

Recruit Firefighter Program Application Packet

Cover Letter
Applications
Recruit Information Forms
Physical Fitness Precautions
Flashover / Live Fire Precautions



STATE OF CONNECTICUT
COMMISSION ON FIRE PREVENTION
AND CONTROL
CONNECTICUT FIRE ACADEMY
34 PERIMETER ROAD
WINDSOR LOCKS, CT 06096-1069

860-627-6363

877-5CT-FIRE

www.ct.gov/cfpc



The Commission on Fire Prevention and Control
The Connecticut Fire Academy

TO: Fire Chiefs

FROM: Recruit Firefighter Program Coordinators

SUBJECT: Recruit Application Packet

Dear Chief/Training Officer:

This letter is to announce and provide you with the necessary material to register the recruit firefighter candidates that you may have.

The *Recruit Firefighter Training Program* – Class 45 will begin Monday February 8, 2010 promptly at 08:00 hours and conclude with graduation on Wednesday May 19, 2010.

Attached to this cover letter are the Application, Forms, Rules, Regulations and Code of Conduct and additional information needing to be reviewed and completed by a Chief/Training Officer and each Recruit prior to the start of the program.

The enclosures consist of the following applications and forms needing completion:

- **Recruit Application** registration form
 - (Please complete and return this form as soon as possible)
- **Healthcare Provider Information**
 - (Please check with the Fire Department “Risk Management” to verify provider information and complete and return this form with the application)
- **Fire Department Contact Information**
 - (Please complete and return this form with the application)
- **Program Review**
 - (Please complete and fax this form no later than 7 days prior to start of program)
- **Clothing Issue**
 - (Please complete and fax this form no later than 7 days prior to start of program)

- **Fire, Live Fire and Flashover Survivor Training**
 - (Please complete prior to start of program and bring first day)
- **Authorization for Release of Grades**
 - (Please complete prior to start of program and bring first day)
- **Recruit Personal Information**
 - (Please complete prior to start of program and bring first day)
- **Recruit Medical Information**
 - (Please complete prior to start of program and bring first day)



Each *Recruit Firefighter* will receive additional information pertaining to the *Recruit Firefighter Training Program* during the orientation period on the first day. As indicated above, all Recruits will be asked to provide relevant medical information (i.e. – allergies, medications, physical or medical conditions, special learning needs, emergency contacts) that will be kept confidential, secured and separate from any *Recruit Firefighter Training Program* records and files. At the conclusion of the class, all Recruit Medical Information forms will be destroyed.

The *Recruit Firefighter* shall wear his fire department's station work uniform and polished black shoes with laces during the first and last days of class, graduation and special activities. The recruits will be issued a red Recruit T-Shirt which will be worn with fire department's station work trousers and polished black shoes during classroom presentations and P.T. shorts or Sweatpants during skill training. There is a washing machine and clothes dryer available for use on the premises.

Each Recruit shall have the following items provided by the employer:

- A full set of NFPA 1971 - Protective Ensemble for Structural Fire Fighting approved personal protective clothing consisting of: helmet, eye protection, protective hood, protective turnout jacket and pants, structural firefighting footwear and two (2) pairs of structural firefighting gloves.
- Due to heavy use throughout the Recruit Firefighter Training Program that will result in abnormal wear and tear, "used" personal protective clothing should be considered if possible. If "used" personal protective clothing is issued, the integrity of the outer, vapor, and thermal layers / barriers must not be compromised. Personal Protective Clothing must be compliant to NFPA 1851 - Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting prior to Live Fire Training. The Recruit Firefighter will be required to supply a padlock to secure their gear locker.
- **Due to the intense practical skills training, we also recommend that each recruit bring a set of knee pads to be worn under the P.P.E.**
- Personal protective equipment consisting of a NIOSH and NFPA approved Self-Contained Breathing Apparatus with facepiece, cylinder, and at least "One" spare cylinder for normal class. "Three" cylinders will be required on the "live Class A Fire Training" in Springfield. All cylinders must be current with hydrostatic testing requirements. A properly functioning integrated or separate Personal Alert Safety System (PASS) is also required.

The Connecticut Fire Academy will issue one pair of Gym Shorts, one pair of Sweatpants and two Red Recruit Sweatshirts. Additional gym clothes (preferably gray in color); good running / exercise footwear; bathing suit (boxer type and one-piece suits only); water shoes; and additional towels are required for Physical Fitness training. Physical Fitness training will begin on the second day of class.



Lodging is included, and mandatory, as part of the *Recruit Firefighter Training Program's* tuition costs. Breakfast and Lunch are provided daily as part of the Program.

Dinner is the responsibility of each Recruit. Recruits are granted permission to leave the Academy complex for dinner after class dismissal.

An evening curfew of 9:30 p.m. is enforced by a Duty Officer that requires each recruit to stand by their dorm room and sign in.

A copy of the Recruit Rules, Regulations and Conduct Policy is provided in the Recruit Application Packet and should be reviewed prior the first day of class. A written copy of the Recruit Rules, Regulations and Conduct Policy will be provided to each *Recruit Firefighter* on the first day of Class. All Recruit Rules, Regulations and Conduct Policy are **STRICTLY** enforced. Any non-compliance or violation of the proceeding will be subject to review by the Connecticut Fire Academy (as outlined in the Policy) and reported to the Fire Chief (employer)

The "*Recruit Firefighter*" is an employee of the sponsoring organization that request his/her presence at the Connecticut Fire Academy. Disciplinary action based on grades, behavior and/or violation of the CFA Rules, Regulations and Conduct Policy which leads to program discharge rest with the Fire Chief or the Authority Having Jurisdiction.

The *Recruit Firefighter Training Program* is a primary and basic learning experience that forms the foundation upon which the new firefighter builds his or her career. The Recruit will be exposed to some of the most exciting, stressful, and realistic training available anywhere. They will be expected to satisfactorily perform both academically and physically to established standards while strictly adhering and maintaining decorum of conduct, discipline and mutual respect.

Thank you for selecting the Connecticut Fire Academy to provide firefighter training to fulfill the needs of your fire department.

If you have any questions pertaining to the enclosed information, or require further assistance, please contact the Recruit Coordinators, Toll Free: 1-877-528-3472 Ext. 243 or contact the Deputy Director Mark D. Lewandowski via e-mail at mark.lewandowski@po.state.ct.us .



Recruit Application

Data Privacy Warning

The information provided by you on this form will be solely and exclusively for providing you and like applicants with services. Your social security number is classified as private data. It is used to track your student records for programs that you have participated in with the Connecticut Fire Academy. The only consequence of not providing all of the information on this form is that the service may be delayed, restricted, or withheld. Further, personal data retrieval will be delayed.

Please print or type information requested below

Student I.D. # _____ - _____

Your I.D. consists of the FIRST (3) Letters of your LAST Name and the LAST (4) Numbers of your Social Security Number.

Last Name: _____ First Name: _____ M.I.: _____

Home Address: _____

City / Town: _____ State: _____ Zip: _____

If Different from Home Address

Mailing Address: _____

City / Town: _____ State: _____ Zip: _____

Phone Numbers / E-Mail:

Home: (____) ____ - _____ Work: (____) ____ - _____ Cell: (____) ____ - _____

E-Mail Address: _____ @ _____.

