

Registration Packet



Basic Fire Suppression Certification School Approved by Texas Commission on Fire Protection

Location: DeSoto Fire Training Center at 501 E. Wintergreen Rd

2023 CLASS DATES

February 20, 2023 – June 2, 2023

July 17, 2023 – October 27, 2023

Monday – Friday 7:00 AM to 4:00 PM

Registration Fee \$80.00

Tuition \$3,740.00 (\$600 Non-refundable Deposit)

Bunker Gear \$800.00

State Test \$85.00

Uniform pricing varies*

Call (972)-223-6858 for any questions

TO: Fire Academy Applicant

Thank you for your interest and potential application to our Fire Academy. We will do what we can to give you the quality of training that is required and needed to pass the Texas Commission on Fire Protection's state certification test. We have conducted many successful academies and can make this claim due to our high standards. Our reputation is based on whether you, as a graduate, are hired by a department and how well you are able to fit into an organization.

Physical Fitness Training – This training will assist you in passing most entrance physical fitness test offered by area departments. If there is any reason that you may have doubts about your ability to do this type of training, consult your physician first. See the enclosed **Physical Form that must be filled out and signed by your physician prior to the beginning of training class.** PT is highly strenuous and demanding and is a **PASS/FAIL** part of the school. **Physicals are required for approval to participate in DeSoto Fire Academy fitness program only.**

Chapter 403 of the Commission's Standards Manual addresses the guidelines TCFP uses to determine certification eligibility of persons with criminal histories. The Standards Manual can be accessed on the TCFP website.

- Potential ineligibility of persons convicted of an offense for certification
- Current TCFP guidelines regarding eligibility for certification of persons with criminal histories
- The right of an individual to request a criminal history evaluation
- Other notification requirements-see HB1508 for more information

The **Application for Early Review of Eligibility for Certification (form TCFP-012)** and instructions can be found in the list of Commission forms on the TCFP website. The Commission will perform an **early review of eligibility** for any person requesting the review and providing the necessary information/fee.

The Academy will take the first 30 applicants received. You must have a high school diploma or be 18 or older with a GED. Those that are received above the number 30 will be placed on a waiting list.

You will need to read and abide by our **Rules & Regulations** concerning the point system for counseling, conduct and courtesy, dress and appearance code.

You are responsible for being in school **every day and on time.** If you are to be absent, you must call 30 minutes prior to class start time at the following number (972)-223-6858. If this is not done, then an absence and a tardy will count against you. If you have any type of medical problem that would hinder you physically or academically, you must report this to the Physical Fitness Coordinator.

You have the obligation to keep a class average of 80 on all work. This means that if your average slips below 80, the School Coordinator will counsel you. If a grade between 70 & 80 is made on a test, the School Coordinator will counsel you. **A GPA of 80 is required throughout the school** in order to take the mid-term test and the final exam. **A grade of 70 is needed to pass the mid-term and continue the second half of school. The final exam also requires a grade of 70 along with a GPA of 80 to graduate.** These terms are set forth in the contract that you sign.

Thank you again for considering our school. Please call with any questions.

Craig Kirk
 Fire Academy Coordinator
 DeSoto Fire Training Center
 972-223-6858



DeSoto Fire Training Center Fire Academy Rules & Regulations Procedures

COUNSELING FOR RECRUITS

The following is a guideline for counseling recruits. Counseling will be written for violations of the DeSoto Fire Academy Rules and Regulations and contract agreement. Points will be assigned for each offense. Points may vary depending upon severity of the offense. Once a recruit accumulates 18 points, he or she will be brought before the School Coordinator with a recommendation for dismissal.

The following list is just a guideline for the assignment of points. It does not preclude the school coordinator from assigning other valid points as necessary.

MAJOR POINTS (Cannot be worked off). Given for Major Rule Infractions.

