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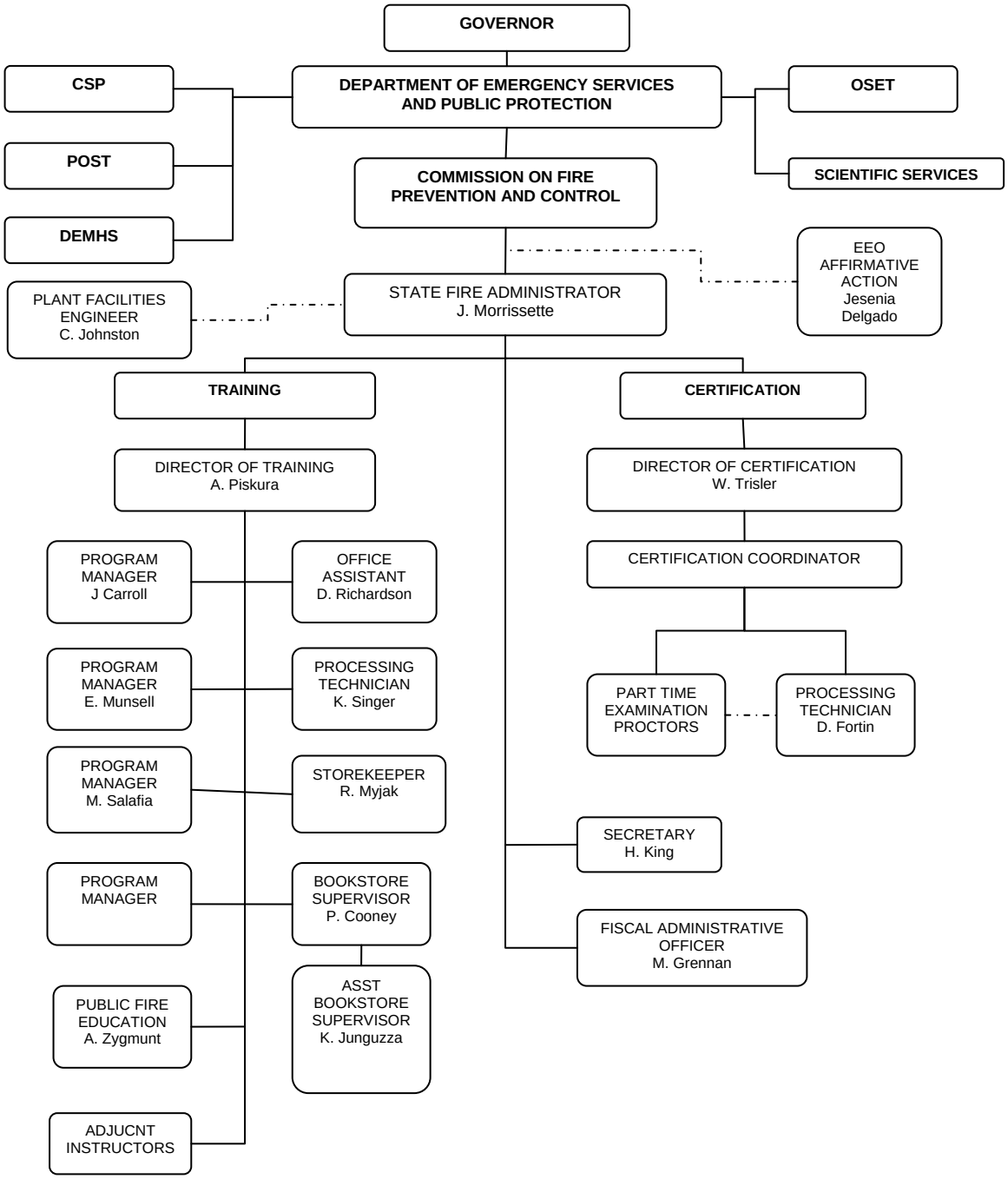
I. Connecticut Fire Academy Organization Table



II. EQUAL OPPORTUNITY

A. Non-Discrimination Policy

1. The Connecticut Fire Academy is committed to providing a learning atmosphere free from discrimination and harassment. Our mission success depends on it. Fire Academy staff and students deserve nothing less. The Connecticut Fire Academy does not discriminate on the basis of age, ancestry, color, learning disability, race, religion, sex, sexual orientation, physical disability, marital status, parental status, political affiliation, engagement in any protected EEO activity, or any other basis protected by law.

B. Sexual Harassment

1. The Connecticut Fire Academy (CFA) is committed to providing its students with a positive educational environment in which to learn. Sexual harassment is a form of employment discrimination and unlawful under Title VII of the Civil Rights Act of 1964, 42 US Code §2000e et. seq., as amended, as well as Connecticut General Statutes §46a-60(8). This form of employment discrimination is a serious violation of an individual's rights and our institutional values. Sexual harassment of any sort will not be tolerated at CFA.

