Connecticut Fire Academy
Recruit Firefighter Program

Rules and Regulations

STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
CONNECTICUT FIRE ACADEMY
34 PERIMETER ROAD, WINDSOR LOCKS, CT 06096-1069
860-627-6363 877-5CT-FIRE
www.ct.gov/cfpc

Adopted February 13, 2013—Revised January 10, 2014

An Affirmative Action/Equal Employment Opportunity Employer

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

Document Submitted and Approved:

Date: _____

_____

Peter S. Carozza Jr.

Chairman – Commission of Fire Prevention and Control

_____

Jeffrey J. Morrisette

State Fire Administrator

_____

Adam D. Piskura

Director of Training

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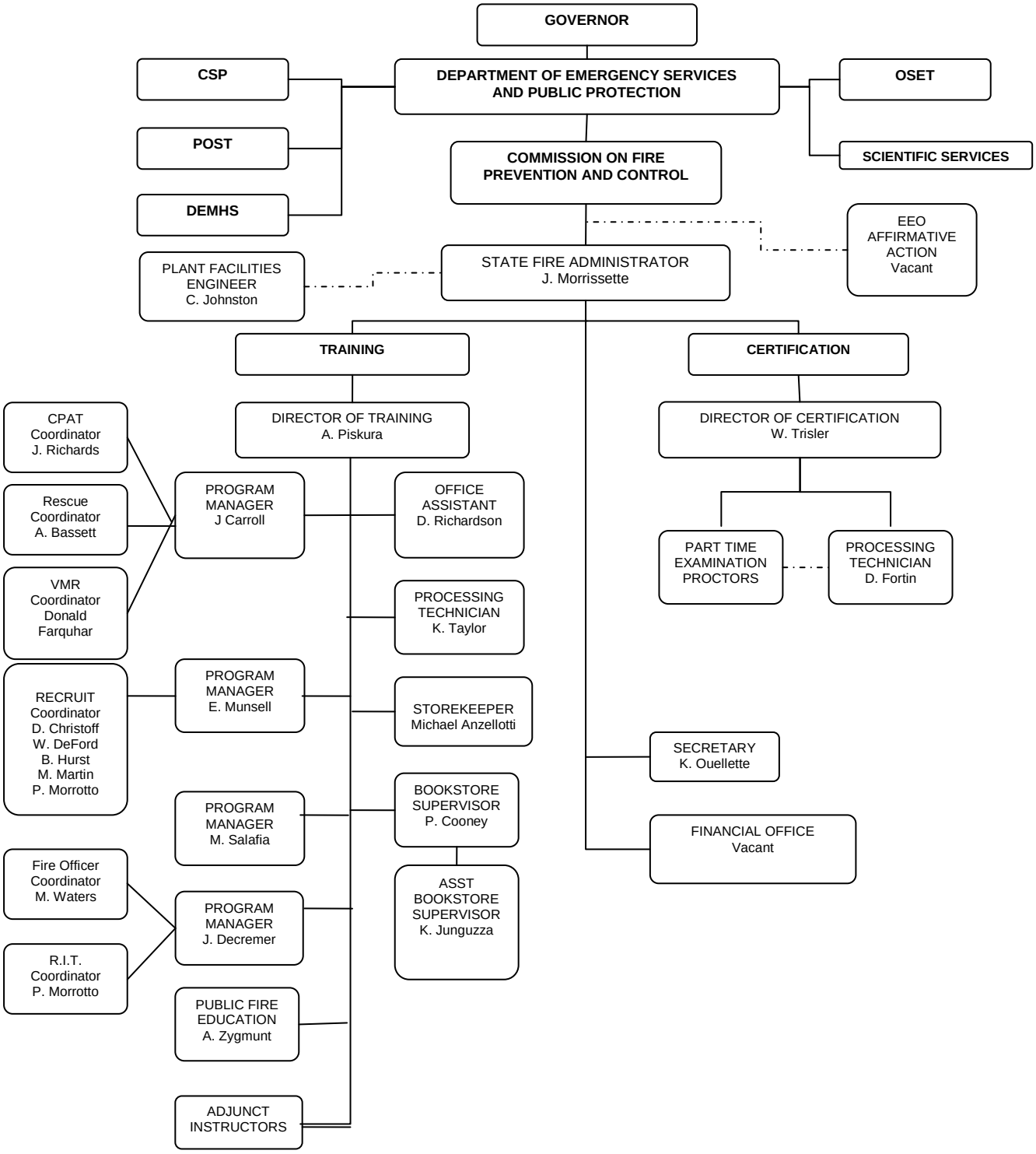
I. Connecticut Fire Academy Organization Table



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 State or Federal 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 such 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, you should bring the matter to the immediate attention of either CFA staff or to:

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

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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Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following…

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance Of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

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Recruit Program CORE Values

Integrity

adherence to moral and ethical principles; soundness of moral character; honesty.

Be Honest, forthright, constantly strive to excel

Responsibility

the state or fact of being responsible, answerable, or accountable for something within one's power, control, or management.

an instance of being responsible: *The responsibility for this mess is yours!*

a particular burden of obligation upon one who is responsible: *the responsibilities of authority.*

a person or thing for which one is responsible: *A child is a responsibility to its parents.*

reliability or dependability, especially in meeting debts or payments.