Fire Department / Organization: _____

As Chief of the _____ Fire Department

I hereby authorize the above applicant to participate in the Connecticut Fire Academy's Recruit Firefighter Program and therefore, understand that the above-named individual will be covered by Workers Compensation Insurance while participating in such training, and that the Commission on Fire Prevention and Control, its commissioners, officers, agents or employees shall not be liable for any injuries sustained during such training.

This applicant is considered by my department standards to be physically and emotionally fit to perform firefighting evolutions without special considerations, and where applicable, to meet the 29 CFR 1910.134 standard for the use of respirators (Self Contained Breathing Apparatus)

Chief's Signature: _____

Course Title: **Recruit Firefighter** Course Number: _____ Date(s): ____ / ____ / ____ to ____ / ____ / ____

Tuition: \$5775.00

Payment by Check (Make check payable to CFPC / Course Number)

Payment by City / Town / FD Purchase Order # _____

Billing City / Town / FD Name: _____

VISA MASTER CARD Number: _____ - _____ - _____ - _____

Card Holder's Signature: _____ Exp. Date: ____ / ____

Please Mail or Fax Application with Payment / Information at least one week prior to Program Start Date to:

Connecticut Fire Academy
34 Perimeter Road
Windsor Locks, Connecticut 06069-1069
Tel.: (860) 627-6363 Fax: (860) 654-1889



Last Name: _____ First Initial: _____ M.I.: _____

Recruit No. _____
(Office Only)

Healthcare Provider Information

To Be Completed by Fire Department Staff

In the event of a medical emergency requiring advance level of care, the Connecticut Fire Academy uses the Bradley International Airport Fire Department Paramedics for R-5 coverage and either the Suffield or East Granby Ambulance as the R-2 provider.

For “routine” medical emergencies or evaluations, the Suffield Medical Associates Walk-In Clinic is normally used, there is a CVS Pharmacy conveniently located in the adjacent plaza to the Suffield Medical Associates for prescriptions etc.

Please Check with your “Risk Management” officer or Worker’s Compensation provider if this not their desired provider for this location of the state.

Please provide the information for the nearest provider to the Connecticut Fire Academy. If possible we will make every attempt to see your recruit(s) use the listed provider if needed.

Provider Name: _____

Address: _____

Phone: _____

Fire Department Contact Information

To Be Completed by Fire Department Staff

Chief’s Office: Phone (____) ____ - ____ ext: ____ Fax (____) ____ - ____

Mailing Address: _____

City / Town: _____ Zip: _____

Training Officer: Phone (____) ____ - ____ ext: ____ Fax (____) ____ - ____

Mailing Address: _____

City / Town: _____ Zip: _____

In the event contact needs to be made after regulator business hours, please provide contact information.

After Hours Contact: Name: _____ Phone (____) ____ - ____

Name: _____ Phone (____) ____ - ____

Signature (Chief of Department or Designee)

Date



Last Name: _____ First Initial: _____ M.I.: _____

Recruit No. _____
 (Office Only)

Program Review

To Be Completed by Fire Department Staff and Recruit

The Recruit applicant and a Fire Department designee have reviewed the following information with the recruit applicant prior to attending the Recruit Firefighter Program.

- Recruit Rules & Regulations
- Physical Fitness Training
- Live Fire and Flashover Survival Training Safety Guidelines and Precautions

Signature: _____
 (Recruit Applicant)

_____ Date

Signature: _____
 Signature (Chief of Department or Designee)

_____ Date

Chief's Name: _____
 Please Print

Clothing Issue

To Be Completed Recruit

Each recruit will be issued five(5) red Recruit t-shirts, two(2) red Recruit sweat shirts and one pair of sweat shorts to worn while during the class. The red Recruit items will be collected at the end of the program. Please circle the size of the items below:

T-Shirt Size	Small	Medium	Large	X-Large	XX-Large
Sweat Shirt Size	Small	Medium	Large	X-Large	XX-Large
Sweat Short Size	Small	Medium	Large	X-Large	XX-Large



Last Name: _____ First Initial: _____ M.I.: _____

Recruit No. _____
(Office Only)

Fire, Live Fire & Flashover Survival Training

To Be Completed by Fire Department Staff

As the Chief of the _____ Fire Department, I hereby authorize the above applicant to participate in Fire Training, Live Fire and Flashover Simulator Training and experience, and therefore understand that the above mentioned member will be covered by my department's worker's compensation insurance while participating in such training, and the Commission on Fire Prevention and Control, its commissioners, officers agents or employees shall not be held liable for any injuries sustained during such training. The applicant is considered by my department's standards to be physically and emotionally fit to perform firefighting evolutions without special consideration, and where applicable, to meet CFR 1910.134, regulation for the use of respirators.

I further understand that the Commission on Fire Prevention and Control, its commissioners, officers agents or employees shall not be held liable for damage to the above mentioned member's protective clothing and equipment while participating in Fire Training, Live Fire and Flashover Simulator training.

Signature: _____
(Chief of Department)

_____ Date

Chief's Name: _____
Please Print

Authorization for Release of Grades

To Be Completed by Fire Department Staff and Recruit

I, _____, a Recruit Firefighter at the Connecticut Fire Academy, give permission to Recruit Firefighter Program Coordinators of the Recruit Firefighter Program to release all Quiz Scores, Homework Grades and Test Scores that are part of my Performance Evaluation reports and my final Certification Test Score, to my Fire Department's Fire Chief and/or their Training Officer designee.

Signature: _____
(Recruit Applicant)

_____ Date



Last Name: _____ First Initial: _____ M.I.: _____

Recruit No. _____
(Office Only)

Recruit Personal Information

EDUCATION:

Please circle the highest level completed

High School: 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4

Please list any type of Degree(s) received along with the Major or Minor course of study

Degree: _____ Degree: _____

MILITARY SERVICE:

Please check the appropriate box that indicates past or present active or reserve duty.

- | | |
|---|---|
| <input type="checkbox"/> United States Army | <input type="checkbox"/> United States Marine Corps |
| <input type="checkbox"/> United States Navy | <input type="checkbox"/> United States Coast Guard |
| <input type="checkbox"/> United State Air Force | Length of Service: _____ |

Military Specialty / Occupation: _____ Rank: _____

FIRE SERVICE BACKGROUND:

Please list any association, membership and / or employment with a Fire Department or Fire Service Agency or Organization.

Fire Dept. / Agency: _____ How Long? _____

Fire Dept. / Agency: _____ How Long? _____

Fire Dept. / Agency: _____ How Long? _____

Please check the appropriate box indicating FIRE SERVICE certification levels that you have obtained and indicate any others not listed.

- | | |
|--|---|
| <input type="checkbox"/> Firefighter I | <input type="checkbox"/> Fire Service Instructor I |
| <input type="checkbox"/> Firefighter II | <input type="checkbox"/> Fire Service Instructor II |
| <input type="checkbox"/> Fire Officer I | <input type="checkbox"/> Pump Operator |
| <input type="checkbox"/> Fire Officer II | <input type="checkbox"/> Aerial Operator |
| <input type="checkbox"/> Safety Officer | <input type="checkbox"/> Hazmat Technician |
| <input type="checkbox"/> Fire Marshal | <input type="checkbox"/> Fire Inspector |
| <input type="checkbox"/> Other _____ | Other _____ |

EMERGENCY MEDICAL BACKGROUND

Please check the appropriate box indicating CURRENT MEDICAL certification levels that you possess and indicate any others not list.

