



**TOLLAND FIRE DEPARTMENT, INC.**  
**Administrative Policies**



The design and contents of this document are proprietary to Tolland Fire Department, Inc., Tolland, Connecticut. These Administrative Policies shall not be reproduced in any manner without written permission from Tolland Fire Department.

The purpose of the Tolland Fire Department, Incorporated is to provide public safety services including fire suppression, prevention, rescue and emergency medical services for the preservation and protection of life and property in the Town of Tolland. Individuals volunteering their time to perform these functions must view it as a major commitment to prepare and respond when help is needed. The success of this organization in providing these important services is dependent upon every member, teamwork and commitment by all. Furthermore the training of team members requires a considerable financial and administrative investment by the Town, the Department, and its Officers. The expectation is the member will take the commitment seriously and be a full participant in the team

**Background** – As a member of the department you represent the Town of Tolland, the Tolland Fire Department, Inc., and the Town’s Emergency Services. As a member you are expected to set an example. These policies have been adopted by the Board of Directors to clarify what the levels of expectation are for members in the Tolland Fire Department. These policies define what acceptable and unacceptable practices while representing the department are. These policies support department operations and are adopted after review by the Fire Chief, Board of Directors, and Membership. These policies also set forth-appropriate actions, including suspension and dismissal from membership, for violations of said policies. Each individual policy shall contain information on date of adoption.

Immediate enforcement may be initiated by the Chief or in his absence his representative. The Chief will then refer the situation the Board of Directors for confirmation or modification of penalties.

These Administrative Policies developed and approved by the Board of Directors and may be amended or changed at any time with the approval of the Board.

These Administrative Policies have been developed to work in conjunction with the Standard Operating Guidelines (SOGs) of the Tolland Fire Department. The SOGs of this department have been developed and amended by the Line Officers and approved by the Chief of the Department and may be amended or changed at any time with the approval of the Chief.

---

## **DISCLAIMER**

All department members are required to sign a statement documenting that they have received these Administrative Policies, read them, and understand them. Training is provided on the Administrative Policies, and all training will be based on the content of the Administrative Policies.

## TABLE OF CONTENTS

SECTION 1:	INTRODUCTION .....	4
SECTION 2:	ALCOHOL POLICY .....	5
SECTION 3:	CARE OF EQUIPMENT .....	6
SECTION 4:	CELL PHONE AND ELECTRONIC EQUIPMENT .....	7
SECTION 5:	CHANGE OF MEMBERSHIP STATUS .....	8
SECTION 6:	CHANGES OF POLICY .....	9
SECTION 7:	CODE OF CONDUCT .....	10
SECTION 8:	COMPUTERS AND ELECTRONIC EQUIPMENT .....	11
SECTION 9:	CONFIDENTIALITY .....	12
SECTION 10:	DISCIPLINE/PENALTIES .....	13
SECTION 11:	DRUGS .....	14
SECTION 12:	EQUIPMENT .....	15
SECTION 13:	FURNITURE CARE AND USAGE .....	17
SECTION 14:	HISTORICAL MEMORABILIA AND DOCUMENTS .....	19
SECTION 15:	INAPPROPRIATE LANGUAGE .....	20
SECTION 16:	LEAVE OF ABSENCE .....	21
SECTION 17:	MEMBERSHIP REQUIREMENTS .....	22
SECTION 18:	RECORDS MAINTENANCE AND DISPOSAL .....	25
SECTION 19:	REIMBURSEMENT .....	26
SECTION 20:	SEXUAL HARASSMENT .....	27
SECTION 21:	SMOKING AND USE OF TOBACCO .....	28
SECTION 22:	UNIFORMS .....	29
SECTION 23:	USE OF STATIONS .....	31
SECTION 24:	WEAPONS .....	32

<b>TOLLAND FIRE DEPARTMENT, INC. Administrative Policy</b>		Section	<b>1</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 1: INTRODUCTION**

### **1.1. PURPOSE**

- 1.1.1. The purpose of these Administrative Policies is to establish a general and consistent practice of operation.

### **1.2. SCOPE**

- 1.2.1. The scope of this document shall encompass all Tolland Fire Department, Inc. personnel and Town of Tolland, Public Safety Department career personnel.