"Man Up" take ownership for own actions, do what's right

Commitment

the act of committing.

the state of being committed.

the act of committing, pledging, or engaging oneself.

a pledge or promise; obligation: *We have made a commitment to pay our bills on time.*

engagement; involvement: *They have a sincere commitment to religion.*

Strive to be the best they can be, give 110% all the time

Teamwork

cooperative or coordinated effort on the part of a group of persons acting together as a team or in the interests of a common cause.

"One team, One fight"
or like the three musketeers **"One for all and all for one"**

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VI. ENACTMENT AUTHORITY & REVIEW POLICY

State Statute
Sec. 7-323*l*. Duties of Commission on Fire Prevention and Control. Regulations.
(a) The commission shall:

1. Recommend minimum standards of education and physical condition required of each candidate for any firefighter position;

2. Establish standards for a fire service training and education program, on a voluntary basis, and develop and conduct an examination program to certify those fire service personnel who satisfactorily demonstrate their ability to meet the requirements of the fire service training and education program standards;

3. Conduct firefighting training and education programs designed to assist firefighters in developing and maintaining their skills and keeping abreast of technological advances in fire suppression, fire protection, fire prevention and related fields;

CFA Recruit

1. **Periodic Revision** – These Rules and Regulations shall be revised and updated on a periodic basis as needs and circumstances dictate.

2. **Annual Review** – The staff of the Training Division with Recruit Program responsibility shall review the Recruit Rules & Regulations during January of each year.

3. **Approval / Implementation** – After draft approval by the CFA Director of Training, submittal to the Commission on Fire Prevention and Control will be made for approval and implementation.

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VII. INTRODUCTION TO THE RULES AND REGULATIONS MANUAL

1. The Connecticut Fire Academy Rules and Regulations are intended to serve as guidance for the conduct of recruits and to provide for the smooth and efficient operation and training environment of the Recruit Firefighter Training Program.

2. The Connecticut Fire Service has an historic and time-honored tradition of Integrity, Honor and Discipline. The Fire Service is a paramilitary organization which relies on structure, chain of command and performance of duty.

3. The Firefighter "Code of Ethics" contained in this document (page 9) and provided separately to each recruit is a reflection of a nation-wide commitment and dedication to providing a trustworthy and professional fire service, whose main focus is the protection of Life, Property and the Environment by personnel that are highly motivated, trained and dedicated to serving their fellow citizens through public service as a First Responder – Firefighter.

4. The Connecticut Commission on Fire Prevention and Control has adopted the Code of Ethics as a guide to assist current and future Firefighters in striving for excellence.

5. The Connecticut Fire Academy supports and will continually enforce these efforts.

6. Unless otherwise expressly stated, for the purpose of these Rules and Regulations and other training academy documents, the word "Recruit" will refer to each student of the recruit training class, regardless of gender.

7. All recruits are required to read this document; and to become completely familiar with its contents. Recruits are expected to comply with all of the provisions contained within the document. When and if a recruit is unsure or doubtful as to the meaning or intent of any rule or regulation, the recruit is instructed to seek guidance and clarification from his/her instructor, recruit coordinator or the Recruit Program Manager.

8. Failure to follow any rule, regulations, guidelines or lawful order of an instructor will be grounds for disciplinary action and possible dismissal.

9. Each recruit will be provided with a document titled "Operational Guidelines", which will include greater detail on specific subject matters that each recruit needs to follow.

10. The Commission on Fire Prevention and Control may also be known as or referred to as CFPC, and Connecticut Fire Academy may also be known as or referred to as the CFA within this and other training documents.

VIII. SCHOLASTICS

A. Performance Standards

1. All recruits will be required to meet the scholastic standards of the Recruit Firefighter Program as promulgated by the Commission on Fire Prevention and Control / Connecticut Fire Academy.

2. No recruit will graduate from the Connecticut Fire Academy's Recruit Firefighter Training Program if, in the opinion of a Program Coordinator, the Program Manager, the Director of Training, and / or the Commission on Fire Prevention and Control displays any of the concerns identified under section # 3:

3. No recruit will be considered to be meeting the minimum performance and industry standards, and therefore completing the Recruit Firefighter Program requirements, if 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. Must be able to physically fit into any and all CFA / Regional Fire School props, simulators, restricted passages, and scenarios and perform required tasks to published standards.

    e. Failure to attend, perform and operate effectively at all live fire training sessions.

    f. Failure, refusal or inability to operate effectively or as directed during live fire operations at the Class A or B Burn Building or other Academy Training sites (ie. Regional Fire Schools).

    g. Failure, refusal or inability to operate effectively in the presence of heat, smoke, flame and other products of combustion, real or simulated, hazardous materials scenarios and training.

    h. Failure to successfully perform or show improvement in Physical Training activities using criteria established by the American College of Sports Medicine and recognized industry standards as part of the evaluation process.