- | | |
|--|-----------------|
| <input type="checkbox"/> Basic First Aid | |
| <input type="checkbox"/> Cardio-Pulmonary Resuscitation | |
| <input type="checkbox"/> Automatic External Defibrillator | |
| <input type="checkbox"/> Medical Response Technician | Cert. No. _____ |
| <input type="checkbox"/> Emergency Medical Technician – Basic | Cert. No. _____ |
| <input type="checkbox"/> Emergency Medical Technician – Intermediate | Cert. No. _____ |
| <input type="checkbox"/> Emergency Medical Technician – Paramedic | Lic. No. _____ |
| <input type="checkbox"/> Emergency Medical Service Instructor | Cert. No. _____ |
| <input type="checkbox"/> Other: _____ | |



Last Name: _____ First Initial: _____ M.I.: _____

Recruit No. _____
(Office Only)

Recruit Medical Information

Please complete all information requested in the survey below. The information supplied by you will be used in the event of a medical or serious injury to provide proper patient care and make notifications. Thank you.

Allergies - Food: _____ *Please list any known allergies to food or food products*

Allergies - Medication: _____ *Please list any known allergies to medications*

Allergies – Environment/Other: _____ *Please list any known allergies to environment or other*

Medications: *List Medications (prescribed or over the counter) you are currently taking*

Past Significant Injuries:
List significant Injuries (i.e. – back, knee, and arm) you have had in past or are currently being treated for

Relevant Medical Conditions:
List relevant medical conditions (i.e. – back, knee, and arm) you have had in past or are currently being treated for

Please list the names, addresses and phone numbers of three individuals (i.e. spouse, relatives) to be contacted in the event of a medical emergency or serious injury.

Emergency Contact: Name: _____ Relation: _____
Phone (____) _____ - _____ Cell (____) _____ - _____
Mailing Address: _____
City / Town: _____ Zip: _____

Name: _____ Relation: _____
Phone (____) _____ - _____ Cell (____) _____ - _____
Mailing Address: _____
City / Town: _____ Zip: _____

Name: _____ Relation: _____
Phone (____) _____ - _____ Cell (____) _____ - _____
Mailing Address: _____
City / Town: _____ Zip: _____



Last Name: _____ First Initial: _____ M.I.: _____

Recruit No. _____
(Office Only)

Recruit Pre Arrival Checklist

Documentations, Equipment and Item Check List needed by each recruit prior to the start of the Connecticut Fire Academy Recruit Firefighter Program.

Documentation:

- Recruit Application Registration Form**
Completed and fax to Connecticut Fire Academy no later than **7 days prior** to start of Recruit Program.
- Health Care Provider Form**
Completed and fax to Connecticut Fire Academy no later than **7 days prior** to start of Recruit Program.
- Fire Department Contact Information**
Completed and fax to Connecticut Fire Academy no later than **7 days prior** to start of Recruit Program.
- Program Review / Clothing Issue**
Completed and fax to Connecticut Fire Academy no later than **7 days prior** to start of Recruit Program.
- Authorization for Release of Grades Form**
Completed prior to start of Recruit Program and brought with the Recruit on the first day.
- Flashover / Live Burn Participation Authorization**
Completed prior to start of Recruit Program and brought with the Recruit on the first day.
- Recruit Personal Information Form**
Completed prior to start of Recruit Program and brought with Recruit on first day.
- Recruit Medical Information Form**
Completed prior to start of Recruit Program and brought with the Recruit on the first day.
- Fit Testing Information**
If Fire Department has completed Qualitative Fit Testing, then a copy of the Fit Testing report should be brought with the Recruit on the first day.

Structural Firefighting Protective Clothing:

NFPA-1971 Compliant - Structural Firefighting Protective Clothing. SFFPC must be compliant to NFPA 1851 prior to conducting Live Fire Training. Used PPE is recommended; Outer Shell, Vapor and Thermal Barriers must not be compromised.

- Turnout Coat** **Turnout Pants** **Helmet** **Hood** **Gloves (2 Pair)**
- Turnout Boots**
- Self-Contained Breathing Apparatus** **3 SCBA Air Cylinders**
ANSI and NFPA Compliant SCBA. Air Cylinders must have current hydrostatic testing.

Personal Safety Equipment:

- Safety Glasses** **Work Gloves** **Knee Pads (optional)**

Physical Fitness Clothing:

Personal Items provided by the Recruit and brought on the first day.

- Gray Gym Shorts** **Running/Exercise Shoes** **Personal Bath Towel**
- Personal Bathing Suit** (Boxer Type and One-Piece Suits ONLY)
- Gray Sweat Pants** (optional) **Gray CFA Sweat Shirt** (optional)

Academics:

- 3" White Binder** **6 Pencils**

Copy this checklist for each recruit and complete required documentation and procure equipment prior to start of class. Copies of documentation maybe found by going to the CFA website (www.ct.gov/cfpc) / Training & Education / Recruit Application Package



Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

Dear Recruit Student:

Welcome to the Connecticut Fire Academy. As one of the nation's premier fire educational institutions, the Connecticut Fire Academy strives to prepare individual students to be fully functional members of a team. The interdependence of team members results in effective emergency scene actions that are greater than the sum of the individual's results.

The fire service demands such synergy to produce a workforce that anticipates what will be required and moves to assemble the required tools and resources to accomplish the task at hand. Whether it is a rolled over hazardous materials tanker threatening the structural integrity of a limited access highway bridge, or simply a citizen requiring assistance out of a stalled elevator, firefighters are expected to provide the same level of engagement and passion to help.

We're proud of our campus and facilities here. It is a privilege that the tax paying citizens of Connecticut decided to construct such a fine statewide fire training facility. As such, it is our duty to be responsible for the care and control of the premises. This document provides you with the limitations of personal behavior and boundaries for department while you attend classes and reside here.

These rules and regulations will contribute to your personal safety and ensure that your conduct will fit within this professions expectations. We are committed to providing you with the knowledge, skills and abilities necessary to put forth an equal effort at any emergency scene. Now you need to commit to being the most dependable member of your fire department, assigned company and community.

