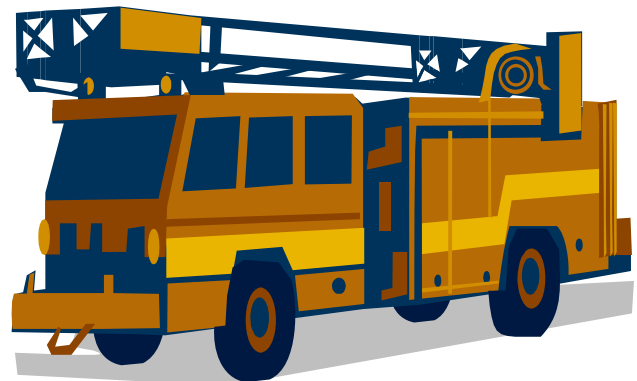




GLASTONBURY VOLUNTEER FIRE DEPARTMENT



INTRODUCTION

You have volunteered to start down the path of becoming a firefighter in a modern, efficient and very proud organization, the Glastonbury Volunteer Fire Department. In the coming months you will explore your decision as to why you joined, what it means to you, what it involves and how it affects your personal life.

The fire service is like no other field of public service. The sole function and dedication of the fire service is to protect the lives and property of our citizens. The firefighting profession is considered to be the most hazardous of all occupations in the country today. The firefighter is subjected to the most adverse conditions on a moments notice and is expected to perform his/her duties under any and all conditions. This is stated not to frighten you, but rather to reinforce the importance of continuous regard for safety procedures to protect both you and your fellow firefighters.

The demands on a volunteer firefighter are many, often harsh and considered unreasonable by some people; yet, meeting all of its demands and doing the job well is what builds the pride that is instilled throughout our department. Beginning the day you are accepted as a probationary member of the department, you are expected to respond to an alarm whether it means leaving your meal, having to delay a holiday celebration, jumping from a warm bed into subzero weather, and on and on. You will not be able to relax after your "shift", as a volunteer's shift is around the clock whenever he/she is needed.

You may find that after a period of time your role as a volunteer firefighter may not be for you, however, only you can make that decision. The only thing that we ask of you is that you give a fair trial for the close friendships that you may develop and the great feeling of personal satisfaction may make it all worth while.

The information in the coming pages is provided to make your entry into our department somewhat easier by explaining the department, what is expected of you, and the basic rules that must be followed for your own safety and the efficiency of the department.

Welcome to the Glastonbury Volunteer Fire Department

WELCOME TO THE GLASTONBURY VOLUNTEER FIRE DEPARTMENT

Thank you for your interest in joining the Glastonbury Volunteer Fire Department. Your first step in joining the department is to complete a department application and return (or mail) to the Fire Chief's Office. Shortly after receipt of your application, you will be contacted by our Deputy Chief to set up a meeting between yourself, the Deputy Chief, and Company Captain.

PROBATIONARY PERIOD:

Every person entering the department will serve a Probationary Period a minimum of 6 months. New members will be on probation until meeting the requirements of Department Policy on Personnel.

TRAINING:

Department Drills: A minimum of 24 company drills will be conducted each year. You are expected to be present at as many as possible, but are required to attend no less than 12 company drills annually. Additionally, you are to attend mandatory training as per Department Policy.

Firefighter I – Probationary Members must complete and pass the State of Connecticut Firefighter I program within two years from date of entry into the department.

Special Training – Periodically, you will be expected to attend additional training sessions at the discretion of your Company Captain. Please provide the Chief's Office with a copy of all training certifications so they may be included in your personnel file.

PHYSICALS:

You will be required to take a department physical upon entry into the Fire Department (physicals will be performed at no cost to you, by the Town's Physician. However, should you elect to use your own physician; the cost of the physical will not be reimbursed by the Town of Glastonbury). Regular physicals will be required throughout your membership in the Fire Department.

Ages 53 and over.....	Every Year
Ages 40-52.....	Every Two Years
Ages 31-39.....	Every Three Years
Ages 18-30.....	Every Four Years

It is your responsibility to make sure your physical is taken by the June deadline. Any member who has not completed their physical in a timely manner will be removed from Active Duty until the Chief's Office has received all of the necessary paperwork.

WELCOME TO THE GLASTONBURY VOLUNTEER FIRE DEPARTMENT

APPARATUS:

Probationary Members are not permitted to drive apparatus in response to any alarms. Driving of apparatus during the probationary period will only be permitted with specific permission from the Company Captain for training purposes only.