### **1.3. RESPONSIBILITY**

- 1.3.1. It shall be the responsibility of the Tolland Fire Department, Inc. to review these Administrative Policies annually or more frequently as needed to ensure they remain current.
- 1.3.2. It shall be the responsibility of the Tolland Fire Department, Inc. to provide a current copy of these Policies and amendments to all personnel.
- 1.3.3. It shall be the responsibility of the Tolland Fire Department to provide appropriate training on Administrative Policies, including amendments.
- 1.3.4. Amendments to the Administrative Policies will be introduced on the first Monday of the month. The amendments will be affective at Midnight of the first Tuesday of that month.
- 1.3.5. It shall be the responsibility of personnel to attend training on amendments to the Administrative Policies.
- 1.3.6. If personnel are absent from training, it is their responsibility to read and understand the amendments.
- 1.3.7. Ignorance will not be a justifiable excuse for blatant and malicious disregard of the Administrative Policies or amendments.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>2</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 2: ALCOHOL POLICY**

- 2.1. No alcoholic beverages may be consumed on property under the care, custody, or control of the fire department. No member shall drive a fire department vehicle, enter onto department property, or respond to a fire department call after consuming a alcoholic beverage that is at all detectable by action or breath smell. Property is defined as any property either under permanent or temporary control of the department.
  
- 2.2. Exceptions to the rule will apply to consumption on property only when it is a department sanctioned program and appropriate rules are in place to assure no contact with children, no response to emergencies, no driving of apparatus, and alternate personnel are available to cover emergency response situation.

<b>TOLLAND FIRE DEPARTMENT, INC. Administrative Policy</b>		Section	<b>3</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

### **SECTION 3: CARE OF EQUIPMENT**

- 3.1. Members are issued communications and personal protective equipment worth hundreds of dollars and as much as \$5,000 for some individuals. Members may also be issued Tolland Fire Department, Inc equipment that may consist of but not be limited to Class A dress uniforms, books and study materials, sweatshirts, T-shirts and jackets. All individuals are required to treat the issued equipment with respect taking reasonable precautions to protect the equipment from unusual wear and tear or against loss. Members will not make changes to any attire with the Tolland Fire Department logo without written permission from the Board of Directors. Members are not responsible for normal wear and tear but will be required to replace damaged equipment due to loss or damage when neglect is determined.
  
- 3.2. Equipment issued by the department shall be returned to the department upon request of the Chief, his representatives, or the Board of Directors. The reason and time period for return of equipment will be made available to the member. Equipment shall include but not be limited to protective equipment, equipment, equipment bags, radios, identification and tags, radios, paging radios, vehicle plates, training materials, and training books.
  
- 3.3. Equipment not returned in a reasonable time period will be considered stolen equipment and the individual shall be so notified. If not returned within 24 hours of this notification, the issue shall be turned over to State Police for appropriate action.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>4</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

**SECTION 4: CELL PHONE AND ELECTRONIC EQUIPMENT**

- 4.1. Cell phones shall not be utilized in department meetings, drills and training sessions and shall not disrupt such sessions. Those that need their phones in these situations for business and family contacts shall keep the phone in a mode that is least disruptive to the department. If the phone has to be utilized, quietly exit the session.
- 4.2. Other electronic equipment utilized by members shall be governed by the same rules as cell phones.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>5</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 5: CHANGE OF MEMBERSHIP STATUS**

5.1. From time to time it becomes necessary for a member to change his membership category in the Tolland Fire Department. The member or the department may initiate this change. In either case, this will be accomplished in a business manner, with tact; fairness, discretion and careful attention paid to the member's activity and response in the department. Categories of membership are listed in the By-laws and are described in detail in the Policies and Procedures of the Tolland Fire Department, Inc. The two ways a member can have their membership category changed are as follows:

5.1.1. Member Initiated:

1.) A member may request a change in their category when they feel that they can no longer meet the requirements of that category. This must be done in writing to the Board of Directors with a copy to the Chief of the department. The Board will review this request and along with the Chief either accept or reject the request. The action by the Board will then be taken to the membership at the next monthly meeting for a vote.

5.1.2. Department Initiated:

1.) The Chief, upon review of a member's activity level may bring to the Board the name(s) of any member(s) who are not maintaining the requirements for the members' category of membership. Along with the name(s), appropriate documentation will be provided to the Board to substantiate the request. The Board and the Chief, at the next board meeting in a time frame not to exceed 30 days from date of request will review this request. If the Board agrees with the Chief, they will then meet with the member to inform (them) of the proposed change to their membership category. Upon completion of this meeting, the Board will then vote on the membership change and the results will then be presented to the membership at the next monthly meeting for a vote to accept or reject the actions of the Board

5.1.3. Changes to a member's status in the Tolland Fire Department should be accomplished in a timely and fair manner.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>6</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

**SECTION 6: CHANGES OF POLICY**

- 6.1. These policies may be changed at any time deemed necessary, but will not be effective unless  $\frac{3}{4}$  of the Board of Directors have voted their approval. The membership will be provided copies of these changes at the next monthly meeting following this vote.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>7</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 7: CODE OF CONDUCT**

- 7.1. Each member is expected to represent the department with pride and honor. While officially representing the department on duty or when wearing department identification, members shall not do or say anything that will degrade or bring discredit to the department.
  
- 7.2. Each member shall also treat fellow members and public safety personnel with due respect at all times. Volunteers shall be particularly cognizant of the relationship between the volunteers and the public safety personnel who perform EMS and Fire Suppression duties as their livelihood. No comments shall be made that will jeopardize the working relationship between volunteers and paid personnel.
  
- 7.3. No member shall abuse or show abuse to any other member of the department or any of the paid public safety personnel.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>8</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 8: COMPUTERS AND ELECTRONIC EQUIPMENT**

- 8.1. The computer and other electronic equipment owned by the Tolland Fire Department Inc. and the Town were purchased for official fire department use only and to further our public safety mission. This equipment is not intended for personal use.
- 8.2. Computer equipment and all related electronic equipment shall be used for official fire department use. Such use includes record maintenance, departmental communication, training, department e-mails, preplanning, community information and marketing and any other department related activities. Any department member without approval of the Chief of the Department and agreement of the Board of Directors shall undertake NO personal communication or use for any unauthorized purpose. No programs purchased or created for record's management shall be added or modified except by authorized personnel.
- 8.3. The computer in the Record's Management Office is intended for records management and will be used by only those individuals that are assigned records management tasks.
- 8.4. Members shall also abide by the policies of the Town of Tolland pursuant to computer use. A copy of the Town of Tolland Computer and Electronic Equipment Policy has been attached (Appendix A.)
- 8.5. Access to the Department Computer Network will be at the discretion of the Chief or designated Network Administrator. All electronic files created for the benefit of the department shall be saved on the network. Any pass word protected file shall be forwarded to the Network Administrator with an identification of the password and purpose of the document so it can be included with the back up files.
- 8.6. If communications of a personnel matter or other confidential communication is required either a personal contact or an e-mail at a non-Town or non-Department computer should be utilized.

<b>TOLLAND FIRE DEPARTMENT, INC. Administrative Policy</b>		Section	<b>9</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 9: CONFIDENTIALITY**

- 9.1. Members in performance of their duties have access to patient information, private property and Tolland Fire Department, Inc. matters. Information gained in performance of duties or while attending department business meetings is not to be repeated or released to the public. Each member must sign a confidentiality statement as a condition of membership.
  
- 9.2. All members will adhere to the Federal HIPPA requirements concerning patient confidentiality and shall only share patient information with **authorized** medical and department personnel.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>10</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 10: DISCIPLINE/PENALTIES**

- 10.1. Non compliance of these policies may result in penalties that are dependant on the severity of the offense and whether this is a pattern of repetitive actions. The penalties may include, verbal warning, written warning, suspension or dismissal from the department. Penalties may be assessed by the Chief of the Department or in his absence his representative. Any discipline or penalties shall be referred to the Board of Directors for confirmation or modification. Matters pertaining to the Chief will be a direct responsibility of the Board of Directors.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>11</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 11: DRUGS**

- 11.1. No non-prescription drugs may be carried or consumed on property under the care, custody, or control of the fire department. No member shall drive a fire department vehicle, enter onto department property, or respond to a fire department call after consuming any drug prescription or non-prescription, which impairs or may impair the ability of the individual to perform fire, rescue, or EMS duties properly. Property is defined as any property either under permanent or temporary control of the department.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>12</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 12: EQUIPMENT**

- 12.1. To equip an Officer, Firefighter or EMT with uniforms with protective equipment, the department invests upwards of \$2,000 per person depending upon the number and types of uniforms and equipment issued. Recent experiences as well as trends over the past years reveal that equipment is often returned in poor condition or is not returned at all. Wear and damage from normal use is to be expected, but abuse and poor maintenance is not appropriate. More and more equipment seems to be lost, damaged or misappropriated and reported as such only when department membership is terminated. To prevent undue loss and damage of department equipment, department members must adhere to the following policy:
- 12.2. It is the policy of the Tolland Fire Department to issue members, appropriate safety equipment, uniforms and other equipment required to help them perform their duties and to protect them in the performance of their duties. Each member upon receipt of department equipment or uniforms understands the following conditions:
- 12.2.1. All equipment or uniforms issued are the property of the Tolland Fire Department and are to be returned in the same condition as issued minus fair wear and tear.
  - 12.2.2. Damage to or loss of equipment or uniforms in the performance of duty is to be reported immediately for repair or replacement by the department.
  - 12.2.3. If equipment is damaged or lost in the performance of duty, the situation will be reported immediately for repair or replacement.
  - 12.2.4. Repair or replacement of equipment neglected or abused will be the responsibility of the member.
  - 12.2.5. All equipment will be signed for upon receipt. Upon termination of membership, all equipment will be returned in clean and presentable condition within 24 hours of termination.
  - 12.2.6. Any unreasonable damage or loss of equipment will be billed to the member. Cost will be determined by repair or replacement cost minus fair wear and tear.
  - 12.2.7. To establish a basis for fair wear and tear, assure that equipment is properly maintained and assure that equipment is accounted for, there will be an inspection program. Each member will participate in this program.