Good luck,

Adam D. Piskura

Adam D. Piskura, Director



Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

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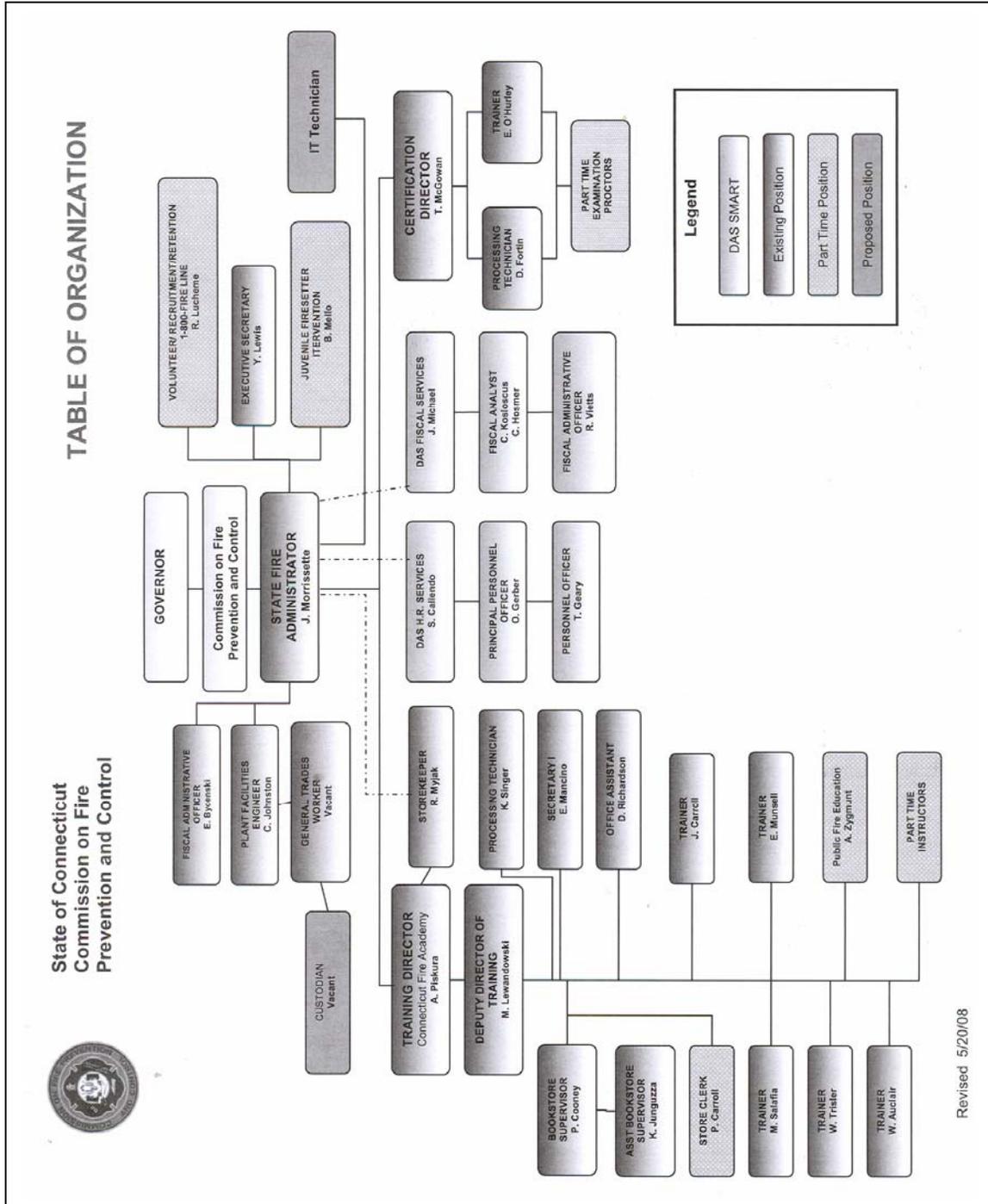


Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

I. Connecticut Fire Academy Table of Organization





Commission on Fire Prevention and Control

Connecticut Fire Academy Recruit Firefighter Program

II. Mission Statements

Connecticut Fire Academy Mission Statement

To prevent or mitigate the effects of fires and disasters, either natural or manmade, on the citizens of the State of Connecticut. This objective shall be accomplished through the development and delivery of state-of-the-art educational programs designed to meet nationally recognized standards, certification of individuals to such standards and maintenance of up-to-date resources for us by fire service personnel, public educators and other first responders.

Training Division Mission Statement

As part of the Commission on Fire Prevention and Control, the Training Division is responsible for the operation of the Connecticut Fire Academy to provide training, education, technical support and related information and services. Customers benefit from instructors using contemporary methods in a safe environment

Recruit's Fire Department Mission Statement

(to be filled in by the Recruit Firefighter)



Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

III. Firefighter Code of Ethics

As a Firefighter, my fundamental duty is to serve mankind,
to safeguard lives and property...

I will keep my private life unsullied as an example to all;
maintain courageous calm in the face of danger, scorn, or ridicule;
develop self-restraint; and be constantly mindful of the welfare of
others. Honest in thought and deed in both my personal and official
life,

I will be exemplary in obeying the laws of the land
and the regulations of the department.

Whatever I see or hear of a confidential nature
or that is confided to me in my official capacity
will be kept ever secret unless revelation is necessary
in the performance of my duty.

I will never act officiously or permit personal feelings,
prejudices, animosities or friendships to influence my decisions.
I will perform my duties without fear or favor, malice or ill will,
never employing unnecessary force or violence and never
accepting gratuities.

I recognize the badge of my office as a symbol of public faith,
and I accept it as a public trust to be held
so long as I am true to the ethics of the fire service.

I will constantly strive to achieve these objectives and ideals,
dedicating myself to my chosen profession
... fire prevention and suppression.



Commission on Fire Prevention and Control

Connecticut Fire Academy Recruit Firefighter Program

IV. Connecticut Fire Academy Conduct Policy

The purpose of this Policy is intended to supplement and where applicable supersede the rules and regulations of a recruit's fire department / employer as it relates to conduct on the property of the Connecticut Fire Academy.

This policy is designed to protect the rights of the individual and the property of the State of Connecticut. Rules and regulations are enacted to protect the individuals and the common good of the Academy and to create a positive educational environment for all. Individuals entering or on the Academy property are expected to conduct themselves in a manner that manifests respect for order, personal honor and the rights of others.

Individuals entering the Academy shall observe the following rules and regulations:

1. No person entering, or while at the Academy, shall carry or possess firearms, other dangerous or deadly weapons, explosives of any type, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes (i.e. – Federal, State, or local law enforcement officials).
2. Commission of acts harmful or potentially dangerous to others is prohibited.
3. Willful misconduct, abusive or obscene language, harassment, violence or excessively noisy behavior at the Academy is prohibited.
4. Persons in or at the Academy shall at all times comply with official signs of a prohibitory, regulatory, or directory nature and with the direction of authorized individuals.
5. Any threat or act of physical violence against anyone on the Academy property is prohibited.
6. Parking without authority, parking in unauthorized locations or parking contrary to the direction of posted signs is prohibited.
7. The use, or possession, of alcoholic beverages, illegal drugs or controlled substances, ANYWHERE, or ANYTIME, on Academy property is prohibited.
8. Packages, briefcases, and other containers brought onto, in possession during stay at the Academy, or being removed from the property, may be subject to inspection. Persons lodging in Academy dormitory rooms are subject to random room checks, inspections, and / or searches.
9. Operating a motor vehicle while under the influence of alcoholic beverages or any illegal drug(s) is prohibited.
10. The improper disposal of rubbish, the willful destruction of or damage to property, the theft of property, the creation of any hazard to persons or things, the throwing of articles of any kind from or at a building, or the climbing upon any part of a building, is prohibited.



Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

IV. Connecticut Fire Academy Conduct Policy, con't.

11. Falsification, alteration, or misuse of Connecticut Fire Academy documents, records or identification cards is prohibited.
12. Any Loitering, disorderly conduct, or other conduct at the Academy which creates or unusual noise constituting a nuisance; which unreasonably obstruct the usual use of classrooms, dormitory rooms, entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots; which otherwise impedes or disrupts the performance of official duties by Academy employees or staff; which interferes with the delivery of educational program; or which prevents the general public from obtaining the services provided on the property in a timely manner is prohibited.
13. Posting or affixing materials, such as pamphlets, handbills, or flyers, on other than designated areas (bulletin boards) is prohibited.
14. Participating in games for money or other personal property or the operating of gambling devices, the conduct of a lottery or pool, in or on the property is prohibited.
15. Soliciting gifts of money, commercial or political solicitation, or collecting private debts are prohibited. This does not apply to (a) approved national or local fund drives for health, welfare or other purposes; (b) personal notices posted on authorized bulletin boards; and (c) solicitation of labor organization membership or dues during non-duty hours.
16. Photographs may be taken inside classrooms or offices with the consent of the Lead Instructor. Photographs for advertising the commercial purposes may be taken in authorized areas and only with written permission from the Director of Training.
17. The duplication of video material, audio material, or printed material is prohibited.
18. Cheating, dishonesty, plagiarism or knowingly furnishing false information to Academy staff is prohibited.

