



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC  
PROTECTION  
COMMISSION ON FIRE PREVENTION AND CONTROL**

**Revised Policy Manual Acknowledgment of Receipt**

I, \_\_\_\_\_, acknowledge that I have received a copy of the revised CT Fire Academy  
**Print Name**

Employee Policy Manual (**Revised August 2023**). I understand it is my responsibility to read, familiarize myself with, and adhere to the policies, guidelines, and procedures outlined in this manual.

I understand that the policies contained within the revised CT Fire Academy Employee Policy Manual are designed to ensure a safe, respectful, and productive work environment for all employees, as well as to uphold the values and standards of the CT Fire Academy.

By signing this acknowledgment, I:

- agree to abide by the rules and expectations set forth in the manual.
- acknowledge that it is my responsibility to seek clarification from my supervisor or the appropriate department if I have any questions regarding the policies outlined in the manual.
- understand that failure to comply with the policies and procedures may result in disciplinary action, up to and including termination of employment.
- understand that the policies outlined in the Employee Policy Manual may be subject to change, and it is my responsibility to stay informed about any updates or revisions.
- agree to periodically review the manual to ensure that I am aware of any changes that may affect my employment.
- acknowledge that I have been given the opportunity to ask questions about the policies,
- understand that I can access a digital copy of the manual for reference purposes on the instructor portal and the P: drive under the Policy Manual folder.

I hereby acknowledge receipt of the revised CT Fire Academy Employee Policy Manual and understand I am responsible for adhering to the policy.

**Employee's Printed Name:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director of Training Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

cc: Fire Academy File

(Revised: August 2023)

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