   Any student who feels that he or she has experienced or is experiencing any form of sexual harassment is strongly encouraged to report the incident(s) to either a CFA Program Manager, or the Department of Emergency Services and Public Protection (DESPP) Human Resource Unit and/or the Equal Employment Opportunity (EEO)/Affirmative Action (AA) Office so that the incident(s) may be investigated pursuant to the DESPP EEO Policy Statement and §4.1.4 of the Administration & Operations (A&O) Manual.

   All reported matters brought to the attention of CFA staff will be forwarded to the department's EEO/AA Office to respond to and investigate all claims of sexual harassment, and appropriately sanction such behavior. Sexual harassment can be committed by both men and woman against both men and women. It can occur between members of the opposite sex or between members of the same sex. It can occur between students, between students and faculty, between students and staff members, between faculty and staff members, between faculty, and between staff members. Some examples of sexual harassment include, but are not limited to:

- Repeated sexual advances, propositions and/or inappropriate and/or offensive comments;
- Engaging in sexual flirtation and/or physical touching without consent;
- Discussing sexual activities;
- Making a comment and/or spreading a rumor which embarrasses or demeans a person because of the individual's gender and/or sexual orientation;
- Making graphic and/or suggestive comments about an individual's body or physical appearance;
- Displaying sexually suggestive objects, pictures, cartoons or drawings;

- Threatening or insinuating, either explicitly or implicitly, that an employee's refusal to submit to sexual advances shall adversely affect the employee's continued employment, performance evaluation, wages, advancement, assigned duties, and/or any other privilege or condition of employment;
- Using unseemly gestures, crude and offensive language, sexually explicit jokes, sexually explicit photographs or drawings, and/or sexually degrading words to describe an individual; and
- Retaliation against a student and/or employee for reporting sexual harassment and/or participating in an EEO Investigation regarding sexual harassment, in accordance with the department's Anti-Retaliation Policy Statement.

2. If you believe you are being sexually harassed by anyone with a recognized connection to CFA or is a witness of sexual harassment by any person in connection with his/her employment or participation with the CFA, should bring the matter to the immediate attention of either CFA staff or to:

Jesenia Delgado, Equal Employment Opportunity Manager
or the assigned designee, Jewel White, EEO Specialist 1
Equal Employment Opportunity ("EEO")/Affirmative Action ("AA") Office
State of Connecticut Department of Emergency Services and Public Protection
1111 Country Club Road
Middletown, Connecticut 06457
(860) 685-8010
jesenia.minier-delgado@ct.gov

C. Fraternization Policy

1. Pursuant to DESPP/CFA Policy 01-06 Fraternization, no recruit will interact with an instructor or staff member in any manner while on duty or off duty in anything other than an educational basis. Recruits will not socialize with instructors to include the following guidelines:

   a. Drinking, dining or otherwise socializing together, in or out of the Academy (except for meals taken together outside the Academy during training days)

   b. Maintaining friendships, casual or otherwise

   c. Engaging in intimate, sexual, physical and /or romantic relationships

   d. Sharing living accommodations

2. Instances of pre-existing familial relationships shall be brought to the attention of the Program Manager and Director of Training.

3. No Recruit shall engage in any form of sexual activity with any department employee while on duty, or in any state facility, or while utilizing a state vehicle, or while at a training event or location.

III. 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)

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IV. 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.

V. SCHOLASTICS

A. ACADEMICS

1. All recruits will be required to meet the academic standards promulgated by the Commission on Fire Prevention and Control/Connecticut Fire Academy.

2. The recruit curriculum is based on the knowledge, skills, abilities and other characteristics deemed necessary for an entry-level firefighter to possess. A recruit's overall performance is based on professional demeanor, written examinations, written and practical assignments, and authentic assessment.

3. Written and practical examinations will be administered throughout training. Recruits will be required to complete each subject. Notice of specific requirements will be provided to recruits at the beginning of the course.

4. Recruits shall meet the minimum level of competency on all written and practical performance-based assessments.

5. If a recruit fails to demonstrate and maintain a satisfactory level of performance in any subject, he/she shall be placed on Academic Probation. If the recruit fails to improve to an acceptable level of performance after reasonable efforts have been made, the Director of Training will review the case for dismissal.

6. Dismissal form the Academy may be the result of any academic failure or skill/ task performance falling below minimum acceptable standards.

B. CHEATING/PLAGIARISM

1. The public expects firefighters to live up to an extremely high degree of honesty and fairness. In the same sense, recruits at the Connecticut Fire Academy are expected to have the utmost integrity in the performance of their academic and skill requirements of the academy program. The ability to make an accurate assessment of the capabilities of the recruits attending the Academy is a major objective the Academy staff. The academic and/or skill performance must be the recruits own.

