



Montgomery County ESD 1

Recruit Academy

Class #004

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Preface

The Academy functions on the premise that each MCESD 1 trainee is a mature and responsible individual who has chosen to serve the public as a professional emergency responder and has the personal desire to succeed; therefore, the Academy operates in much the same manner as other instructional institutions but within a strict, paramilitary atmosphere. Trainees will be made fully aware of Academy standards and expectations through this manual. The Academy staff is available for assistance and counseling; however, it is the trainee's responsibility to meet the requirements for graduation. One must successfully pass each unit of instruction as specified within this manual, including academic requirements, outdoor training evolutions, and physical fitness training. **Failure to successfully pass each unit will result in a recommendation for termination. Success will lead to the threshold of an exciting and fulfilling career in one of the most respected professions in the world.**

One significant difference between the Academy and other institutions of learning is that you will be receiving compensation while attending; therefore, MCESD 1 expects you to embrace this training seriously. **No segment of training will be perceived as elective in nature.** Furthermore, you are expected to always be attentive to your duties and to perform any assignment given to you by your instructors or other Academy Staff members.

Once you begin wearing the distinctive uniform of an MCESD 1 Firefighter Cadet, you become a highly visible representative of MCESD 1. Your behavior, on and off duty, is subject to close scrutiny in the same manner as a classified firefighter. In addition to the academic standards and skill requirements, a candidate must pass to complete the training program. Trainees must also demonstrate the appropriate personal characteristics during their tenure at the Academy. Due to the authority granted to firefighters by the public they serve, a higher standard of conduct in both their professional and personal lives is expected. Anything you do in the MCESD 1 uniform is a reflection upon all members of this great organization. Take this idea to heart, and you will be well on your way to becoming an MCESD 1 Firefighter.

However, should one demonstrate behavioral patterns or personality traits contrary to those expected by MCESD 1, or have an accusation of misconduct proven factual, the trainee will be subject to disciplinary action up to and including termination.

MCESD 1 Organizational Statements

Vision

MCESD 1 is a highly recognized, progressive public safety organization that is properly staffed with highly trained, motivated, diverse personnel utilizing the best resources to provide the highest level of services to our growing community.

Mission Statement

The Desire to Serve, The Courage to Act, The Ability to Perform

Organizational Values

MCESD 1's organizational values:

- Compassion
- Empathy
- Discipline
- Respect
- Responsibility
- Family
- Integrity
- Dependability
- Tradition
- Ethical Conduct
- Productivity
- Humility
- Courage
- Heroism
- Honor
- Strength
- Honesty
- Professionalism
- Duty
- Positive Influence
- Excellence
- Loyal
- Dedicated
- Service
- Proud
- Effective
- Confident

Values and Guiding Principles of the Fire Training Academy

Value One: THE DEVELOPMENT OF PERSONAL RESPONSIBILITY

- MCESD 1 is committed to behavior that is consistent with improving the quality of work, enhancing community life, and promoting firefighter professionalism.
- MCESD 1 is committed to a culture that accounts for the needs and wants of both our internal and external customers.
- MCESD 1 is committed to behavior that instills a sense of confidence and trust among team members.

Value Two: RELIANCE ON TEAMWORK

- MCESD 1 is committed to working together in a manner that supports each individual's contribution to the team.
- MCESD 1 is committed to utilizing task-oriented groups that produce results to solve problems.
- MCESD 1 is committed to using teamwork as a method to produce results greater than those of individual members.

Value Three: THE HONORING OF DIVERSITY

- MCESD 1 is committed to behavior that takes into consideration the cultural differences of our diverse coverage area.
- MCESD 1 is committed to respecting individuals.

Value Four: A COMMITMENT TO QUALITY

- MCESD 1 is committed to comparing individual performance to objective standards.
- MCESD 1 is committed to continuous quality improvement.
- MCESD 1 is committed to continuously improving quality through a proactive business philosophy.

MCESD 1 Firefighter Performance Expectations

Judgment

- Make reasonable and safe decisions when attempting to accomplish a task or solve a problem.

Communication

- Use an appropriate tone of voice
- Articulate in a clear, logical, and understandable manner
- Display confidence
- Be persuasive and make a positive impression
- Demonstrate appropriate non-verbal communication technique

Teamwork

- Work effectively with others to accomplish tasks or solve problems.
- Offer help to team members when needed
- Consistently demonstrate safe practices for self and others

Problem Solving

- Approach problems safely, methodically, and proactively
- Seek pro-active solutions to problems

Initiative/Motivation

- Possess the initiative to accomplish tasks or goals without being ordered, coerced, or motivated by others
- Demonstrate the desire for personal and professional development
- Accomplish tasks or goals with a “safety first” attitude
- Assume additional tasks or duties

Work Ethic

- Actively seek academic and technical knowledge for self-improvement
- Consistently follow safe practices in all situations

Adaptability/Stress Management

- Remain calm in stressful situations
- Develop adaptive behavior to safely handle dynamic situations
- Adapt behavior to accomplish individual and/or organizational goals
- Recognize the symptoms of stress and learn methods to manage it

Integrity

- Be sincere and honest when dealing with others
- Keep commitments
- Respect the personal property of others
- Portray a professional image in speech, actions, and appearance
- Obey all MCESD 1 policies, procedures, and memos

Community Awareness

- Exercise compassion and a willingness to help others in a variety of situations
- Be sensitive to individual and cultural differences

Interpersonal Skills

- Relate to a wide variety of individuals in a positive and effective manner
- Handle interpersonal conflicts effectively
- Be courteous and respectful

Training Objectives

MCESD 1 trainees must demonstrate the ability to perform training objectives with **competence, confidence, and consistency**. The objectives of the MCESD 1 Trainee Programs are as follows:

1. Learn the fundamental principles and basic evolutions that will form the foundation of your development as an MCESD 1 Firefighter.
2. Learn safe and proper work methods and habits.
3. Develop the proper behavior toward the duties of public service, fellow members, officers, and citizens.
4. Develop an understanding of the firefighter's role and responsibilities as a public servant.
5. Present a neat, uniform, and professional appearance at all times.
6. Obtain and maintain a high state of physical and mental readiness.
7. Obtain a Basic Structure Fire Suppression certification from the Texas Commission on Fire Protection, as outlined in 37 Tex. Admin. Code §423.3
8. Obtain an Emergency Medical Technician certification from the National Registry of Emergency Medical Technicians if not currently certified, at a minimum, as an EMT from the Texas Department of State Health Services.
9. Obtain an Emergency Medical Technician certification from the Texas Department of State Health Services as required by MCESD 1.

1.0 Definitions

1.1 Chain of Command

This is the unbroken line of authority that extends from the Fire Chief through a single subordinate at each level of command. The Academy's Chain of Command is from the Assistant Chief of Operations to the Deputy Chief of Training, to the Battalion Chief of Training, to the Captain of Training, to the Adjunct Training Instructors, and to the Trainee.

1.2 Assistant Chief of Operations

A member of the Command Team who is responsible for the overall operation of the Training Division.

1.3 Deputy Chief of Training

The Deputy Chief of Training is the manager responsible for the Training Division, which includes operations of the Fire Academy Program. They plan, monitor, and evaluate all areas of instruction, taking action as necessary through the Training Instructors. The Deputy Chief of Training makes recommendations concerning the state of trainee operations to the Assistant Chief of Operations.

1.4 Training Instructor Battalion Chief and/or Captain over the Fire Academy

The Training Instructor is assigned to a Trainee Class and is responsible for the daily supervision of trainee operations as the first-line supervisor. The Training Instructor will report directly to

the Deputy Chief of Training, monitor classes, instructors, and activities, and take corrective action when necessary. The Training Instructor will ensure that the Academy standards are administered uniformly throughout the class. They will document individual discipline infractions and, when warranted, make a recommendation for termination of a trainee to the Deputy Chief of Training.

