Colchester Fire & EMS
Colchester Hayward Volunteer Fire Company
Cadet Application Checklist

Thank you for your interest in joining our Cadet Department. Use this checklist to complete your application. Please bring this completed packet and a parent/guardian on any Tuesday evening between 6:30 pm and 7:00 pm to meet with the program advisors. We will go over expectations, what the program is about, and answer any questions you may have. Once you have met with the advisors, you will be asked to meet with us again for official intake on our meeting night. If you have any questions, please email Colchestercadets028@gmail.com

- ☐ Complete and sign the application (you and a parent/guardian)
- ☐ Read and sign the Cadet Fire Department Standard Operating Procedures/Cadet Working Rules
- ☐ Please sign the Photo Release form
- ☐ Please sign the Youth Misconduct Prevention form
- ☐ Please bring a copy of your most recent school physical form
- ☐ Bring any questions you may have about the program for us; we look forward to meeting you

Colchester Fire & EMS
Colchester Hayward Vol. Fire Company
Cadet Membership Application

Personal Information

Name			Date of Application
Address	City	State	Zip
Cell Phone Number & Name of Carrier	Email Address		
Are you between 14 and 18 years of age? Yes ☐ No ☐	Are you currently enrolled in Middle School or High School? Yes_____ No____		Name of school: _____

Certification

Please only complete if you hold an EMT or EMR certification

Certification Type (EMT/EMR)	Expiration Date	Certificate No.
Validation No.	Name on Certification	

Emergency Contacts

Contact Name	Cell Number	Home/Work Number	Email	Relation

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge. Colchester Fire & EMS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, or genetics.

Cadet Name (Please Print)	Signature
Date	

Cadet Parent Release Form

I _____, as a Parent or Legal Guardian hereby acknowledge that my child _____, may be introduced to dangerous and/or life threatening situations while being a member of the Cadet program. I understand:

1. My son/daughter may be exposed to scenes of a graphic nature on an emergency
2. My son/daughter will be responding in emergency vehicles to emergency situations.

_____	_____	___/___/_____
Print Name of Cadet	Signature of Cadet	Date

_____	_____	___/___/_____
Print Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

Colchester Fire & EMS	100 Administrative	Codification: 100-400
	Date Issued: 8/26/2025	Effective Date: 1/19/2026
Standard Operating Procedure	Last Revised: 01-19-26	
Authority: **Chief S. Hoffmann** Author: Chief Steve Hoffmann	Subject: Colchester Cadet Program	
	Reference: Commission of Fire Prevention and Control Guidelines for Cadet, Explorer, and Junior Members of a Fire and Emergency Services Organization	

I. SCOPE

This procedure shall provide guidance and direction to all aspects of the Colchester Fire & EMS Cadet Program.

II. PURPOSE

To introduce high school-aged students to the fire & EMS service through regular training and activities, including, but not limited to, firefighting, emergency medical services, and technical rescue. Under direct supervision, Cadets will learn the necessary skills to assist the fire department at emergency scenes, engage in public service, practice teamwork and leadership, improve physical fitness, and enhance social development. Colchester Fire & EMS, along with Colchester Hayward Volunteer Fire Company, will benefit from the youth who continue to support the community through this program.

III. DEFINITIONS:

a. Cadet Advisor – Cadet Advisors oversee the program and provide direct supervision for all Cadets within the program.

b. Cadet - 14 – 17-year-olds who have joined the Cadet Program and are actively engaged in firefighting or EMS activities.

IV. PROGRAM STRUCTURE

1. Cadet Advisor(s)

a. The Colchester Cadet Program will be administered by a department firefighter or EMS provider appointed by the Fire Chief, with input from the CHVFC President, to be a Cadet Advisor.

b. The Fire Chief may appoint additional willing and able firefighters or EMS providers as Assistant Cadet Advisors to assist with the program.

c. The Cadet Advisor(s) shall be familiar with department procedures, guidelines, and operations. They shall bring the ability to mentor and guide the Cadet towards a career in emergency services.

d. The Deputy Fire Chief will oversee the program and provide the Cadet Advisors with a chain of command to resolve items that arise.