## Equipment Policy - Member Agreement

I \_\_\_\_\_  
have read the **Equipment Policy** and understand my responsibilities for maintaining and caring for department issued equipment. Furthermore, I will return all department owned equipment within 24 hours of my termination from membership in the Tolland Fire Department or upon request of the Chief.

**Signed** \_\_\_\_\_  
**Dated** \_\_\_\_\_  
**Witness** \_\_\_\_\_  
**Position** \_\_\_\_\_  
**Member Name** \_\_\_\_\_  
**SS#** \_\_\_\_\_

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>13</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 13: FURNITURE CARE AND USAGE**

- 13.1. Furniture at the Training Center belongs to the Tolland Fire Department, Inc. This furniture including tables and chairs is for use by the fire department for purposes of training and meetings only and are not to be loaned out. Tables are to be handled with care. No one is to sit on the tables. When using equipment for meetings is it to be left neat and returned to its original position. There are tables and chairs at several of the stations, which from time to time have been loaned out to members for out of department activities. Such loans may take place upon completion of loan agreement (see attached form) and signatures of the Chief and Chairman of the Board of Directors.

Furniture – Loan Agreement

Tolland Fire Department, Inc.  
P.O. Box 827  
Tolland, CT. 06084  
860-871-3677

Authorization for use of tables, chairs or equipment

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone (Work)** \_\_\_\_\_ **(Home)** \_\_\_\_\_  
**Item(s) Requested** \_\_\_\_\_  
**Date and Time Requested** \_\_\_\_\_

**Approved by the Chief or his designee** \_\_\_\_\_  
**Date of Approval by Chief** \_\_\_\_\_  
**Approved by Board of Directors** \_\_\_\_\_  
**Date approved by Board** \_\_\_\_\_

For the Purpose of this policy “equipment” shall be defined as all equipment and supplies owned by the Town of Tolland or the Tolland Fire Department Inc. whether purchased from the general fund, corporate fund or acquired by donation.

Any person, organization, or member of the Tolland Fire Department, Inc. wishing to have access to equipment for other than departmental purposes shall request permission from the Chief of the department or his designee. This request shall be made on an approved form and filed with the Chief and the Board 72 hours prior to intended use.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>14</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 14: HISTORICAL MEMORABILIA AND DOCUMENTS**

- 14.1. Historical Memorabilia and Documents pertaining to Tolland Fire Department or Tolland Ambulance will be housed in the Tolland Fire Department Training Center or designated TFD Fire Station. These materials will remain in the Training Center of the Fire Stations for purposes of display or preservation. They may not be removed for any purposes without the permission of the Board of Directors and the Chief.

<b>TOLLAND FIRE DEPARTMENT, INC. Administrative Policy</b>		Section	<b>15</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 15: INAPPROPRIATE LANGUAGE**

- 15.1. Inappropriate language by any Tolland Fire Department members while on TFD property, or engaged in any TFD sponsored activities or while representing TFD in any forum and through written communications relating to TFD is unacceptable and will not be tolerated. We deal with the public constantly and inappropriate language is offensive to many and leaves poor lasting impression on the competency of the member and the department.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>16</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 16: LEAVE OF ABSENCE**

- 16.1. The Board of Directors may grant a leave of absence for a full member upon request of the Chief. Such leave shall be granted for those purposes that do not jeopardize the operation and functioning of the department. A leave may be granted for such reasons as maternity, illness, family emergency, military, educational or employment.
- 16.2. A leave of absence shall be authorized in writing and will define the condition and time limit of the leave. A member on leave retains membership rights but does not have to meet any training or activity requirements. Any loss of certification training during that period is the responsibility of the individual to make up.
- 16.3. The member may not return to duty without having made up appropriate training and operational requirements.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>17</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 17: MEMBERSHIP REQUIREMENTS**