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4. The recruit curriculum follow's modern educational theories and industry standards as Certification adopted by the contemporary fire service. The areas identified as Knowledge, Skills, and Abilities form the learning domains and areas with which to accomplish the training objectives.

   a. **Cognitive Domain:** Knowledge
      Measured as: ***Academics***

   b. **Psychomotor Domain:** Physical use of knowledge or skills
      Measured as: ***Skill Proficiency***

   c. **Affective Domain:** Attitudes, Behavior, Conduct, Emotions or Values
      Measured as: ***Professional Demeanor***

   d. **Physical Fitness:** Health Wellness, Fitness, and Abilities
      Measured as: ***Work Capacity***

5. The curriculum is based on meeting or exceeding the National Fire Protection Association (N.F.P.A.) standards which identify specific topics and what is referred to as "Best Practices" for First Responders, as well as subject areas identified as critical for the Connecticut Fire Service entry level firefighter.

6. These abilities and other characteristics are deemed necessary for an entry-level firefighter to possess. A recruit's overall performance is based on displayed professional demeanor, grades, written examinations, completion of written, practical and physical assignments, and authentic assessment such as functional scenarios.

7. Written and practical examinations and performance measurements 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.

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

9. If a recruit fails to demonstrate and maintain a satisfactory level of performance in any subject, he/she shall be placed on Performance Notice / Report. 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.

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

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1. Academics: (Cognitive Domain)

a. Class Assignments

1) Graded class assignments and homework may be required for each graded subject.

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

   a) Late class assignments and homework will result in the recruit being placed on Performance Notice.

b. Quizzes and Evaluations

1) After formal presentations and sufficient preparation time, recruits will be tested through written quizzes, performance testing and / 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 written examination a second opportunity to achieve a passing score on a similar, but different quiz (2nd quiz). In addition, the CFA will allow a second opportunity to achieve proficiency of a required skill.

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

c. Passing Grades

1) Minimum Grade Average

   a) Every recruit must maintain an academic grade point average (GPA) of 70%, meet minimum skill proficiency standards 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 who has an overall academic grade point average (GPA) of 70%, 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. The Recruit will not be issued a Recruit Certificate unless and until the failed course work is satisfactorily completed.

3) Overall grade average below 70%

   a) A recruit who receives an overall grade point average (GPA) below 70% will not be allowed to take part in graduation exercises. Make-up of the failing grade must be scheduled among the recruit, the recruit's department (employer), the Program Manager, and the Director of Training at their mutual convenience.

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d. Certification Examinations.

Certification is the verification that a candidate has successfully completed an evaluation of the candidates' knowledge, skills and abilities against the national standard. Individuals who successfully pass a certification exam are certified.

1) Firefighter I and Firefighter II Practical Skills Examination:

a) All Recruits who achieve passing grades on all academic-tested subjects, prove proficiency in all skill areas, will take a Firefighter I and II Practical Certification Examination. A recruit who fails one or more skill stations will be afforded the opportunity to reexamine the skill or skills one time, at the time of the examination. In the event that a recruit fails to achieve a passing score on the practical certification examination, the recruit will be required to re-take the entire Practical Examination.

b) Hazardous Materials is a component of the FF I Practical Certification Examination. A recruit who fails one or more skill stations will be afforded the opportunity to reexamine the skill or skills one time, at the time of the examination. In the event that a recruit fails to achieve a passing score on the practical certification examination, the recruit will be required to re-take the entire Practical Examination.

c) Vehicle Extrication is a component of the FF II Practical Certification Examination. A recruit who fails one or more skill stations will be afforded the opportunity to reexamine the skill or skills one time, at the time of the examination. In the event that a recruit fails to achieve a passing score on the practical certification examination, the recruit will be required to re-take the entire Practical Examination.

2) Firefighter I and Firefighter II Written Examination:

a) All recruits who achieve passing grades on all academic-tested subjects, will take a comprehensive Written Certification Examination. In the event that a recruit fails to achieve a passing score on the certification examination, the recruit will be remediated and reexamined.

b) Hazardous Materials is a component of the FF I Written Certification Examination. The subject is broken into various modules: Awareness Level; Operational Level and Mission Specific. In the event that a recruit fails to achieve a passing score on the certification examination, the recruit will be remediated and reexamined.

3) Any recruit who fails to achieve an overall passing grade will not be allowed to take the final comprehensive certification examination until the recruit achieves a passing score in the subject area(s).

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e. Certification and Persons with Disabilities

The Certification Division is committed to achieving equal educational opportunity and full participation for persons with disabilities. It is the policy that no qualified person be excluded from participating in Certification Examinations or otherwise be subjected to discrimination with regard to any examination process.

Every Recruit with a documented disability has the following rights:

1) Equal access to the certification examination process.

2) Reasonable and appropriate accommodations, academic adjustments, and / or auxiliary aids will be determined on a case-by-case basis.

3) Appropriate confidentiality of all information pertaining to the Recruit's disability with the choice of whom to disclose the disability to except as required by law.

Responsibility of the Recruit

1) Meet the qualifications and essential technical, academic and institutional standards.

2) Identify themselves in a timely manner as an individual; with a disability when seeking an accommodation.

3) Provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations, and the need for specific accommodations.

4) Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and / or auxiliary aids.

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f. Progress Reports

1) Progress reports will be issued by the Academy three (3) times within published dates of the Recruit Training Program using Form CFA-R-1 (Recruit Progress Report).

2) The original Recruit Progress Report (CFA-R-1) will be maintained by the CFA Recruit Coordinators, A copy of the Progress Reports shall be given to the recruit and a copy shall be provided to the recruit's Fire Department (employer).