1.5 Adjunct Instructors

Instructors include both MCESD 1 and civilian personnel who appear before trainee classes for training purposes. These individuals are responsible for providing direct instruction to trainees in various subjects in emergency medicine or fire protection. Instructors are also responsible for observing, evaluating, and documenting the trainees' academic progress, relative skills performance, and behavior. Additionally, instructors must inform the Training Staff of these observations. Trainees will address civilian individuals as Sir, Ma'am, Mr., or Ms.

1.6 Class Captain

The Class Captain is a member of the trainee class, who may be selected by its members to represent their concerns. This selection must meet the approval of the Deputy Chief of Training. The Captain will be the official spokesperson for the class when communicating through proper channels or the Chain of Command. This position is a privilege and will exist at the discretion of the Training Instructor over the Fire Academy. Violation of any rules and regulations, policies, Trainee Code of Conduct & Standards and/or departmental guidelines may result in removal from this position.

1.7 Cadet or Trainee

Any person under the employment of the MCESD 1 completing entry-level training shall carry the designation of Cadet or Trainee. This title shall be held until the individual has successfully completed the required training and taken the "Oath of Office."

1.8 Probationary Firefighter

Any person under the employment of MCESD 1 who has taken the "Oath of Office" and is within their first 12-months of employment. During the Training Academy, Probationary Firefighters will adhere to all Code of Conduct rules and standards for Trainees.

1.9 Texas Commission on Fire Protection (TCFP)

The certifying state agency that governs all aspects of fire protection related to training, continuing education, and certification.

1.10 Texas Department of State Health Services (TDSHS)

The certifying state agency that governs all aspects of emergency medical services related to training, continuing education, and certification.

1.11 Absent Without Leave (AWOL)

Absence or tardiness without proper notification and permission shall be considered absent without leave (AWOL).

2.0 Standards of Conduct and Demeanor

2.1 Obedience to Laws

Trainees shall abide by the laws and ordinances of the United States, the State of Texas, and any other state or locale in which the trainees are present. Any trainee who is detained, questioned, cited, or arrested for any violation of any law will report this immediately to the Deputy Chief of Training and will be subject to an investigation. The trainee will present the Deputy Chief of Training with a statement in writing, along with copies of all paperwork related to the offense on their next scheduled workday. The Deputy Chief of Training will then forward all paperwork up the chain of command.

2.2 Accountability

Each trainee is responsible for his or her own actions. Trainees shall maintain a working knowledge of, and abide by, all established rules and regulations, policies, and guidelines set forth in the "Code of Conduct and Standards."

2.3 Attention to Duty

Trainees shall always be attentive to their duties and shall perform all duties assigned to them. Trainees shall always move to and complete their assignments or next objectives briskly. Trainees shall avoid being consistently the last member in line when assembling for roll call, class, and drills.

2.4 Teamwork and Personal Effort

- One of the primary goals of the Academy is to instill a commitment to teamwork among its trainees; therefore, trainees shall cooperate, support, and assist each other at all times.
- MCESD 1 constantly expects trainees' best efforts and attitudes.

2.5 Courtesy

- Trainees shall always exhibit courteous behavior and professionalism toward all staff members, instructors, members of the Department, and other individuals they encounter.
- When any Chief Officer, uniformed member, or civilian is encountered, trainees will immediately move to the side and open any doors as necessary for that individual.
- Trainees will politely greet all individuals they encounter, and they will respond appropriately to any greeting directed to them.

2.6 Respect for Others

- Respect will be shown to all Training Officers, Instructors, and fellow trainees.
- Disrespectful or abusive language toward any individual or group shall be considered insubordination.
- Trainees, while in uniform or on duty, shall not engage in any type of physical altercation. Trainees shall refrain from any form of hazing, harassment, or abuse of other members. All improper behaviors shall be reported to the immediate supervisor, who will take the appropriate action.
- All MCESD 1 personnel shall be addressed in a courteous, professional manner, either by rank or by “Sir” or “Ma’am”.
- Trainees shall respect the rights of all individuals and will not engage in discrimination, cruelty, or favoritism.
- No trainee shall engage in any form of speech or expression likely to be construed as a racial, sexual, or religious joke or slur, whether in the presence of other trainees, staff, or other individuals. Trainees will not display any type of behavior that may be construed as disrespectful or inappropriate to another trainee, staff, or any other individual. Violations of this section will not be tolerated.

Any trainee should inform their Training Officer if he/she believes they may be a victim of discrimination as described in Title VII of the Civil Rights Act of 1964 (as amended in 1972). Trainees also have the right to bring his/her complaint to the attention of MCESD 1. Written materials regarding the MCESD 1 Complaint or Concern Policy and/or grievance procedures are available upon request.

2.7 Appearance

All trainees shall adhere to the uniform regulations set forth in this manual. Trainees shall report for duty and depart the premises in the full and complete uniform designated by their Training officers or supervisors. Trainees shall not wear portions of the trainee uniform with any other articles of clothing while off duty.

2.8 Dishonesty and Theft

Trainees will not lie, cheat, or steal, nor tolerate anyone who does. Witnessing or knowing of cheating, lying, or stealing and failing to report it to the proper authorities makes that individual a party to the infraction.

Any trainee found to be dishonest may be subject to immediate termination. Dishonesty is viewed as extremely improper conduct, indicating disreputable character. Dishonesty compromises the integrity of a trainee and will not be tolerated in the fire service. Cheating is considered a dishonest act. It includes, but is not limited to:

- Copying or buying the work of another person

- Attempting to look at another trainee's test material during an examination
- Obtaining or attempting to obtain all or part of an examination
- Receiving or distributing copies or reproductions of test questions to members of other trainee classes
- Bringing hidden notes to an examination
- Passing information concerning any type of test, examination, quiz, or exercise to fellow classmates or members of other trainee classes
- Falsifying or misrepresenting himself or herself during the application process

Theft will not be tolerated. Anyone caught stealing any item, regardless of value, shall be terminated immediately. This includes, but is not limited to, property belonging to MCESD 1 as well as to other trainees.

2.9 Insubordination

Trainees shall promptly obey all lawful orders and directions given by their superiors. The failure or deliberate refusal of a trainee to obey such orders shall be deemed insubordination and is prohibited. Flouting the authority of a superior by displaying obvious disrespect or by disputing orders shall not be tolerated and deemed insubordination.

2.10 Conflict of Orders

If a trainee receives an order that conflicts with one previously given, the trainee shall respectfully inform the other person issuing the second order. If the person issuing the second order does not change the order in a way that eliminates the conflict, the second order will stand, and the first order will be the responsibility of the person issuing the second order. If so directed, the trainee shall obey the second order.

2.11 Disruptive Activities

- Trainees shall not engage in any action that disrupts class or any training activity. Trainees will not interfere with or undermine the supervision, authority, or discipline exercised by staff members of MCESD 1 or another designated agency.
- Trainees shall be alert throughout their tour of duty. Sleeping or reclining in a position as to indicate sleeping shall not be allowed at any time on facility grounds or during any training off campus.
- While on duty or in uniform, trainees shall not engage in any activity that is not Fire Department-related. Trainees will be subject to disciplinary action.

2.12 Tobacco, Alcohol, and Controlled/Illegal Substance Use and Abuse

- Trainees shall not bring any alcoholic beverages onto the Academy grounds, into any departmental building, or into any departmental vehicle.

- Trainees shall not consume any intoxicating substance prior to reporting for duty, while on duty, or while in uniform. In addition, trainees shall never become intoxicated while in public view or to the extent that they cannot report for duty.
- While on duty or in uniform, trainees shall not enter or visit any establishment whose primary purpose is the sale or serving of alcoholic beverages.
- Trainees will immediately notify their Training Officer when taking prescription medications. Any trainee who is prescribed medication must be able to provide a copy of the physician's prescription to verify its legitimacy. This information will be filed with MCESD 1 administration.
- The abuse of prescription medicine is strictly prohibited.
- The use of controlled substances, unless prescribed by a licensed physician, is illegal and prohibited. For the purpose of determining violations of the law or of this policy, all trainees are subject to drug testing, both randomly and/or if reasonable suspicion indicates a possible infraction.
- The use of tobacco and nicotine products, including but not limited to smoking, chewing tobacco, vaping, and nicotine pouches are strictly prohibited. Tobacco use can impair physical performance, respiratory health, and overall fitness, all of which are essential for firefighting duties. This prohibition applies while on Academy grounds, in departmental buildings, in departmental vehicles, and while in uniform or on duty.