CRIMINAL MISCONDUCT

Any action involving potential or real criminal misconduct, or gross violation of existing laws, will be referred to the Department of Public Safety, Division of State Police Troop W, for investigation and disposition.



Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

V. Recruit Firefighter Program Rules & Regulations

A. CHAIN OF COMMAND

1. The efficient operation of the Recruit Firefighter Program relies heavily on the Recruits being able to adhere to the following designated chain of command for administrative issues, as well as training program activities and operations, reporting problems, seeking advice, answering questions, etc.
 1. Recruit Squad Leaders
 2. Recruit Platoon Leader
 3. Academy Adjunct Instructors / Session Instructors
 - 3a. Evening Duty Officer (when applicable)
 4. Recruit Program Coordinators
 5. Connecticut Fire Academy Program Managers
 6. Deputy Director of Training
 7. Director of Training
 8. State Fire Administrator
 9. Commission on Fire Prevention & Control
2. The chain of command shall be followed except in cases of discrimination, harassment of any nature, improper, immoral, or illegal conduct. In any of the above cases, the chain of command need not be followed especially if the individual involved, or being complained of, is within the immediate chain of command.

B. ACCOUNTABILITY

1. Each recruit will be issued a recruit firefighter program “accountability tag.” The purpose of the accountability tag is to enhance firefighter safety by instilling and reinforcing the importance of its habitual use and proper utilization during recruit program training activities and during fire department emergency scene operations.
2. Recruits shall be responsible for maintaining and using accountability tags at site specific accountability boards located in classrooms, the fire station, training ground practical skill stations, and whenever and wherever as directed.



Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

V. Recruit Firefighter Program Rules & Regulations, con't.

3. When NOT utilized as described above, recruits will wear their accountability tags clipped to the LEFT sleeve of the designated uniform / clothing of the day.
4. The lost of, or failure to use, a recruit's accountability tag, will constitute a major infraction.

C. ROLL CALL, ATTENDANCE, AND CURFEW

1. Roll call will be held each scheduled day at 0800 hrs. in the Fire Station, or designated area, prior to conducting physical training (PT), unless otherwise directed.
2. Recruits will be assembled in formation, by assigned squads, by the platoon leader in proper PT clothing and with any necessary PT equipment at their side.
3. All recruits will be in attendance each day, even if the recruit has sustained an injury and/or illness that may impede his/her ability to perform some of the aerobic, strength, or endurance exercises.
4. Physical Training (PT) is a requirement of ALL recruits. A note from an attending medical physician is required for exemption from PT. The recruit's FD will be notified of such situation.
5. An injured recruit shall perform all exercises that do not aggravate the injury. When possible, the injured recruit shall be assigned other exercises to compensate for the inability to perform specific exercises.
6. Prior to the start of each day, any training session or activity, the instructor-in-charge will call for attendance by asking each squad leader for a "personnel accountability report" (PAR). Squad leaders will report any absences.
7. A recruit will be considered late if they are not in their proper place within the classroom or at the designated training site according to the time specified by the instructor.
8. Recruits are responsible for all course content. Absences will require make-up of material during off hours with the Duty Officer or other arrangements made through a Program Coordinator.



Commission on Fire Prevention and Control

Connecticut Fire Academy

Recruit Firefighter Program

V. Recruit Firefighter Program Rules & Regulations, con't.

9. A **2130hrs** curfew shall be in effect for all recruits residing / lodging at the Connecticut Fire Academy, at which time the Duty Officer shall hold roll call. Recruits will be required to sign an attendance roster. Recruits will stand by their assigned room door and wait for the Duty Officer to make rounds with the sign-in sheet.
10. Any recruit reporting for curfew, who appears NOT fit-for-duty, including but not limited to, safely exiting the facility in response to a fire alarm or emergency, or who poses a potential threat to their own well-being, shall be evaluated by EMS and CSP in addition to notification to the recruit's Department Chief.
11. Curfew time may be modified, for just cause, only upon receipt of a written request from a Chief officer or representative from the recruit's fire department.
12. If a Recruit is late reporting to morning, afternoon, or evening roll call, or evening curfew, it will be documented and reported to a Recruit Program Coordinator, the Director of Training, and the recruit's respective Chief of Department. Absences will be considered a major infraction.
13. If the Recruit is a repeat offender, his/her misconduct may be cause for dismissal from the Recruit Program.

D. PERSONAL APPEARANCE & GROOMING

1. Personal preferences in clothing, jewelry, hairstyles and personal hygiene will not be allowed to interfere with safety.
2. Recruits shall be in full compliance with the hair and grooming standards of their respective department, and shall be clean shaven for morning Physical Training. In no case shall beards, mustaches or facial hair, which may impair the safety of the student or the proper operation of self-contained breathing apparatus, be permitted.

(OSHA 29CFR 1910.134).

3. No recruit will be allowed to commence growing a mustache while in the program.
4. Recruits will be required to keep proper personal and dental hygiene and shall be neat and clean at all times.
5. Facial make-up of any type is prohibited unless authorized by a program Coordinator.



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V. Recruit Firefighter Program Rules & Regulations, con't.

6. Fingernails are to be kept no more than ¼” in length. Any type, or color, of finger nail or toe nail polish is not permitted.
7. Jewelry is not allowed. This is a general safety requirement and includes earrings, ear studs, body piercings, finger rings (other than wedding rings), necklaces, and bracelets.
8. No glasses other than prescription glasses or clear safety glasses are permitted to be worn at the Academy. Sunglasses, or dark colored safety glasses, are not permitted anywhere on the training grounds.

E. UNIFORMS AND EQUIPMENT

1. Recruit PT uniform will consist of the appropriate Academy issued red T-shirt or sweatshirt with the Academy issued shorts or sweat pants. Athletic footwear that is light in color shall be worn.
2. Recruit classroom uniforms shall consist of their fire department's work pants and Academy issued red T-shirt or sweatshirt and shall be worn daily.
3. Black tie shoes are the required footwear. Shoes shall be clean and shined as needed.
4. Recruit training ground uniforms shall consist of either the designated recruit PT or classroom uniform. The instructor-in-charge will designate the proper attire based on weather conditions and training activities.
5. Hats or caps are not to be worn in the classroom or during any practical evolutions. Winter caps may be permitted during outdoor winter PT activities.
6. It is highly recommended that recruits keep a change of clothing available since there will be times when recruits may get wet or dirty during training.
7. Recruit identification numbers shall be attached to the front and rear of the recruit fire helmet



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V. Recruit Firefighter Program Rules & Regulations, con't.

