



# **HORRY COUNTY FIRE/RESCUE DEPARTMENT**



PROUD \* PREPARED \* PROFESSIONAL

## *STANDARD OPERATING PROCEDURE*

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**APPROVED BY** Garry B. Alderman, Fire Chief: 

**DATE:** 05/19/10

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### **SOP 207-A**

## **VOLUNTEER RIDE-A-LONG**

### PURPOSE OF THIS STANDARD

These Standard Operating Procedures allows volunteers within the Horry County Fire Rescue Department an opportunity to ride a career apparatus. The experience will hone and sharpen those skills the volunteer already has, as well as provide pay-per-call.

### **SECTION 1-APPICABILITY**

To provide Horry County Fire Rescue personnel a form to submit to their Station Officer completing pay-per-call form and/or training form. When properly completed, volunteer personnel can provide documentation of ride time at another station, training with another station and/or coverage at a major call back; example forest fires, a major disaster, and/or hurricane coverage.

### SECTION 2 – PROCEDURE

- a) The first step for any volunteer that desires to do ride time at a station, other than their assigned station, is for that individual to receive prior approval from his/her Station Officer. The Station Officer of the station to which you are assigned needs to be aware that you will be out of your regularly assigned coverage area, and for how many hours.
- b) The second step is to properly complete all paperwork. All volunteer stations will have the RIDE-A-LONG forms.

- c) The third step is to take a RIDE-A-LONG with you to the station you will do your ride time. The officer where you do your ride time has to sign off on this form.
- d) The fourth step will be to properly complete the RIDE-A-LONG form. If the form is not completed by, the volunteer doing the ride time no ride along credit will be given.
- e) The fifth step is to give the completed form to your Station Officer or his designee to be added to the pay-per-call form. Calls the volunteer participated in, are to be added to the volunteer's pay-for-call. (When the paperwork is properly completed.)

**NOTE: If there are not any calls at the station you have chosen to do your ride-a-long time, and the crew is training the volunteer doing the ride time is to train along with the crew he/she has chosen to ride with. The volunteer is under the command of the officer at the station where the ride time is being done. If your paperwork is properly completed, training at the ride along station counts toward your station monthly training.**

### SECTION 3-COMPLETION OF RIDE ALONG FORM

1. Name of person doing ride time.
2. The name of your regularly assigned Duty Station.
3. The station at which the ride along is being done.
4. The date and time you are doing your ride time.
5. Signature of the station officer where ride time is being done and/or incident commander during a major incident.
6. The type of call and incident number for each call. **(Note: If you respond to the same incident (Example forest fire) on Monday, Tuesday, and Thursday, you have two options: 1. Complete one sheet and in Section 4 make sure you document the three different dates you were on scene. 2. Complete a different sheet for each day you were there.**
7. You may be involved in training at the ride along station as well as running calls. There are two lines for documentation of training.
8. The comment section is for the station officer or incident commander to use for his/her comments about the volunteer to which the form belongs. The comment section gives the Station Officer feedback on the individual.
9. Signature of the station officer or incident commander.
10. Signature of the members' Station Officer.

11. Signature of Volunteer doing the ride a long.

***Special note:***

***If, whatever reason, you are out of your District, and a call goes out for your assigned station to respond, you are not to respond in an emergency mode. You are to respond obeying and following all traffic laws. When you get to your assigned District and the incident is still active, you may then respond safely to the scene. Other examples, Say you are assigned to Station 1 or 2 and you are entering the County from the West side and your station is toned you are not to go into emergency mode to travel across the County. Or you are from Station 24 or 38 and you were on the beach and a tone for your station is given, you are to travel at the posted speed limit until you reach your District. Battalion Chiefs, and/or Assistant Chief of Operations will handle reported infractions. Infractions can include disciplinary actions to include suspension from all station duties and/or dismissal from the department.***

**Horry County Fire Rescue**  
2560 North Main Street, Suite 1  
Conway, South Carolina 29526



Phone: (843) 915-5190  
Fax: (843) 915-6190

### Volunteer Ride-a-long Sheet

**Volunteer's Name** \_\_\_\_\_

**Assigned Station** \_\_\_\_\_

**Doing ride time what station** \_\_\_\_\_ **Date of Ride Time** \_\_\_\_\_

**Company Officer or IC** \_\_\_\_\_

**Type of call** \_\_\_\_\_ **Incident Number** \_\_\_\_\_

**Type of call** \_\_\_\_\_ **Incident Number** \_\_\_\_\_

**Type of call** \_\_\_\_\_ **Incident Number** \_\_\_\_\_

**Type of call** \_\_\_\_\_ **Incident Number** \_\_\_\_\_

**Type of call** \_\_\_\_\_ **Incident Number** \_\_\_\_\_

\_\_\_\_\_

**Type of training** \_\_\_\_\_ **Hours** \_\_\_\_\_

**Type of training** \_\_\_\_\_ **Hours** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_

**Volunteer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Company Officer's Signature or IC** \_\_\_\_\_ **Date** \_\_\_\_\_

**Station Officer or Designee of member completing form** \_\_\_\_\_