3) The recruit's Academics, Skill Proficiency, Professional Demeanor, and Work Capacity scores will be depicted accordingly as separate identified areas.

4) Performance Observations.

   a) Evaluations will be made as necessary and appropriate by all instructors monitoring recruit conduct and performance and may be positive and/or negative in nature.

      i. Positive Comment / Deficiency Cards may be documented and issued to record observations made, and to initiate additional action or review.

   b) Other observations recorded may be used to reflect recruit performance and history.

   c) The Performance Observations maybe documented as a score, grade, or comment on the Recruit Progress Report or through an "Extra Credit" activity sheet.

g. 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 and performance.

2. Recruits shall keep a copy of the Recruit Rules and Regulations, the Positive Comment Form / Deficiency Card, notes, and handouts in their notebooks. Notes and handouts should be kept together by subject to enhance study efficiently.

3. **Recruits can expect their notebooks to be inspected periodically by staff.**

Continued next page

h. Graded Subject Areas

Firefighting

1 The History and Orientation of the Fire Service
2 Fire Fighter Safety
3 Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA)
4 Fire Service Communications
5 Incident Command System
6 Fire Behavior
7 Building Construction
8 Portable Fire Extinguishers
9 Fire Fighter Tools and Equipment
10 Ropes and Knots
11 Response and Size-Up
12 Forcible Entry
13 Ladders
14 Search and Rescue
15 Ventilation
16 Water Supply
17 Fire Attack and Foam
18 Fire Fighter Survival *(CFA Program)*
19 Salvage and Overhaul
20 Fire Fighter Rehabilitation
21 Wildland and Ground Fire
22 Fire Suppression
23 Pre-Incident Planning
24 Fire and Emergency Medical Care
25 Emergency Medical Care
26 Vehicle Rescue and Extrication
27 Assisting Special Rescue Teams

36 Fire Prevention and Public Education
37 Fire Detection, Protection and Suppression Systems
38 Fire Cause Determination

Continued next page

Graded Subject Areas Continued

Hazardous Materials

1. Hazardous Materials: Overview
2. Hazardous Materials: Properties and Effects
3. Recognizing and Identifying the Hazards
4. Estimating Potential Harm and Planning a Response
5. Implementing the Planned Response
6. Terrorism
7. Mission Specific Competencies: Personal Protective Equipment
8. Mission Specific Competencies: Technical Decontamination
9. Mission Specific Competencies: Mass Casualty Decontamination
10. Mission Specific Competencies: Product Control
11. Mission Specific Competencies: Victim Rescue and Recovery
12. Mission Specific Competencies: Air Monitoring and Sampling

Fundamentals of Technical Rescue

1. Introduction to Technical Rescue
2. Technical Rescue Vehicles and Equipment
3. Rescue Incident Management
4. Search Operations and Victim Management
5. Introduction to Technical Rope Rescue
6. Structural Collapse Search and Rescue
7. Confined-Space Search and Rescue
8. Trench and Excavation Search and Rescue
9. Vehicle and Machinery Search and Rescue
10. Water Search and Rescue
11. Wilderness Search and Rescue

Subject Areas graded as Pass/Fail

1. Incident Command System
2. Firefighter Safety and Survival
3. Rapid Intervention
4. Live Fire Suppression
5. National Fire Incident Reporting System (NFIRS) and Basic Report Writing
6. Home Safety Inspection
7. Rescue Technician – CORE
8. Self-Contained Breathing Apparatus (S.C.B.A.) – Proficiency
9. Ground Ladders – Proficiency
10. Physical Work Capacity

Continued next page

12.Skill Proficiency: (Psychomotor Domain)

a. Firefighter Skill Proficiency in the graded subject areas will be documented on a Proficiency Skill Sheet

b. All recruits will prove proficiency of meeting minimum standards in prescribed graded subject areas.

   1) Instructors will document a skill failure on the appropriate Proficiency Skill Sheet.

      a) Records of Proficiency Skill Sheets will be maintained by the recruit coordinators.

c. All recruits will demonstrate skill proficiency by meeting minimum standards in accordance with NFPA 1001 prior to taking the Firefighter I and Firefighter II Written Certification Exam.

d. Any recruit who fails to demonstrate skill proficiency by meeting minimum satisfactory standards in any subject, to all measures of appropriate documentation and remediation, will placed on Performance Notice or Report as deemed necessary.

13.Professional Demeanor: (Affective Domain – Attitude, Behavior, Conduct, Emotion, and Values)

a. This section supersedes the rules and regulations of a recruit's fire department / employer as it relates to conduct while in the Recruit Firefighter Program of the Connecticut Fire Academy. It 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 enrolled in the program 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 in training 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 that all serious breaches of accepted conduct may result in disciplinary action including dismissal from this Recruit Training.

c. All recruits will be held to the "Firefighter Code of Ethics" and all other Rules, Regulations and Guidelines as identified in this document and any pertinent documents provided as part of the Connecticut Fire Academy Recruit Program.

Continued next page

4. Work Capacity: (Physical Fitness and Conditioning)

1. Recruits will participate in daily physical fitness training (PT).

2. 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.

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

4. All injured recruits shall perform all exercises that do not aggravate the injuries. When possible, each injured recruit shall be assigned alternate exercises to compensate for the inability to perform specific exercises.

