

	<h1 style="text-align: center;">Winsted Fire Department</h1> <h2 style="text-align: center;">Standard Operating Procedures</h2>
<p style="text-align: center;"><b>06-01-2014</b> <b>Revised 09-01-2025</b></p>	<p style="text-align: center;"><b>SOP # I-201a</b> <b>Combined with #6-029</b></p>
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**PURPOSE:**

To establish guidelines for potential candidates interested in becoming members of the Winsted Fire Department

**POLICY:**

The Winsted Fire Department may accept persons eligible for membership, regardless of race, creed, religion or sex and who is of good character, provided they meet all the required qualifications.

Applicants must have a background check completed prior to acceptance into the Winsted Fire Department

Failure to successfully pass the physical examination, drug screening or background investigation will result in automatic termination of the appointment process.

**PROCEDURE:**

*Application Process*

Applicants must be eighteen (18) years of age or older for appointment.

Applicants must be a United States citizen.

Applicants should possess a current Connecticut driver's license.

Applicants must have an acceptable driving record.

Applicants must pass a criminal background investigation, with any of the following resulting in automatic dismissal:

- Felony convictions
- Arson convictions
- Serious drug convictions

Applicants must successfully pass a department physical examination and drug screening.

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Applicants must be available to attend mandatory training and drills as outlined in the Department Bylaws.

Applicant must live within the Town of Winchester or any neighboring town whose borders touch the Town of Winchester's borders.

#### Membership Committee

A Membership Committee shall be established consisting of the Chief, Assistant Chief and Deputy Chief.

An applicant to the Winsted Fire Department shall submit an application to one of the Winsted Chief Officers who will forward to the Department's Membership Committee.

The Membership Committee shall review the applicants' background, moral character and references, conduct an interview with the applicant and make a recommendation of the applicants' membership status to the Department.

When receiving an application, the Membership Committee shall meet within thirty (30) days of receiving the application to review it for completeness and:

- Will contact the applicants' references
- Interview with the applicant  
An oral interview shall be conducted with a standard set of questions and evaluations.
- Review the background check upon receipt  
The background investigation will include a criminal check consistent with standards as set for by the Department of Public Safety – State Police Bureau of Identification.
- Decide and recommend membership status with the Winsted Fire Department  
Recommendation for assignment may include such factors as sponsorship, past family affiliation, residence location, Departmental needs and other opportunities which may be presented

#### Membership Process

Applicants will submit completed applications to the Fire Chief or his/her designee.

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The Fire Chief or his/her designee will review application for completeness and compliance with all applicable requirements

The Fire Chief or his/her designee will then forward the completed application to the Membership Committee for processing. The Fire Chief will also submit the completed application to a reputable agency to perform a background check

Upon completion of the background check, the Fire Chief or his/her designee will forward the related report to the Membership Committee.

The Membership Committee shall review the applicants back round, moral character and references, conduct an interview of the applicant and make a recommendation of the applicants' membership status with the Winsted Fire Department.

Upon receipt of an applicant from the Membership Committee, the Winsted Fire Department membership should vote upon the applicant's membership at their next Department meeting

#### *Final Processing Requirements*

Within thirty (30) days of provisional acceptance by the Department, the applicant will meet with the Fire Chief or his/her designee to obtain the necessary paperwork for their Department physical examination and drug screening.

Upon successful completion of their physical examination and drug screening, the applicant will meet with the Fire Chief to complete all necessary employee, accountability and other required paperwork.