No firefighter will be permitted to ride the rear step of any apparatus at any given time. Riding is restricted to the cab and within the confines of the apparatus jump seats.

Probationary Members are not permitted to operate any of the apparatus controls unless under the supervision or direction of a Senior Member.

Removal of any equipment from the apparatus at any time, whether it be at a fire or training session, will be returned to its proper location and so reported to the operator of the vehicle.

TURNOUT GEAR:

Upon joining the department, each member will be issued personal protective equipment (PPE) consisting of a turnout coat, helmet, boots, bunker pants, nomex hood, gloves, gear bag and accountability tags that are in serviceable condition. The care, maintenance and accountability for the issued gear are your responsibility.

The use of turnout gear purchased by any individual firefighter of his or her own accord is permitted ONLY if the specific apparel meets the required Safety Standard. All gear must be approved by the Fire Chief.

**YOUR SAFETY AND COMFORT DEPEND ON
HOW WELL YOU MAINTAIN YOUR GEAR**

WELCOME TO THE GLASTONBURY VOLUNTEER FIRE DEPARTMENT

RESPONSE:

You are not expected to respond to every alarm. However, each firefighter will be required to respond to a minimum of 40 emergency response units per year.

Probationary Members are to report to their assigned firehouse for the following types of alarms:

- a) any type of rescue including motor vehicle accident
- b) alarms outside of your assigned company district unless your entire company is specifically dispatched
- c) hazmat (hazardous materials)
- d) mutual aid and specially requested apparatus calls

A pager will be issued to you by your Company Captain. Any problems with your pager should be brought to the attention of your Company Captain. Necessary repairs will be performed by an authorized service agent. Should your pager require service, notify your Captain with a description of the problem.

YOUR VEHICLE:

The Fire Department Identification Plate issued to you shall be affixed to the front exterior of your vehicle and shall be located in a readily visible manner. Display of the plate is required in order to gain entrance to the scene of any incident.

A Probationary Member is NOT permitted to display or use a blue light or any other revolving or flashing light other than the 4-way flasher that are standard vehicle equipment when responding to an alarm.

When responding to an alarm, you are subject to all motor vehicle laws such as stopping at stop signs and stoplights, and obeying the posted speed limits. Being a member of the Fire Department does NOT exempt you from obeying all motor vehicle regulations.

When arriving at the scene of an incident, you are expected to:

- a) follow the directions of the fire/police when parking
- b) park on the same side of the street as the other responding personnel. keep roadways and access routes clear for responding apparatus
- c) do not park near any fire hydrants in the area
- d) leave enough room between your vehicle and the scene to permit apparatus and responding officers to park and operate

WELCOME TO THE GLASTONBURY VOLUNTEER FIRE DEPARTMENT

SPECIALIZED EQUIPMENT AND EVOLUTIONS:

While as a Probationary Firefighter you are restricted from the following firefighting or rescue activities.

- Use of SCBA (self contained breathing apparatus)
- Use of any power equipment saws and extrication tools
- Entry into any area that has been designated as a HOT ZONE

COMMAND:

You will follow the orders of any officer at all times and compliance will be immediate and unquestioned. The efficiency of a fire department is dependent upon quick decisions by its officers and immediate response by firefighters due to rapidly changing conditions at any incident.

When you are given an ORDER, be sure that you understand it CLEARLY. Do not be afraid to ask or have the order REPEATED. Doing the wrong thing can be just as dangerous as not doing what is asked of you.

Respect and Respond to the commands of all officers, whether they are your company officers or not. They are officers of the department as well as the individual companies.

Officers are identified as follows:

Chief Officers	White Helmet
Captains	Black Helmet/White Shield
Lieutenants	Black Helmet/Red Shield

Firefighters/Cadets are identified as follows:

Engineers/F/F's	Black Helmet
Probationary Members	Black Helmet/Orange Shield
Cadets	Green Helmet

ACCIDENT/INJURY:

All department members are covered by insurance, including worker's compensation, which provides a good level of protection for the volunteer firefighter. You are covered for personal injury from the time you leave your home, job, or whatever, until your return directly home or back to work after being relieved of duties. However, the department does not provide coverage for your vehicle or personal liability while driving your vehicle. Coverage is limited to your own Personal Injuries.

