

# TOWN OF SUFFIELD



## FIRE DEPARTMENT

### Recruitment & Onboarding Policy

**Policy Number:** 0002

**Effective Date:** July 1, 2026

**Authorized By:** Fire Chief and Suffield Board of Fire Commission

#### 1. Purpose

To establish a standardized, merit-based process for selecting and onboarding recruits. This ensures all personnel possess the physical, mental, and professional aptitude required to serve the [Town of Suffield](#) safely.

#### 2. Scope

This policy applies to all prospective volunteer recruits entering the Suffield Fire Department.

#### 3. Pre-Appointment Requirements

Before a recruit can be officially appointed, the following criteria must be met:

**Minimum Age:** Applicants must be at least 18 years of age.

**Education:** Must possess a high school diploma or equivalent.

**Licensure:** Must have a valid driver's license

**Residency:** Applicants must reside within a 15-mile radius of Station 1.

#### 4. Mandatory Selection Steps

The following sequence must be documented for every candidate:

**Intent to Apply & Application:**

**FD Officer's Interview:** A formal interview with Department leadership to determine suitability.

**Background Investigation:** A "rigorous investigation" including criminal history, driving record, and character references.

**Medical Evaluation:** A rigid physical examination and drug screening in compliance with [NFPA 1582](#) standards.

**Commission Approval:** Formal approval by the Suffield Fire Commission.

## 5. Onboarding & Mentorship

**Mentor Assignment:** Upon approval, every recruit shall be assigned a senior member as a [Mentor](#) to guide them through department SOPs and culture.

**Probationary Status:** New members are considered probationary until they complete the **CT Fire Academy** Firefighter I certification.

## 6. Authorization

Title	Signature	Date
Fire Commission Chairman	_____	_____
Fire Chief	_____	_____