2.13 Over-the-counter Medications, Supplements, and Energy Drinks

- Trainees will immediately notify their Training Officer when taking over-the-counter medications.
- It is the policy to discourage the use of any dietary or performance enhancing supplements because of the very real possibility of serious negative health effects or even death.
- Energy drinks are not allowed while the cadet is in the academy. Due to their known side effects, including chemically induced increased heart rate and dehydration, energy drinks are prohibited as they are contraindicated for firefighting and firefighting training activities.

Dehydration and elevated heart rates could impair judgment, endurance, and overall performance during emergency responses.

Recommendations for Cadets:

Hydration Alternatives: Encourage water or electrolyte-rich beverages for maintaining hydration.

Energy Management: Promote healthy dietary practices and adequate rest to sustain energy levels naturally.

2.14 Responsibility for MCESD 1 Property

- Trainees shall keep classrooms, lockers, desk areas, and other areas in Academy facilities and at outside training locations neat, clean, and orderly at all times.
- Gear and equipment in lockers and other storage areas will be stored in accordance with the procedures set forth by the Training Staff. Lockers/Storage areas are subject to random inspections to ensure compliance with procedures set by the Training Staff. Failure to follow these procedures will result in disciplinary action.
- The need to repair any MCESD 1 property shall be promptly reported to a Training Instructor so that it can be documented and resolved.
- All trainees are responsible for protecting departmental property from loss or damage.

2.15 Solicitation

No trainee may accept any reward, gratuity, gift, or other compensation for any service performed as a result of, or in conjunction with, the trainee's duties, regardless of whether they were performed on or off duty. In addition, trainees shall not solicit any gift, gratuity, loan, present, fee, or reward for personal gain.

Trainees shall not use their positions to solicit or accept privileges for themselves or others — free admissions or discounts on merchandise, food, etc. Trainees shall not use their positions to solicit any form of business for themselves or for others. Trainees shall not personally solicit or seek the intervention of another person on their behalf in order to gain preferred treatment or advantage for himself or herself or for another person.

3.0 Administrative Standards and Procedures

3.1 Attendance Standard

- Trainees shall make every effort possible to attend all classes in their entirety and to fully participate in all training-related activities specified in the curriculum.
- If an absence occurs, the Deputy Chief of Training shall decide if the absence is excused or unexcused. When an absence occurs, it will be documented and will result in a corresponding reduction in the trainee's compensation. If an absence is deemed to be unexcused, the trainee will be subject to disciplinary action, including the possibility of immediate termination. If the length of the absence(s) makes it such that the trainee's missed time exceeds the allotted amount, the trainee's employment status will be subject to review.

Total 24 hours missed.

Included in the 24 hours, a maximum of 16 hours of training can be missed during Fire school and Phase training, and a maximum of 8 hours of training can be missed during EMT School. Additionally, a maximum of 8 hours of physical training may be missed during the training program.

- Any request to be absent from training will be considered when the request involves an emergency or extenuating circumstances, as determined by the Deputy Chief of Training.
- Unless physically unable to do so, the trainee will personally contact the Deputy Chief of Training if he/she is unable to report for duty.
- Attendance in classroom, outdoor exercises, and hands-on training is mandatory, and tardiness will not be tolerated. Punctuality is expected when reporting to any training, including reporting to fire stations, classrooms, drill fields, or hands-on training.

Absences beyond the maximum hours allowed in each subject by the TDSHS and TCFP will result in a review by the Deputy Chief of Training. If the trainee is found to be deficient in the required academic hours, the trainee may be removed from the program.

3.2 Roll Call

Roll call is the time designated by the Training Instructor over the Fire Academy for all trainees to be assembled and accounted for prior to the beginning of a training activity. All trainees will be present for roll call at the location designated by the Training Staff, in the designated attire, and in compliance with all grooming policies; otherwise, they will be considered tardy. Generally, roll call will be held at the beginning of the workday. It is each Trainee's responsibility to complete the sign-in form prior to roll call. No grace period is allowed.

3.3 Tardiness

Any trainee who is not in the classroom or at another location previously designated by a Training Instructor at the designated time will be considered tardy. Tardiness pertains to daily roll calls, scheduled starting times for each class or assignment, and returning from breaks and meal periods. It will be at the discretion of the Training Officer, based upon the trainee's written explanation, as to whether tardiness will be classified as excused or unexcused. All tardiness will be documented on the trainee's Evaluation Form. The third offense, whether excused or unexcused, will result in a review of the trainee's employment status.

3.4 Absences

Any trainee unable to report for duty for any reason will notify the Deputy Chief of Training prior to the scheduled roll call. If the Deputy Chief is unobtainable, contact the Training Instructor over the Fire Academy or another officer assigned to the Academy. The trainee will remain at his/her residence for the duration of the illness unless medical attention is sought; in which case, a Training Staff member will be notified. Any absence due to illness or injury will require the trainee to present a "Physician's Statement," completed by their physician, before being allowed to resume training. Trainees are subject to house checks by the Training Staff and, if found to be absent without notification, the trainee will be subject to disciplinary action. In any instance in which it is found that a trainee has falsely reported an illness/injury, there will be a review of the trainee's employment status.

It should be noted that any absence will result in a reduction in the trainee's compensation (pay). Furthermore, it will be at the discretion of the Deputy Chief of Training, based upon the

trainee's written explanation, as to whether an absence will be classified as excused or unexcused. If an absence is found to be unexcused, meaning the trainee did not make every effort to report for training, the trainee's actions could result in disciplinary action up to termination.

Trainees are expected to attend all scheduled classes and training activities; therefore, requests for time off will not be honored. If an emergency situation or extenuating circumstance exists, a request for time off may be submitted, in writing, to the Deputy Chief of Training for consideration.

Absence or tardiness without proper notification and permission shall be considered as absent without leave ("AWOL"), and the offender will face disciplinary action. Proper notification requires the trainee to contact the Deputy Chief of Training, Training Instructor over the Fire Academy, or another Academy staff member before the required reporting time.

3.5 Military Leave

The Academy curriculum is structured to provide maximum, progressive instruction in a limited amount of time; therefore, it is required that trainees postpone military obligations until the Academy training requirements are complete.

The Academy has found the military to be generally cooperative when such requests are made, especially regarding lengthy activities. If a trainee is confronted with military obligations while in the training program, he/she should request a Military postponement. Any complications may be forwarded through proper channels for assistance.

3.6 Inspections

The Training Officers will conduct regular inspections to evaluate compliance with uniform, equipment, and locker regulations. Inspections may be held at any time. Trainees found to be in violation of regulations will correct any deficiencies at the earliest possible time. Violations will be recorded on the trainee's Evaluation Form. In addition, the Training Officers will set a reasonable time limit in which the violation shall be corrected.

3.7 Meal Period

Trainees will have a scheduled meal period each day, which will generally be 1 hour; however, there may be occasions when a scheduled meal period will be partially disrupted by training activities or by other assignments. In any instance, the Training Officers will make every effort to give prior notification of mealtime changes so that appropriate arrangements can be made. Trainees will be expected to provide their own meals daily. It should be noted that trainees are representatives of MCESD 1 and will be expected to conduct themselves in a professional manner. Trainees will be allowed to utilize designated facilities at the Academy, including refrigerators and microwaves. The Training Officer or Instructor will identify the designated dining areas.

3.8 Reporting Illness and Injuries

Any trainee who is injured while performing assigned duties must immediately notify a Training Officer. This includes a possible injury that may not be immediately obvious.

All trainees shall immediately report or arrange notification for any injury that occurs on their personal time that is likely to interfere with their training responsibilities. This is to be done at the earliest possible time when Training Officers are available.