### **17.1. Probationary Membership:**

- 17.1.1. Be of good moral character.
- 17.1.2. Complete a membership application process including physical documentation as to suitability for emergency duty.
- 17.1.3. Minimum of 16 years old. Members under 18 will be restricted from hazardous environments and from driving department apparatus.
- 17.1.4. Residency in Tolland. In lieu thereof working in Tolland or living within a feasible response distance and time in an adjoining Town. In each case of a nonresident application, an individual evaluation shall be conducted to assure the member can meet membership requirements.
- 17.1.5. Is willing to be certified as a firefighter or emergency technician. Must enroll in the first available class. Must enroll in the first HazMat Awareness and HazMat Operational class available
- 17.1.6. Commit to a minimum of five years service.
- 17.1.7. Attend all regularly scheduled training drills and regular meetings unless excused. Excuses absences will be for work, sickness, or vacations only. Missed drills must be made up. Failure will be grounds for dismissal or extension of the probationary period.
- 17.1.8. Must adhere to the Standard Operating Guidelines of the Department.
- 17.1.9. The probationary period shall last a minimum of one year and shall be divided into two segments of six months in each period the probationary member must successfully complete training requirements and reasonable response requirements. At the end of each six-month period, a vote will confirm the next step in the progression of membership. If the probation requirements are not met, the period may be extended or terminated by vote of the membership. When an active member in good standing has left the department and wants to return, they shall only serve a six month probationary period.
- 17.1.10. Probationary Members do not have voting privileges.

**17.2. Active Membership:**

- 17.2.1. Successfully complete probationary membership.
- 17.2.2. Maintain a minimum response rate of 12 % (40% of the time normally available) of all emergency calls. Members are expected to respond to all incident when in Town and available unless off the line.
- 17.2.3. If an EMT, maintain EMT certification to the level of the department (HazMat, EMT-D, and Epi.)
- 17.2.4. If a firefighter, maintain all related certification requirements (HazMat, SCBA, and Safety.)
- 17.2.5. Attend all regularly scheduled training drills unless excused. Excused absences will be for work, sickness, family commitments, or vacations. Missed drills must be made up. With a recommendation from the chief, the Board of Directors shall 'review all cases where a member has more than three absences without an excuse. Review shall result in corrective action.
- 17.2.6. Attend all department meetings (same exemptions.)
- 17.2.7. Participate in committees or other support functions of the department.
- 17.2.8. Must adhere to the Standard Operating Guidelines of the Department.
- 17.2.9. May hold any elected or appointed office in the department.

**17.3. Reserve Membership:**

- 17.3.1. New members after July 1, 1999 that have served as active members for 15 years may be eligible for reserve membership. Members before July 1, 1999 are grandfather and may be eligible after 10 years.
- 17.3.2. Reserve membership is available to only those members that. are unable to continue meeting active membership requirements due to health, business, or other documented reason.
- 17.3.3. After review and recommendation by the Chief and Board of Directors, the member shall be vote upon at a regular membership meeting.
- 17.3.4. Reserve members must attend regular meetings, scheduled drills and other department functions.
- 17.3.5. Reserve members must maintain the certification requirements as an EMT or firefighter and be available for special call.
- 17.3.6. Reserve members shall have voting privileges and may hold administrative offices.
- 17.3.7. The reserve list shall be reviewed and voted upon at the annual meeting.

**17.4. Special Membership:**

- 17.4.1. Be recommended by the Chief of Department as having special talent that would benefit the fire departments, its members, or the public safety services provided to the Town of Tolland.
- 17.4.2. Be willing to commit to a defined task to assist the department in training, administrative, or staff support services.
- 17.4.3. For each special member, an individual job description shall serve to outline services to be provided.
- 17.4.4. Titles such as Chaplain, Medical Advisor, Police Advisor, and Legal Advisor may be utilized and will be identified in the job description.
- 17.4.5. Special members do not have voting privileges.
- 17.4.6. The special membership list shall be reviewed and voted upon at the annual meeting.

**17.5. Honorary Membership:**

- 17.5.1. Qualification for honorary membership is successful completion of 10 years service as an active member.
- 17.5.2. Any active member may recommend a qualifying member for honorary membership at a meeting following the individual's resignation.
- 17.5.3. The name and recommendation shall be posted for 30 days and a vote taken at the next meeting of the department.
- 17.5.4. Honorary members do not have voting privileges.
- 17.5.5. The honorary list shall be voted upon annually at the annual meeting of the department.

**17.6. Distinguished Service Membership:**

- 17.6.1. Qualification, for distinguished service membership is successful completion of 25 years of active membership in the department.
- 17.6.2. Distinguished service members shall be recommended by the Chief of Department or Board of Directors as having completed 25 years of service and left an impact on the department due to exemplary service.
- 17.6.3. The Board shall present a recommendation to the department.
- 17.6.4. The proposed member shall be posted for 30 days and then voted upon at the next regular meeting of the department.
- 17.6.5. Distinguished service members do not have voting privileges.
- 17.6.6. The distinguished service member list shall be a permanent list.