e. A local, state, and/or national criminal history check must be conducted not only for all Cadet Advisor(s), but also for those working with the program in other capacities, such as running a training class. No one convicted of criminal sexual behavior or physical abuse will be allowed to participate in the Cadet Program in any capacity.

f. Cadet Advisor(s) shall be required annually to complete a department-approved Youth Protection training program and to sign an agreement acknowledging that they understand they are obligated to follow the highest moral standards possible and that they have full knowledge of the following rules:

i. Youth Protection Training for Adults – Advisors must complete this training. This is a required training that provides a guide for adult leaders to guard against all possible forms of abuse: physical, sexual, and emotional, as well as abuse by neglect.

ii. Two-deep Leadership – Two adult department members must be present at each activity involving youth members. Exceptions must be approved on a case-by-case basis by the Fire Chief. Youth activities should be held in facilities and rooms that allow as much open access and visibility as possible. All activities are subject to monitoring.

iii. Individual Consultation – Consultation between adults and youth must be done within the two-deep framework. In situations that require personal conferences, mentoring, or counseling, they should be conducted in facilities and rooms that allow as much open access and visibility as possible, with at least one other approved Advisor present in the area. Planned individual contact outside the firehouse must occur only in public places and with the prior consent of the youth and the parent/guardian.

iv. Respect of Privacy – Advisors need to respect the privacy of Cadets. They shall only intrude insofar as someone's health or safety is at stake. They also need to protect their own privacy in similar situations.

v. Secret Activities – There shall be no "secret" activities. All aspects of the department's program are open to observation by parents/guardians and other department members. Confidentiality or secrecy is not a privilege of adult leaders while participating in activities involving youth.

vi. Hazing and/or initiations are strictly prohibited and shall be banned from any department activity.

vii. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. The department has zero tolerance for unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, reasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

viii. Reporting of Violations – Cadet Advisor(s) are required to notify the Deputy Fire Chief or Fire Chief if they witness any violations of these rules.

g. The Cadet Advisor will supervise Cadet activities related to the department.

i. All Colchester Fire & EMS members and officers must be aware of what Cadets can and cannot do.

ii. All Colchester Fire & EMS personnel are responsible for monitoring Cadet activities and must <u>not</u> allow Cadets to participate in activities that are not allowed.

iii. All Colchester Fire & EMS personnel involved in the Cadet Program shall be familiar with the Policies and Guidelines regarding "Youth Protection".

h. Any Colchester Fire & EMS member in good standing may assist the Cadet Program Advisor or Assistant Cadet Program Advisors in training or other Cadet events.

i. The Colchester Fire & EMS Cadet Program is not affiliated with any school program. Colchester Fire & EMS personnel will not provide any evaluation for grading or school purposes.

1. Colchester Fire & EMS can provide documentation of training attendance upon request.

j. Any change in the Cadet Program structure will require a revised version of this document that must be approved through the appropriate channels before the new activities can commence.

k. Cadet Advisors shall follow the guidance provided by the Commission on Fire Prevention and Control Guidelines for Cadet, Explorer, and Junior Members of a Fire and Emergency Services Organization.

V. PROGRAM ELIGIBILITY

1. Minimum Qualifications

a. Cadets must be at least 14 years of age and no more than 17 years of age. If the cadet is going to become a full adult member of Colchester Fire & EMS, then they will have up to 90 days past their 18th birthday to do so.

i. AND enrolled in a middle/high school level curriculum or recently graduated within 90 days.

ii. Cadets must complete the Cadet Program Application and interview process.

iii. The Cadet Advisors and the Fire Chief must approve applicants.

2. Application

a. Cadet Applicants must submit a completed Cadet Application Packet, including:

i. Completed Application

ii. Signed Parental Consent to Participate

iii. Signed Consent to use Photographs

iv. Physical (upon acceptance into the program and each time it's required for school)

b. Completed application packets will be maintained with the Fire Chief in Cadet Personnel records.

c. Prospective Cadets and their parent or legal guardian shall meet with a member of the Probationary Process Board, Cadet Advisors, and/or the Fire Chief before being accepted into the program.

d. Both the Cadet applicant and their parent or legal guardian will sign that they have received, read, and understand the Cadet Program SOP, the Cadet Working Rules, and the Cadet uniform guideline.

