU pants and blue uniform shirt/sweatshirt) and are encouraged to wear the uniform to events.

Article Four — Charges

Section I — Complaints

A complaint, made by either a senior or a youth member, shall be brought to the attention of the youth corps advisor.

- a.) First complaint — member will receive a warning
- b.) Second complaint — the complaint will be discussed with the member and/or parent/guardian and a memo will be placed into the member's file
- c.) Third complaint — disciplinary action will be taken; a letter will be sent to the parent/guardian and a copy placed in the member's file.

Section II — Disciplinary Actions

Disciplinary actions can range from suspension to dismissal from the youth corps.

Section III — Letter of Reprimand

If a member breaks any of the policies and/or regulations set forth in these SOGs, a letter of reprimand will be placed into the members file for each incident. After these letters are written, the youth corps advisor will take disciplinary action. No action will take place prior to a meeting of the youth corps advisor and operational officers.

Section IV — Suspension

Any complaint made against a youth corps member may result in disciplinary action. Any disciplinary action that results in a suspension will be no less than seven calendar days and no more than 60 calendar days.

Section V — Dismissal

Any member showing a pure negligence of duty, pure disregard to these SOGs or severe actions warranting dismissal may be dismissed upon a written request to the operational officers and president of Cortlandt EMS. The member will not be permitted to re-join the Cortlandt Community Volunteer Ambulance Corps until the age of 18.

Article Five — Membership Status

Section I — Resignation

Resignation of a youth member must be written and addressed to the youth corps advisor; the youth corps advisor will deliver it to the membership at the next monthly meeting.

Section II — Leave of Absence

The only time a leave of absence is permitted is for a personal or medical reason. A letter requesting a leave of absence must be submitted to the youth corps advisor and operational officers. If the reason for a leave of absence is medical, a letter from a physician is required before returning to active duty.

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Youth Corps — Standard Operating Guidelines



Section III — Injuries

Any injury sustained on Cortlandt EMS property or at Cortlandt EMS functions must be reported to the youth corps advisor and operational officers immediately; the advisor/operational officers will document the incident.

Article Six — Meetings

Section I — Regular Meetings

The youth corps shall meet no less than once a month; the youth corps shall meet on the first Thursday of the month (one-half hour prior to the general meeting) to discuss Cortlandt EMS matters.

Section II — Special Meetings

The youth corps advisor may call a special meeting to address pertinent information that may arise.

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Youth Corps — Rules and Regulations



1. All youth corps members must attend four of the monthly meetings, trainings, parades and standby events. At least two-thirds of these activities must be attended to be a member in good standing.
2. Do not come into the building under the influence of drugs or alcohol. If you do, severe disciplinary action will be taken by the youth corps advisor and operational officers.
3. Do not consume alcoholic beverages or illegal narcotics while on Cortlandt EMS property or in uniform.
4. No youth member is to be on Cortlandt EMS premises before 2:00 p.m. or after 9:00 p.m. on weekdays or 9:00 a.m. and 10:00 p.m. on Saturdays and Sundays without prior approval from the youth corps advisor.
5. All members are responsible for checking the bulletin board for upcoming meetings, events, trainings, etc.
6. Any excessive use of foul or vulgar language is forbidden on Cortlandt EMS time or property.
7. There will be no gambling or games of chance while on Cortlandt EMS time or property.
8. If a youth member has a complaint regarding a senior member, they shall speak to the youth corps advisor.
9. No youth member is allowed on Cortlandt EMS property without the presence of a senior member.
10. No youth member is allowed to smoke while on Cortlandt EMS property, in uniform or on Cortlandt EMS time.
11. No youth member is allowed to respond in their own vehicle or any other means directly to a scene; all youth members are to respond to Cortlandt EMS headquarters.
12. The computer is in the ready room for your use; it is not to be used improperly or immaturely. No explicit sites are permitted. Any youth member who misuses the computer will lose their privileges.