17.7. **NOTE:** All changes in membership categories shall go to the Board of Directors for review and recommendation to the department for voting action.

**17.8. Dual Emergency Service Membership:**

- 17.8.1. No volunteer member of the department shall maintain active volunteer membership in any other organization within the Tolland County Mutual Aid Fire Service operational area that provides emergency medical or fire suppression services. This policy does not apply to any condition of employment where the member works for another emergency service.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>18</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 18: RECORDS MAINTENANCE AND DISPOSAL**

- 18.1. Records of the Tolland Fire Department are governed by the rules of state government. No administrative, personnel, operational or departmental /committee records shall be disposed of without approval of the State of Connecticut according to our “Records Disposal Approval Form” and the related disposal process.
- 18.2. Department minutes shall be **PERMANENT** records of the department and not subject to records disposal procedures.
- 18.3. Any historical documents or records approved for disposal may be retained in accordance with our **Historical Memorabilia and Documents Policy** if historical significance is determined.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>19</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 19: REIMBURSEMENT**

### **19.1. Stipend:**

19.1.1. The Town of Tolland provides a stipend program to members that meet criteria that has been approved by the town and the department. A copy of current criteria is on file with the Chief of Department. Such stipend shall be provided to each member on a quarterly basis that meets the criteria.

- 1.) The requirements of this section does not preclude the ability of the Board of Directors funding such activities as training, public relations and other activities that are in the best interest of the department.

### **19.2. Expenses:**

19.2.1. No member shall incur a cost or financial liability to the department without prior approval of the Chief for line expenses and the Board of Directors for corporate expenses. Upon request of the Chief the Board may approve an advance to a member for training and or other expenses. Advances will only be provided in emergency or other situations that lack of such advance would hinder operations. Such advance shall be made with an agreed upon repayment schedule.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>20</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

**SECTION 20: SEXUAL HARASSMENT / HOSTILE WORK ENVIRONMENT**

- 20.1. The Town of Tolland has a strict sexual harassment policy and the Fire Department is in strict compliance with that policy. It is each member’s responsibility to ensure that there is no sexual harassment and to report any observed for action. Each member will participate in each Town or Department training session and shall be in full compliance with the Town’s policy. A copy of the Town of Tolland Sexual Harassment Policy has been attached (Appendix B.)
  
- 20.2. Any infraction of this policy by any member should be reported immediately to Assistant Chief Doug Racicot or Chairperson Donna Enman. If, for any reason, an employee is uncomfortable reporting an incident of sexual harassment to either of these individuals, the member may report the incident to their respective Station Officer or another Line or Administrative Officer in the Department. All such Officers are required to “IMMEDIATELY” report incidents of sexual or other harassment to both of the department Sexual Harassment Officers listed above or in their absence their designee. A formal and documented investigation shall be commenced within 48 hours of notification of a complaint. The Department will endeavor to keep such reports or complaints confidential, sharing them with others only on a need-to-know basis, for the purposes of facilitating investigation and resolution. All reports or complaints of suspected sexual harassment will be investigated.
  
- 20.3. Administrative Officer Supervision of family members or mate:
  - 20.3.1. Members that serve in an Administrative Officer position shall not have any direct supervision over a family member (spouse, father, mother, son, or daughter) or a department member they are in a dating relationship (mate) with (past or present.)
  - 20.3.2. An Administrative Officer shall not investigate any complaint that may be filed by or against their family member or mate. Any complaints brought forth shall be directed to an Administrative Officer of equal rank or in the absence of an equal ranking Administrative Officer the next senior ranking Administrative Officer.
  - 20.3.3. An Administrative Officer shall recuse themselves from any commendation, promotion, or disciplinary action involving their family member or mate.
  - 20.3.4. Retaliation by an Administrative Officer against a member for filing a complaint about their family member or mate is strictly prohibited under this policy. Violations of this policy will not be permitted and may result in disciplinary action up to and including discharge from membership.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>21</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 21: SMOKING AND USE OF TOBACCO**

- 21.1. There will be no smoking or chewing of tobacco in any department buildings. Such activities shall be taken outside. No evidence of these activities shall be left on department property.

