



**GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**



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SOG NUMBER: PER-001                      ISSUED DATE: 02-04-19                      EFFECTIVE DATE: 02-04-19  
REVISION #: 4                                      REVISED DATE: 06-14-23                      EFFECTIVE DATE: 06-14-23  
CATEGORY: PERSONNEL  
SUB-CATEGORY: PERSONNEL CLASSIFICATION  
SUBJECT: PERSONNEL REQUIREMENTS  
RELATED PROCEDURE:

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Section I – Introduction

A. Objectives

To identify the various job classifications, which includes required eligibility based on minimum years of service, certifications, annual in-house training and incident response within the Glastonbury Fire Department.

B. Applicability

This guideline will be used to in determining an individual's eligibility for promotion, meeting the annual tax abatement requirements and maintaining membership in good standing.

C. Reference

None

Section II – Job Classification

A. Assistant Chief:

1. Must be a member of the Glastonbury Fire Department for a minimum of twelve (12) years, seven (7) of which must be as a Department officer.
2. Must maintain a minimum certification of Fire Officer I.
3. Must maintain either a valid Q endorsement or CDL driver's license.
4. Must meet the requirements of an interior firefighter.
5. Knowledgeable in Department software applications.

## 6. Training Obligations

## a. OSHA Mandatory Training

- 1) SCBA refresher (a minimum of 2 hours)
- 2) Blood Borne Pathogens and CPR
- 3) SCBA fit test
- 4) Live Fire Training
- 5) Ladders
- 6) Four training classes that relate to structural firefighting
- 7) Hazardous Materials (a minimum of 2 hours)

## b. Department Officer Training

- 1) Minimum of 18 hours

## c. Outside Department Continuing Education

- 1) Minimum of 8 hours

## d. Training at Company level

- 1) Minimum of 8 hours

## 7. Must pass a Physician's examination – annual fit for duty physical

## 8. Must accumulate a minimum of 75 units, annually.

a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.

b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

## B. Deputy Chief:

1. Must be a member of the Glastonbury Fire Department for a minimum of ten (10) years, five (5) of which must be as a Department officer.

2. Must maintain a minimum certification of Fire Officer I.

3. Must maintain either a valid Q endorsement or CDL driver's license.

4. Must meet the requirements of an interior firefighter.

5. Knowledgeable in Department software applications.

## 6. Training Obligations

## a. OSHA Mandatory Training

- 1) SCBA refresher (a minimum of 2 hours)
- 2) Blood Borne Pathogens and CPR
- 3) SCBA fit test
- 4) Live Fire Training
- 5) Ladders
- 6) Four training classes that relate to structural firefighting

- 7) Hazardous Materials (a minimum of 2 hours)
  - b. Department Officer Training
    - 1) Minimum of 18 hours
  - c. Outside Department Continuing Education
    - 1) Minimum of 6 hours
  - d. Training at Company level
    - 1) Minimum of 30 hours
7. Must pass a Physician's examination - annual fit for duty physical.
  8. Must accumulate a minimum of 75 units, annually.
    - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.
    - b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

C. Captain:

1. Must be a member of the Glastonbury Fire Department for seven (7) years with a minimum of two (2) years having been served as a Lieutenant.
2. Must maintain a minimum certification of Firefighter II.
3. Must maintain either a valid Q endorsement or CDL driver's license and certified to drive all apparatus in the assigned Station.
4. Must meet the requirements of an interior firefighter.
5. Knowledgeable in Department software applications.
6. Training Obligations
  - a. OSHA Mandatory Training
    - 1) SCBA refresher (a minimum of 2 hours)
    - 2) Blood Borne Pathogens and CPR
    - 3) SCBA fit test
    - 4) Live Fire Training
    - 5) Ladders
    - 6) Four training classes that relate to structural firefighting
    - 7) Hazardous Materials (a minimum of 2 hours)
  - b. Annual Department Officer Training
    - 1) Minimum of 12 hours
  - c. Annual Training at Company Level
    - 1) Minimum of 36 hours
7. Must pass a Physician's examination – annual fit for duty physical

8. Must accumulate a minimum of 60 units, annually.
  - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.
  - b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