2. **Cheating, plagiarism and/or conspiring with others to cheat, passing test information to others and falsely reporting academic grades or proficiency skill levels shall constitute a major infraction of Academy Rules and Regulations and may result in immediate dismissal from the Academy.** ***Allegations of cheating will result in the immediate suspension of all training awaiting a full investigation.***

C. EXAMINATIONS AND GRADING

1. After formal presentations and sufficient preparation time, recruits will be tested through written quizzes, performance testing or comprehensive examinations.

2. Make-up examinations

   a. The CFA will allow a recruit who fails to achieve a passing score for any graded subject a second opportunity to achieve a passing score on a similar, but different test(re-test). In addition, the CFA will allow a second opportunity to achieve a passing score on a performance test of a required skill.

D. PASSING GRADES

1. Minimum Grade Average

   a. Every recruit must maintain an academic grade point average (GPA) of 70% in every subject and a "Pass" in those areas designated as Pass/Fail in order to complete the Recruit Firefighter Training Program.

2. Overall Grade Average of 70% - but failing a subject

   a. A recruit that has an overall academic of 70% GPA, but who fails one or more subjects (except Physical Fitness), at the discretion of the Director of Training may be allowed to take part in graduation ceremonies and will not be issued a Recruit Certificate unless and until the failed course work is satisfactorily made up.

3. Overall grade average below 70%

   a. A recruit who receives an overall GPA below 70% will not be allowed to take part in graduation exercises. Make-up of the failing grade must be scheduled between the recruit, recruit's department, the Program Manager, and the Director of Training.

E. CLASS ASSIGNMENTS

1. Recruits are required to perform all class assignments and should not expect or anticipate any extensions of assignment deadlines.

2. Late homework assignments will result in the recruit being placed on Academic Probation.

F. FINAL CERTIFICATION EXAMINATIONS

1. All recruits who perform satisfactorily during all vehicle extrication classes will take a Vehicle Extrication Practical Certification Examination. A recruit that fails one skill station will be allowed one re-test on the failed station. In the event that a recruit fails to achieve a passing score on the certification examination, the recruit will re-take the entire Practical Examination.

2. Hazardous Materials Examination

   a. All recruits who achieve a passing grade on all Hazardous Materials classes will take a HAZMAT Practical Certification Examination. A recruit that fails one skill station will be allowed one re-test on the failed station. In the event that a recruit fails to achieve a passing score on the certification examination, the recruit will re-take the entire Practical Examination.

   b. All recruits who achieve a passing grade on the HAZMAT Practical Certification Examination will take a HAZMAT Written Certification Examination. In the event that a recruit fails to achieve a passing score on the certification examination, the recruit will be allowed one re-test, on a similar, but different certification examination.

3. Firefighter 1 and Firefighter 2 Examination

   a. All recruits who achieve passing grades on all academic-tested subjects, prove proficiency in all skill areas, achieve a passing grade on the Hazardous Materials Written Certification Examination, and the Vehicle Extrication Practical Examination will take a Firefighter 1 and 2 Practical Certification Examination. In the event that a recruit fails to achieve a passing score on the Practical Certification Examination, the recruit will be allowed one re-test in the area failed.

   b. All recruits who achieve passing grades on all academic-tested subjects, the Hazardous Materials Written Certification Examination, the Vehicle Extrication Practical Examination and the Firefighter 1 and 2 Practical Certification Examination will, prior to achieving Firefighter 1 and Firefighter 2 certification, take a final comprehensive Written Certification Examination. In the event that a recruit fails to achieve a passing score on the certification examination, the recruit will be allowed one re-test, on a similar, but different certification examination.

2. Any recruit who fails to achieve a passing grade in an academic tested subject will not be allowed to take the final comprehensive certification examination until the recruit achieves a passing score in the subject area.

G. GRADED AND PASS/FAIL SUBJECT AREAS

1. Graded subject areas are

   a. Firefighter Orientation
   b. Firefighter Safety and Health
   c. Fire Behavior
   d. Building Construction
   e. Firefighter Personal Protective Equipment
   f. Portable Fire Extinguishers
   g. Ropes and Knots
   h. Rescue and Extrication
   i. Forcible Entry
   j. Ground Ladders
   k. Ventilation
   l. Water Supply
   m. Fire Hose
   n. Fire Streams
   o. Fire Control
   p. Fire Detection, Alarm, and Suppression Systems
   q. Loss Control
   r. Protecting Fire Scene Evidence
   s. Fire Department Communications
   t. Fire Prevention and Public Education
   u. Rules and Regulations
   v. Ground Fires
   w. Elevator Rescue
   x. Utilities – Gas and Electric
   y. Calling the Mayday
   z. Confined Space
   aa. NFIRS and Basic Report Writing

2. Subject Areas graded as Pass/Fail

   a. Incident Command System
   b. Firefighter Safety and Survival
   c. Rapid Intervention
   d. Live Fire Suppression

H. SKILL PROFICIENCY

1. Firefighter Skill Proficiency will be documented as Pass/Fail.

   a. Instructors will document a skill failure on the appropriate skill sheet.

   b. Skill sheets will be maintained in the recruit's personal folder.