Trainees shall immediately report any injury they inadvertently cause to another person while performing their duties to a Training Officer.

It should be emphasized that there is no "Light Duty" at the academy during your training program. Injuries that occur on or off-duty that prevent a trainee from participating in the program will be counted toward the 24-hour maximum limit of missed training hours. In addition, there is an 8-hour maximum limit on missed physical training time.

In the event of illness or injury, the trainee will be required to immediately seek medical attention and receive a note from a physician stating the trainee's ability to fully return to work without restrictions. Any lost time will count toward the 24-hour maximum limit of missed training hours. In addition, there is an 8-hour maximum limit on missed physical training time.

3.9 Reporting Legal Matters

Trainees shall immediately notify the Deputy Chief of Training of an arrest or any legal charges that have been filed against them. This includes being detained or questioned by Law Enforcement Personnel. The trainee will provide a detailed written report of the incident and of any pending legal action on the trainee's next working day.

A trainee shall notify the Deputy Chief of Training if a subpoena to appear in court is received. A copy of the subpoena is to be provided to the Deputy Chief and forwarded to the Office Administrator and will be placed in the trainee's personnel file along with the name and phone number of the attorney initiating the subpoena. If a court appearance is made, the trainee must provide a time and date-stamped court receipt in order to be allowed back into training.

Trainees shall immediately notify the Deputy Chief of Training when they are involved in any traffic accident. The trainee shall obtain a copy of the Motor Vehicle Accident Report by contacting the local law enforcement authority under whose jurisdiction the accident occurred and shall provide this copy to the Deputy Chief as soon as possible. This copy shall be placed in the trainee's personnel file.

Trainees shall immediately report any traffic citation(s) they receive. This includes moving and non-moving violations. A copy of the citation will be provided to the Deputy Chief of Training and forwarded to the Office Administrator to be placed in the trainee's personnel file.

Any trainee who exhibits a pattern of unsafe driving habits, disregards traffic laws, or fails to report any of the previous legal matters will be subject to disciplinary action.

3.10 Reporting Damaged Property

Trainees shall immediately report to the Training Instructor over the Fire Academy any damage they cause to the property of another that resulted from the performance of their duties. This applies regardless of how minor or insignificant the damage may appear. Trainees shall report any damaged training equipment discovered during the course of training, whether they were responsible for the damage. Damaged equipment shall be tagged and placed in a designated area after notifying a Training Instructor.

3.11 Reporting Change of Personal Information

Trainees shall maintain a working telephone and will register their current address and telephone number with the Academy. Any changes in address or telephone number shall be reported to the Training Instructor over the Fire Academy within 24 hours of the change, or the next day the trainee returns to duty. In addition, trainees will keep a list of emergency contacts, including names, work and home addresses, etc., on file. This information will be used in case of an emergency; therefore, any changes to this information shall be given to the Training Instructor over the Fire Academy within 24 hours of the change or the next day the trainee returns to duty. Information will then be forwarded to the Office Administrator.

3.12 General Rules

It is the goal of the Academy to educate trainees in a strict, structured paramilitary environment. Therefore, the following general campus rules shall be strictly adhered to:

- When the first officer or instructor enters the classroom, all trainees will cease all communication and focus their attention on the Officer or Instructor.
- Trainees will politely greet all civilians or uniformed members that they encounter. Trainees will respond appropriately to any greeting directed at them.
- Food items will only be stored in the designated area.
- Trainees will maintain good posture at all times. Leaning against walls, hands in pockets, or heads on desks will not be allowed.
- Parking will be in assigned areas only.
- Clean up after yourself and others. Pick up any trash or litter, regardless of its origin, and dispose of it properly.
- Take pride in yourself and the MCESD 1 uniform. Act in a professional manner at all times.
- While in class, keep the volume of your voice to a normal tone at all times.
- Knock on all doors (except the classroom) and wait outside to be acknowledged. When acknowledged, state your name and the nature of your business before entering the room.
- Unauthorized physical activities are prohibited while on duty (i.e., sports, games, etc.).

3.13 Departmental Vehicle Rules

- Trainees will not be allowed to drive departmental vehicles off designated areas and will be driven only with the permission of a Training Staff member.
- Driving any MCESD 1 vehicle “emergency traffic” will not be allowed.
- Unauthorized use of the radio or emergency warning equipment is strictly prohibited.
- Trainees will remain seated with seat belts fastened while the vehicle is in motion.
- Trainees are not allowed to ride in the back of any MCESD 1-owned pickup trucks.
- Trainees will report any mechanical problems to a Training Staff member immediately.
- Intentional misuse or abuse of vehicles, cones, or other property is strictly prohibited.
- All trash shall be removed from all vehicles.

3.14 Cellular Devices & Smartwatches

Possession of smartwatches and cellular phones during working hours is strictly prohibited. Cellular phones and smartwatches must be stored in the designated area established by the Training Officers.

3.15 Telephone Usage

- Trainees are allowed to use their personal cell phones only during the lunch period or breaks.
- Departmental phones are not available for trainees’ personal use except in the case of an emergency.

Trainees should inform family members and friends that they should only try to contact the trainee at the Academy in case of an emergency. The Academy Staff will not take routine messages for trainees.

3.16 Secondary Employment

Trainees are not allowed, under any circumstances, to engage in any form of secondary employment or other income-generating activity that could be construed as secondary employment. The only exception would be mandatory military obligations. Any violation of this regulation will result in disciplinary action up to and including termination.

3.17 Outside Educational and Voluntary Activities

Upon beginning the Academy, trainees shall suspend any outside educational training activities. These include, but are not limited to, night classes, weekend classes, professional licensing courses, correspondence courses, and self-defense training. Trainees may resume educational training activities upon successful completion of the Academy.

3.18 Fraternization

- Any contact with staff, instructors, or other members of the MCESD 1 during a trainee's tenure at the Academy shall be on a professional basis only. No trainee shall foster or attempt to foster a personal relationship of any kind with a staff member, instructor, or member of the MCESD 1.
- Trainees will be obligated to immediately report to the Deputy Chief of Training any staff member, instructor, or member of the department who attempts to foster a personal relationship with the trainee.
- If any trainee has a personal relationship of any degree with a staff member, instructor, or member of MCESD 1 prior to beginning the Academy, this shall be made known to the Deputy Chief of Training.
- Trainees will not solicit, invite, or encourage Training Staff members to attend any off-duty functions during their Academy tenure.

3.19 Safety

- Safety rules will be observed at all times. These rules will be discussed and demonstrated during training activities.
- Safety equipment (eye protection, helmets, etc.) provided by the Academy will be utilized.
- Trainees are reminded that drill scenes are simulations, and that they should refrain from taking any action that may result in harm to themselves or others.
- All activity will cease immediately when any member of the Training Staff deems that a potentially dangerous situation exists.

3.20 Carrying of Weapons

Trainees shall not have, cause, or allow any type of firearms to be brought onto or into any MCESD 1 property. Trainees shall not bring any weapons or any item that can be construed as a weapon onto the MCESD 1 grounds. No trainee shall violate any provision of the law pertaining to firearms or other weapons, whether on or off duty.

4.0 Uniform Regulations

This section establishes specific regulations for wearing uniforms and related equipment. Fire Fighter Trainees shall wear only those uniform items officially sanctioned by the Academy. In addition, trainees shall only wear the uniform during normal duty hours or while performing functions directly associated with training activities unless otherwise specified.

4.1 Official Uniform and Equipment

Trainees will be issued a uniform for classroom use. The style and manner in which any uniform or equipment item is worn, carried, and/or used shall be designated in this manual.

At no time will a trainee display any item that identifies the trainee as a part of MCESD 1 in his/her vehicle so as to be visible to the public.

The official classroom uniform of an MCESD 1 trainee shall consist of the following:

- Fire Academy T-shirt
- Department-issued uniform pants
- Department-issued riggers belt
- Socks (solid black, provided by the trainee)
- Department-issued boots
- Department issues ID Badge

The official physical training uniform of an MCESD 1 trainee shall consist of the following:

- Fire Academy T-shirt
- Navy Blue/Black gym shorts (provided by the trainee)
- White/Black athletic socks (plain with no decorative printing or stitching, provided by the trainee)
- Good quality running shoes, conservative in color and adornment (provided by the trainee)

Trainees shall keep spare Fire Academy T-shirts, department-issued pants, and approved socks in their vehicle when on duty. Trainees out of uniform will not be tolerated.