D. Lieutenant:

1. Must be a member of the Glastonbury Fire Department for five (5) years.
2. Must maintain a minimum certification of Firefighter II.
3. Must maintain either a valid Q endorsement or CDL driver's license and certified to drive all apparatus in the assigned Station.
4. Must meet the requirements of an interior firefighter.
5. Knowledgeable in Department software applications.
6. Training Obligations
  - a. OSHA Mandatory Training
    - 1) SCBA refresher (a minimum of 2 hours)
    - 2) Blood Borne Pathogens and CPR
    - 3) SCBA fit test
    - 4) Live Fire Training
    - 5) Ladders
    - 6) Four training classes that relate to structural firefighting
    - 7) Hazardous Materials (a minimum of 2 hours)
  - b. Annual Department Officer Training
    - 1) Minimum of 12 hours
  - c. Annual Training at Company Level
    - 1) Minimum of 36 hours
7. Must pass a Physician's examination – annual fit for duty physical
8. Must accumulate a minimum of 50 units, annually.
  - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.
  - b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

\*OFFICER EXEMPTION: An officer that currently holds a rank, but does NOT meet the minimum certification requirement may maintain his/her current rank. However, that officer may NOT advance to a higher rank if he/she does NOT meet the minimum certification requirement for that position.

E. Engineer:

1. Any member who has either joined the Department prior to the Firefighter I certification being required, or is certified by the State of Connecticut at the Firefighter I or higher level. Note that an Engineer exempt from the Firefighter I certification requirement, but may NOT advance to a higher rank.
2. An Engineer may be either a Firefighter or a Support Member.
3. An Engineer must maintain either a valid Q endorsement or CDL driver's license and certified to drive all apparatus in the assigned Station.
4. An Engineer who is classified as a Firefighter must meet the following training obligations:
  - a. Training Obligations
    1. OSHA Mandatory Training
      - i. SCBA refresher (a minimum of 2 hours)
      - ii. Blood Borne Pathogens and CPR
      - iii. SCBA fit test
      - iv. Live Fire Training
      - v. Ladders
      - vi. Four training classes that relate to structural firefighting
      - vii. Hazardous Materials
    2. Annual Training at Company Level
      1. Minimum of 24 hours
5. An Engineer who is classified as a Support Member must meet the following training obligations:
  - a. Training Obligations
    1. OSHA Mandatory Training
      - i. Blood Borne Pathogens and CPR
      - ii. Hazardous Materials
      - iii. Four training classes that relate to structural firefighting, one of which is Basic Ladders.
    2. Annual Training at Company Level
      1. Minimum of 24 hours
6. Must pass a Physician's examination – annual fit for duty physical
7. Must accumulate a minimum of 40 units, annually.
  - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.

- b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

F. Firefighter:

1. An interior firefighter who is certified by the State of Connecticut at the Firefighter I or higher.
2. A member that has joined the Department prior to the Firefighter I certification being required will be exempt from the Firefighter I certification requirement, but may NOT advance to a higher rank.
3. A Firefighter must meet the following training obligations:
  - a. Training Obligations
    1. OSHA Mandatory Training
      - i. SCBA refresher
      - ii. Blood Borne Pathogens and CPR
      - iii. SCBA fit test
      - iv. Live Fire Training
      - v. Ladders
      - vi. Four training classes that relate to structural firefighting
      - vii. Hazardous Materials
  - b. Annual Training at Company Level
    1. Minimum of 24 hours
4. Must pass a Physician's examination – annual fit for duty physical
5. Must accumulate a minimum of 40 units, annually.
  - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.
  - b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

G. Probationary Firefighter:

1. Is defined as either a new member that has not met the requirements of Firefighter I certification or has transferred from another Department, and already maintains a minimum certification of Firefighter I.
2. Must be a High School graduate (or GED) and a minimum age of eighteen
  - a. Minimum age of 21 without High School diploma (or GED)
3. Must pass an entry-level physician's examination and physical agility component by the Department's medical provider -- fit for duty form.
4. Must meet the following requirements within eighteen (18) months of date of hire:
  - a. Firefighter I Certification
  - b. Certified Hazardous Materials Operational

