



CITY OF HOUSTON

Fire Department



Academy Cadet Job Requirements First Week of Training

Updated 11/2020

Class will begin @ 5:45 a.m.

Contact Person: Chief Curtis Hill at Curtis.Hill@houstontx.gov

All Questions shall be directed to Class Instructors at the Val Jahnke Training Facility 832-394-7000

Trainees will need to bring a **photocopy(s)** of:

- 2 – Social Security Card
- 2 – Texas Drivers License
- 2 – DD214 Member 4 (military members only)
- 2 – Firefighter Certification 8x10, not the wallet card (**if applicable**): Texas Commission on Fire Protection
- 2 – EMT Card (**if applicable**): Texas Department of State Health Services

Trainees will be provided 2 sets of physical training gear (PT gear). It is suggested that the trainee buys 1 extra set from Galls (1314 Houston Ave, Houston, TX 77007).

Until the ordered items are delivered, each trainee will be responsible for bringing a temporary set of physical training gear, which shall consist of a pair of dark blue gym shorts/sweat pants (if warranted by weather conditions), a dark blue t-shirt/sweatshirt (if warranted by weather conditions) and a pair of conservative white running shoes.

During the first week at the VJTF, trainees will participate in a Physical Ability Evaluation. The evaluation will consist of:

- 1.5 mile run (15:00 min or less)
- 25 push-ups (60 sec)
- 25 sit-ups (60 sec)
- 1 pull-up (60 sec)

The Physical Ability *Evaluation* will emulate what is expected during each pre-scheduled Physical Ability *Test* (P.A.T.). There will be up to four (4) P.A.T. tests conducted during the trainees' tenure at the VJTF. Trainees are expected to improve their physical ability with each P.A.T. test; therefore it is advantageous for trainees to take it upon themselves to exercise on a regular basis prior to entering the HFD training program.

Trainees' are only permitted to park in the VJTF Cadet Lot #3 (Gravel Lot). Unauthorized parking on any other lot will result in disciplinary actions.

Trainees will report to class wearing the HFD Class 'B' uniform. If the HFD Class 'B' uniform has **not** been issued, trainees will report in the above described primarily dark gym wear.

The HFD Class 'B' uniform shall consist of:

- Uniform Pants, neatly pressed - provided by HFD (Dickies®)
- Uniform shirt, neatly pressed - provided by HFD
- Black leather belt - provided by HFD
- Blue short sleeved T-shirt - **provided by Galls (no white t-shirts)**
- Black or dark blue socks - **provided by the trainee (no white socks)**
- Black military style work boots (with black stitching) that can be shined – **provided by the trainee** (no cowboy boots, full canvas boots, or tennis shoes) Steel toes are strongly suggested.
- Black military Corfam (high gloss) shoes will be required prior to graduation – **provided by the trainee**

Suggested for Winter Classes:

- Physical Training Sweatpants (blue) – **available for purchase at Galls**
- Physical Training Sweatshirt (blue) – **available for purchase at Galls**

Orientation (first 2 – 3 days)

- HFD Command Staff
- HFD Human Resources
- Houston Texas Federal Fire Fighters' Credit Union
- Great West Retirement Services
- Houston Fire Museum
- VJTF Training Staff/Facility Maintenance

Trainees need to bring a notebook, black pen and #2 pencils. **An 8MB flash drive is also required for downloading lesson plans and helpful videos.**

Lockers* will be assigned during orientation. Mandatory locker contents shall include:

- Extra HFD Class 'B' uniform
- Physical Training Gear (**including running shoes that are white or gray with a single color conservative stripe**)
- Under garments
- Padlock
- Toiletries (soap, deodorant, essentials grooming supplies, etc.)

Lunch periods will range from 30-minutes to 1-hour during the trainees' first week at the VJTF. Trainees will NOT be allowed to leave campus during on-duty periods; therefore lunches must be brought to work/class. The VJTF has on-campus lunch facilities equipped with refrigerators, microwaves ovens, tables and chairs.

There will be no use of tobacco products by trainees during working hours, on or off the Val Jahnke Training Facility Campus.