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

6. Physical fitness evaluations will be conducted using criteria established by the American College of Sports Medicine and recognized industry standards as part of the evaluation process.

7. The following specific field-level testing will be conducted as a component of the testing process:

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

CURL-UPS (abdominal muscular strength and endurance):

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

BODY COMPOSITION

CARDIO (VO2 max): One and One Half (1.5) mile timed continuous run

TRUNK FLEXIBILITY:

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IX. GENERAL RULES AND REQUIRMENTS

A. Conduct

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

2. Whenever a Fire Officer, CFA Staff personnel or an instructor enters the classroom, fire station, or as directed etc., recruits will be immediately called to **"Attention on deck!"** Recruits are to remain standing until acknowledged.

3. Instruction will be conducted in an appropriate formal, learning style.

4. Smoking or the use of "smokeless" tobacco products is prohibited at all times while on the CFA Campus grounds and during any Recruit Training Session and / or activities.

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

6. 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.

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

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

9. Recruits will march in class formation to and from the Administration building with a requisite seriousness of purpose.

10. 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.

11. 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 unless otherwise directed.

12. Cell phones, pagers, blackberries, cameras, and other electronic devices are not allowed in the classroom or out on the training grounds at any time without permission from a Recruit Coordinator or the Recruit Program Manager and then only for extenuating circumstances.

13. There shall be **NO** fraternization with Academy instructors.

14. Instructors may attend the graduation party.

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

B. Recruit Accountability

1. General Accountability Rules

a. Recruits are under the responsibility of the Connecticut Fire Academy Training Division while they are enrolled in the Recruit Training Program. For this purpose, the CFA will account for and know where personnel are at all times.

b. All recruits are required to acknowledge their presence via "Personnel Accountability Reports" as directed multiple times per day.

c. Recruits will assemble at the State Firefighter Memorial for the purpose of Accountability on days in which they would be conducting activities on the training ground or at the fire station.

d. Each recruit will be issued a Recruit Firefighter Training Program "accountability tag." The primary purpose of the accountability tag is for firefighter safety; it is also intended to reinforce the importance of habitual use and proper utilization during recruit training program activities, and during future fire department emergency scene operations.

e. 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 wherever and whenever as directed.

f. When NOT utilized as described above, recruits will wear their accountability tags clipped to the LEFT sleeve, on the upper arm area, of the designated uniform / clothing of the day.

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

2. Attendance

a. 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 missing recruit(s).

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

c. Recruits will be considered late if they are not in the proper place, with the appropriate training materials and / or equipment according to the time specified by the instructor.

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

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e. Recruits may **NOT** leave the Academy grounds during scheduled training sessions or lunch breaks without the permission of a Recruit Coordinator and the written acknowledgement from the recruits Fire Department (employer). Any recruit leaving without permission will be considered "**A**bsent **W**ith**O**ut **L**eave" (AWOL) and shall be subject to disciplinary action or dismissal.

f. Absences Without Leave (AWOL) will be recorded on the "Personnel Accountability Report" and reported to the Program Manager, the Director of Training, and the Recruit's respective Chief of Department. To be AWOL will be considered a major offense.

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

h. Excused absences approved and granted through consultation with a respective Fire Department (employer) will be documented and kept on record in the Recruit Files.

3. Roll Call

a. Roll call will be held prior to the start of the Academy Session by one of the following methods; Verbal, Visual or Written (Personnel Accountability Report).

1) These roll calls are normally referred to as: PAR checks "Personnel Accountability Report"

4. Curfew

a. 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.

1) Recruits will be required to sign a Personnel Accountability Report.

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

b. 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 Fire Department Chief (employer).

c. 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.

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

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5. **Daily Sign In**

   a. Prior to the start of each scheduled training day the recruits will report to the Cafeteria and sign-in on a "Personnel Accountability Report". The recruit sign-in will confirm their presence, and provide an opportunity to select that day's lunch options.

      1) The first Training Session of each week, when reporting from home; Sign in will occur at 0730 hours

      2) Each following day when the recruits have stayed on campus; Sign will take place by 0645

      3) The exception will be during the "Night Burn" training sessions

   b. At the end of the day, another sign-in will be taken (refer to Section IX, subsection C.4 Curfew).

C. Personal Appearance

1. Personal preferences in clothing, 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.

   a. 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).

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.

6. Fingernails are to be kept no more than 1/8" in length. Any type, or color, of fingernail or toe nail polish is not permitted.

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

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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.

9. Immediately prior to, and throughout the duration of the class, the addition of Body Ink and / or Tattoos' is prohibited.

D. Uniforms

1. Recruit classroom uniforms shall consist of the Recruit's respective 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.

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

   b. Pants will be worn at the waist / waistline. This is defined as the narrow point of the abdomen between the ribcage and hips.

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

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

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

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

   c. Athletic shoes will be worn with laces tied

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 the weather conditions and training activities.

5. Hats, caps or any head coverings are not to be worn in the Fire Academy Administration Building, classroom or during any practical evolutions. Cold weather knit caps may be permitted during outdoor cold weather activities. Knit caps will be Navy Blue, Black or Gray in color with the Connecticut Fire Academy logo.

6. It is highly recommended that recruits keep a clean 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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E. Personal Protective Equipment

1. 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 **(Two Pairs Required)**

   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. Work Gloves

   j. Hearing protection meeting ANSI standards (recommended).

