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**CITY OF RIVERSIDE FIRE DEPARTMENT  
EXPLORER POST 101**

**Section: 1      Number: 1025**

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**SUBJECT: Tardiness and Absences**

**Effective Date: 01/12  
Review Date: 01/13**

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**POLICY:**

Any member prevented from reaching his/her company on time shall notify his/her Training Officer or the Attendance Manager by **17:30** on the day of the meeting.

Members are permitted **SIX (6)** late arrivals per year. Upon each late arrival, members will be given a discipline assignment from their Training Officer or Post Advisor. After the sixth late arrival, the member will meet with the Post Advisors to determine if they will be terminated from the program.

Members are permitted **SIX (6)** excused absences per year. After the sixth excused absence, the member will meet with the Post Advisors to determine if they will be terminated from the program.

Members are permitted **TWO (2)** unexcused absences per year. After the second unexcused absence, the member will be dropped from the attendance roster and the insurance plan, issued safety gear will be turned in, and he/she will be no longer be permitted to participate in post activities unless he/she rejoins the explorer post in the training division during the next recruitment process.

Also, other situations may result in a detailed explanation, push-ups, running, loss of safety gear, etc. Any member that consistently does not communicate with the Training Officers or Post Advisors shall be terminated from the program.