Personal Appearance and Grooming

Male Members:

1. **Hair Regulations:** Trainees shall be ever mindful of the Para-military organization of which they are a part. They shall at all times be well groomed, observing the rules of cleanliness of their person. Hair will be clean, neat, well trimmed, and properly combed at all times, except under adverse conditions, such as during physical training activities. Hair will not contain excessive amounts of grooming aids such as grease, creams, oils, or sprays. The length, fullness, style, and shape of sideburns, and hair must always conform to safety. Hairstyles shall be within the following guidelines:

- a. Hair will be kept clean and neatly groomed so as to present a professional appearance at all times. Members will not wear hairstyles in a manner that is unsuitable to a Para-military organization.
 - b. Hair shall not, when combed, picked, blown or teased, exceed 2" in height.
 - c. Hair shall not cover any part of the ear.
 - d. Hair at the back of the neck shall not extend past the top of the collar when the uniform shirt is buttoned and the head is in an upright and neutral position.
 - e. Hair in front shall be groomed so that it does not fall below the eyebrows.
 - f. Bush, Afro, Natural styles may be worn within the above limitations.
 - g. Hair may be dyed, tinted, or frosted in colors naturally occurring in human hair.
 - h. The bulk of the hair will not interfere with the wearing of regulation headgear.
 - i. Hair will not be worn in an extreme or fad style such as cornrow, twists, pigtails, dog-ears, Mohawk, or ducktails.
2. **Facial Hair:** No Beards, Goatees, or Mustaches are allowed. Members must be otherwise clean-shaven when reporting for duty.
3. **Sideburns:** Sideburns shall be within the following restrictions:
- a. Sideburns will be kept neatly trimmed and close to the face to avoid any possibility of a defective seal when wearing a SCBA mask.
 - b. Sideburns shall not be flared at the bottom. Bushy or a similar style (such as "muttonchops") shall not be permitted.
 - c. Sideburns shall not extend below the middle of the ear, and shall end in a clean horizontal line.
4. **Fingernails:** All personnel will have fingernails that are clean and neatly trimmed so as not to extend more than 1/4" beyond the fingertip. Nails are not to interfere with the efficient operation of Fire Department equipment.

Female Members:

1. **Hair Regulations:** Trainees shall be ever mindful of the Para-military organization of which they are a part. They shall at all times be well groomed, observing the rules of cleanliness of their person. Hair will be clean, neat, well trimmed, and properly combed at all times, except under adverse conditions, such as during physical training activities. Hair will not contain excessive amounts of grooming aids such as grease, creams, oils, or sprays. The length, fullness, style, and shape of sideburns, and hair must always conform to safety. Hairstyles shall be within the following guidelines:
 - a. Hair will be kept clean and neatly groomed so as to present a professional appearance at all times. Members will not wear hairstyles in a manner that is unsuitable to a Para-military organization.
 - b. Hair shall not, when combed, picked, blown or teased, exceed 2" in height.
 - c. Hair shall not cover any part of the ear.
 - d. Hair at the back of the neck, cut or restrained, shall not extend below the bottom of the collar when the uniform shirt is buttoned and the head is in an upright and neutral position.
 - e. A single French braid or a single ponytail will be acceptable if worn up so that the hair does not extend below the bottom of the collar. See previous section.
 - f. Hair in the front shall be groomed so that it does not fall below the eyebrows.
 - g. Bush, Afro, Natural styles may be worn within the above limitations.
 - h. Hair may be dyed, tinted, or frosted in colors naturally occurring in human hair.
 - i. The bulk of the hair will not interfere with the wearing of regulation headgear.
 - j. The bulk of the hair will not be worn in such a way as to cause any possibility of a defective seal when wearing a SCBA mask.
 - k. Hair will not be worn in an extreme fad or style such as cornrow, twists, pigtails, etc.
 - l. Non-flammable hair restraints (rubber bands/barrettes) may be worn, but they must compliment the hair color or be black or brown and have no ornamentation.
2. All personnel will have fingernails that are clean and neatly trimmed so as not to extend more than 1/4" beyond the fingertip. Nails are not to interfere with the efficient operation of Fire Department equipment. No fingernail polish or ornamentation will be acceptable.

Uniform and Grooming Details



Sleeves shall be crisply creased and starched down the centerline through the patch.



Nametags shall be centered above the right shirt pocket with the bottom edge even and parallel with the top of the shirt pocket.



The "gig line" shall be arranged such that the belt is centered on the button-zipper alignment.



The HFD identification badge shall be placed on the left shirt pocket centered to the right of the button.



Writing instruments **shall not be visible** from outside of the pen pocket.

Uniform and Grooming Details

Acceptable Hair Styles for Female Trainees



Uniform and Grooming Details

Acceptable Hair Styles for Male Trainees



HFD Graduation Shoes



Specs:

- Clarino- style Upper
- Waxed Laces
- Slip and Oil Resistant Blown Rubber Outsole
- Welted Outsole
- Removable Molded Orthotic Footbed
- "Hot-Melt" Heel and Toe Counters
- Waxed Laces

*37 oz/pr (size 9 Men's)

*1180 - Regular Width (D) 5 - 11.5, 12, 13

*1180W - Wide Width (EEE) 8 - 11.5, 12, 13

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