- c. Incident Command System (NIMS) – FEMA IS-100 & IS 700
  - d. Self-contained breathing apparatus fit test
  - e. Weapons of Mass Destruction Awareness
  - f. Glastonbury Fire Department Standard Operating Procedures
5. A Probationary member that has transferred from another Department, but is already certified to a minimum of a Firefighter I, and has been fit tested for a self-contained breathing apparatus may perform interior firefighting duties.
  6. A new member that has transferred from another Department, and certified as a Firefighter I must complete a minimum of a six-month probationary period.
  7. Probationary members will be identified with orange helmet shields and an orange strip on the tail of their turn out coat.
  8. Probationary members serve at the discretion of the Fire Chief and may be dismissed by the Chief for any reason.
  9. A Probationary member's performance will be reviewed on a six month basis pending receipt of Firefighter I certification.
  10. Probationary firefighters are required to attend company training unless participating in a Firefighter I class.
  11. Must accumulate a minimum of 40 units, annually.
    - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.
    - b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

#### H. Support Member (Exterior Only):

1. Must already be an active member of the Glastonbury Fire Department
2. Must have had previous firefighting experience
3. Must have reached the minimum age of 55, or be unable to pass the Department's physical for interior firefighter.
4. Support members will be identified with a blue helmet shields and a white company number on the helmet front.
5. Training Obligations
  - a. OSHA Mandatory Training
    - 1) Blood Borne Pathogens and CPR
    - 2) Hazardous Materials

- 3) Four training classes that relate to structural firefighting, one of which is Basic Ladders
  - b. Training at Company Level
    - 1) Minimum of 24 hours
6. Must pass a Physician's examination – annual fit for duty physical
7. Must accumulate a minimum of 40 units, annually.
  - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.
  - b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

I. Fire Police:

1. Must be an active member of the Department
2. Must have had previous experience in traffic control
3. Must have reached the minimum age of 55 or be unable to pass the Department's physical for interior firefighter
4. Training Obligations
  - a. OSHA Mandatory Training
    - 1) Blood Borne Pathogens and CPR
    - 2) Hazardous Materials
  - b. Training at Company Level
    - 1) Minimum of 24 hours
5. Must pass a Physician's examination – annual fit for duty physical
6. Must accumulate a minimum of 40 units, annually.
  - a. Note for Severe Weather Related Standbys ONLY a member will receive one (1) unit credit, which will be applied to the minimum annual requirement. However, the member will receive full stipend credit for the total hours accumulated during the Severe Weather Related Standby.
  - b. Any incident(s) that a member response to during a Severe Weather Related Standby will be applied to the minimum annual requirement.

J. Returning Member:

1. Any member that has left the Department in good standing for greater than one year, and requests to return to the department.
2. Must maintain a Firefighter I certification in order to be considered interior firefighter.



3. OSHA compliance – must be completed within 90 days of application:
  - a. Hazardous Materials
  - b. Blood Borne Pathogens
  - c. SCBA, if applicable
  - d. SCBA, fit test, if applicable
  - e. Ladders
  - f. Live fire training, if applicable
4. Must pass a Physician's examination – annual fit for duty physical
5. A member returning to the department who had not completed the requirements for active membership and were probationary members at the time they left the department may be accepted back under the following provisions at the discretion of the Fire Chief:
  - a. They must complete their requirements for active membership before participating in any other fire department activities.
  - b. Members returning to the department from probationary status will not be credited with previous service time.
  - c. Members returning from probationary status will have a probationary period of up to one additional year after meeting the requirements for active status.
6. Review of Department SOG's that may have been developed during the member's absence
7. Years of service previously earned by a member that has left the department for any reason will be required to serve for a period of five (5) continuous years before they will receive credit for their prior years of service. Upon completing a five-year period, the department will credit the member with the previous years of service and will adjust their personnel record to reflect the time previously served.

K. Life Member:

1. Must be an active member of the Department
2. Has had previous firefighting experience
3. Has reached the minimum age of 62 and provided 25 years of continuous service.
4. Training Obligations
  - a. OSHA Mandatory Training
    - 1) Blood Borne Pathogens and CPR
    - 2) Hazardous Materials
    - 3) Four training classes that relate to structural firefighting, one of which is Basic Ladders
  - b. Training at Company Level
    - 1) Minimum of 24 hours
5. Must pass a Physician's examination - annual fit for duty physical
6. There is NO minimum number of units that the individual needs to accumulate on an annual basis.

Section III – Enforcement

The Department Review Board will meet in April of each year to review the status of all members. Their actions will be guided by:

1. Any member who is not compliant with their annual OSHA mandatory training requirement may be given until June 30<sup>th</sup> to satisfy this obligation.
2. Any member who has not met the requirements for maintaining membership in good standing may be given one year to regain membership in good standing.

Section IV -Approval

Fire Chief 

Date of Approval: 6-14-23