	<u>POINTS</u>
1. General	
a. Late to work or assignment	3, 6, then 9
b. Disrespect for instructors	3 – 6
c. Failing to obey an order	3 – 6
d. Failure to follow instructions	3 – 6
e. Poor attitude	3 – 6
f. Failure to participate as a team member	3 – 6
g. Fighting with a fellow recruit	6 – 18
h. Insubordination	6 – 12
i. Physical contact with an instructor	18
j. Major violations of DeSoto Fire Academy Rules & Regulations	3 – 18
k. 2 nd sleeping offense	3
l. 3 rd and above sleeping offense	6
2. Failure to Report Lost or Damaged Equipment/Clothing	
a. Bunker Gear	3 – 6
b. Damage to vehicle or apparatus equipment	3 – 6
3. Drivers License	
a. Failure to get license renewed promptly	6
b. Failure to report a moving violation	6
c. Failure to report detention	6
4. Drill Field Performance	
a. First failure of a Practical	2
b. Second failure of same Practical	4
c. Third, and each succeeding failure of a practical	6
d. Failure to participate in all drills	3
e. Safety violations in any drill field activities	3 – 6
5. Personal	
a. Shaving	1 – 3
b. Grooming	1 – 3
c. Haircut	1 – 3
d. Uniform, shoes	1 – 3

6. Physical Training Performance

- | | |
|---|---|
| a. Lack of improvement during physical training
(per offense) | 2 |
| b. Lack of effort during physical training,
as witnessed by instructor (per offense) | 3 |

7. Duties as a Recruit Shift Commanders

- | | |
|--|--------|
| a. Failure to report a recruit missing | 6 – 18 |
| b. Reporting late | 3 – 6 |

CONDUCT AND COURTESY

GENERAL

1. PROMPTNESS

- a. You are expected to be prompt in reporting to roll call, classes or drill, carrying out instructions and performing all additional duties assigned.
- b. Avoid consistently being the last one to assemble for roll call, class or drills.
- c. Being late from breaks or lunch will be considered the same as being late for morning roll call.

2. ATTENTION

- a. Due to the nature of this Fire Academy, you will at all times pay strict attention to safety rules, instructions given, and to performance of skills. **You shall expect this attention from your fellow recruits and they shall expect it from you.**
- b. Sleeping shall not be tolerated at anytime during training periods.

3. COURTESY

- a. Strict discipline shall be required in the classroom and drill field at all times.
- b. You shall address the School Coordinator and/or Instructors by their appropriate titles as well as any other Fire Department Officers or personnel. Guest speakers from outside of the Department shall be addressed appropriately.
- c. When a department officer enters the classroom, you will stand at attention. You will greet and speak to Academy staff and guest in passing.
- d. Recruits shall maintain an active interest and remain alert and attentive during class. Attention shall be focused on the instructor regardless of any other activity in the classroom.
- e. Instructors encourage legitimate questions designed to clarify or gain information. All questions to Instructors should be addressed during class time, unless otherwise directed.

- f. If a recruit wishes to present a question, he or she shall raise their hand and gain recognition.
- g. No food or drink shall be allowed in the classroom.
- h. No tobacco use is allowed on duty, or on the Academy premises.
- i. Everyone must clean up after himself/herself. This includes - placing trash in proper receptacles, wiping sinks and basins after each use, and mopping the bathroom floors after showering.
- j. Only appropriate study material is allowed in the classroom during class time. No newspapers, magazines, pagers or cell phones are allowed in the classroom during class time.

4. SPECIFIC

- a. Possession, consumption, or being under the influence of any alcoholic beverage or non-prescribed or illicit drugs while on Fire Academy premises/or performing any Academy skill shall result in immediate dismissal.
- b. Gambling in any form shall not be allowed anywhere on the Academy premises.
- c. It is prohibited for a recruit to display discourtesy to another recruit, school coordinator, instructor, or staff member by the use of abusive, insulting, or profane language. This includes the practice of any discrimination regarding sex, race, religion, color, national origin or ancestry.
- d. No recruit shall falsify in any manner a test, report, statement or other Fire Academy documents either written or verbal.
- e. Tampering with, defacing, damaging, or removing any Fire Academy or City of DeSoto property is strictly prohibited.
- f. No recruit shall display negligence or willful disobedience to duty, lawful order, regulation or directive.
- g. Any action that endangers a recruit or any other person, either through careless or willful violations of instructions or safety rules is to be avoided.
- h. All recruits must properly conduct personal business, both private and financial, in such a manner as not to cause embarrassment to the Fire Academy.
- i. ALL offices in the Fire Station are OFF LIMITS to recruits except for official business authorized by a staff member.
- j. You are expected to exhibit a high degree of initiative in both your personal conduct and assigned academic work.
- k. Tampering with a STAFF member's property or another recruit's property, protective gear, books, name tags or any other item belonging to or assigned to them ***is prohibited***.

