



Department of Emergency Services and Public Protection
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 deportment 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 profession's 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



Department of Emergency Services and Public Protection
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Department of Emergency Services and Public Protection
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I. Connecticut Fire Academy Table of Organization

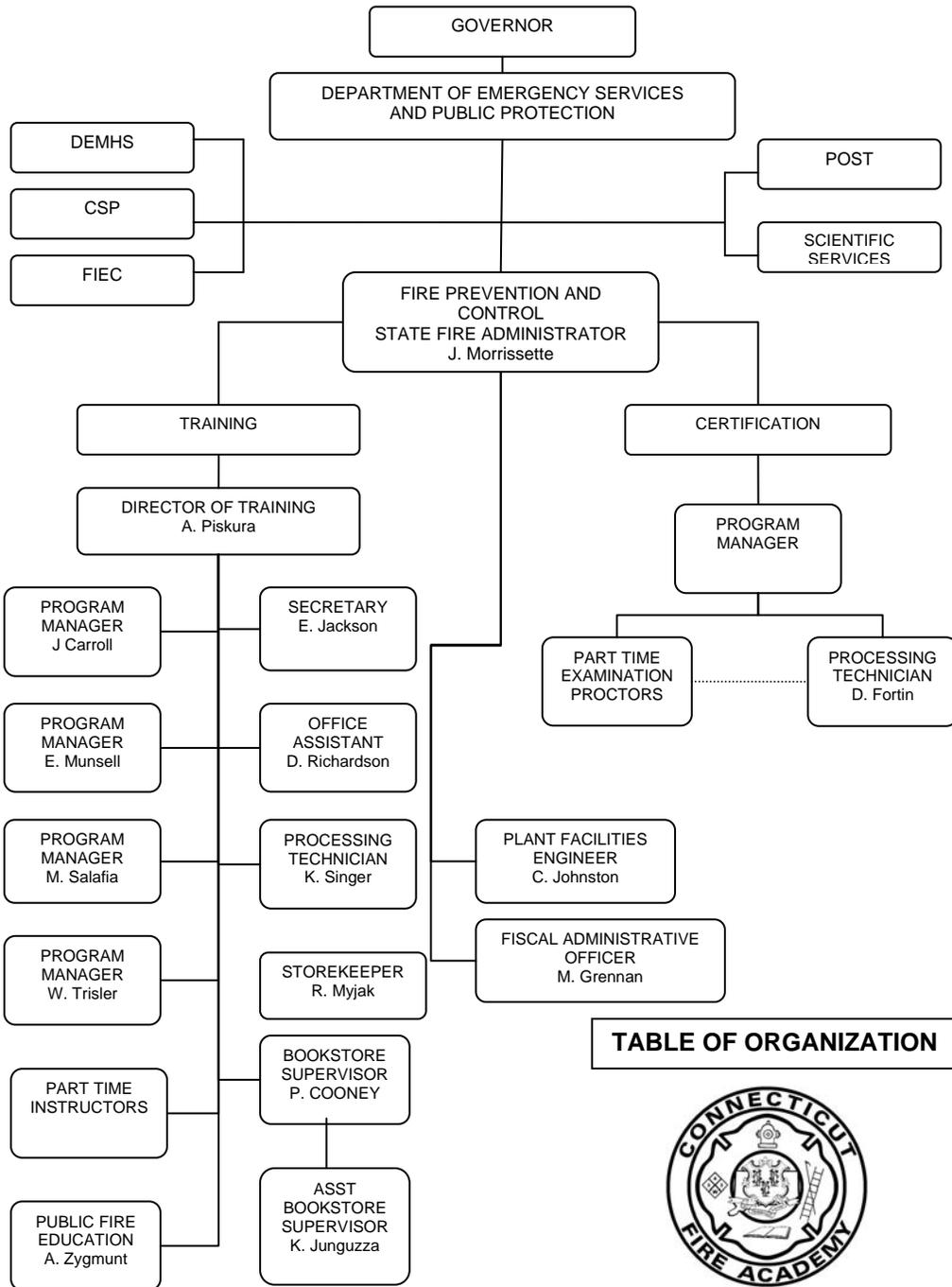


TABLE OF ORGANIZATION





Department of Emergency Services and Public Protection
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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)



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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.



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IV. Connecticut Fire Academy Conduct Policy

The purpose of this Policy is 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.



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IV. Connecticut Fire Academy Conduct Policy (continued)

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.
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 and videos may only be taken in classrooms, offices, and on the training ground with the consent and direction of the Lead Instructor or Program Coordinator. Photographs for advertising and 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 Division of State Police, Troop W, for investigation and disposition.



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V. Recruit Firefighter Program Rules & Regulations

A. CHAIN OF COMMAND

1. 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 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.



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V. Recruit Firefighter Program Rules & Regulations (continued)

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. 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.
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 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.
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.



