	<h1 style="text-align: center;">Winsted Fire Department</h1> <h2 style="text-align: center;">Standard Operating Procedures</h2>
<p style="text-align: center;"><b>01-01-2026</b> <b>06-01-2014</b></p>	<p style="text-align: center;"><b>SOP # I-210</b> <b>Formerly SOP # 6-005</b></p>
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### **PURPOSE**

The purpose of this policy is to establish the Daytime Driver/Firefighter position as a municipal paid employee of the Town of Winchester assigned to the Winsted Fire Department. This position is intended to enhance weekday daytime response capability, ensure safe and timely apparatus operation, and support emergency and non-emergency fire department operations during periods of limited volunteer availability.

### **SCOPE**

This policy applies to all municipal employees assigned to or employed as a Daytime Driver/Firefighter for the Winsted Fire Department.

### **DEFINITIONS**

A Daytime Driver/Firefighter is a Town of Winchester municipal employee assigned to the Winsted Fire Department and authorized to operate fire department apparatus during designated daytime hours. The primary responsibility of the Daytime Driver is the safe operation of assigned apparatus and support of initial response activities.

### **EMPLOYMENT STATUS**

The Daytime Driver/Firefighter is a paid municipal employee of the Town of Winchester.

Employment is subject to all applicable Town of Winchester personnel policies, collective bargaining agreements, and state and federal employment laws.

This position does not confer officer rank or command authority unless separately appointed.

### **APPOINTMENT AND AUTHORIZATION**


The Daytime Driver/Firefighter shall be hired or appointed in accordance with Town of Winchester hiring procedures.

Operational assignment and daily supervision shall be under the authority of the Fire Chief or designee.

Authorization to operate specific apparatus shall be documented and limited to apparatus for which the employee is trained and approved.

### **QUALIFICATIONS**

The Daytime Driver/Firefighter shall:

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- Possess a valid State of Connecticut driver's license appropriate for the apparatus operated.
- Meet Town and department insurance and motor vehicle record (MVR) requirements.
- Successfully complete a department-approved Emergency Vehicle Operator Course (EVOC) or equivalent.
- Meet all medical, physical, and background requirements established by the Town of Winchester and Winsted Fire Department
- Maintain eligibility to always operate municipal vehicles.

### **DUTIES AND RESPONSIBILITIES**


#### ***Emergency Response***

- Respond to dispatched incidents during assigned daytime work hours.
- Safely operate assigned apparatus in compliance with department SOPs, Connecticut General Statutes, and accepted safe driving practices.
- Position apparatus as directed by the Incident Commander.
- Remain available on scene to operate, reposition, or secure apparatus as needed.

#### ***Apparatus and Station Readiness***

- Perform daily apparatus checks during assigned shifts.
- Maintain apparatus cleanliness, fuel levels, and operational readiness.
- Report mechanical issues, damage, or safety concerns immediately through established procedures.
- Assist with station duties related to apparatus readiness.

#### ***Support Functions***

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- Assist with scene support functions (water supply, lighting, equipment movement) as directed and within the employee's training and authorization.
- Assist with non-emergency department duties during assigned work hours as directed by the Fire Chief or designee.

### **AUTHORITY AND CHAIN OF COMMAND**

The Daytime Driver/Firefighter operates under the Incident Command System at all incidents.

On emergency scenes, the Daytime Driver/Firefighter shall report to and follow the direction of the Incident Commander.

The Daytime Driver/Firefighter shall not assume command or perform operational tasks beyond assigned authority unless separately qualified and directed.

### **SCHEDULE AND WORK HOURS**

Work hours and schedules shall be established by the Fire Chief or designee.

Typical coverage may include weekdays during standard business hours unless otherwise assigned.

The employee shall remain available and fit for duty during assigned work hours.

Overtime, callbacks, and compensation shall be governed by Town policy and applicable labor agreements.

### **TRAINING AND PERFORMANCE EVALUATION**


The Daytime Driver/Firefighter shall participate in required training as directed by the Fire Chief or designee.

Performance evaluations shall be conducted in accordance with Town of Winchester employee evaluation procedures.

Failure to maintain qualifications or performance standards may result in corrective action up to and including termination.

### **SAFETY AND COMPLIANCE**

Seatbelt use is mandatory at all times.

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Emergency vehicle operation shall be conducted with due regard for public and firefighter safety.

All Town, department, OSHA, and state safety requirements shall be followed.

### **DISCIPLINE OR REMOVAL**

The Daytime Driver/Firefighter is subject to department and Town of Winchester disciplinary procedures.

The Fire Chief may recommend disciplinary action or reassignment consistent with Town policy.

Removal from apparatus driving authorization may occur immediately for safety-related concerns