- I. Personal messages and/or incoming personal phone calls will not be tolerated. Cell phones and pagers may be accessed before and after the Academy, and at lunch. **Not on breaks.**

5. DRIVERS LICENSE POLICY

- a. While at the Fire Academy, you must maintain a valid and appropriate Texas Drivers License.

UNIFORMS, DRESS AND APPEARANCE REGULATIONS

GENERAL

1. Uniforms shall be neat, clean, pressed, and in serviceable condition.
2. The Recruit shall make every effort to maintain a neat, clean, and professional appearance when in contact with the public.
3. No part of the Fire Academy Uniform will be worn off-duty, except while traveling to and from class, without the approval of the School Coordinator.
4. The Recruit shall immediately report any loss of uniforms or any other Academy property entrusted to them. A memo reporting the loss shall be sent to the School Coordinator through the Chain of Command.
5. The Recruit will be in the appropriate uniform at the beginning of classroom time.

UNIFORMS

1. SHIRTS:

- a. Gray Polo Shirt – Worn by students while attending Fire Academy. Polo shirts can be purchased at the fire training center.
- b. Gray T-Shirt – The Fire Academy T-shirt will be worn by Fire Academy students during physical training. T-shirts can be purchased at the fire training center.
- c. Gray T-shirts will be worn on all outdoor training exercises and under polo at all times.
- d. T-shirts are to be tucked inside trousers at all times.

2. PANTS

- a. Navy Blue Pants – worn by students as duty uniform. (Dickey Blue Pant) EMT style of pant is permitted.

3. SOCKS

- a. Socks shall be black or navy blue. They may have a white sole. White socks are acceptable while wearing boots or working out.

4. FOOTWEAR

- a. Shoes or boots worn with the uniform must be black. They shall be shined and in serviceable condition.
- b. Shoes or boots must be a smooth-grained leather or similar synthetic material having an acceptable likeness to leather. Shoes or boots constructed of oiled or rough leather that cannot be shined are not permitted.
- c. Shoes or boots must have black stitching and black leather or synthetic soles (no crepe soles).
- d. Shoes or boots shall have a plain rounded toe.
- e. Wing tips or shoes with ornamental designs, buckles, straps, or tassels will not be acceptable.
- f. Heels for shoes will be no greater than one to one half inches from top of the sole to the bottom of the heel. Heels for boots will be no greater than one to five-eighths inches from top of the sole to the bottom of the heel.

5. BELT

- a. Black leather belt.

PHYSICAL TRAINING UNIFORM (P.T. UNIFORM)

1. The physical training uniform is for physical training only and consists of gray training t-shirt and navy blue shorts or warm-up pants.
2. Proper Running Tennis Shoe – Recruits are encouraged to purchase a good quality athletic shoe for comfort and support. Shoes should be neutral color and have a non-marking sole.

APPEARANCE

The rules pertaining to jewelry, hair styles, length of hair, sideburns, mustaches, beards, and make-up are necessary to ensure employee safety and a measure of grooming uniformity representative of the Academy's paramilitary image.

JEWELRY:

Uniformed recruits may wear a wristwatch, medic alert bracelet, or identification bracelet. Rings may also be worn, but only one on each hand. A wedding set will be considered one ring. Earrings, earstuds, and other decorative jewelry shall not be worn.