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V. Recruit Firefighter Program Rules & Regulations (continued)

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, 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.
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 (continued)

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 classroom uniforms shall consist of their fire department’s dark blue work pants, black belt, black tie shoes, and Academy issued red T-shirt or sweatshirt. Shoes shall be clean and shined as needed.
2. Recruits shall also have 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. These uniform additions are to be worn for special academy functions, and Recruit graduation.
3. 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.
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 (continued)

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 (continued)

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, SCHOLASTIC REQUIREMENTS, and EVALUATIONS

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 (continued)

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. LATE homework shall be graded at a maximum of 75% of the actual attained grade, and will include the issuance of a deficiency card.
 - D. 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. All manner of skill, behavior, attitude, and deportment will be subject to evaluation at all times during the Recruit Firefighter Program using the following grading scale:
 - 5 – Excellent – Demonstrated performance or participation is at the highest level of competence or understanding, and error free. Recruit possesses outstanding qualities in all regards to the attribute being evaluated, and is worthy of superior merit.
 - 4 – Above Average – Demonstrated performance or participation is considered to be above the average degree of competence or understanding. Recruit is shown to be skillful, efficient, competent, and capable, and performs with minimum number of errors, none critical, and with limited supervision. There were few exceptions to expected behavior or performance, and all manner of appropriate good order and discipline were evident.
 - 3 – Average – Demonstrated performance or participation meets the minimum requirements, or minimum standard, of the performance objective, and represents satisfactory competence or understanding. There were no serious or critical errors, and few exceptions to expected behavior or performance. All manner of appropriate good order and discipline were evident, and recruit performed with limited supervision.



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V. Recruit Firefighter Program Rules & Regulations (continued)

2 – Below Average – Demonstrated performance or participation is inadequate, and is considered to be still emerging and limited. Performance is inconsistent in the attribute being evaluated, having only included a few of the elements required, and or to only a minimal degree of competence. Recruit requires supervision in most areas.

1 – Poor – Demonstrated performance or participation is unsatisfactory, deficient, and lacking, and would be considered poor by any measure. Recruit was largely unable to perform or conduct him or herself in the manner instructed and expected in most regards to the attribute being measured. Recruit repeatedly failed to adequately develop and include key elements, and missed critical steps or assignments in the noted area.

6. Once a recruit has successfully demonstrated and attained a grading score of “3”, or “meets the standard”, as outlined in the Program Evaluation documents, failure to correctly perform or demonstrate the proper skills, behaviors, and attributes previously learned will result in a “Major” or “Minor” Error WITH the corresponding deficiency points.
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.



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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 Error 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. “Documented Consultations” with CFA and / or Fire Department representatives shall be required with a progression of an accumulation of deficiency points as outlined below:

A. 5 points accumulated

– the recruit shall meet with Recruit Program Coordinators

B. 10 points accumulated

- the recruit shall meet with Recruit Program Coordinator, a representative of the Connecticut Fire Academy Training Division, and the recruit’s department Fire Chief or his designee.

C. 20 points accumulated

- the recruit shall meet with a Recruit Program Coordinator, a representative of the Connecticut Fire Academy Training Division, the Director of Training, the recruit’s Fire Chief.

11. Subjective evaluations will be made daily or as necessary by all instructors to monitor each recruit’s performance and behavior. These evaluations may 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.



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V. Recruit Firefighter Program Rules & Regulations (continued)

12. All formal conversations and/or consultations pertaining to a recruit's performance shall occur and be documented for the following reasons:

- Academic deficiency
- Skill deficiency
- Failure to comply with Rules and Regulations
- Unacceptable level of deficiency points
- Any circumstances deemed to be of a concern to the Recruit's success during the Recruit Firefighter Program and the Recruit's future transition into the fire service. All documentation shall become a part of the recruits personnel file with a copy sent to the Chief of their respective Department.

13. Cumulative formal Recruit evaluations will be conducted approximately every 4 to 7 weeks, and sent to the recruit's Fire Chief. These formal evaluations will include the following categories:

- Appearance - *recruit's outward presentation of oneself and uniform during class and drill hours*
- Cleanliness - *recruit's ability to care in keeping clean one's assigned dorm room and academy surroundings*
- Attendance - *recruit reporting on time as scheduled, expected, or designated*
- Behavior - *recruit conforming to CFA policies, Recruit Program Rules & Regulations, and enhancing professional image of the fire service*
- Attentiveness - *recruit's inclination to be focused and aware in the classroom and on the drill ground*
- Effort - *recruit's seriousness of purpose in their attempt to learn fire service topics and perform firefighting skills*
- Leadership (if applicable) - *recruit's ability to assist in organizing and motivating recruits for expected compliance and performance*
- Skill / task competency - *recruit's ability to perform and accomplish firefighting skills and tasks in comparison to minimum professional standards*

The same 5 – 1 grading scale will be utilized for recruit evaluations in the above defined categories.



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V. Recruit Firefighter Program Rules & Regulations (continued)

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 adjusted into proper positions at the end of the day. Recruits shall be responsible for the cleaning of these areas on a daily basis.
2. Upon completion of a 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 demonstrate proper conduct, behavior, and professionalism at all times. Manner of deportment should be considered to be of good order and discipline, and intended to enhance the professionalism of the fire service in every regard.
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 whomever 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 will be immediately called to "attention on deck!". 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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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 With Out Leave (AWOL) and shall be subject to disciplinary action or dismissal.
13. All injuries, no matter how slight, or illnesses, 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 or auditorium. 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. No one shall be permitted in the pool without the use of the "buddy system".
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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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. When walking or traversing up or down any stairway within the Administration building, Recruits shall travel keeping the right side of their body towards the wall.
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, 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.
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, unless with the expressed approval of a Program Coordinator.
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 (continued)

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 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.
38. 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



Department of Emergency Services and Public Protection
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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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VI. Dismissal and Appeal Process (continued)

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. After receipt of the appeal, the Commission shall 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 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



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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:
