



City of
Golden

FIRE DEPARTMENT

INSTRUCTIONS FOR NEW RECRUITS

1. Welcome
2. LODD packet – privacy but also very important. Fill it out as full as you can. If you have children put them all down even posthumous children including all social security numbers of each child if they were issued them.
3. Information Sheet – necessary for quick contact info and to establish you in our network and report systems.
4. Hand out my business cards to everybody.
5. Go over paperwork:
 - a. **Mileage Logs** – Can find electronic copies on www.emergencyreporting.com under Firefighter Forms. These get filed quarterly, have to be filed in that quarter or no reimbursement, round trip from your home (even if you come from work to here). Home of residence. If you move in between you must notify me as the addresses will need to be adjusted from the move. Change of address forms are here as well.
 - b. **Expense Logs** – You don't need to do these until after graduation and you start doing shifts. Once running shifts you are eligible to receive up to \$12.50 a shift for meals.
6. **Internet or Network:** Once I get all your personal information set up I will petition IT for access to the network on your behalf. The wireless is open to all at COG-Public with no password. You will occasionally have to agree to the privacy policy (Splash Screen) to gain access but that is all. IT will send me your envelopes to give you your passwords to log on to the network by next week or so.
7. **Key fobs, change of address, mileage logs, record keeping all goes through me.** First though you must go through Captain Kehoe if you think you are missing some training and shift times. I will get you address/phone lists and all

the new updated forms after I get all your data entered. I will have those new packets for you next week.

8. Wireless connections in the building: You can use your laptops. **COG-Public** is the connection word but no password. You are welcome to use it. Please remember to use good judgment while surfing the net. Even though it isn't the City's network it still may offend others around you and that is the City's position that **if it offends somebody then you are in the wrong**. Also, the Fire Department pays for it and can inflict discipline and/or removal if you are caught using it for inappropriate reasons.
9. Down in the Watch Office hallway there are **mailboxes** for each of you. These are set up for you and you can access them using your key fob. Most of the time you will be notified by email but we will also put items in your mailbox. Be sure to check them regularly. Also, **check your emails often** as that is the main form of communication and that through WhenToWork.