e. Copies of the signed SOP and Guideline will be maintained in the Cadets' personnel file maintained by the Fire Chief‘s Office

VI. Membership

1. Cadet Program maximum enrollment will be determined by the Cadet Advisors and the Fire Chief based on interest in the program and resources available.
2. All Cadets must meet and continue the requirements outlined in section

VII. Minimum Qualifications

   a. Cadets must provide an initial physical, and then as required. This shall be updated based on the expiration date provided on the initial physical during the application process.

   b. EMS-certified cadets, or those in an EMS class, must complete an N-95 fit test annually. They must also have their doctor sign off on the respiratory questionnaire before fit testing.

   c. Cadets must meet the "Administrative Member" training requirements of the 500-050 Yearly Training Requirements SOP.

3. Cadets must attend a minimum of cadet meetings/training to be considered an active member as stated in the Cadet Working Rules.
4. Cadet may be suspended or expelled from the Cadet Program if they do not consistently stay within good academic standing; consistently or seriously violate school rules; have committed a crime; and/or violate the Cadet Program Guidelines.

   a. Advisors may suspend up to 5 days without approval. Cadet may not return until a meeting is completed with the Advisors, Cadet, and their parent or legal guardian.

   b. The Fire Chief must approve suspensions, above those mentioned in 5.a., and expulsions from the program.

   c. May not attend activities and/or calls when suspended/expelled from school.

5. A Cadet who is an active member of the program and turns 18 years of age may choose to:

   a. Continue to participate in training and emergencies as a Cadet for up to 90 days if they intend to become a full adult member of Colchester Fire & EMS and must continue to abide by the conditions outlined in this document. OR,

b. Becomes a full adult member of Colchester Fire & EMS, subject to those standards and requirements. When the former Cadet becomes a full adult member of Colchester Fire & EMS, they must relinquish all personal protective equipment that identifies them as a Cadet.

c. The Cadet Advisors will make every effort to assist the former Cadet in making the transition to full adult member status.

d. Cadets who will be turning 18 by the midpoint of a Firefighter I program and who have been in the Cadet program for at least one year may enroll in the Firefighter I program with the Advisors and Fire Chiefs' approval.

VIII. Guidelines for Cadets

a. General

i. Cadets will adhere to all pertinent Colchester Fire & EMS Standard Operating Procedures and Guidelines as well as the State of Connecticut Guidelines as issued by the Commission on Fire Prevention and Control, referenced in the appendix in this document.

ii. The general standard of conduct is to act professionally. Cadets represent Colchester Fire & EMS and are expected to be courteous and respectful to fellow firefighters, emergency service personnel, and all citizens served.

iii. Cadets will wear protective gear that readily identifies them as Cadets.

iv. Cadets will adhere to all Town of Colchester Policies.

v. Cadets may not, under any circumstance, operate in an Immediately Dangerous to Life or Health (IDLH) environment.

1. Cadets may participate in interior, live burn training conducted in accordance with the State of Connecticut Cadet Guidelines, with specific department approval.

vi. Cadets may not perform any fire service skills until receiving adequate training and being checked off by the Cadet Program Advisor and/or assistants or designee.

vii. Cadets may not operate Colchester Fire & EMS vehicles.

viii. Cadets may not use or display emergency identification in

their personal vehicle (e.g., emergency lights).

ix. Cadets entering Colchester Fire & EMS fire stations shall tag in to ensure that accountability of their presence is maintained.

x. Cadets may not borrow Colchester Fire & EMS equipment for personal use.

xi. Any Injuries must be reported immediately to the Cadet Advisor, Duty Officer, or a Chief Officer.

b. Cadet Officers

i. The Cadet Officers shall consist of a Captain and a Lieutenant. Additional positions may be appointed upon the approval of the Advisors and the Fire Chief.

c. Cadet Uniform and PPE Guidelines

i. Cadets will wear their full uniform during any training, ride-along shifts, or public appearances in compliance with all appropriate Colchester Fire & EMS uniform SOPs and Dress Code for Colchester Fire & EMS Cadets in the appendix of this document.

ii. Cadets will be issued protective gear that readily identifies them as a Cadet, consisting of:

1. Bunker Coat
2. Bunker Pants
3. Fire Boots
4. Helmet
5. Fire Gloves
6. Accountability Tag

iii. Cadets are responsible for the care of all Colchester Fire & EMS gear issued to them and are financially responsible for loss or damage from other than official use as a Cadet.