8. All recruits are required to have with them each day the following personal protective equipment (PPE):
 - A. NFPA compliant turnout coat
 - B. NFPA compliant helmet
 - C. NFPA compliant turnout pants
 - D. NFPA compliant structural boots or footwear
 - E. NFPA compliant firefighter gloves
 - F. NFPA/NIOSH approved positive pressure self contained breathing apparatus (SCBA) with TWO spare cylinders
 - G. NFPA compliant firefighter hood
 - H. Safety glasses or goggles meeting ANSI standards
 - I. Hearing protection meeting ANSI standards (recommended)
9. Recruits are required to wear all protective clothing during all practical exercises. The Training Coordinator or Lead Instructor may at times, allow recruits to remove protective clothing.
10. It is the responsibility of the recruit to keep his/her PPE in clean, serviceable condition. This includes cleaning of breathing apparatus after use, hosing and drying of turnout coats, pants and gloves, when dirty, and cleaning of face shields.
11. Personal protective equipment shall NOT be worn in the Administration Building at any time.
12. Recruits are required to wear, or have in their possession the Academy issued "training rope". Recruits will be required to utilize the training rope to demonstrate knot-tying proficiency when challenged to do so by an instructor. Training ropes will be secured to the waist using a "square" knot with "overhand safety" knots on each end.
13. Proper and constant hydration by recruits is critical for the recruit's health and well being. Therefore, the Academy issued "water bottles" will be in their possession, or readily available for use, AT ALL TIMES, and filled with an adequate supply of the appropriate liquid.
14. Recruits will arrange their PPE and SCBA in a neat and orderly formation when being staged for use during outside training. When not in daily use, all PPE and SCBA will be stored in assigned gear lockers.



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V. Recruit Firefighter Program Rules & Regulations, con't.

15. It is the sole responsibility of each recruit to secure his / her assigned gear lockers with an adequate key or combination padlock for security purposes. The Connecticut Fire Academy is NOT responsible for loss of any PPE or SCBA from assigned gear lockers.

F. SKILL PROFICIENCIES and SCHOLASTIC REQUIREMENTS

1. No recruit will graduate from the Connecticut Fire Academy's Recruit Firefighter Training Program if, in the opinion of the Program Coordinator, the Director of Training, and / or the Commission on Fire Prevention and Control, the recruit displays any of the following:
 - A. Failure to perform all evolutions in accordance with Academy policy as prescribed by the Commission on Fire Prevention and Control.
 - B. Failure, refusal or inability to climb or work from all types of fire department ladders, with and without tools, in the performance of firefighting practices.
 - C. Failure, refusal or inability to wear self-contained breathing apparatus in the performance of accepted firefighting practices. This is to include the tendency to display any indication of claustrophobia.
 - D. Failure, refusal or inability to operate effectively or as directed during live fire operations at the Burn Building or other Academy training sites.
 - E. Failure, refusal or inability to operate effectively in the presence of heat, smoke, flame and other products of combustion.
 - F. Failure to attend, perform and operate effectively at all live fire training sessions.
 - G. Failure to successfully perform or show improvement in Physical Training Activities
2. Penalties in the form of "deficiency cards" and / or "deficiency points" will be assessed and accumulated, as outlined, for the disciplinary process. A deficiency card will equal one (1) deficiency point, unless otherwise stated.



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V. Recruit Firefighter Program Rules & Regulations, con't.

3. Throughout the program, recruits will be presented with information on a wide variety of subjects and topics. Prior to the formal presentations, recruits will be required to preview and familiarize themselves with specific subjects through “scheduled” reading and written homework assignments.
 - A. Homework assignments must be handed in as scheduled.
 - B. Recruits must achieve a minimum passing grade of 70% on all assigned homework.
 - C. Violations will result in the accumulation of one deficiency point for each offense.
4. After formal presentations and sufficient preparation time, recruits will be tested on comprehension and retention of their subject cognitive knowledge through quizzes and /or examinations.
 - A. Recruits must achieve a minimum passing grade of 70% on all class quizzes.
 - B. Violations will result in the accumulation of one deficiency point for each offense.
 - C. If a recruit is not maintaining a 70% average grade on Recruit Program quizzes, he / she will participate in a counseling session with a Recruit Program Coordinator.
5. Practical skills will be subject to evaluation at all times during the Recruit Firefighter Program. Recruits’ practical skill proficiencies will be evaluated as follows:
 - Unskilled – an inability to complete an evolution or skill station
 - Moderately skilled – performance meets the minimum standard, but with direction
 - Skilled – performance above the minimum standard with little direction
 - Highly skilled – thorough performance and understanding with no supervision
6. Once a recruit has successfully demonstrated and attained a grading score of “meets the standard” for an appropriate skill as outline in the Program “skill sheets” or appropriate reference, he / she will be subject to ongoing evaluation. At that point, failure by the recruit to adhere to, or correctly perform, the proper skills and techniques learned, will result in being assessed a “Major” or “Minor” Error WITH assigned deficiency points.



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V. Recruit Firefighter Program Rules & Regulations, con't.

7. "Major Errors" are those errors which are classified as an act or omission which does any of the following.

- Endangers the safety of personnel
- Impairs placing water on the fire
- Requires the assistance of another member of the crew for the evolution to be successful
- Causes total breakdown of the evolution due to lack of completion of key components or techniques.
- Results in undue loss of time.
- Results in the damage of equipment.

Committing a Major Error will result in the recruit being charged with five (5) deficiency points for each error.

8. "Minor Errors" are those acts or omissions that, while incorrect, will not:

- Impair the safety of personnel
- Prevent placing water on fire
- Prevent completion of the evolution

Committing a Minor Error will result in the recruit being charged with one (1) deficiency point for each error

9. Minor Errors deficiency points will not be charged against the recruit if, in the opinion of the instructor, and without the assistance from other recruits or instructors, discovers and corrects the mistake within the given time period.

10. Consultations required by the accumulation of deficiency points will occur as follows:

A. 10 points accumulated

- the recruit shall meet with a Recruit Program Coordinator

B. 30 points accumulated

- the recruit shall meet with a Recruit Program Coordinator, the Deputy Director of Training, the recruit's department Fire Chief or his designee.

C. 50 points accumulated

- the recruit shall meet with a Recruit Program Coordinator, the Deputy Director of Training, the Director of Training, the recruit's Fire Chief.



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11. Subjective evaluations will be made daily or as necessary by all instructors to monitor each recruit's performance. These evaluations made be positive and / or negative in nature. If a review of these evaluations indicates the need for realignment of the student's behavior or performance, all available methods will be utilized by the Academy to do so. For those with adverse reports, the subjective evaluations may be a contributing factor in prohibiting or denying graduation from the course.
12. All formal conversations and/or consultations pertaining to a recruit's performance shall occur and be documented for the following reasons:
 - Academic deficiency
 - Failure to comply with Rules and Regulations
 - Unacceptable level of deficiency points.

All documentation shall become a part of the recruits personnel file with a copy sent to the Chief of their respective Department.

13. Recruit evaluations will be conducted approximately every 4 to 5 weeks. Recruit evaluations will be sent to the recruit's Fire Chief. Recruits will be evaluated in the following categories:
 - Attendance
 - Appearance
 - Behavior
 - Leadership
 - Class participation
 - Attentiveness
 - Effort
 - Skill task competency
 - Class skills competency average

The following grading scale will be utilized for recruit evaluations:

- | | |
|---------------|-------------------------------|
| 1 – Poor | (unacceptable performance) |
| 2 – Fair | (meets minimum performance) |
| 3 – Good | (equal to normal performance) |
| 4 – Excellent | (exceptional performance) |



Commission on Fire Prevention and Control

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V. Recruit Firefighter Program Rules & Regulations, con't.