<b>TOLLAND FIRE DEPARTMENT, INC. Administrative Policy</b>		Section	<b>22</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 22: UNIFORMS**

- 22.1. Dress uniforms are to be worn by department members at functions sponsored or sanctioned by the Tolland Fire Department Inc. These uniforms are purchased by the Tolland Fire Dept. Inc and therefore the property and control of the TFD Corporation. They are not to be worn or loaned to anyone who is not a member of the Tolland Fire Department Inc. Each member shall return the equipment in the same condition it was issued minus normal fair wear and tear.
- 22.2. Members may request a dress uniform upon completion (1) year active membership. Active members, who have not completed the (1) year active membership and in need of a dress uniform may be, granted one upon request by the Chief to the Board of Directors. Any uniforms on hand will be matched with members before new uniforms are ordered.
- 22.3. A complete dress uniform will comprise of the following:
- 22.3.1. Navy Jacket with Tolland patches.
  - 22.3.2. Navy Pants with appropriate striping on outside seams.
  - 22.3.3. White shirt with Tolland patches.
  - 22.3.4. Dark Navy clip on tie.
  - 22.3.5. Black socks.
  - 22.3.6. Black patent leather shoes (shined) of the same style approved by the department.
  - 22.3.7. Black leather belt.
  - 22.3.8. White gloves (clean).
  - 22.3.9. Hat
  - 22.3.10. TFD Badge for jacket and for hat.
  - 22.3.11. Appropriate insignias for Officers.
- 22.4. Members are responsible for dry cleaning uniforms and washing shirts and gloves. The department will supply the member all items for the uniform except the following:
- 22.4.1. Shoes
  - 22.4.2. Socks
  - 22.4.3. Belts

- 22.5. Upon termination from membership in the Tolland Fire Department all parts of the dress uniform must be returned within 24 hours of termination in good clean condition.
- 22.6. Any unreasonable loss or damage of these uniforms will be billed to the member.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>23</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 23: USE OF STATIONS**

- 23.1. Fire stations and the Training Center are Town buildings. They shall not be exposed to anything more than normal wear and tear. When using building, they are to be left clean and neat. Tables and chairs are to be returned to their proper position and food and drink containers shall be disposed of properly. No bunker gear will be worn in the Training Center. Scheduling these buildings for meeting use will be done through the Chief of the Department and the Town Manager.

<b>TOLLAND FIRE DEPARTMENT, INC.</b> <b>Administrative Policy</b>		Section	<b>24</b>
		Adopted	01/13/03
Author	Board of Directors	Revision	<b>A</b>
Approved by		Revised	--

## **SECTION 24: WEAPONS**

- 24.1. No member shall respond to and emergency incident, training session, or other department function while carrying or in possession of any hand gun, fire arm or other item the may be construed as item used primarily as a weapon. Such weapon shall not be in any fire station, apparatus or department vehicle.
- 24.2. Exemption:
- 24.2.1. This policy does not cover any equipment designed specifically for the performance of emergency medical service and fire suppression duties.
  - 24.2.2. This policy does not apply to the equipment required for the Fire Marshal, Animal Control Officers, Public Safety Supervisor, or Public Safety Officers to perform their duties.
  - 24.2.3. Any exemptions will be with the full knowledge and approval of the Chief and the Board of Directors.

# **APPENDIX A**

OVERVIEW AND PURPOSE OF THE FOLLOWING POLICIES: The Town of Tolland has implemented a sophisticated computer network infrastructure connecting personal computers on a computer network throughout Town government. All of the users on this network have the ability to carry out correspondence with outside users. Many users also have the ability to access resources on the Internet. This network has become one method by which employees communicate, conduct business and access information to perform their duties and responsibilities. This has resulted in increasing the importance that the network remains operational at all times and that the network's utilization and access to information is used in an appropriate and legal manner. The purpose of these policies are to ensure the optimal performance of the network and to make sure end users are aware of their responsibilities in using the technology appropriately and safeguarding the access to information. Individual users are responsible for their own conduct. The use of computers is a privilege, not a right. As the owner of both the hardware and the software, the Town of Tolland reserves the authority to withdraw this privilege.

ELECTRONIC MAIL: The Town's E-mail system is designed to facilitate official Town business communication among Town employees, residents and the various business associates of the Town. The E-mail systems are the property of the Town, regardless of the physical location of the files or the form in which those files are maintained.

1. The Town maintains an electronic mail system. This system is provided by the Town to assist in the conduct of business within the Town.
2. The electronic mail system hardware is Town property. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the Town. They are not the private property of the employee.
3. The use of the electronic mail system is reserved solely for the conduct of Town business. It may not be used for personal business.
4. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
5. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those messages considered offensive, are any messages which contain sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
6. Town employees should keep in mind that E-mail messages are not private but are discoverable communications and may be subject to FOI requirements. Since messages may be retained at different locations or levels of the system, users must remember that their deleted communications can be retrieved during a formal discovery process.
7. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. The message may be residing in the recipient's mailbox or forwarded to other recipients. The message may also be stored on the Town's system backups.
8. If an attachment has been sent along with an E-mail, the recipient will notice a small paperclip next to the envelope. If the attachment is from an unknown source, the employee is directed not to click on the paperclip. The Town Manager or his/her designee should be

called immediately. These attachments are often used to transmit viruses. The introduction of a virus into our system could cause our network to malfunction.