IX. Training

a. The Cadet Advisors will develop a training schedule for the year with the assistance of the Department Training Officer.

b. The training will follow guidelines established in this document.

i. The Cadet Advisors will supervise all training activities.

ii. Training evolutions will be based primarily on the knowledge, skills, and abilities needed to progress into being an emergency responder.

iii. Cadets must wear all appropriate protective gear while riding on apparatus or during training.

c. Cadets may attend the regular firefighter training and any weekend training with the approval of the Cadet Advisors.

   i. Cadets may not participate in disallowed activities.

   ii. Cadets may not impede or supersede the training of any firefighters.

   iii. Cadets may not attend any Mutual Aid training event unless authorized by an advisor.

d. Cadets that are at least 16 years of age may be assigned, with recommendation from the Cadet Advisor(s), to a training company and will be expected to attend drills with the training company, as approved by their training company officer.

X. Emergency Response

a. Before responding to emergency incidents, Cadets MUST:

   i. Be at least 15 years of age.

   ii. Complete all appropriate minimum training requirements.

   iii. Complete Cadet Response Qualifications.

      1. To be signed off by Cadet Advisor.

b. Cadets may be issued pagers when the Advisors feel that they have received enough training and are competent enough in their training to respond to emergency incidents.

c. Cadets **<u>may not</u>** respond directly to emergency incidents, driving their own POV or in a non-department family member's POV.

   i. If alerted to an emergency incident, Cadets may respond by POV to Fire Headquarters and go to the incident on Colchester Fire & EMS apparatus at the discretion of the apparatus operator.

1. If no apparatus is responding from the station after the cadet arrives, or if the apparatus operator decides not to take the Cadet to the scene, the cadet may be allowed to remain in the station to assist with clean up and returning equipment to service when the incident has concluded.

2. Cadets must remain in the apparatus away from the working area of the scene (warm or hot zones) when the shift they are riding along responds to an emergency incident relating to:

    - *Mental health/psychiatric emergency,*
    - *hazardous material incident,*
    - *biological or nuclear hazard,*
    - *explosive device,*
    - *terrorist incident,*
    - *police jurisdiction/crime scene assistance,*
    - *At an emergency alarm involving a gas leak, the Cadet must remain aboard the apparatus or away from the warm zone until the area of operation for the Cadet is determined to be safe by a Colchester Fire & EMS fire officer.*
    - *Incidents on Limited Access Highways (LAH)*
    - *Mutual aid responses*

3. Cadets may not respond from the station on apparatus to the above category incidents listed in section 2.

d. Upon arrival at an emergency scene, a Cadet is not to enter a private dwelling or other structure with adult firefighters for investigation or emergency action of any type, unless expressly instructed to do so by the Incident Commander or Fire Officer.

e. Cadets are to report directly to the Staging Officer, Accountability Officer, Incident Commander, or initial arriving Company Officer. If none of the previous officers are available, Cadets will report to the engineer or apparatus driver operator only as a last resort.

f. Under no circumstances is a Cadet to enter a burning structure, confined space, underground area, or area subject to a collapse hazard.

g. At an emergency scene, Cadets may operate exterior hose lines under the direction of a fire officer or their designee.

h. At an emergency scene, a Cadet may not climb a ladder or operate from a roof or other elevated position.

i. At an emergency scene, a Cadet may not operate power tools, hydraulic or pressurized air-operated equipment, or cutting devices.

j. Cadets are not to make any public comments or make statements to the media at the time of an emergency incident, or following the incident, concerning conditions relating to the emergency scene.

XI. Appendix Documents:

a. 100-400a Colchester Fire & EMS Cadet Program Working Rules

b. 100-400b Colchester Fire & EMS Cadet Dress Code

c. Commission on Fire Prevention and Control Guidelines for Cadet, Explorer, and Junior Members of a Fire and Emergency Services Organization.

Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

Colchester Fire & EMS Cadet Firefighter Program Working Rules

Updated January 2026

- **MEMBERSHIP**
  - An applicant shall be between the ages of 14 and 18 to join the Colchester Fire & EMS Cadet Firefighter Program.
  - The Cadet Firefighter Program will have a membership cap of 20 members.
  - The Cadet Firefighter Program Advisor will keep a waiting list if necessary.
  - *Membership Activity requirements:*
    - Cadet Firefighters need to earn 25 total points every calendar year.
      - Points are earned by:
        - Participating in Cadet or Senior Drills
        - Attending Cadet or Senior Meetings
        - By participating in emergency calls
        - By participating in Department or Company activities
  - *Probation:*
    - Probation shall serve 6 months:
      - Complete the Cadet Task Book. Attend at least 6 Cadet Drills
      - At least two advisors and the Cadet Captain will meet before the monthly meeting to review the probationary cadet
      - Full membership status shall be determined by recommendation of the Cadet Advisors and approval by the Fire Chief
  - Drill or activity sheet must be filled out for point credit.
  - The Cadet Firefighter Program Advisor will meet with any Cadet Firefighter who falls short of these requirements to discuss an action plan.
  - Should a Cadet Firefighter be dismissed or resign from membership for any reason, they will be required to return any issued gear.
  - *All Cadets will follow the Cadet Firefighter Program dress code.*

- **CADET OFFICERS**
  - Cadet officers shall consist of a Captain and a Lieutenant.
  - To become a Cadet Officer, qualified Cadet Firefighters will submit a letter of interest to the Cadet Firefighter Program Advisor by the January monthly meeting or by the posted date in case of a vacancy.
  - The Cadet Firefighter Program Advisor will recommend the selection of Cadet Officers. The Fire Chief will make the appointment.
  - Once appointed, Cadet Officers will serve a one-year term.

Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

- The Cadet Firefighter Program Advisor will conduct six-month reviews of each officer.
- Cadet Officers can be removed from their position by a Colchester Fire & EMS Chief Officer, under the advice of the Cadet Firefighter Program Advisor, at any time due to a discipline issue or unsatisfactory performance.

- **CADET CAPTAIN**:
  - The Cadet Captain reports directly to the Cadet Advisors
  - The Cadet Captain is responsible for the overall operation and well-being of the Cadet Firefighter Program.

- *Cadet Captain Qualifications:*
  - Member in good standing for at least one year
  - Qualified on all Company 1 front-line apparatus
  - Participated in at least 20 drills (15 of which are Cadet drills)
  - Previously served as a Cadet Lieutenant

- *Cadet Captain responsibilities:*
  - Run the monthly meeting
  - Present or assign a delegate to give a Cadet Firefighter Program report to the Colchester Hayward Volunteer Fire Company.
  - A written report will be emailed to the Chief Officer responsible for the Cadet Firefighter Program and the CHVFC Secretary.
  - Assist with Cadet Firefighter drills
  - Oversee the Cadet lieutenant(s)
  - Resolve minor Cadet Firefighter Program issues
  - Report all Cadet Firefighter Program issues, updates, suggestions etc. to Cadet Firefighter Program Advisor
  - Ensure that the Cadet Dress Code is followed
  - Makes Cadet drill suggestions with the help of fellow lieutenant(s)

- **CADET LIEUTENANT**
  - The Cadet Lieutenant(s) are responsible for motivating the Cadet membership and assisting the Cadet Captain in the overall operation and well-being of the Cadet Department. See below for specifics.

Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

- The Cadet Lieutenant(s) report directly to the Cadet Captain.
- *Cadet Lieutenant qualifications:*
- Must be a full member (off probation) in good standing
- Must have attended at least 20 drills (15 of which are Cadet Drills)
    - *Fire Lieutenant must:*
        - Be qualified on Engine-128, Service-128 & Truck-128
    - *EMS Lieutenant must:*
        - Be qualified on Engine-128, Service-128 & Ambulance 528 or Ambulance 628
        - Be State of Connecticut certified as an Emergency Medical Responder (EMR) or Emergency Medical Technician (EMT)

- *Cadet Lieutenant responsibilities:*
    - Issue Cadet turnout gear and cadet t-shirts
    - Oversee Cadet apparatus qualifications
    - Assist in putting apparatus and equipment back in service after calls and drills.
    - Oversee the washing of apparatus after calls and drills

- **ADMINISTRATIVE POSITIONS**
    - Administrative positions, such as but not limited to recording secretary and treasurer, may be added as a need arises at the discretion of the Cadet Advisors.