HAIR:

1. All uniformed recruits shall be clean shaven, except that a mustache may be permitted. If a mustache is worn, the following guidelines shall be utilized.
 - a. Mustaches will be kept neat and trimmed at all times. Bushy, unkempt mustaches are not permitted.
 - b. *Mustaches shall not extend more than one-fourth inch past or below the corners of the mouth.*
 - c. Mustaches shall not have a thickness of more than one-half inch.
 - d. Eccentric mustaches that will attract undue attention or impair safe operation will not be permitted.
2. Sideburns are acceptable, provided they meet the following guidelines:
 - a. Sideburns shall not extend downward below the bottom of the earlobe

- and will end in a clean-shaven horizontal line.
- b. Sideburns shall be kept neatly trimmed and will not be bushy or flared.
 - c. Eccentric sideburns that will attract undue attention or impair safe operations will not be permitted.
 - d. Facial hair must be kept in such a way that good mask seals can be established while using self-contained breathing apparatus.
3. Hairstyles of all uniformed male recruits shall conform to the following guidelines:
- a. Hair shall be neat, well trimmed, and combed at all times, except under the most adverse conditions, such as during emergency operations. Ragged and unkempt in appearance will not be permitted.
 - b. Hair, when combed, will not present a ragged, unkempt or extreme appearance. In no case shall the bulk of the hair interfere with the wearing of the helmet or hood.
 - c. Hair in the back shall not extend below the top of the dress shirt collar when the person is in a standing position with the head erect. The length of the hair will not present a ragged, unkempt, or extreme appearance.
 - d. Bangs shall extend no lower than one-fourth inch above the eyebrows.
 - e. Hair shall not cover more than three-fourths of the ear.
 - f. Hair shall not be dyed an unusual or unnatural color.
 - g. Wigs or hairpieces are acceptable if they meet all of the hair guidelines.
4. Hairstyles of all uniformed female recruits shall conform to the following guidelines.
- a. Hair shall be neat, well trimmed, and combed at all times, except under the most adverse conditions, such as during emergency operations. Ragged, unkempt, appearance will not be permitted.
 - b. Female recruits shall ensure that longer hair will in no way interfere with or lessen the protection of required safety equipment.
 - c. Items used by female recruits to hold the hair in place shall be concealed as much as possible and shall be of a color and style that blends with the hair. Decorative items such as ribbons and combs will not be worn in the hair.

DESOTO FIRE TRAINING CENTER
FIRE ACADEMY
SCHOOL CONTRACT

This contract is made with the intent that each participant understands the schools responsibility and their own. The school is based on quality in the areas of scholastic and physical conditioning.

(PLEASE READ CAREFULLY THE FOLLOWING CONDITIONS OF ADMISSION)

In order to gain the most from the DeSoto Fire Academy, the policies and procedures have been assembled to inform the recruit of the activities that will result in dismissal, suspension or probation from the recruit school program. **IT IS YOUR RESPONSIBILITY TO KNOW AND ABIDE BY THESE POLICIES WHICH WILL BE ENFORCED BY THE DESOTO FIRE TRAINING CENTER.**

The school coordinator has the authority to **dismiss** a recruit from the Fire Academy program for the following reasons:

1. Reasonable suspicion that a recruit is attending class under the influence of drugs. This includes alcohol on the breath, over the counter medications and certain prescription drugs. Discuss and receive approval for medications from the school physical fitness coordinator.

2. **Three** absences and **three** tardies ONLY are allowed for the **Day School**.

Accumulation of 18 points or more for violations as explained in Rules and Regulations for “Counseling for Recruits”.

3. Cheating or subterfuge.

4. Disruptive or unprofessional behavior unbecoming of a Fire Academy recruit.

5. Inappropriate attire or hygiene (see attached policy).

- a. No beards or long hair
- b. No earrings

6. Failure to maintain or complete assignments.

7. Reasonable suspicion of theft of materials.

8. Misuse of equipment.

9. Tampering with equipment the student has not been trained on

10. GPA – Important Information – Each recruit must maintain an average of 80 (Grade Point Average throughout the school to be eligible for mid-term and final exam. Students with a GPA lower than 80 will be dismissed from the Academy before the mid-term or before the final exam. Each student will have a grade review 5 days before each major exam. You must have a grade of at least 70 on the mid-term to continue in the school and a grade of 70 on the final exam to receive a certificate from our school. Academy recruits are required to pass the Texas Fire Commission Basic Certification test with a grade of 70. Ending grade points are based on an average of daily tests and an average of the mid-term plus final exam to determine Valedictorian of the class.

An excused/unexcused absence during a quiz/mid-term/final will result in a “0” grade. Retests will not be permitted. NO EXCEPTIONS.

11. **PHYSICAL TRAINING:** Do to the high demand in physical activity in the Fire Service, each recruit must be able to perform all designated task during PT. Any recruit that is not able to perform any one task, will be called in for a counseling session with administrators. In the session, the recruit will be given different task to perform outside of class time to help better them for the PT. These sessions will be documented in writing, and signed by the Recruit and Administrators. Recruits are allowed 2 counseling sessions and if a third one is to happen, Recruit will be dismissed from the program with no refund.
12. Failure to exhibit a cooperative attitude with others during the tenure of the course. This includes classroom and skill training.

OTHER CONDITIONAL INFORMATION

1. There will be **NO** refunds of moneys unless rules are adhered to as follows:

Day Class – You must advise the school coordinator by the **3rd classroom day** of intentions to drop class for reimbursement of tuition less deposit.

NO REFUNDS for dismissal due to low GPA, failure of mid-term or final exam, or failure to abide by the policies as outlined.

2. It is the recruit’s responsibility to talk to the Physical Fitness Coordinator about personal problems, medications or anything else that may affect physical training or the student’s ability to function.
3. **ABSENCES** – Recruits will be allowed to miss class for the following specific reasons:
 1. Applying or interviewing for Fire Department jobs. (Written test or physical agility test within a reasonable travel area.)
 2. Jury Duty or Court Summons (Bring notice to class.)

STUDENT WILL STILL BE RESPONSIBLE FOR THAT DAY(S) CLASSROOM WORK.

4. If a recruit is ill or out for some reason, he or she must report to the Fire Training Center (972-223-6858) 30 minutes prior to classroom start time on the date that he/she will be absent.
5. The recruit must report all injuries during the school to the Physical Fitness/School Coordinator on the day of the injury. If a recruit will not be participating in physical training for any reason, a medical excuse from a doctor must be given to the Physical Fitness instructor prior to missing physical training.

GRIEVANCE PROCEDURES

Grievances should be discussed with the Physical Fitness Coordinator in the area of concern. If the recruit is not satisfied after discussing problems with the coordinator, the recruit may make an appointment to meet the School Coordinator who will make the final decision.



CONTRACT SIGNATURE

I affirm that I have read, understand, and agree to abide by the policies and procedures set forth by the DeSoto Fire Training Center for the DeSoto Fire Academy.

Printed Name

Signature

Date

Witness

Sworn to and subscribed before me on the _____ day of _____, _____.
Day Month Year

NOTARY PUBLIC

My commission expires: _____

This contract must be turned in with your application.



DESOTO FIRE TRAINING CENTER

APPLICATION FOR DeSoto Fire Academy

501 E. Wintergreen Rd.
DeSoto, TX 75115

Phone 972-223-6858

FAX 972-228-0245

(Last) (First) (Initial) Date of Birth

(Street address, RFD, or PO Box)

(City) (State) (Zip) Sponsored by Fire Department

Home Phone # _____ Work Phone # _____

Cell Phone # _____ E-Mail Address _____

Social Security # _____ Driver's License # _____

High School Diploma (or G.E.D.) Yes () No ()

Required for State Certification

The following is voluntary information and in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population. Refusing to provide this information will not subject you to adverse treatment.

Of the following, which racial/ethnic group do you consider yourself a member?

- | | |
|-----------------------------------|-----------------------|
| 1. Hispanic | 4. Black/Non-Hispanic |
| 2. American Indian/Alaskan Native | 5. Caucasian/White |
| 3. Asian/Pacific Islander | 6. Other _____ |

Are you a Veteran? Yes ___ No ___

How did you hear about us? _____

Submit Full Driving Record: Obtain from Texas Driver License Records

*** Your record must not show more than 1 ticket in 1 year or no more than 3 tickets in 3 years, and no DWI's in 5 years. Records showing otherwise will be cause for non-acceptance into the Fire Academy.**



DESOTO FIRE ACADEMY

501 E. Wintergreen, DeSoto, TX 75115

Phone 972-223-6858 FAX 972-228-0245

PHYSICAL FITNESS FORM

Name: _____

Date of Birth: ____/____/____

MEDICAL HISTORY : To be completed by student

Does the student have a previous history of:

(Check any that may apply.)