G. GENERAL RULES, STANDARDS, and REQUIREMENTS

1. Designated Administration Building classrooms and Fire Station shall be kept neat and orderly at all times. Chairs will be placed on top of tables at the end of the day. Recruits shall be responsible for the cleaning of these areas on a daily basis.
2. Upon completion of class or an exercise, all recruits shall assist in picking up the tools and equipment and returning them to their proper location.
3. Recruits shall at times be given special work details such as washing apparatus, washing and storing hose, loading hose onto fire apparatus, and other jobs as the Program Coordinator or Lead Instructor deems necessary.
4. Recruits shall conduct themselves in a professional manner at all times (both at the Academy as well as while wearing CFA logo garments).
5. Recruits shall be respectful and courteous to each other, the staff and all other visitors. (Respect for authority shall be demonstrated at all times.)
6. Recruits shall greet whom they come in contact with as "sir." "ma'am," or by their rank or title. Whenever an officer or an instructor enters the classroom, fire station, etc., recruits are to immediately stand at attention. Recruits are to remain standing until acknowledge.
7. Class will be conducted in a formal, no-nonsense type atmosphere, horseplay will not be tolerated.
8. Smoking or the use of "smokeless" tobacco products during scheduled class hours is prohibited. Those who choose to smoke may only do so during non-class times, and only in the designated smoking areas of the Academy.
9. Lunch and break schedules will be set by the Training Coordinator or Lead Instructor on a daily basis. Recruits must report back to class on time. All offenses will be documented.
10. Possession or drinking of alcoholic beverages, or the possession or use of non-prescription drugs **WILL NOT** be permitted on State of Connecticut property or in vehicles parked on Academy grounds.
11. Prescription drugs will be declared through the Program Coordinator on the "Recruit Medical Information Form. Proof from a Physician may be required.



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V. Recruit Firefighter Program Rules & Regulations, con't.

12. Recruits may **NOT** leave the Academy grounds during work hours, or lunch break without the permission of the Program Coordinator and the written acknowledgement from their employer. Any recruit leaving without permission shall be considered Absent Without Leave (AWOL) and shall be subject to disciplinary action or dismissal.
13. All injuries, no matter how slight, shall be reported immediately to the Program Coordinator or Lead Instructor. The recruit's respective department will be notified by the Academy. All required paperwork shall be filled out by the injured recruit and the Program Coordinator or the Lead Instructor in a timely manner.
14. Student parking is available in the rear of the Administration Building. Recruits will not, for any reason enter or remain proximate to private vehicles during the training day, without the express permission of the Training Coordinator or Lead Instructor.
15. On commuting days to the Academy, recruits shall report any sickness or absence to the Duty Officer or notify the Academy by 8:00 AM at 627-6363 extension 242, or press -0- for the operator. Recruits must also notify the Chief of shift officer of their respective department.
16. Public telephones are available for personal calls in the entrance way to the administration building (2) and the fire station (1).
17. In case of an emergency, Recruits can be reached at 627-6363, or toll free at 1-877-528-3473. The Duty Officer will answer in the evening hours, or press -0- for the operator.
18. Food and beverages are not permitted in any of the classrooms. Gum chewing is not allowed anywhere, or at any time, on Academy grounds.
19. During breaks from class, recruits are allowed to use restrooms, library, or the cafeteria. Hallways and the lobby area are not to be used to lounge and congregate. Recruits are to remain quiet at all times while passing through the hallways.
20. There shall be no use of the swimming pool without the permission of a Program Coordinator or the Duty Officer.
21. The use of profane language will not be tolerated in the class room or on the training grounds. No obscene or offensive literature shall be brought into the Academy or its training grounds.



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V. Recruit Firefighter Program Rules & Regulations, con't.

22. All recruits are required to inform the Training Coordinator of any physical infirmities that they have on their first day of class, or any time following.
23. Recruits will travel to the right side of any corridor, or traversing up or down any stairway, while walking within the Administration building for any reason.
24. Recruits will walk in a manner reflective of "Military Discipline", making square corners whenever walking in corridors or while on the training grounds.
25. Recruits will march in class formation to and from the Administration building. The Platoon Leader may move at double time when necessary.
26. Recruits shall move as a squad on the drill ground in single line formation with a sense of purpose and urgency when moving from location to location.
27. Recruits will rest on one knee when allowed to take a break or waiting between outside evolutions.
28. Cell phones, pagers, or blackberries are not allowed in the classroom or out on the training grounds at any time or for any reason.
29. Physical Training is a requirement of ALL recruits. A Physician's note is required for exemption from PT. The recruit's Fire Chief will be notified.
30. There shall be **NO** fraternization with Academy instructors during on or off duty hours while class is in session until graduation day.
31. Recruits are reminded that while "off-duty", they represent their Fire Department and the Connecticut Fire Academy. While in public, proper conduct, behavior, and professionalism is required.
32. In the event of a Line of Duty Death occurs while class is in session, recruits will be expected to attend as a Class representing the Connecticut Fire Academy to pay respects.
33. Fire drills will be held periodically as determined by the CFA. All recruits will participate and act accordingly per evacuation plans.
34. Visitors are **NOT ALLOWED** in the lodging rooms without the knowledge and consent of the Program Coordinator or Duty Officer.
35. Dormitory rooms for recruits are for sleeping and private study **ONLY**. Any time two or more individuals are in a dormitory room, of which one is NOT assigned, the door to the hallway **WILL** be left open.



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V. Recruit Firefighter Program Rules & Regulations, con't.

36. While on campus, any sexual activity, consensual or not, is strictly prohibited.
37. The Connecticut Fire Academy reserves the right to inspect recruit rooms periodically for cleanliness, order, and possible contraband. Canines may be used to inspect rooms as requested by the CFA. In the event that illegal items are found, the Connecticut State Police will be notified.
38. The Connecticut Fire Academy reserves the right to inspect the Academy grounds and vehicles parked within the CFA borders periodically for possible contraband. Canines may be used to inspect rooms as requested by the CFA. In the event that illegal items are found, the Connecticut State Police will be notified.
39. Use of computers provided in the Student Lounge is subject to the same rules and regulations as any other State agency or facility. Computers are monitored by the Department of Information Technology and subject to periodic inspection and enforcement. Abuse of improper materials and use of computers is subject to dismissal and possible criminal charges.

Failure to abide by these rules and regulations, or disobeying any orders given by the Instructors, could be reason for dismissal.

Jeffrey J. Morrissette

State Fire Administrator



Commission on Fire Prevention and Control

Connecticut Fire Academy Recruit Firefighter Program

VI. Dismissal and Appeal Process

Dismissal:

A recruit trainee may be dismissed for disciplinary action that constitutes a violation of the Recruit Firefighter Training Program Rules and Regulations or for failing to perform in accordance to said rules as approved by the State Fire Administrator and the Commission of Fire Prevention and Control.

A dismissal may be recommended by the Recruit Program Coordinator in writing to the Director of Training who shall notify the recruit's respective department chief. At this time, the Director of Training will conduct a thorough investigation of the cause for dismissal.