2. All recruits will prove proficiency in accordance with NFPA 1001 prior to taking the Firefighter 1 and Firefighter 2 Written Certification Exam.

3. Any recruit that fails to prove proficiency will be placed on Academic Probation.

I. NOTEBOOKS

1. Each recruit will be furnished a permanent binder in which notes and handouts must be placed. The amount of note taking may vary with each recruit, but should be adequate enough to satisfy CFA requirements.

2. Recruits shall keep *the Deficiency Card/Positive Comment Form,* notes and handouts together by subject in order to be able to study efficiently. **Recruits can expect their notebooks to be inspected periodically by staff.**

J. PHYSICAL FITNESS

1. Recruits will participate in daily physical fitness training.

2. Physical fitness evaluation will be conducted using Fitness Training Evaluation Charts from American College of Sports Medicine.

3. The following chart will be used:

PUSH-UPS (upper body muscular strength and endurance):

Age and Gender	15-19		20-29		30-39		40-49		50-59	
	M	F	M	F	M	F	M	F	M	F
Excellent	>39	>33	>36	>30	>30	>27	>22	>24	>21	>21
Above Average	29-38	25-32	29-35	21-29	22-29	20-26	17-21	15-23	13-20	11-20
Average	23-28	18-24	22-28	15-20	17-21	13-19	13-16	11-14	10-12	7-10
Below Average	18-22	12-17	17-21	10-14	12-16	8-12	10-12	5-10	7-9	2-6
Poor	<17	<11	<16	<9	<11	<7	<9	<4	<6	<1

CURL-UPS (abdominal muscular strength and endurance):

Age	20-29		30-39		40-49		50-59	
Gender	M	F	M	F	M	F	M	F
Percentile								
90	75	70	75	55	75	50	74	48
80	56	45	69	43	75	42	60	30
70	41	37	46	34	67	33	45	23
60	31	32	36	28	51	28	35	16
50	27	27	31	21	39	25	27	9
40	24	21	26	15	31	20	23	2
30	20	17	19	12	26	14	19	0
20	13	12	13	0	21	5	13	0
10	4	5	0	0	13	0	0	0

PULL-UPS (upper body muscular strength and endurance):

The chart is being researched and developed. At this time, the goal is to be able to perform a minimum of one pull-up, in full PPE and SCBA, after a moderately strenuous strength and endurance workout (simulating a self-rescue scenario). The top category for wildland firefighters, the smoke jumpers, includes a requirement to be able to do 7 pull-ups.

BODY COMPOSITION

General Body-fat Percentage Categories*:

Classification	Women	Men
Essential fat	10-13%	2-5%
Athletes	14-20%	6-13%
Fitness	21-24%	14-17%
Average	25-31%	18-24%
Obese	WW	WW

CARDIO (VO2 max) – A two-step process.

Step 1: MAXIMAL MET LEVEL BASED ON 1.5 MILE RUN TIME

Minutes/Seconds	0	10	20	30	40	50
7:00	22.44	21.95	21.47	21.00	20.54	20.10
8:00	19.67	19.24	18.83	18.43	18.04	17.67
9:00	17.30	16.94	16.59	16.25	15.92	15.60
10:00	15.28	14.98	14.69	14.40	14.12	13.85
11:00	13.59	13.33	13.08	12.84	12.61	12.38
12:00	12.16	11.95	11.74	11.54	11.34	11.15
13:00	10.96	10.78	10.61	10.44	10.27	10.11
14:00	9.95	9.80	9.65	9.50	9.36	9.22
15:00	9.08	8.95	8.82	8.69	8.56	8.44
16:00	8.31	8.19	8.07	7.95	7.83	7.72
17:00	7.60	7.48	7.37	7.25	7.13	7.02

This table is used to estimate VO2 max levels by multiplying the recorded metabolic equivalent value above by 3.5, and cross-referencing the normative charts below.

Step 2: AEROBIC SCORES (VO2 max. – maximum oxygen uptake)

Age/Male Category	20-29	30-39	40-49	50-59
Superior	≥ 49	≥ 48	≥ 45	≥ 42
Excellent	45-48	43-47	41-44	38-41
Good	42-44	40-42	38-40	35-37
Fair	38-41	36-39	34-37	31-34
Poor	≤ 37	≤ 35	≤ 33	≤ 30

Age/Female Category	20-29	30-39	40-49	50-59
Superior	≥ 42	≥ 40	≥ 37	≥ 33
Excellent	38-41	36-39	33-36	30-32
Good	35-37	33-35	31-32	28-29
Fair	32-34	30-32	28-30	25-27
Poor	≤ 31	≤ 29	≤ 27	≤ 24

TRUNK FLEXIBILITY:

Rating	% Rating	Age and Gender 18-25 M	18-25 W	26-35 M	26-35 W	36-45 M	36-45 W	46-55 M	46-55 W
Excellent	100	28	29	28	28	28	28	26	27
	95	23	24	22	24	22	23	20	22
	90	22	24	21	23	21	22	19	21
Good	85	21	22	19	22	19	21	18	20
	80	20	22	19	21	19	21	17	20
	75	20	22	19	21	18	20	16	19
Above Average	70	19	21	17	20	17	19	15	18
	65	18	20	17	20	17	19	15	18
	60	18	20	17	20	16	18	14	17
Average	55	17	19	16	19	15	17	13	16
	50	17	19	15	19	15	17	13	16
	45	16	19	15	18	15	17	12	16
Below Average	40	15	18	14	17	13	16	11	14
	35	15	18	14	17	13	16	11	14
	30	14	17	13	16	13	15	10	14
Poor	25	13	16	12	15	11	14	9	13
	20	13	16	11	15	11	14	9	12
	15	12	16	11	14	9	13	8	12
Very Poor	10	11	14	9	13	7	12	6	10
	5	9	12	7	12	5	10	4	8
	0	2	7	2	5	1	4	1	3

K. ACADEMIC PROBATION

1. Recruits are limited to three graded subject failures listed in the rules and regulation under "graded courses." Recruits are limited to maximum of one re-test of any subject failed.

   a. First subject failed will result in remediation, and retest, on a similar but different test. *Remediation will include extra study time, peer tutoring, and/or instructor tutoring.*

   b. Second subject failure (different subject) will result in remediation, retest, on a similar but different test, and placement on Academic Probation with Academic Probation Memorandum placed in the Recruit's permanent file and notification of the Recruit's department by the Program Manager.

   c. Third subject failure (different subject); the Program Manager will arrange for a meeting with the Recruit, a representative for the Recruit's Department and the Program Manager.

   d. Subsequent subject area failures may result in dismissal from the program at the discretion of the Director of Training. Pending the Director's decision, remediation, retest and written notification to the Department will occur.

2. The passing score on any make-up of a failing grade will be limited to 70% regardless of the actual passing score on the examination.

3. A recruit will be placed on Academic Probation upon the second homework failure.

4. Once paced on Academic Probation, recruits will remain on Academic Probation for the remainder of the class.

VI. PROGRESS REPORTS

1. Progress reports will be issued by the Academy three (3) times during the training process using Form CFA-R-1.

2. The original Progress Report will be distributed to the recruit's department. A copy shall be given to the recruit and a copy shall remain in the recruit's permanent file.

3. The recruit's Academics, Skill Proficiency, Professional Demeanor, and Physical Fitness Training scores will be depicted accordingly.

4. Subjective Observations.

a. Subjective evaluations will be made daily or as necessary by all instructors monitoring recruit conduct and performance and may be positive and/or negative in nature.

b. Instructors will use the Recruit Conduct Rubric (CFA-R-1a) and the worksheet (CFA-R-1b) when documenting the observation.

c. The average of all Subjective Observations will result in the grade awarded on the Recruit Progress Report under "Professional Demeanor."

VII. CONDUCT

A. This section supersedes the rules and regulations of a recruit's fire department / employer as it relates to conduct on the property of the Connecticut Fire Academy and 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. This section does not release the recruit from their personal responsibility to their respective Department's code of Conduct.

B. Whether on duty or off duty, recruits are expected to conduct themselves in a courteous manner, keeping in mind the proper conduct expected of fire service personnel. While it is impossible to list all potential acts of misconduct, recruits should bear in mind that they represent this Academy and their Department and all serious breaches of accepted conduct may result in disciplinary action to include dismissal from this Academy.

C. Zero Tolerance Offenses - Major Infractions

1. The following are considered major offenses and a violation of which may result in immediate dismissal from the Academy.

a. Sexual Contact/Conduct

i. The integrity and moral character of the recruits attending the CFA must remain above reproach. Therefore, sexual conduct or sexual activity of any type on Academy grounds, in any Academy building or during Academy activities is strictly prohibited.

b. Harassment

i. The CFA is committed to providing a work environment in which all people are treated with respect and dignity. CFA strictly prohibits sexual harassment and harassment based on all protected classes including race, religion, age, sex, marital status, national origin, ancestry, disability and sexual orientation.

Accordingly, recruits are covered by and subject to the CFA anti-harassment policy.

c. Hazing

i. The practice of playing abusive or humiliating tricks on another recruit is prohibited. Recruits will not tolerate hazing, or those who do, and will report such matters to the Program Manager immediately.

d. Dishonesty

i. Veracity/truthfulness is a crucial element in the fire service. Recruits will be truthful at all times. Recruits will not tolerate lying, or those who do, and will report matters through the chain of command.

ii. Cheating/Plagiarism as defined in IV.B.1.

e. Fighting

i. Fighting is strictly prohibited

f. Alcoholic Beverages and Narcotics

i. The possession or use of intoxicants, alcoholic beverages, narcotics, controlled substances, or restricted substances in the building or on Academy grounds, including within a recruit's privately owned or assigned vehicle is strictly prohibited.

g. Possession of 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 is strictly prohibited.