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

   a. Only Recruit Coordinators or Lead Instructors may, at times, allow recruits to modify protective clothing.

3. It is the responsibility of the recruit to keep his/her P.P.E. 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.

   a. For Live Fire Training, the recruits are required to have P.P.E. that is compliant with NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting

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

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5. Recruits are required to wear, or have in their possession, the Academy issued "training rope". Recruits will be required to use the training rope to demonstrate knot-tying proficiency whenever challenged to do so by an instructor.

   a. Training ropes will be secured to the waist using a "square" knot with "overhand safety" knots on each end.

   b. Ropes will be stored in the recruit P.P.E. pocket when conducting practical exercises.

6. Recruits are required to have an Academy issued "water bottle" 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.

   a. The respective recruit identification numbers shall be attached to the water bottles to aid in ready identification for use, and to enhance infection control.

7. Recruits will arrange their PPE and SCBA in a neat and orderly formation when being staged for use during training. When not in daily use, all PPE and SCBA will be stored and secured in the assigned gear lockers.

8. 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 the loss or damage of any PPE or SCBA from assigned gear lockers.

F. Facilities / Equipment

1. Building Fire drills will be held periodically as determined by the CFA. All recruits will participate and act according to the evacuation plans.

2. Designated Administration Building Cafeteria, Classrooms, Student Lounge 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 to assist with the cleaning of these areas on a daily basis.

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

4. 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.

5. 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.

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6. There shall be no use of the swimming pool and / or gym 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".

7. Use of computers provided in the Student Lounge is subject to the same rules and regulations as with any other State agency or facility. Computers are monitored by the Bureau of Enterprise Systems and Technology and are subject to periodic inspection and remote enforcement. Abuse of materials and inappropriate use of computers is subject to dismissal and possible criminal charges.

8. Packages, briefcases, and other containers brought onto, in possession at the Academy, or being removed from the property, may be subject to inspection.

9. Public telephones are available for personal calls in the Administration Building Lobby.

10. CFA is not responsible for any Lost, Damaged or Stolen items.

G. Meals and Cafeteria

1. During the 70 days of scheduled training, up to two (2) meals a day will be provided in the cafeteria. This will normally include breakfast and lunch, but will change to breakfast and dinner during the few evenings of the "Night Burns" week.

2. All students will be required to eat meals in the cafeteria as a complete class, even those who choose to bring their own food or snacks. We Train, Eat and Study as a **TEAM.**

H. Vehicles and Parking

1. Students Vehicles will be parked behind the Administration Building in the designated area, furthest from the building to allow more space for daily traffic parking.

2. Recruits will not, for any reason, enter or remain proximate to private vehicles during the scheduled training day, without the express permission of a Recruit Coordinator.

3. Vehicles should remain locked when not in use, and care should be made to not leave any valuables in plain sight.

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

5. Vehicles are **NOT** allowed on the fire training grounds except to drop off or pick up equipment and Personal Protective Equipment, or for other approved reasons.

6. When driving on the fire training ground, four way flashers will be used and speed reduced to below 5 miles per hour.

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7. **NO** students will ride in the back of any pickup truck, flatbed or other vehicle, not equipped with approved seats and seat belts.

8. The CFA reserves the right to have Connecticut State Police Canine's patrol the parking lot and vehicles for contraband intermittently and as determined by the administration.

I. Dormitories

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

2. 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 of the individuals is not assigned, the door to the hallway shall be left completely open.

3. A "Lights Out" period will begin at **2200** Hours, which allows for the opportunity for an optimum rest period.

4. After "Lights Out", the use of electronic devices such as cell phones, laptops, or music devices will be prohibited in the dormitories, public hallways or Lobby which could interfere with a roommate's or other student's rest period.

   a. For use of such electronic devices after lights out or for quiet study time, students can use the Student Lounge, Cafeteria, Auditorium or Classrooms.

5. The Connecticut Fire Academy reserves the right to inspect recruit rooms and the Recruit Lounge periodically for cleanliness and order, and to inspect the Academy grounds, lockers, and vehicles parked within the CFA borders periodically for possible contraband.

   a. Any failed inspections will result in deficiencies recorded on recruit D-Cards. If the violation is room specific such as poor housekeeping, both recruits assigned will be issued the D-Cards.

6. The CFA reserves the right to have Connecticut State Police Canine's patrol the Dormitory rooms, hallway and facilities for contraband intermittently and as determined by the administration.

J. Medications / Injuries / Illness

1. Any recruit who has to take any medicine, prescribed by a licensed physician or over the counter (OTC), must advise a recruit coordinator and provide any additional relevant information as requested. Recruits will not have any medicine on the Fire Academy Campus that has not been reported to a recruit coordinator and documented on the "Medical Information Card".

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a. The Recruits shall ensure the completion of the "Medical Information Cards" on Orientation Day and provide the medicines to the recruit coordinator for verification. Information Required:
   1) Recruit Number
   2) Fire Department Name
   3) Date
   4) Recruit Full Name
   5) Recruit Age
   6) Recruit Date of Birth'
   7) Recruit Height and Weight
   8) Past Medical History (PMH)
   9) Allergies
   10) Medications: Prescribed and over the counter
   11) Emergency Contact Information:
      a) Name / Relationship
      b) Phone Numbers: Home, Cell, Work

2. All injuries 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.

3. 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 243, or press "0" for the operator. Recruits must also notify the Chief or shift officer of their respective department (employer).