The Director of Training shall inform the recruit trainee of his decision in writing within three (3) working days after the investigation has been completed. If the Director of Training rules that the Program Coordinator's recommendation for dismissal is not justified, the recruit trainee will be allowed to continue in the program. A copy of the Director's decision shall be forwarded to the recruit's respective department chief.

Appeal:

Step 1: If the recruit feels that he/she was treated unfairly, he/she may appeal the decision to the State Fire Administrator in writing within five (5) working days of the Director of Training decision. The State Fire Administrator shall arrange for a hearing within ten (10) working days after receipt of the appeal. The Hearing Board shall consist of the State Fire Administrator, and two (2) Certified Fire Service Instructors who are not part of the training staff for said recruit class. The State Fire Administrator shall notify the recruit of the Hearing Board's decision in writing within three (3) working days of the hearing. If the Hearing Board rules that the Director of Training's ruling is not justified for dismissal, the recruit trainee will be allowed to re-enter the program at the next available class and all infraction will be removed from his/her files. A copy of the Hearing Board's decision shall be forwarded to the recruit's respective department chief.



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Recruit Firefighter Program

VI. Dismissal and Appeal Process, con't.

Step 2: If the recruit is not satisfied with the Hearing Board's decision, he/she may further appeal to the commission on Fire Prevention and Control with five (5) working days of the Hearing Board's decision. The Commission shall schedule the appeal as an item on the agenda of the enter of the next regular Commission meeting after receipt of the appeal. The Commission shall notify the recruit of its decision in writing within five (5) working days of he meeting. The decision of the Commission shall be final. If the Commission rules that the Hearing Board's ruling is not justified for dismissal, the recruit trainee will be allowed to re-enter the next class program at the next available class and all infractions will be removed from his/her files. A copy of the Commission's decision shall be forwarded to the recruit's respective department chief.

Jeffrey J. Morrissette

State Fire Administrator



Commission on Fire Prevention and Control

Connecticut Fire Academy Recruit Firefighter Program

VII. Agreement of Understanding

Connecticut Fire Academy Recruit Training Program

I have read and fully understand the Connecticut Fire Academy Conduct Policy and all of the Rules and Regulations pertaining to the Recruit Training Program, including the requirements for wearing full protective clothing.

Recruit's Name (print):

Recruit's Signature:

Date:

Recruit's Fire Department:



TO: Recruit Firefighter Candidates

FROM: William DeFord, *Physical Training Instructor*

SUBJECT: Physical Fitness Training

Dear Recruit:

In a few short weeks your recruit training will begin. This letter is intended to serve as a reminder that an important component of your academy training, and essentially your entire fire service career, will include firefighter physical fitness. With that said, it would serve you well to begin to prepare for our fitness program, if you are not already doing so. Below we have included a general overview of what you can expect, and the very basics of how you might want to prepare.

The Connecticut Fire Academy's Fitness Program has evolved since 1994 and provides recruits with the opportunity to work within all of the known components of physical fitness. There will be an introductory classroom session on the first day, and then regular fitness training on all of the other academy training days. During the first week, mid term, and final week there will be assessment days conducted to measure levels of fitness at those stages. On all other days the program will follow a set routine that includes muscular strength and endurance training on Mondays and Thursdays, cardio respiratory training on Tuesdays and Fridays, and aquatic training on Wednesdays (work in the pool). We include stretching on all days, and we also regularly include running sessions up through the five-story training tower. Although the progressive program is largely set prior to the start of the recruit class, our experienced instructors have a variety of options they will use to meet the objectives for the class on any given day or week.

In order to prepare for the physical fitness program, your training should at least include jogging, all forms of calisthenics, and stretching. Because we are limited to running on an asphalt surface, early preparation with the running will help your body to adjust to the impact of our running program. Any work running up flights of stairs will also help with your fitness level and any adjustments to the tower runs. With the calisthenics, you should focus on abdominal crunches, lower back exercises (dead bugs or superman's), push-ups, pull-ups, squats, lunges, and calf-raises. At a minimum, you should be accustomed to running up to two miles a couple of times per week, and you should be conditioned to perform the calisthenics two times per week prior to the start of your academy training.

To conclude, welcome to the best profession in the world. Please accept this advice to prepare for your physical fitness training, as we look forward to meeting you in Recruit Class.



Flashover Survival and Live Fire Training Safety Guidelines and Precautions

The following guidelines regarding training in the FLASHOVER SIMULATOR and LIVE FIRE have been carefully thought out. They are for one reason only, to insure your safety and well being! Take the time and effort to follow them carefully.

1. Good hydration is imperative because of the heat, and body fluid loss that you experience while training. Drink plenty of fluids, starting the day before the exercise, and continue to replace your body losses throughout the day of training. Water and Gator Aid will be available during the flashover training.
2. In addition to staying well hydrated, your health should be very good. If you are suffering from a cold or other infection such as the flu, do not enter the simulator. These minor discomforts of every day life can be very dangerous when your body is put under the additional heat stress. It has been shown that a respiratory infection can lead to heart damage or worse if ignored. No one with sunburn should participate in flashover training.
3. Because it is difficult to talk and be understood while using a SCBA, talking should be kept to a minimum so that everyone will be able to hear. Should anyone need to leave the container during the exercise, it is imperative that one of the instructors is notified and that upon exiting a low position must be maintained. No standing erect will be allowed during live fire training. Discipline is imperative and essential to the training and to prevent injuries.
4. Students will be confined to the flashover container for approximately 20 to 30 minutes. During this time several flashovers will occur and the student will be subjected to intense radiant heat. All of your protective clothing must be in good condition. They should not be too tight – allow for additional layers beneath your normal equipment. Allow for a T-shirt and a long sleeve sweatshirt, and a pair of cotton long johns or sweat pants for your legs. Shorts alone will not be permitted. Helmet shields should be removed, because they may discolor and have a tendency to melt down. No polycarbonate helmets are to be worn inside the simulator.

Protective hoods are mandatory. No bare skin should be showing when you enter the flashover container. Cold weather hoods and ear flaps attached to helmets do not provide adequate protection. No one will be allowed in the container without full protective clothing. Everyone entering the flashover container will be inspected by the Safety Officer. Live Fire participants will be inspected prior to the start of the burn evolutions.

5. Breathing apparatus shall be worn at all times during a burn. It is also important that the firefighter on the back up line be in full protective clothing, including SCBA with facepiece donned, regulator does not have to be connected to facepiece. Two reasons exist; one to insure a rapid entry if needed, and two, if needed, to protect the respiratory tract from stray smoke.



6. During training, the nozzle and hose should always be kept clear. Be sure that no one is standing on or blocking free movement of the nozzle and hose line. All lines must be charged and purged of air before starting the exercise. A backup line is mandatory, as is a separate water source for that line.
7. After flashover and live fire training, it is important that you wash up before eating. Ingestion is a common route into the body for contaminants.
8. After completion of flashover and live fire training, you need to wash the under garments you have been wearing. This will help keep your skin absorption of any contaminants to a minimum.
9. Wash your protective clothing and all contaminated clothing. If you have areas of your protective clothing that have especially heavy build up of grime, pre-treat the area with liquid Spray & Wash, liquid Shout, liquid Tide or liquid dishwashing detergent, then wash using the laundry detergent supplied to the station. Do not use chlorine bleach on protective clothing.

These are guidelines are used in conjunction with the Connecticut Fire Academy's Live Fire Burn Policy.