D. Recruits attending the Academy shall observe the following rules and regulations:

1. The commission of acts harmful or potentially dangerous to others is prohibited.

2. Willful misconduct, abusive or obscene language, harassment, violence or excessively noisy behavior at the Academy is prohibited.

3. Recruits shall comply with official signs of a prohibitory, regulatory, or directory nature and with the direction of authorized individuals.

4. Parking without authority, parking in unauthorized locations or parking contrary to the direction of posted signs is prohibited.

5. 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.

6. Operating a motor vehicle while under the influence of alcoholic beverages or any illegal drug(s) is prohibited.

7. 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.

8. Falsification, alteration, or misuse of Connecticut Fire Academy documents, records or identification cards is prohibited.

9. Loitering, disorderly conduct, or other conduct at the Academy which creates unusual noise constituting a nuisance; which unreasonably obstructs 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 programs; or which prevents the general public from obtaining the services provided on the property in a timely manner is prohibited.

10. Posting or affixing materials, such as pamphlets, handbills, or flyers, on other than designated areas (bulletin boards) is prohibited.

11. 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.

12. 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.

13. The duplication of video material, audio material, or printed material is prohibited.

E. Criminal Misconduct

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

VIII. DISCIPLINE

A. Major Infractions

1. Any recruit who is arrested or who violates any Connecticut State Statute on the grounds of the Academy may be immediately dismissed from the Academy.

2. Any recruit who is dismissed from his/her Department will also be dismissed from the Academy.

3. Any recruit who commits a Major Infraction of the Rules and Regulations will be placed on suspension and may be dismissed from the Academy.

4. All Major Infractions will be recorded using a Recruit Observation Report (ROR) (CFA-R-2).

B. Mid-Level Infractions

1. Mid-level infractions of the Rules and Regulations will be documented on the Recruit's Deficiency Card (D-Card) by the staff member observing the violation. *A Mid*-level infraction will result in a Program Manager's letter of reprimand sent to the Recruit, notification of the Director of Training, and a copy to the head of the employing agency. The third such letter of reprimand may result in dismissal from the Academy.

2. The Program Manager will record a Mid-level Offense on an ROR.

   a. The ROR will be reviewed with the Recruit by the Program Manager. The ROR will be signed by both the Program Manager and the Recruit. The Program Manager may ask for the Recruit to complete an Explanatory Memorandum (CFA-R-3) in response to the ROR.

   b. All ROR and Explanatory Memorandums will be placed in the Recruit's permanent record.

   c. The Program Manager will contact the Recruit's Department regarding all RORs.

C. Minor offenses of the rules and regulations shall be recorded on the Recruit's D-Card, and reported to the Program Manager by the Recruit. Points will be awarded as follows:

1. A first violation of a rule or regulation shall result in an oral warning (O/W). The oral warning shall be recorded on the D-Card indicating the date of the violation, the reason for the O/W and the name of the instructor giving the O/W. The instructor shall award zero (0) points for an O/W.

2. A second violation of the same rule or regulation shall result in a one (1)-point deficiency being recorded on the Recruit's D-Card. The recording information will be the same as for the O/W. The instructor may ask the recruit to submit an Explanatory Memorandum regarding the reason for the violation.

   i. All D-Cards and Explanatory Memorandums become part of the recruit's permanent record.

3. Once a recruit receives three D-Cards, the recruit will meet with the Program Manager. The Program Manager will complete a letter of counseling and notify the recruit's Department.

4. The subsequent issuance of another D-Card will result in the Program Manager meeting with the recruit and completing a letter of counseling, notifying the recruit's Department and arranging a meeting between the recruit, a representative from the recruit's Department, the Program Manager and other staff as deemed appropriate.

5. Continued violations of the Rules and Regulations may result in dismissal from the Academy.

D. Positive Comments may be recorded by Instructors on the Positive Comment Form to be considered during evaluation preparation and end of class awards.

IX. Dismissal and Appeal Process

A. Dismissal:

1. 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 on Fire Prevention and Control.

2. A dismissal may be recommended by the Program Manager 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.

3. 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 Manager'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.

B. Appeal:

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) Adjunct Instructors that are not part of the training staff for said recruit class, nor affiliated with the recruit's department or a regional fire school, one (1) Program Manager, one (1) representative from the Certification Division, and one (1) member of EEO/AA office to serve as an advisor to the Board. 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 in the next available class and all infractions will be removed from his/her file. A copy of the Hearing Board's decision shall be forwarded to the recruit's respective department chief.

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. After receipt of the appeal, the Commission shall schedule a special meeting to hear the appeal or schedule the appeal as an item on the agenda of the next regular Commission meeting. The Commission shall notify the recruit of its decision in writing within five (5) working days of the 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 program in the next available class and all infractions will be removed from his/her file. A copy of the Commission's decision shall be forwarded to the recruit's respective department chief.