- **CHAIN OF COMMAND**
    - Cadets will follow the chain of command as follows:
    - Cadet>>Cadet Lieutenant>>Cadet Captain>>Cadet Advisor>>Deputy Chief>>Chief
    - A Cadet can seek the assistance of any adult in Colchester Fire & EMS or Colchester Hayward Volunteer Fire Company.

- **MEETINGS & DRILLS**
    - *Meetings*
        - A regular Cadet Firefighter Program meeting will be held monthly or at the discretion of the Cadet Advisors.
        - Cadet Firefighter Program meetings will model the senior department's monthly meetings
        - Robert's Rules will be followed

Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

- No quorum will be required to hold a meeting.
- To recommend the use of Cadet Firefighter Program funds, the expenditure can be recommended at the Cadet Firefighter Program Advisor's discretion and/or based on the Cadet's request. The recommendation for use of funds will be forwarded to the Company President (Company Funds) or the Fire Chief (Department Funds) for final approval.

  - *Drills*
    - Cadet Firefighter Program drills will be held on Tuesdays
    - 16 & 17 year old Cadets may be assigned to a Training Company. They will be invited to attend senior drills with their assigned Training Company, at the recommendation of the Cadet Advisors.

- **MEDICAL RESPONSE GUIDES:**
  - Cadets shall not respond first (R1) without a CT EMS license or in training for a CT EMS license.
  - Cadets shall not respond without a lead tech up to their level. (i.e., a cadet EMT can respond R1 with an EMT lead tech, but cannot respond with an EMR senior member.)
  - Cadets shall not obtain refusals or presumptions.
  - Cadets shall not sign for ePCRs or refusals.
  - Cadets cannot perform patient care without direct supervision of a lead tech at their level.
  - Cadets must complete the Emergency Medical Responder (EMR) portion of the task book, and must be approved by the Training Officer, Advisors, and an EMS Officer.
  - Cadets will follow all EMS policies as outlined by Colchester Fire & EMS.

- **CADET CURFEW:**
  - Cadets are permitted to be at the firehouse until 9 pm on weeknights and 10 pm on weekends or school breaks. May stay later based on administration approval.
  - Cadets 15 to 18 years of age are permitted to respond to calls so long as they are adhering to the current Colchester Fire & EMS and Colchester Hayward Volunteer Fire Company expectations and the Connecticut Commission on Fire Prevention and Control Guidelines for Cadet, Explorer, and Junior Members of a Fire and Emergency Services Organization.
  - 15 - 17 year olds may respond to calls that are dispatched between 6:00 AM and 10:00 PM

Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

- **APPARATUS & RESPONSE**
  - Call response and Shift Coverage shall be as per the Cadet Program SOP.

- **PROGRESSIVE DISCIPLINE**
  - Progressive Discipline shall be per Colchester Fire & EMS SOP.

- **OTHER RULES**
  - All rules, policies, guidelines, etc. of Colchester Fire & EMS and the Colchester Hayward Volunteer Fire Company shall apply to all Cadets unless otherwise stated.
  - Cadets will dress professionally in a manner that brings credit to the organization.
  - Cadets will address senior officers by their rank.
  - Cadets are required to "Tag in" when they arrive and leave the station.
  - If a drill or activity is off-site, the Cadet must fill out a Cadet drill/accountability sheet and attach it to the "Tag Board. (one sheet for all attending drill/activity)
  - There is no running in the station

  - Cadets *may* park in the side lots near the meeting room. Cadets are *not* permitted to park in the front or rear of the station
  - Cadets *are not permitted* to drive each other to or from the station or Cadet activity.
    - The only exception is if they are family and adhere to the Connecticut General Statutes under Chapter 246, Section 14-36g

Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

Cadet Working Rules Agreement

By signing this document, I am stating that I agree and understand the following:

- I understand the Working Rules and Regulations outlined in this document.
- I agree to follow and abide by the Working Rules and Regulations.
- If I need clarification or assistance with any aspect of my membership in the Cadet Department, I agree to contact a Cadet Advisor.
- I have received a copy of these Working Rules and Regulations.