WELCOME TO THE GLASTONBURY VOLUNTEER FIRE DEPARTMENT

In the event of any injury, no matter how minor it appears to be, it must be reported to your Company Captain or Lieutenant in charge so it can be noted in the incident report. Remember, this is for your protection.

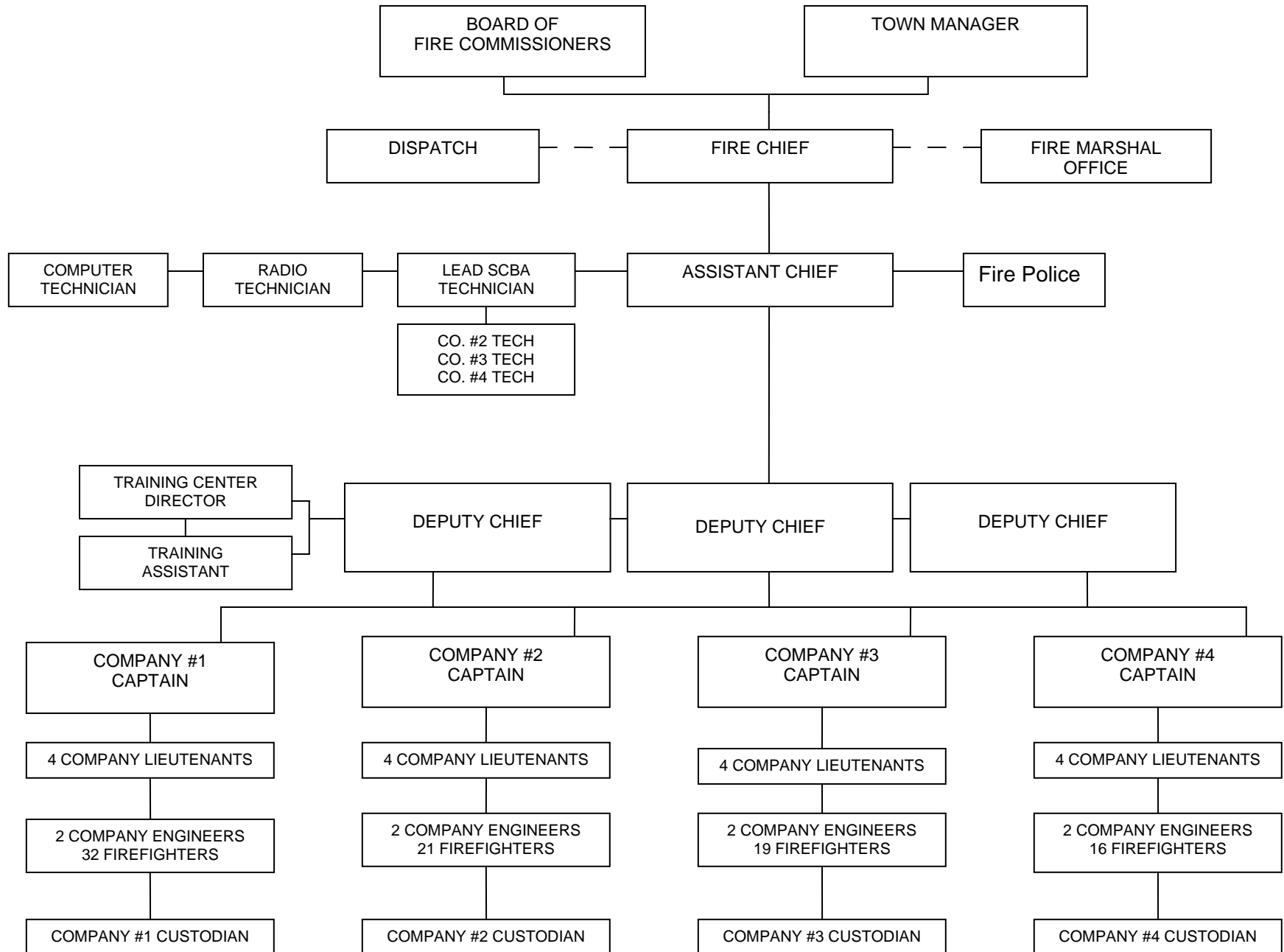
ATTENDANCE RECORDS:

Satisfactory completion of your Probationary Period depends on your willingness to learn and participate in your assigned company's activities. At the end of each incident, drill, or training seminar you will be required to sign on the incident run form after all equipment has been returned to your station, cleaned, and made ready for the next incident as determined by the officer or driver in charge.