9. Employees are not authorized to retrieve or read any E-mail messages that are not intended for them. If you receive an E-mail message intended for another recipient, contact the Town Manager or his/her designee immediately. If an employee is out of the office for any length of time the Town Manager, or his/her designee, reserves the right to open their files and access any E-mail correspondence.
10. Employees shall utilize the electronic mail system for communications that could normally be accomplished through the telephone. Substantive memos and documents can be transmitted as attachments but are subject to mandatory retention pursuant to the State of Connecticut's Record Retention Act. Employees are directed to retain these substantive memos in electronic or hardcopy form for future reference.

INTERNET: The Internet worldwide computer network provides a unique service for acquiring and sharing government, technical and legal information. The Internet's electronic mail system can keep mutual professional interest groups in ready contact. Town employees using the Internet for professional governmental purposes need to ensure that they do so in a proper, ethical and professional manner. The Town feels that the Internet will be the future media for communication, both with government agencies and the public.

Employees who use the Internet must:

1. Not download or upload material containing the following:
  - a. derogatory racial content.
  - b. sexual content.
  - c. derogatory religious content.
  - d. political statements.
  - e. offensive language.
  - f. any content which would negatively reflect upon the Town.
2. Not use the Internet for personal gain or unapproved solicitation.
3. No system user shall download software from the Internet without the permission of the Town Manager or his/her designee. Although the Town uses virus-scanning software on its electronic systems, these tools are not foolproof. Software downloaded from the Internet may contain viruses. This downloaded virus could render our network inoperable.
4. To promote effective use of the Internet as part of their training, employees are, with permission from the supervisor, encouraged to spend some time "exploring" the professional resources available on the Internet. Internet usage by employees will be monitored for compliance with this policy.

VIOLATIONS OF POLICIES: Any violation of the provisions of these policies can lead to loss of computer services, and/or progressive disciplinary action. Such action will depend upon the severity of the violations; the frequency of violations; and the affect such violation has on the network. Such discipline shall be handled by the Town Manager and in conformance with appropriate provisions of collective bargaining agreements and the Town's personnel rules.

# **APPENDIX B**

ARTICLE XVIII  
Sexual Harassment and Other Forms of Harassment

§ A174-59. Policy.

Harassment of an employee by a supervisor or co-worker on the basis of sex or inclusion in a protected class under law creates a harmful working environment and is illegal under state and federal law. It is the policy of the Town to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex or inclusion in a protected class. While this policy specifically addresses sexual harassment, the Town will not tolerate harassment on any other basis as well (see Section § A1 74-3).

§ A174-60. Definition of terms.

A. Sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as Connecticut General Statutes, § 46a-60(a)(8). Sexual harassment is generally defined as verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities. Such behavior is prohibited. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

B. Prohibited Conduct. Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

- (1) Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
- (2) Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
- (3) Dirty jokes, derogatory or pornographic posters, cartoons or drawings; or

(4) The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment.

C. Any infraction of this policy by any employee should be reported immediately to the Assistant to the Town Manager or the Town Manager. If, for any reason, an employee is uncomfortable reporting an incident of sexual harassment to either of these individuals, the employee may report the incident to his/her department head or to another supervisory employee in the Town employ. All such supervisory employees are required to report incidents of sexual or other harassment to the Town Manager. The Town will endeavor to keep such reports or complaints confidential, sharing them with others only on a need-to-know basis, for the purposes of facilitating investigation and resolution. All reports or complaints of suspected sexual harassment will be investigated.

D. Retaliation against any employee for complaining about sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

E. Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 90 Washington Street, Hartford, CT 06106. (Telephone Number 566-3350; TDD Number 566-2301) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (Telephone Number 617-565-2300; TDD Number 617-565-3204). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

E. Other forms of harassment. This policy is limited to sexual harassment. However, other types of harassment also are prohibited by federal or state law, such as harassment on the basis of sexual orientation, race, color, religious creed, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability or age. Therefore, employees of the Town should also report situations involving any of these other forms of harassment, through the complaint and investigation procedure set forth above. Any questions should be directed to the Assistant to the Town Manager or the Town Manager. As with sexual harassment, employees may make inquiries of, or file complaints with, the Connecticut Commission on Human Rights and Opportunities.