YES NO

- Bleeding Tendency
 Head injury, seizure, unconsciousness, concussion, or convulsions
 Asthma
 Hernia
 High blood pressure
 Tuberculosis
 Sickle cell anemia
 Kidney disease and/or injury
 Kidney, lung, testicle, or eye removed or non-functioning
 Hepatitis
 Rheumatic fever
 Skin disease
 Contact lens or glasses
 Is student taking medicine regularly? If yes, please specify name of drugs or illness requiring such drug: _____

YES NO

- Now under physicians care.
 Name of Physician _____
 Has had tetanus? Date _____
 (Booster required every 10 years)
 Allergy
 Neck injury
 Bone and/or joint disease
 Heart disease
 Diabetes
 Emotional(psychological) disturbance
 Had a surgical operation
 Allergic to any medication
 Are there any reasons why you should not participate in any athletic activity?

Explain any yes answers: _____

PHYSICAL EXAMINATION : To be completed by physician

HEIGHT _____ WEIGHT _____ BLOOD PRESSURE ____/____ PULSE _____

Urine Test: HGB or hematocrit _____
 (optional at discretion of physician)

Hearing: R _____ L _____

Vision: R _____ L _____

Normal Abnormal GENERAL FUNCTION

- Skin
 Eyes, ears, nose, teeth, throat
 Lungs
 Heart
 Abdomen/Chest
 Spine

Normal Abnormal

- Liver, spleen
 Genitalia (male only)
 Hernia
 Neurological
 Other _____

Normal	Abnormal	<u>JOINT FUNCTION</u>	Normal	Abnormal	
_____	_____	Neck	_____	_____	Wrists
_____	_____	Shoulders	_____	_____	Elbows
_____	_____	Hands	_____	_____	Hips
_____	_____	Knees	_____	_____	Ankles
_____	_____	Feet			

Description of any abnormal findings: _____

I certify that on this date I have examined the above-named student as indicated by items checked and recommend Him/Her as being physically able to participate in activities as checked below:

All Activity **May not participate in any athletic activity**

X _____
Signature of Examining Physician

Printed/Stamped Name of Physician

Date

CITY OF DESOTO RELEASE

Participant's
Name _____

Address: _____

Date: _____, 20____

For good and valuable consideration including my participation in the City of DeSoto, Texas Fire Training Center Program (the "Program"), the Undersigned Participant for and on behalf of the above named Participant, the Participant's heirs, executors, and assigns (collectively referred to as the "Undersigned Participant") does hereby release, indemnify and hold harmless the City of DeSoto, Texas its officers, agents, employees, contractors, third party representatives and invitees (collectively referred to as "DeSoto") from any and all claims, damages, causes of action of any kind whatsoever, statutory or otherwise, for personal injury, including death, property damage and lawsuits and judgments, including court costs, expenses and attorney's fees, and all other expenses that the Undersigned Participant has, or might have, known or unknown, now existing or that might arise hereafter, directly or indirectly from the Undersigned Participant's participation in the Program, and from any direction or instruction by DeSoto personnel during participation in the Program and from any acts or omissions by any third parties. It is further agreed that the execution of this release shall not constitute a waiver by the City of the defense of Governmental Immunity, or to defenses predicated on the Texas Automobile Guest Statute, or any other defense recognized by the courts of this State.

The Undersigned Participant understands that certain of the Program's activities may occur outdoors and include strenuous activities. By signing this Release, the Undersigned Participant states that he/she is in physical condition to participate in the Program's activities. The Undersigned Participant acknowledges and agrees that Participant is not an employee, contractor, or agent of DeSoto.

The Undersigned Participant agrees to assume any and all risk associated with participating in the Program. By the Undersigned Participant's signature below, the Undersigned Participant acknowledges that the undersigned has read and understands the City of DeSoto Fire Training Center's rules, directives and regulations, and agrees to abide by them.

UNDERSIGNED PARTICIPANT