K. Other General Rules

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

2. Loitering, or other conduct at the Academy that 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 prevents the general public from obtaining the services provided on the property in a timely manner, is prohibited.

3. Loitering, or other conduct 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.

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

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5. 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.

6. 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.

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

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X. DISCIPLINE CATEGORIES

A. Major Offenses

1. A recruit's dismissal from his or her respective department will be considered a Major Offense which will also result in a dismissal from the Academy.

2. The following are also considered major offenses which will result in immediate suspension pending an investigation. Based on further investigation, they may subsequently result in dismissal from the Academy.

a. Absent With Out Leave (AWOL)

1) A Recruit Candidate who is identified as AWOL and has not notified anyone from the Connecticut Fire Academy or his / her employer is considered as "Abandoning his / her Post" and is grounds for immediate dismissal without reconsideration for reinstatement.

b. Sexual Contact / Conduct

1) 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 any Academy activities is strictly prohibited.

c. Harassment

1) 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 unwelcome conduct or behavior that could be perceived as 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.

d. Hazing

1) The practice of playing abusive or humiliating tricks on another recruit is prohibited. Instructor(s) and recruits will not tolerate hazing, or those who do, and will report such matters to the Program Manager immediately.

e. Cheating / Plagiarism / Willful Dishonesty

1) Veracity and truthfulness are crucial elements in the fire service. Recruits will be truthful at all times. Recruits lying will not be tolerated, and any witnesses will report these matters through the chain of command.

2) 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 of the Academy staff. The academic and/or skill performance must be the recruits own.

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3) 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 Offense 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 for the individual awaiting a full investigation.*

f. Fighting / Violence

1) Fighting and / or violence in any form is strictly prohibited.

g. Alcoholic Beverages and Narcotics

1) 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.

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 (employer).

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

h. Willful Misconduct

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

3) Willful misconduct, abusive or obscene language or excessively noisy or disruptive behavior at the Academy is prohibited.

i. Weapons / Firearms / Explosives:

1) 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.

j. 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.

2) 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.

3) 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 not designed for such use, is prohibited.

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

B. Mid-Level Offenses:

1. Mid-Level Offenses of the Rules and Regulations are those offenses that the CFA staff considers to be more significant than a Minor Offense, or a repeated number of Minor Offenses requiring a Deficiency Card but not listed as a Major Offense in Section **IX. A**

C. Minor Offenses:

1. Any Violation of the Rule and Regulations, Recruit Operational Manual, or Commands from CFA Staff that are not listed as a Major Offense in **Section X. A,** or are ***NOT*** considered to be severe enough to be determined to be Mid-Level Offenses identified in **Section X. B.**

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XI. DISCIPLINE PROCESS

A. Major Offense

1. Any recruit who commits a Major Offense of the Rules and Regulations in **Section X,** will be placed on suspension and may be dismissed from the Academy.

   a. CFA Instructor(s), Coordinators or CFA Staff will immediately "secure" the scene of violations requiring such action. In the event of a hostile or criminal incident, Connecticut State Police will be notified immediately and actions will be taken to ensure all other personnel safety.

   b. The Recruit Program Manager / Director of Training will be notified immediately.

   c. The offending recruit(s) will be directed (and escorted) to report to the Training Division Office, Desk of the Program Manager. This removal from training immediately constitutes "suspension from activities". The recruit(s) will be restricted to the Training Office pending Director of Training, or his designee, for action to be taken.

   d. A full verbal report will initially be given to the Program Manager / Director of Training, and then formally prepared as a written document in as timely a manner as the circumstances will allow. All Major Offenses will also be recorded using a Recruit Observation Report (ROR) (CFA-R-2).

   e. The Program Manager will document the incident for the future investigation.

   f. The offending recruit(s)' Fire Department (employer) will be notified, and a representative will be requested to report to the CFA to escort the Recruit through the suspension process.

   g. The Director of Training will perform an investigation of the charges, unless the actions are potentially criminal. In those cases, the Connecticut State Police will be notified and perform the investigation.

   h. The Recruit and his / her Fire Department (employer) will be notified of the outcome of the investigation and suspension.

   i. Recruits will have the option identified under Section XII of this document for the Dismissal and Appeals process.

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B. Mid-Level Offense

1. Mid-level offenses 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 to 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 a Recruit 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 offense:

1. 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. D-Cards are accumulative and may impact the level of severity:

   a. 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.

   b. A second violation of the same rule or regulation shall result in a Deficiency 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.

   c. 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 (employer).

   d. The subsequent issuance of another D-Card will result in the Program Manager meeting with the Recruit and completing an additional letter of counseling. The Program Manager will then notify the recruit's Department and arrange a meeting between the Recruit, a representative from the Recruit's Department, the Program Manager and other staff as deemed appropriate.

   e. All D-Cards and Explanatory Memorandums become part of the Recruit's permanent record (change in format – location).

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

D. Performance Discipline

1. Performance Notice – Minor Errors

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

1) Impair the safety of personnel

2) Prevent placing water on fire

3) Prevent completion of the evolution

b. Any recruit experiencing Difficulty in any course, at any time, shall be placed on Performance Notice. Difficulty is defined as:

1) Anytime a grade falls below 70% on Two (2) or more Quizzes within an evaluation Period

2) The grade does not meet the established critical score

3) The course average falls below 70%

4) Anytime a recruit Fails Two (2) or more Homework Assignments within an evaluation period (Homework is with an "Open Book"; there is no reason considered for failure of homework assignments.

5) Anytime a grade falls below 70% on a combination of one quiz and homework assignment for a total of two "failures"

6) The recruit fails to meet the minimum skill proficiency standard

7) The level of physical work capacity (psychomotor) performance falls below satisfactory".

c. A Recruit Program Coordinator will discuss the problem with the Recruit and issue the Recruit a "Letter of Performance Notice". The recruit will sign the notice indicating its' receipt.

d. To attain an acceptable level of achievement, the Recruit will be expected to seek remedial help through an advisor; such as peer(s), fire department or other who can assist or a CFA recruit instructor.

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e. Upon being given a Performance Notice, the Recruit will be notified that he / she is on Campus Restriction. Campus Restriction means that the Recruit will be allowed time for the dinner meal but will be required to be back on Campus and sign-in with the Duty Officer by 1830 Hours. The Recruit will then be encouraged to use the time for remedial training / study opportunities / extra credit activities. The intent of the Campus Restriction is to assist with time management, and to enhance good study and skills practice habits.

f. Campus Restriction time frame will be determined by the Recruit Program Manager based on the time frame left in the Trimester,

g. Prior to being releases from Campus restriction, the recruit will meet with the Recruit Program Manager and a Recruit Coordinator to determine progress made.

2. Performance Report – Major Errors

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

1) Endangers the safety of personnel

2) Impairs placing water on the fire

3) Requires the assistance of another member of the crew for the evolution to be successful

4) Causes total breakdown of the evolution due to lack of completion of key components or techniques.

5) Results in undue loss of time.

6) Results in the damage of equipment.

b. Any recruit who experiences Continued Difficulty in any course, at any time, shall be placed on Performance Report. Continued Difficulty is defined as:

1) Anytime a grade falls below 70% on Four (4) or more Quizzes within an evaluation period or a combination of quizzes and homework assignments for a total of four "failures"

2) The grade does not meet the established critical score

3) The course average continues to be below 70%

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4) The recruit continues to be below the minimum skill proficiency standard

5) The level of physical work capacity (psychomotor) performance continues to be below satisfactory.

c. The Recruit Program Manager will discuss the problem and issue the recruit a Letter of Performance Report.

d. To attain an acceptable level of achievement, the Recruit will be expected to seek remedial help through an advisor; such as peer(s), fire department or other who can assist or a CFA recruit instructor.

e. A document of this Student Academic Report will be sent to the students respective Chief of Department (employer) or the designated Point of Contact.

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

E. Positive Comments:

1. Positive comments may be recorded by Instructors on the Positive Comment Form, which may also be considered during evaluation preparation and end of class awards.

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XII. SUSPENSION, DISMISSAL, AND APPEALS PROCESS

A. Suspension from Activities:

1. A Recruit Program Coordinator, the Program Manager, the Director of Training, or the State Fire Administrator may suspend from activities a recruit from the Academy pending the outcome of an investigation if such party feels that the suspension would be in the best interest of the recruit program, academy, staff, or other recruits and students.

   a. If required, an investigation will be initiated immediately upon notification of the offense.

   b. The reinstatement of a recruit to program activities will be determined by the Director of Training

B. Dismissal from the Recruit Program:

1. A Recruit may be dismissed for disciplinary action for an offense that constitutes a violation of the Rules and Regulations of the Recruit Firefighter Training Program, or for failing to perform in accordance with the 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 (employer). At that time, the Director of Training will conduct a thorough investigation of the cause for dismissal recommendation.

3. The Director of Training shall inform the recruit of his decision in writing within three (3) working days after the investigation has been completed. If the Director of Training determines that the Program Manager's recommendation for dismissal is not justified, the recruit 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 (employer).

C. 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) 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 related offenses 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 (employer).

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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 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 related offenses will be removed from his/her file. A copy of the Commission's decision shall be forwarded to the recruit's respective department chief.

XIII. 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, training program activities and operations, and communications (the reporting of problems, the seeking advice, the answering of questions, etc.).

   a. Recruit
   b. Recruit's Squad Leader
   c. Recruit Platoon Leader
   d. Connecticut Fire Academy Adjunct Instructors
   e. Evening Duty Officer (when applicable)
   f. Recruit Program Coordinator
   g. Connecticut Fire Academy Program Manager
   h. Director of Training
   i. State Fire Administrator
   j. Commission on Fire Prevention and Control
   k. Department of Emergency Service and Public Protection

2. The chain of command shall be followed except in cases of discrimination, harassment of any nature, and improper, immoral, or illegal conduct. In any of those 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.

   a. Department of Emergency Services and Public Protection (DESPP) and the Equal Employment Officer (EEO) are always available to hear such concerns.

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XIX. AGREEMENT OF UNDERSTANDING

Connecticut Fire Academy
Recruit Training Program

I have read and fully understand the Connecticut Fire Academy 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 / Employer:

_____

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