X. CHAIN OF COMMAND

A. The effective and 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
2. Recruit's Squad Leader
3. Recruit Platoon Leader
4. Academy Adjunct Instructors
   a. Evening Duty Officer (when applicable)
5. Recruit Program Coordinator
6. Connecticut Fire Academy Program Manager
7. Director of Training
8. State Fire Administrator
9. Commission on Fire Prevention and Control
10. Department of Emergency Service and Public Protection

B. 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.

XI. RECRUIT ACCOUNTABILITY

A. Each recruit will be issued a Recruit Firefighter Training Program "accountability tag." The purpose of the accountability tag is firefighter safety and to reinforce the importance of its habitual use and proper utilization during recruit program training activities and during fire department emergency scene operations.

B. 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.

C. 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.

D. The loss of, or failure to use the accountability tag, may constitute a minor infraction.

XII. ROLL CALL, ATTENDANCE AND CURFEW

A. Roll Call

1. Roll call will be held each scheduled training day at 0800 hrs. in the Fire Station, or designated area, prior to conducting physical training (PT), unless otherwise directed.

   a. The platoon leader will assemble the recruits by squads, in proper PT clothing and with all necessary PT equipment at their side.

   b. All recruits will attend PT 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.

   c. PT is a requirement of ALL recruits. A note from an attending medical physician is required for exemption from PT. The recruit's Department will be notified.

   d. All injured recruits shall perform all exercises that do no aggravate the injuries. When possible, each injured recruit shall be assigned other exercises to compensate for the inability to perform specific exercises.

B. Attendance

1. Prior to the start of 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.

2. Recruits 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.

3. Recruits will make-up missed material during off hours with the Duty Officer or other arrangements made through a Program Coordinator.

C. Curfew

1. A **2130 hrs** curfew shall be in effect for all recruits lodging at the Connecticut Fire Academy, at which time the Duty Officer shall hold roll call.

   a. Recruits will be required to sign an attendance roster.

   b. Recruits will stand by their assigned room door and wait for the Duty Officer to make rounds with the sign-in sheet.

2. Any recruit reporting for curfew, who appears NOT fit-for-duty, including but not limited to, the ability to safely exit 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, and reported to their Department Chief.

3. 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.

4. If a Recruit is late reporting to morning, afternoon, or evening roll call, or evening curfew, it will be documented on the Recruit's Demerit Card and the recruit will submit an Explanatory Memorandum to the Program Manager via the Recruit Program Coordinator.

5. Absences will be recorded on the roster and reported to the Program Manager, the Director of Training, and the recruit's respective Chief of Department. Absences will be considered a major infraction.

6. Repeated offences may be cause for dismissal from the Academy.

XIII. PERSONAL APPEARANCE AND GROOMING

A. Personal preferences in clothing, jewelry, hairstyles and personal hygiene will not be allowed to interfere with safety.

B. 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.

1. Beards, mustaches or facial hair, which may impair the safety of the student or the proper operation of self-contained breathing apparatus, are not permitted. (OSHA 29 CFR 1910.134).

C. No recruit will be allowed to commence growing a mustache while in the program.

D. Recruits will be required to keep proper personal and dental hygiene and shall be neat and clean at all times.

E. Facial make-up of any type is prohibited.

F. Fingernails are to be kept no more than ¼" in length. Any type, or color, of fingernail or toe nail polish is not permitted.

G. Jewelry is not allowed. This includes earrings, ear studs, body piercings, finger rings (other than wedding rings), necklaces, and bracelets.

H. 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.

XIV. UNIFORMS

A. Recruit classroom uniforms shall consist of their fire department's dark blue work pants, black belt, black tie shoes, and Academy issued red recruit T-shirt or sweatshirt. Shoes shall be clean and shined as needed.

1. Shirts will be worn with shirttail neatly tucked into the waistband of the pants

2. Pants will be worn at the waist

B. Recruits shall maintain the equivalent of their respective department's "Class B" type uniform shirt, which would be comprised of a collared fire department shirt with badge, or polo-type shirt identified by the department patch or embroidery, for special academy functions, and Recruit graduation.

C. Recruit PT uniform will consist of the appropriate Academy issued red T-shirt or sweatshirt with the Academy issued shorts or sweat pants

1. PT shirts will be worn with the shirttail tucked into the waistband of the PT shorts

2. Sweatpants, when worn, will be worn with both legs fully extended

3. Athletic shoes will be worn with laces tied

D. 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.

E. 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.

F. 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.

G. Recruit identification numbers shall be attached to the front and rear of the recruit fire helmet.

XV. PERSONAL PROTECTIVE EQUIPMENT

A. All recruits are required to have with then each day the following personal protective equipment (PPE):

1. NFPA compliant turnout coat

2. NFPA compliant helmet

3. NFPA compliant turnout pants

4. NFPA compliant structural boots or footwear

5. NFPA compliant firefighter gloves

6. NFPA/NIOSH approved positive pressure self contained breathing apparatus (SCBA) with TWO spare cylinders

7. NFPA compliant firefighter hood

8. Safety glasses or goggles meeting ANSI standards

9. Work Gloves

10. Hearing protection meeting ANSI standards (recommended).

B. Recruits are required to wear all protective clothing during all practical exercises.

1. Recruit Coordinator or Lead Instructor may at times, allow recruits to modify protective clothing for weather conditions.

C. 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.

D. Personal protective equipment shall NOT be worn in the Administration Building at any time.

E. 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.

F. Recruit are required to have 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. Proper and constant hydration by recruits is critical for the recruit's health and well-being.

G. 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.

H. It is the sole responsibility of each recruit to secure his/her assigned gear locker 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.

XVI. GENERAL RULES AND REQUIREMENTS

A. Designated Administration Building classrooms and Fire Station shall be kept neat and orderly at all times. Chairs will be adjusted into proper positions at the end of the day. Recruits shall be responsible for the cleaning of these areas on a daily basis.

B. Upon completion of a class or an exercise, all recruits shall pick up the tools and equipment and return them to their proper location.

C. 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 Recruit Coordinator or Lead Instructor deems necessary.

D. Recruits shall greet all staff with "sir", "ma'am," or by their rank or title.

E. Whenever an officer or an instructor enters the classroom, fire station, etc., recruits will be immediately called to "attention on deck!" Recruits are to remain standing until acknowledged.

F. Class will be conducted in a formal, no-nonsense type atmosphere. Horseplay will not be tolerated.

G. 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.

H. Lunch and break schedules will be set by the Recruit Coordinator or Lead Instructor on a daily basis.

I. Prescription drugs will be declared through the Recruit Coordinator on the *Recruit Medical Information Form*. Proof from a Physician may be required.

J. Recruits may **NOT** leave the Academy grounds during work hours, or lunch break without the permission of the Recruit Coordinator and the written acknowledgement from their employer. Any recruit leaving without permission shall be subject to disciplinary action or dismissal.

K. All injuries, no matter how slight, or illnesses, shall be reported immediately to the Recruit 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 Recruit Coordinator or the Lead Instructor in a timely manner.

L. Student parking area will be assigned. Recruits will not, for any reason enter or remain proximate to private vehicles during the training day, without the express permission of the Recruit Coordinator.

M. 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 or shift officer of their respective department.

N. Public telephones are available for personal calls in the entranceway to the administration building (2) and the fire station (1).

O. Food and beverages, other than water, are not permitted in any of the classrooms or auditorium. Gum chewing is not allowed anywhere, or at any time, on Academy grounds.

P. During breaks from class, recruits are allowed to use restrooms, library, or the cafeteria. Recruits will not congregate in hallways or the lobby area. Recruits are to remain quiet at all times while passing through the hallways.

Q. There shall be no use of the swimming pool without the permission of a Recruit Coordinator or the Duty Officer. No one shall be permitted in the pool without the use of the "buddy system".

R. The use of profane language will not be tolerated in the classroom or on the training grounds. No obscene or offensive literature shall be brought into the Academy or its training grounds.

S. When walking or traversing up or down any stairway within the Administration building, Recruits shall travel keeping the right side of their body toward the wall.

T. Recruits will walk in a manner reflective of "Military Discipline", making square corners whenever walking in corridors or while on the training grounds.

U. Recruits will march in class formation to and from the Administration building.

V. 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.

W. Recruits will rest on one knee, or both knees, when allowed to take a break or waiting between outside evolutions. Laying down or sitting down on the drill ground is not permitted.

X. Cell phones, pagers, blackberries, and cameras are not allowed in the classroom or out on the training grounds at any time.

Y. There shall be **NO** fraternization with Academy instructors during on or off duty.

1. Instructors may attend the after graduation party.

Z. In the event of a Line of Duty Death while class is in session; recruits will be expected to attend as a Class.

AA. Fire drills will be held periodically as determined by the CFA. All recruits will participate and act accordingly per evacuation plans.

BB. Visitors are **NOT ALLOWED** in the lodging rooms without the knowledge and consent of the Program Manager or Duty Officer.

CC. 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 shall be left open.

DD. The Connecticut Fire Academy reserves the right to inspect recruit rooms periodically for cleanliness and order, and to inspect the Academy grounds, lockers, and vehicles parked within the CFA borders periodically for possible contraband. Canines may be used for any and all inspections as requested by the CFA. In the event that illegal items are found, the Connecticut State Police will be notified.

EE. 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 Bureau of Enterprise Systems and Technology and are subject to periodic inspection and enforcement. Abuse of materials and use of computers is subject to dismissal and possible criminal charges.

Jeffrey J. Morrissette
State Fire Administrator

XVII. 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:

_____

Fire Department:

_____