“WELCOME ABOARD”

Revised: 06/15/2005

GLASTONBURY VOLUNTEER FIRE DEPARTMENT



E-Mail/Internet Use Policy**Electronic Monitoring**

Pursuant to Public Act 98-142, the Town of Glastonbury gives notice to all its employees of the potential use of electronic monitoring in its workplace. The Town is authorized to use electronic monitoring when it determines it is appropriate, in its discretion.

“Electronic monitoring”, as defined by Public Act 98-142, means the collection of information on the Town’s premises concerning employees’ activities or communications, by any means other than direct observation. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic, or photo-optical systems. The law does not permit collection of information which is prohibited under other state or federal law.

The following are examples of the types of electronic monitoring which may be used in this workplace:

- Monitoring of E-mail/Internet access and other components of the computer system
- Video surveillance of parking areas, grounds and common areas of Town buildings
- Monitoring of any electromagnetic card access system for security purposes

The law also provides that the Town may use electronic monitoring without any prior notice when there are reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Town or other employees, or (iii) creates a hostile work environment.

Electronic Communications and Internet Access Policy

The Town of Glastonbury encourages its employees to use and become proficient in the operation of Electronic Communications and Internet Access (hereinafter referred to as ECIA), which can improve office efficiencies and the conduct of routine municipal activities. ECIA shall be for town related business purposes only. Personal use is prohibited.

Definition

ECIA shall include but not be limited to computers, electronic mail systems, (E-mail), electronic bulletin boards, internet use and facsimile (fax).

Examples of Electronic Communications and Internet Access

- Electronic messaging
- Internet research
- Meeting notifications/scheduling
- Relaying phone messages
- Calendaring
- Work assignments
- General announcements
- Business related information services, i.e. newsgroups, mailing list, etc.

Prohibited Uses

Certain specific types of system misuse are expressly prohibited, including but not limited to the following:

- Using the system for any purpose which violates Federal, State or local law
- Sending personal messages
- Sending any form of harassing, threatening, or intimidating message
- Creating, transmitting, or intentionally receiving unprofessional, vulgar, profane, insulting, offensive, sexually explicit or defamatory messages
- Using the system to visit Web sites that contain sexually explicit, racist or other materials that the Town of Glastonbury, in its sole judgment, considers offensive
- Intentionally modifying files or data belonging to others without authorization
- Requesting and/or downloading any information or data for personal use

Operational Standards

The use of ECIA is intended strictly for official town business. Any ECIA usage on Town equipment and software is, by law, public information and may be monitored by the Town as stated in the Town's Electronic Monitoring Policy (Administrative Policy 1998-2 or as amended which by reference is incorporated herein and made a part hereof. All users are reminded that ECIA is subject to all applicable Federal, State and local laws, regulations, ordinances or policies. Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software. It is strongly recommended that all internet users attend town sponsored training on internet use. This training will include techniques to avoid downloading excessively large files and possible network contamination by computer virus.

Failure to comply with this policy will result in disciplinary action. Because no two situations are identical, the Town reserves the right to determine the appropriated

discipline for any particular set of circumstances up to and including termination of employment.

Retention

Retention of e-mail shall be as described in "GENERAL LETTER 95-1" dated June 1, 1995, or amended, from the State of Connecticut Public Records Administrator as follows:

E-mail messages sent and received by public officials fall within three broad categories:

- 1) Transitory non-records, including copies posted to several persons and casual routine communications similar to telephone conversations;
- 2) Public Records with less than Permanent retention period; and
- 3) Public Records with a Permanent/Archival retention period

Retention guidelines for each of these categories follows:

- 1) Transitory – Since these messages are not public records, there is *No Requirement*. Public officials and employees receiving such communications may delete *them immediately without obtaining the approval of the Office of the Public Records Administration and State Archives*.
- 2) Less than Permanent – Retention may be in the form of a hard copy printout or computer generated. If the record is electronically generated, the record creator must be able to interpret and retrieve the data for a minimum legal retention requirement. *Municipalities and state-agency officials may delete or destroy the records only after receiving signed approval from the Office of the Public Records Administrator*.
- 3) Permanent or Permanent Archival – Retention may be in the form of a hard copy printout or microfilm which "meets archival quality standards issued by this office"

Any questions concerning this policy should be directed to the employee's supervisor.