_____

Printed Name of Cadet

_____

Signature of Cadet

_____

Printed Name of Parent/Legal Guardian of Cadet named above

_____

Signature of Parent/Legal Guardian of Cadet named above

_____

Date

Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

Dress Code for the Colchester Fire & EMS Cadet Program

Appendix I

Purpose:

- To ensure a safe and comfortable working environment.
- To ensure that the members of the Cadet Firefighter Program maintain a professional appearance while representing Colchester Fire & EMS and the Colchester Hayward Volunteer Fire Company
- This applies to all members of the Cadet Firefighter Program while at the fire station, responding to emergencies and during cadet functions.

Approved Cadet uniform:

- Blue Jeans, Pants, Station Pants/EMS Pants
- Appropriate Shorts (Mid-thigh, non-see through, EMS/Station Type)
- Issued Colchester Fire & EMS Cadet T-Shirt
- Laced Shoes

The Following <u>CANNOT be worn:</u>

- Slippers, flip-flops, sandals
- Yoga Pants, Jeggings, Leggings. Sweatpants, Pajama Pants, Ripped Pants, Short Shorts, Bright Colored Jeans (red, yellow, purple, tie-dye, etc.)
- Low Cut Shirts, Ripped Shirts, Shirts with Profanity and Inappropriate Images or Phrases, Sleeveless Shirts
- No Baggy clothing is permitted

The Following <u>CAN</u> be worn:

- Mid-Thigh Shorts, Plain Blue, Black, Brown, Tan Denim Jeans or Pants, Athletic Pants
- T-Shirts, Collared Shirts, Long Sleeved Shirts, Sweatshirts That Fit Properly
- Sneakers, Hiking Boots, Work Boots, etc. – All MUST be Properly Laced

***** If the Dress Code is not followed, appropriate disciplinary action will be taken*****

Colchester Fire & EMS	100 Administrative	Codification: 100-401
	Date Issued: 8/26/2025	**Effective Date:** 8/26/2025
Standard Operating Procedure	**Last Revised:** 8/26/2025	
Authority: Chief S. Hoffmann	**Subject:** Youth Protection & Misconduct Prevention	
Author: Chief S. Hoffmann	**Reference:** VFIS Cadet Program guidelines	

I. SCOPE

Ensure Colchester Fire & EMS personnel prevent abuse, of any kind, or misconduct in the workplace or during any organization-related activity and provide procedures for employees, volunteers, or any other victims of abuse or misconduct to report such acts.

II. PURPOSE

To eliminate the potential for abuse or misconduct in the workplace or during any organization-related activity and provide guidance for reporting, training and disciplinary action for violations of this SOP. Colchester Fire & EMS maintains a zero-tolerance policy, which will be strictly enforced.

III. DEFINITIONS

Sexual abuse or misconduct may include, but is not limited to:

a. Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
b. Sexual activity with another who is legally incompetent or otherwise unable to give consent.
c. Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
d. Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
e. Material such as pornographic or sexually explicit images, posters, calendars, or objects.
f. Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
g. A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
h. Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

IV. POLICY

Colchester Fire & EMS prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity, a zero-tolerance policy is strictly enforced. Colchester Fire & EMS provides procedures for employees, volunteers, or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

V. PROCEDURE

A. Reporting Procedure

- **a.** Immediately report suspicion of suspected sexual abuse or misconduct to include questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor and the Fire Chief. The Fire Chief shall contact Human Resources and Colchester PD fur further investigation.
- **b.** It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. Colchester Fire & EMS will take every reasonable measure to ensure that those named in complaints of misconduct or are closely associated with those involved in the complaint will not be part of the investigative team. Human Resources will also be contacted and included in any investigations into the reports stated above.