No unauthorized items, such as key chains or knives, shall be worn on or affixed to the belt. Over-sized wallets or checkbooks are not to be visible outside of the uniform pant pocket.

4.2 Uniform Maintenance

Trainees shall be responsible for keeping all uniform articles clean and in good repair.

Uniform pants will be kept clean and pressed.

Once issued, all items will be governed by the regulations contained in this manual. It is the trainee's responsibility to report loss, theft, or damage of any issued item. If the Training Officer determines that the loss, theft, or damage is the result of the trainee's negligence, the trainee will assume the cost associated with the replacement or repair of the item.

4.3 ID-Badge

Trainees shall wear the department-issued ID Badge affixed to the right belt loop, closest to the buckle.

4.4 Footwear

Trainees shall wear the appropriate footwear for the assigned task (Classroom or Physical Training)

The Deputy Chief of Training will have final approval on any footwear when a question arises about its compliance with this policy.

Trainees will ensure their footwear is in presentable condition with boots polished.

4.5 Winter Coats

As the cold weather season approaches, each trainee will be issued a winter coat or pullover. No other coats or jackets will be worn.

4.6 Firefighting Gear

Each trainee will be issued firefighting gear. The cleaning and maintenance of this gear is the responsibility of the trainee during his/her tenure at the academy. Firefighting gear will be maintained in accordance with the manufacturer's specifications. Harsh cleaners, such as bleach, will not be used. No gear will be left out in the sun to dry or left wet to mildew. Trainees will report any damage, regardless of the cause, to training staff.

Wearing fire equipment off campus is prohibited unless authorized by the Training Staff. Use of firefighting gear off duty is strictly forbidden.

5.0 Personal Appearance and Grooming Standards

This section establishes standards governing the maintenance of a professional image by all trainees. These standards will apply to both men and women unless otherwise specified. All trainees must maintain good personal hygiene and grooming habits.

5.1 Hair and Grooming Standards

5.1.1 Hair Regulations

- All trainees shall abide by the grooming standards outlined in this policy at all times.
- It shall be the duty of the Training Instructors to ensure that the personal grooming issues do not interfere with the wearing of safety headgear, facemasks, or other related equipment.
- Any trainee with a medical condition that precludes conforming to these grooming standards shall notify their Chain of Command and may obtain an exception from the Deputy Chief of Training.
- Hair will be neat, well-trimmed, and appropriately groomed at all times.

- Hair will not present a ragged or unkept appearance.
- In no case will hairstyle interfere with the wearing of a SCBA, helmet, or protective hood.
- Hair will not cover more than mid-ear level.
- Trainee's hair at the back of the neck will not extend below the top of the uniform dress shirt collar when the uniform shirt is buttoned, and the head is in an upright position.
- Women's hair must be pulled back and secured in a manner that does not obscure the ability to properly wear PPE.
- Hair will not be dyed an unnatural color.
- Hair will not be worn in an extreme or fad style, including, but not limited to, a mohawk, ducktail, cornrows, track designs, mullets, etc.
- Hair shall not interfere with vision or job performance.

5.1.2 Facial Hair

- No facial hair is allowed during the MCESD 1 Fire Department Training Academy.
- As required in NFPA 1500, facial hair shall not interfere with the seal of an MCESD 1 SCBA face piece, regardless of SCBA fit testing results.
- Sideburns will be kept in a groomed and trimmed manner at all times.
- Sideburns will not extend below the bottom of the earlobe, be flared, or bushy, and will end in a clean-shaven horizontal line.
- Trainees will be clean-shaven prior to Roll Call

5.1.3 Fingernails

- Nails will be kept clean without polish and will not interfere with wearing PPE.
- Makeup worn by trainees shall be moderate and subdued so as to present a businesslike appearance.

5.2 Jewelry

- No necklaces, neck chains, earrings, or bracelets shall be worn during the MCESD 1 Fire Department Training Academy. The only exceptions are close-fitting medical ID bracelets.
- Facial or tongue piercings are prohibited at all times. Additionally, tunnels (large diameter ear piercings) larger than 1/4" in diameter are prohibited.
- Wedding rings are the only acceptable type of rings allowed. The wedding ring may not interfere with donning protective gloves. Trainees should be aware of the hazards associated with wearing a ring while performing Fire Department activities.
- One close-fitting non-smart watch is permitted (preferably non-conductive).

5.3 Sunglass Standards

Sunglasses will be a conservative type so as not to detract from a professional image.

Sunglasses are not a replacement for safety glasses unless they meet the ANSI Z87.1 standard and are clearly marked with Z87 or greater.

5.4 Application of Standards

Should any question arise pertaining to the standards set forth in this section, the judgment of the Training Staff will stand as a final decision, and the trainee will take whatever action is necessary in order to comply.

5.5 Tattoos/Brands/Body Art

- No tattoos/brands/body art will be permitted on the head/face, neck, or hands (except as permitted below).
- Wedding ring tattoos are the only acceptable hand tattoos, provided they are maintained in a professional manner. If a current employee wishes to get a wedding ring tattoo, the design must be approved by the Fire Chief or his designee.
- Tattoos/brands/body art that are discriminatory on the basis of race, color, national origin or ancestry, religion or creed, age, sex, or disability are strictly prohibited.
- Tattoos/brands/body art that are obscene, offensive, sexually suggestive, or profane are prohibited from being displayed on any part of the body.
- If any tattoo/brand/body art is deemed offensive, inappropriate, or unprofessional by the Fire Chief, it must be covered by department-approved attire.
- Employees may wear an authorized long-sleeved T-shirt and/or long pants.
- Employees may wear an arm or leg covering dark blue color designed to cover the area at the employee's expense.
- The Fire Chief has the final authority on the appropriateness of any tattoo, brand, or body art.
- Dental Appliances and Contact Lenses – Elaborate, decorative, or non-functional dental appliances, special effect contact lenses or contact lenses of a color unnatural to the human eye are prohibited for wear or use by an employee while on duty or otherwise representing the Department.
- Body Modification – Body modifications to any area of the body visible in an authorized uniform or attire are prohibited. Body modifications include, but are not limited to:
 - Tongue Splitting or bifurcation
 - The complete or trans-dermal implantation of any object(s) other than hair replacement, unless medically necessary

- Abnormal shaping of the ears, eyes, or nose
- Abnormal filing of the teeth

6.0 Training Requirements

6.1 Classroom Etiquette

Trainees will be in assigned seats, which will not change without the Instructor's or Training Officer's authorization. When an instructor enters the classroom, all conversations shall cease, and the first trainee to see the instructor enter the room will call the class to attention by stating "CHIEF ON DECK!" Trainees will only come to attention for the first instructor entering the room. If another instructor enters, trainees will not be called to attention again. The exception to this is any time a uniformed (or known) Chief Officer enters the classroom, the first trainee observing the entrance of the Chief Officer will immediately call trainees to attention by again stating "CHIEF ON DECK!"

Trainees shall check the class schedule daily and be prepared for class, including having the proper materials and/or equipment.

Trainees shall be respectful and courteous to all instructors. While seated in the classroom, trainees will maintain an attentive posture. During the lecture or any associated activity, all trainees will be attentive to the instruction being presented. Side comments or conversations are considered discourteous and will not be tolerated. Should a trainee need to ask a question, recognition will be sought by raising a hand sufficiently high to be readily seen by the instructor. The trainee will patiently wait to be recognized by the instructor. When recognized, the trainee will clearly and concisely state the question such that the instructor and the other trainees can hear what is being asked.

Normally, there will be a break after each hour of classroom instruction and at the end of each class period; however, the actual provision of breaks and their duration will be at the discretion of the instructor. During breaks, trainees will not congregate in hallways or foyer area.

In preparation for examinations and certification testing, it is strongly recommended that trainees take thorough notes in accordance with each instructor's presentation. All instruction and instructional materials are subject to testing. Only authorized materials will be brought into the classroom. This includes notebooks, writing implements, and books or literature related to the current course of instruction. Other items shall be stored in lockers (except for fire gear), a trainee's vehicle, or in a designated storage area.

When a class is to be dismissed for the meal period or at the end of the day, the Class Captain will first contact an instructor or Training Officer to see if there are any messages or other assignments before the class is officially released. Trainees are encouraged to approach staff members for assistance or about other matters of concern. However, this should be confined to times when no classes or other activities are in session.

6.2 Grading

MCESD 1 Training Academy is divided into several areas of instruction, which will be graded independently. All grades will be calculated to determine the trainees' overall class standing. Failure to achieve passing scores will result in termination.

- Emergency Medical Technician – Basic
 - See Instructional Institutions' Course Syllabus for grading scale.
- Texas Department of State Health Services/EMT National Registry Written Exam
 - Minimum passing score: 70%
- Texas Department of State Health Services/EMT Skills Exam
 - Pass or Fail Skills Proficiency Exam.
- Basic Firefighter Course
 - Minimum Passing Grade: 80%
- TCFP (Firefighter I, Firefighter II, Hazmat Awareness, Hazmat Operations)
 - Minimum Passing Score: 70%
 - TCFP Basic Firefighter Skills Exams
 - Pass or Fail Skill Proficiency Exams

The Certified Course is divided into several instructional areas, each graded independently. However, all grades will be calculated into the overall class standing. The classroom grade will be comprised of quizzes and exams, as dictated by the syllabus and curriculum.

6.3 Emergency Medical Technician-Basic (EMT) Course Description

The EMT Basic course is the entry-level into the Emergency Medical Services career field. This program follows the current Department of Transportation's (DOT) EMT curriculum and is approved by the Texas Department of State Health Services. A firefighter with the EMT certification is considered qualified to work in the pre-hospital emergency medical environment.

Clinical Practicum will provide the EMT-B candidate with an opportunity to apply their learned skills in field environments. This training will assist in preparing the EMT-B candidate for the tasks associated with the management of medical and trauma patients. Clinical training will be conducted in a supervised ambulance manned by a clinical preceptor.

The EMT-B course will provide candidates with lectures and skills demonstrations/practice needed to begin their career as a firefighter/EMT Basic.

Following successful completion of the EMT-B course, Trainees will be required to pass the respective National Registry Examination. This will consist of a pass/fail comprehensive skills

examination and a National Registry written examination administered by a TDSHS proctor. **The first test of the National registry exam must be scheduled and taken within 10 days of our course completion.** One retest will be given for failure of the skill examination. Failure of a written or skills examination retest will result in a review of the trainee's employment status.

6.4 Firefighter Training Course Descriptions

The **Non-Certified Firefighter** course is an entry-level training course to become an MCESD 1 Firefighter. It follows the TCFP Firefighter curriculum for the Basic Level Firefighter I and II. This program provides academic lectures and skill practice on the essential elements of firefighting and prepares the trainee to successfully complete the TCFP Firefighter written and skills examinations.

The **Certified** course is designed to train Texas Certified Firefighters to become capable and proficient in the guidelines, methods, and practices of MCESD 1. The course has a predominant focus on hands-on training to prepare the trainee to be a productive MCESD 1 Firefighter from the first day of work at the fire station.

6.5 TCFP Basic Firefighter Exams

Following successful completion of the Basic Firefighter course, eligible trainees will be required to pass the TCFP Basic Firefighter examination. This will consist of a pass/fail comprehensive skills examination and a written examination administered by a proctor. A minimum passing score of **70%** is required for successful completion of all written exams. TCFP allows only one retest per skill failure. Failure of a retested skill will result in the trainee not receiving a certification and requires them to retake the entire curriculum; therefore, failure of the skill retest may result in a recommendation for termination.

6.6 Mid-Term and Final Examinations

Mid-term and Final examinations are the most important examinations in the training program because they cover the essential elements of the curriculum and are used to determine a trainee's continued employment. All Mid-Term and Final examinations will be reviewed at a designated time following the examination to ensure that the trainees understand the material that has been presented. Attendance for all examinations is important. A trainee who is absent for a quiz, major examination, mid-term, or final examination may be given a zero grade for that exam.

Scores of less than **80%** on **any Basic Fire / EMT Mid-Term or Final Examination** will be considered failing grades. Failure will result in a review of the trainee's employment status, which will result in a recommendation for termination.

6.7 Quizzes

Quizzes are a valuable tool for evaluating a trainee's comprehension level of specific topics of instruction and will be used for determining whether the trainee is keeping up with his/her study assignments. Quizzes will be administered regularly to evaluate individual comprehension

throughout the various units of instruction. Quiz grades will be averaged into the trainees' overall grade. The minimum passing grade for each quiz is **80%**.

6.8 Major Examinations

A trainee who scores less than **80%** on **any two Fire / EMT School Major Examinations** will have their employment status reviewed, which will result in a recommendation for termination.

6.9 Skills Proficiency

All EMS courses require skill proficiency according to the National Registry criteria. A trainee who fails a skills test will be given an opportunity for remediation and skill building on the failed skill(s). A trainee will be allowed one retest, evaluated by the Deputy Chief of Training's designee. Failure of the retest may result in a recommendation for termination.

The duties of a firefighter are labor-intensive; therefore, these duties require trainees to possess the necessary manipulative skills. MCESD1 has identified the performance requirements necessary to perform the duties of a firefighter as those found in the Texas Commission on Fire Protection Certification Curriculum and the NFPA 1001, Chapter 3. In addition, a trainee must perform any performance standard as set forth by MCESD1. Trainees in the Non-Certified and Certified fire course must perform these skills safely, competently, and in their entirety. A trainee will be allowed one retest. Failure of the retest may result in a recommendation for termination.

In addition to TCFP skills, the cadet shall demonstrate the ability to successfully complete all other required skills. These skills include but are not limited to: SCBA Drills, Consumption Courses, Hose and Ladder Evolutions, Ventilation Skills, Performance Standards, Survival House, and Burn Evolutions.

In general, cadets who cannot demonstrate the ability to successfully complete the skills required in the time allotted will be formally counseled and given the opportunity for remedial training. This training must be requested in writing and will be offered during the cadets off time.

If the cadet is unable to successfully complete the skill after documentation and remedial training, a request for termination will be forwarded up the chain of command.

6.10 Examination/Quiz Review Policy

Examinations and quizzes are not only evaluation tools but also learning opportunities for a trainee to evaluate their areas of weakness. Therefore, examinations and quizzes will be reviewed as soon as possible following the examination. Trainees will be allowed an opportunity to review the test material in their course material. At no point during a review will a trainee have any writing instrument in their possession. In addition, trainees will not be allowed to mark their course material in any way to indicate a test question while a review is taking place. If a trainee has a question about an examination question, they will properly ask for clarification from the staff member leading the review. If, at any time, in the opinion of this

staff member, the review becomes counterproductive to the learning process, the review will be terminated. No further review of that examination will be given.

If a trainee, after asking for clarification during a review, still feels that an examination or quiz question is unfair, they may make a written appeal for a training staff review. This written appeal will be forwarded to their Training Officer. The written appeal must include the examination/quiz, question number, explanation of the discrepancy, and page references in the text supporting an alternate answer. Incomplete appeals will not be considered. Any trainee who, in the opinion of the Training Staff, makes frivolous appeals will be subject to disciplinary action.

6.11 Academic Probation

“Academic Probation” is defined and equitably applied as follows: All trainees who fail to maintain an overall percentage grade of at least 80% or fail a single major exam shall be placed on academic probation. Academic probation shall continue until the trainee achieves an overall percentage grade of at least 80% or completes the Fire / EMT School segment.

Trainees on academic probation shall be privately counseled by the Deputy Chief of Training and given written notification that they are being placed on academic probation. Written notification shall include a list of all the scores used to determine their overall percentage grade and a copy of the “Conditions of Academic Probation” defined herein, including any specific conditions of their individual academic probation.

Trainees who are placed on academic probation shall be provided opportunities for tutoring, mentoring, and/or extra scholastic assistance and encouraged to participate in those programs whenever possible.

There is no maximum time limit for academic probation; however, it will be considered as part of their “cumulative performance” when determining their employment status.

If at any point it is determined that a Cadet is mathematically ineligible to attain an 80% passing final grade, a letter requesting termination will be forwarded up the Chain of Command.

6.12 Tutoring Policy

Tutoring may take place after normal working hours. Tutoring may be made available upon written request to the Training Officer. Written requests must include the subject in which additional tutoring is needed and must be made at least 24 hours prior to the requested tutoring session. It is highly recommended that trainees placed on academic probation attend tutorial sessions. It is important that trainees adequately prepare prior to the tutoring session by developing specific questions or areas of academic or skill weakness. Trainees will sign in and out on a tutoring log during each tutoring session. Tutoring sessions are for the benefit of the trainee.

6.13 Lecture Preparation

Trainees will be required to prepare adequately prior to receiving each lecture. Trainees will read the assigned material prior to each lecture to familiarize themselves with the subjects and to prepare questions on areas requiring clarification.

6.14 Class Standings

At the end of this training program, trainees will be ranked according to their performance during their tenure as trainees. The class rankings may be the order used for the selection of their station assignment. The trainee who comes out number one in the class standings will select his/her shift/station assignment first. This process will continue through the class standings until all trainees have selected a shift/station assignment.

Class standings will be determined according to the following criteria:

- 90% Academic and Job Performance Standard Test
- 10% Code of Conduct Testing

6.15 Awards

Awards may be given at graduation to recognize outstanding achievement. Whether the awards are given is completely up to the Training Officers. Below is a description of the awards that may be given at graduation. It is important to remember that not all awards are given at every graduation, and disciplinary issues may prevent a Trainee from receiving an award.

- **Leadership Award** – Given to the Class Captain if the Training Officers and MCESD1 Staff feel that the job was done in a satisfactory manner. If the staff feels the Class Captain position was performed ineffectively, an Overall Achievement Award may be given to the trainee who ranks highest based on a combined physical fitness and academic score.
- **Academic Achievement** – Given to the trainee with the highest measurable academic grade, including quizzes, majors, midterms, finals, and EMT final (if applicable).
- **Physical Fitness Award** – Given to the trainee who has the highest measurable physical fitness grade based on physical ability tests.
- **Academy Excellence Award** – Honors the trainee who motivates and inspires others while fostering excellence in achievements and performance, encourages growth in others, promotes fitness, is a team player, and commands accountability.

(This award may NOT be given out at the end of the academy)

7.0 Physical Fitness Program

7.1 Introduction

Firefighting is a very physically demanding career. The firefighter's physical fitness level is a key factor in their survival during dangerous conditions in which they are expected to perform their duties. Firefighter physical fitness is directly related to the safety of the individual, the safety

and performance of the fire crews they will be working with, and the safety of the public being served. It is the responsibility of the Fire Training Academy to prepare prospective MCESD1 Firefighters to meet the physical demands of this profession. The Academy places great emphasis on each trainee's physical condition, and all trainees are expected to progress in their physical development to meet the expectations outlined in this program. It is understood that the physical training (PT) will become increasingly difficult throughout the trainee's tenure. Trainees who are unable to keep up with the rest of the class may be pulled from PT by the Training Instructor. The Trainee will be given one warning to keep up and then pulled so that the rest of the class can continue training. If a Trainee shows a consistent pattern of falling behind or exceeding the total allotted time missed, a review of the Trainee's employment status will be done, and termination may result. Of course, safety is of the utmost importance. The Trainee shall notify his/her Instructor immediately if they believe they may be having a medical emergency.

The following is intended to serve as a guideline for Training Officers in overseeing the trainee's physical training. Physical Training is not intended to be rigid, but rather flexible, as each officer will closely supervise the progression of the class. Weather conditions will be considered; however, outside physical training should be canceled only during dangerous conditions. The officer should specifically design the physical training to challenge the "group average" and not the exceptionally well or poorly conditioned trainee. Water coolers will be available during strenuous outside physical training. It will be the trainees' responsibility to prepare the coolers before exercise begins.

7.2 Job Performance Standard Test (JPST)

TASK 1 - One Mile Run **(See Grading Criteria)**

TASK 2 - 60 Seconds of Pushups followed by 60 Seconds of Sit-ups **(See Grading Criteria)**

TASK 3 - Strike a railroad tie or Kiser Sled using the provided sledgehammer.

TASK 4 - Drag rescue dummy 50ft.

TASK 5 - Hose Drag Simulation: pull a sled a total length of 150ft.

TASK 6 - Carry (2) three-inch hose rolls through the designated area.

TASK 7 - Connect a hose and nozzle and advance to the designated area.

TASK 8 - Hoist a hose roll to the top of the ladder or training tower and control it on the way back down.

8.0 Corrective Intervention

This section establishes the disciplinary system that applies to all trainees. The purpose of disciplinary action is to correct inappropriate behavior. The intent of the Academy is to protect the rights of each trainee and to adhere to a system of discipline that is fair, consistent, and equitable. All trainees are given reasonable notice of policy infractions or unacceptable behavior and are afforded the opportunity to respond. The disposition of every disciplinary

incident will conform to this system to the fullest extent possible. **(See 8.1.2A Discipline Matrix Appendix A)**

8.1 Overview

Generally, the process is one of progressive disciplinary action, so the trainee has the opportunity to take corrective measures to comply with standards and regulations. This process is in no way intended to compromise MCESD 1's prerogative in exercising proper judgment while responding to serious infractions of policy.

8.2 Cumulative Performance

It is understood that the training staff has the ability to evaluate a cadet's performance in a holistic approach. Should a cadet not meet the standard of automatic dismissal from the program, they can still be removed from the program if a cumulative pattern of poor performance is observed. An example would be, but not limited to, a combination of several times tardy, mild insubordination, failing PAT evaluations, and poor performance during skills evolutions. Each incident should be documented by the staff, and the cadet given a chance to rectify the situation. However, the staff has the ability to recommend termination through the chain of command should the cadet exhibit continued behavior contrary to the high standards of MCESD 1.

8.3 Trainee Incident Notification Form

The Trainee Incident Notification Form identifies and defines any area of deficiency in a trainee's performance that is not meeting standards of behavior, demeanor, and performance as defined in the Trainee Code of Conduct & Standards or within the specific training sections. Incident Notification Form (INF) shall specify the problem(s) the trainee is having, including a plan to correct each issue. The INF will include a designated period to correct the issue(s). The form is filled out during a counseling session when the problem is discussed, and both the Training Officer(s) and the trainee will outline their action plan to solve the situation. The action plan is documented with dates and times as the action plan is executed.

At the end of the designated period, the Training Officer makes a determination as to whether the problem was corrected. The Training Officer will make a written statement reflecting the progress of the correction. The INF will remain "open" until the identified issues are corrected. When the trainee successfully corrects the problem(s) outlined, the INF will be dated, "closed," and filed.

8.4 Oral Reprimand

An Oral Reprimand may be instituted if a trainee commits a code violation. The trainee may be required to submit a written explanation of the incident. A counseling session may be held whereby corrective measures expected of the trainee are set forth in writing, using the INF, and the consequences of continued misconduct are explained. A brief summary of the incident, corrective measures, and consequences will be entered on the Trainee's INF. Each trainee is expected to sign all entries on his/her INF for acknowledgment purposes.

8.5 Written Reprimand

This level of disciplinary action is utilized if a trainee has been issued an oral reprimand for a previous infraction, or the nature of a single violation is such that this level of intervention is deemed necessary. A written explanation of the incident by the trainee will be required when this level of intervention is being considered. An INF will be opened at this time, and a counseling session will be held with the trainee. The Training Officer will attend this counseling session. During this counseling session, the trainee will be given mandates for corrective action. The counseling form will clearly state the infraction, the corrective action necessary, and the consequences of continued misconduct. This counseling session will be documented on the trainee's INF.

8.6 Recommendation for Termination

If a trainee does not meet the established standards as set forth in this Code of Conduct, the standards of performance prescribed within a given training section, or exhibits conduct or behavior undesirable in a professional firefighter, a recommendation for termination may be generated by the Training Officer, through proper channels, to the Deputy Chief of Training. This recommendation for termination will include all pertinent information and documentation. If the Deputy Chief of Training concurs with the recommendation for termination, all pertinent information and documentation will be forwarded to the Assistant Fire Chief and Fire Chief for final disposition.

9.0 Terminations and Resignation

9.1 Termination

During attendance throughout the training program, a trainee is required to follow all regulations as stated within this manual. Any criminal offense, violation of this manual, or any other act that reflects negatively upon MCESD 1 is considered a dismissible offense. In the case of termination, a trainee may not be eligible for re-employment. An exit Interview may be conducted before departure.

Trainees who have been terminated or have resigned will not visit the Academy for any reason other than official business. Current trainees will not have any contact with trainees who are no longer employed with the MCESD 1 while at the Academy or during any off-campus training.

9.2 Resignation

If at any point a trainee feels they cannot continue due to physical or mental requirements, or a lack of desire, they should immediately notify their Training Officer. A Trainee who wishes to discontinue employment with MCESD 1 must provide a signed letter stating his/her intent. A trainee who resigns in good standing may apply for re-employment. An exit interview and survey may be conducted at the time of resignation.

MCESD 1 Chain of Command

Fire Chief	Jason Oliphant
Assistant Chief of Operations	Kirk Bailey
Deputy Chief of Training	Mike Romagus
Battalion Chief of Special Operations	Andrew Evans
Captains of Professional Development	Connor Kiyokawa David Swanson
Lead Instructors	Chief Shafer Captain Price Lieutenant Nielsen
Adjunct Instructors	TBA

Time	Male 1 Mile Run				
	18-20	21-24	25-30	30-35	36-40
6:00	100				
6:05	99				
6:10	98	100			
6:15	97	99			
6:20	96	98	100		
6:25	95	97	99		
6:30	94	96	98	100	
6:35	93	95	97	99	
6:40	92	94	96	98	100
6:45	91	93	95	97	99
6:50	90	92	94	96	98
6:55	89	91	93	95	97
7:00	88	90	92	94	96
7:05	87	89	91	93	95
7:10	86	88	90	92	94
7:15	85	87	89	91	93
7:20	84	86	88	90	92
7:25	83	85	87	89	91
7:30	82	84	86	88	90
7:35	81	83	85	87	89
7:40	80	82	84	86	88
7:45	79	81	83	85	87
7:50	78	80	82	84	86
7:55	77	79	81	83	85
8:00	76	78	80	82	84
8:05	75	77	79	81	83
8:10	74	76	78	80	82
8:15	73	75	77	79	81
8:20	72	74	76	78	80
8:25	71	73	75	77	79
8:30	70	72	74	76	78
8:35	69	71	73	75	77
8:40	68	70	72	74	76
8:45	67	69	71	73	75
8:50	66	68	70	72	74
8:55	65	67	69	71	73
9:00	64	66	68	70	72
9:05	63	65	67	69	71
9:10	62	64	66	68	70
9:15	61	63	65	67	69
9:20	60	62	64	66	68
9:25	59	61	63	65	67
9:30	58	60	62	64	66
9:35	57	59	61	63	65
9:40	56	58	60	62	64
9:45	55	57	59	61	63
9:50	54	56	58	60	62
9:55	53	55	57	59	61
10:00	52	54	56	58	60

Time	Female 1 Mile Run				
	18-20	21-24	25-30	30-35	36-40
7:00	100				
7:05	99				
7:10	98	100			
7:15	97	99			
7:20	96	98	100		
7:25	95	97	99		
7:30	94	96	98	100	
7:35	93	95	97	99	
7:40	92	94	96	98	100
7:45	91	93	95	97	99
7:50	90	92	94	96	98
7:55	89	91	93	95	97
8:00	88	90	92	94	96
8:05	87	89	91	93	95
8:10	86	88	90	92	94
8:15	85	87	89	91	93
8:20	84	86	88	90	92
8:25	83	85	87	89	91
8:30	82	84	86	88	90
8:35	81	83	85	87	89
8:40	80	82	84	86	88
8:45	79	81	83	85	87
8:50	78	80	82	84	86
8:55	77	79	81	83	85
9:00	76	78	80	82	84
9:05	75	77	79	81	83
9:10	74	76	78	80	82
9:15	73	75	77	79	81
9:20	72	74	76	78	80
9:25	71	73	75	77	79
9:30	70	72	74	76	78
9:35	69	71	73	75	77
9:40	68	70	72	74	76
9:45	67	69	71	73	75
9:50	66	68	70	72	74
9:55	65	67	69	71	73
10:00	64	66	68	70	72
10:05	63	65	67	69	71
10:10	62	64	66	68	70
10:15	61	63	65	67	69
10:20	60	62	64	66	68
10:25	59	61	63	65	67
10:30	58	60	62	64	66
10:35	57	59	61	63	65
10:40	56	58	60	62	64
10:45	55	57	59	61	63
10:50	54	56	58	60	62
10:55	53	55	57	59	61
11:00	52	54	56	58	60

Male			
Score	Push Ups	Sit Ups	P.A.T.
100	60	60	2:30
99	59	59	2:33
98	58	58	2:36
97	57	57	2:39
96	56	56	2:42
95	55	55	2:45
94	54	54	2:48
93	53	53	2:51
92	52	52	2:54
91	51	51	2:57
90	50	50	3:00
89	49	49	3:03
88	48	48	3:06
87	47	47	3:09
86	46	46	3:12
85	45	45	3:15
84	44	44	3:18
83	43	43	3:21
82	42	42	3:24
81	41	41	3:27
80	40	40	3:30
79	39	39	3:33
78	38	38	3:36
77	37	37	3:39
76	36	36	3:42
75	35	35	3:45
74	34	34	3:48
73	33	33	3:51
72	32	32	3:54
71	31	31	3:57
70	30	30	4:00
69	29	29	4:03
68	28	28	4:06
67	27	27	4:09
66	26	26	4:12
65	25	25	4:15
64	24	24	4:18
63	23	23	4:21
62	22	22	4:24
61	21	21	4:27
60	20	20	4:30
59	19	19	4:33
58	18	18	4:36
57	17	17	4:39
56	16	16	4:42
55	15	15	4:45
54	14	14	4:48
53	13	13	4:51
52	12	12	4:54
51	11	11	4:57
50	10	10	5:00

Female			
Score	Push Ups	Sit Ups	P.A.T.
100	40	40	2:30
99	39	39	2:33
98	38	38	2:36
97	37	37	2:39
96	36	36	2:42
95	35	35	2:45
94	34	34	2:48
93	33	33	2:51
92	32	32	2:54
91	31	31	2:57
90	30	30	3:00
89	29	29	3:03
88	28	28	3:06
87	27	27	3:09
86	26	26	3:12
85	25	25	3:15
84	24	24	3:18
83	23	23	3:21
82	22	22	3:24
81	21	21	3:27
80	20	20	3:30
79	19	19	3:33
78	18	18	3:36
77	17	17	3:39
76	16	16	3:42
75	15	15	3:45
74	14	14	3:48
73	13	13	3:51
72	12	12	3:54
71	11	11	3:57
70	10	10	4:00
69	9	9	4:03
68	8	8	4:06
67	7	7	4:09
66	6	6	4:12
65	5	5	4:15
64	4	4	4:18
63	3	3	4:21
62	2	2	4:24
61	1	1	4:27
60			4:30
59			4:33
58			4:36
57			4:39
56			4:42
55			4:45
54			4:48
53			4:51
52			4:54
51			4:57
50			5:00