B. Consequences of a Prohibited or Harmful Act

- **a.** Any person accused of committing a prohibited act, or any act considered to be harmful to a child or violation of this policy, will be immediately suspended from Colchester Fire & EMS. This suspension will continue during any investigation by law enforcement or Child Protective agencies.
- **b.** Any person, volunteer or career, found to have committed a prohibited act will be terminated from Colchester Fire & EMS. Failure to report a prohibited act to one of the individuals identified above is a violation of this policy and grounds for termination of a staff member or dismissal of a volunteer.

C. Anti-retaliation and False Allegations

a. Colchester Fire & EMS prohibits retaliation made against any employee, volunteer, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation.

b. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. Colchester Fire & EMS prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

D. Investigation & Follow-Up

a. Colchester Fire & EMS will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place, in conjunction with Human Resources.

b. The organization may utilize an outside third party to conduct an investigation of misconduct.

c. Colchester Fire & EMS will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

d. Colchester Fire & EMS will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for prompt and thorough investigation.

E. Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

a. Colchester Fire & EMS is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations.

b. It is the practice of Colchester Fire & EMS not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

F. Employee and Worker Screening and Selection

a. As part of its sexual abuse and misconduct prevention program, Colchester Fire & EMS is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by Colchester Fire & EMS. The organization may utilize a variety of methods of screening and selection,

including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

G. Training

a. All Colchester Fire & EMS who have direct involvement with the Cadet Program will take the State of CT Mandatory Reporter Online Training, annually. A copy of the certificate will be provided to the Fire Chiefs Office for inclusion in the career or volunteers' personnel file.

b. Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

c. All Colchester Fire & EMS who have direct involvement with the Cadet Program will take an Abuse Prevention training to provide knowledge and education on supervising and dealing with youth.

H. Supervision of Youth

a. To provide a safe environment for minors, Colchester Fire & EMS strives to ensure that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities, communications, meetings, discipline, etc. The purpose is to avoid one-on-one interactions and communication between adults and minors that are not easily observable by others. This shall also include text messaging, social media and any other contact with a minor that is not easily observable.

APPENDIX A

Acknowledgement Form

Sexual Abuse and Misconduct Prevention Policy

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy. I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee/Volunteer's Printed Name: _____

Employee/Volunteer's Signature: _____

Witness's Signature: _____

Cadet Program Image and Materials Release & License

For good and valuable consideration herein acknowledged as received, I hereby grant to Colchester Fire & EMS and Colchester Hayward Volunteer Fire Company and those acting with its authority and permission, the absolute right and permission to use, re-use, publish, and re-publish photographic portraits or pictures or videos of me and/or my child or in which I or my child may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations, made through any medium and in any and all media now or hereafter known. For purposes of illustration but not limitations in print materials, NJFP promotions and/or advertisements, public service announcements, public presentations, online, public displays, internal uses, art, trade, or any other purpose whatsoever. Additionally, if recorded my or my child's voice may be used in conjunction with any other permitted use set forth in this agreement. I understand that my child's name may be used in any publication; and my child's school name, grade level, and/or age may also be used.

I further grant Colchester Fire & EMS and Colchester Hayward Volunteer Fire Company an irrevocable, royalty free, worldwide, all media license to use any material created by me or my child in conjunction with the activities of or in association with the Colchester Fire & EMS and Colchester Hayward Volunteer Fire Company. For purposes of illustration but not limitations in artworks, essays, evaluations, etc.

I hereby waive any right that I may have to inspect or approve the finished product or products that may be used in connection therewith or the use to which it may be applied. I understand and agree that no further consideration is due me or my child from NJFP for the rights granted herein.

I hereby release, discharge, and agree to hold harmless the Colchester Fire & EMS and Colchester Hayward Volunteer Fire Company, its legal representatives and assigns, and all persons acting under its permission or authority or those for whom it is acting, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in

composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

I hereby warrant that I am of legal age and have the right to contract in my own name and on behalf of my child. That no additional permissions are required. I have read the above authorization, release, and agreement, prior to its execution, and I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, spouse, my child's other parents or guardians, legal representatives, and assigns. The term "Child" as used in this agreement shall be my natural born children, adopted children, or children for which I am legal guardian or foster parent.

Parent/Legal Guardian Signature: _____Date: _____

Print Name: _____

Child's Name: _____

Grade _____ Age _____