

**Verdugo Fire Academy**  
*Cadet Policy and Procedure Manual*

**Section:** PP08  
**Rev. Date:** 1/1/08  
**Approved**

Policy and Procedure- 8

Uniform Standards

**I. Procedure**

- A. All Cadets are to look professional and uniform at all times. All Cadets shall wear their safety gear as described in this procedure.
- B. Cadets not wearing the proper uniform or missing any part of their uniform are subject to disciplinary action.
- C. Cadets will be given a daily uniform inspection at line-up. It is expected that all Cadets will meet or exceed this standard for every inspection.
- D. Cadets will receive four (4) formal inspections throughout the course of the academy. The formal inspections will count toward the Block grade and final grade that a Cadet is given. All Cadets are expected to maintain the highest possible uniform standard for all of the formal inspections.
  - 1. It is recommended that all Cadets maintain one of their uniforms in outstanding condition, specifically for the formal inspections. Cadets will be permitted to “dress down” into drill boots for manipulative skills, provided that the drill boots meet the safety requirements of this directive.
- E. All uniform supplies and accessories can be obtained at:  
Valley Uniforms  
1622 South Central Avenue  
Glendale, CA 91204  
(818) 243-4440

**II. Uniform-of-the-day (sponsored and per-service cadets)**

- A. All Cadets shall equip themselves with the following uniform:
  - 1. Pants: Navy Blue, Dickey #1574NV
  - 2. Shirt: Navy Blue, Dickey #874NV

The Academy Patch shall be sown 1/2” from the top seam of the left sleeve and in such a manner that the patch is level when the shirt is worn by the Cadet when he/she is standing at the Position of Attention.

**Verdugo Fire Academy**  
*Cadet Policy and Procedure Manual*

**Section:** PP08  
**Rev. Date:** 1/1/08  
**Approved**

Policy and Procedure- 8

Uniform Standards

Class tabs are to be sewn centered directly under the Academy patch with no space between the two patches.

Sponsored Cadets shall have their Agency Patch sown 1/2" from the top seam of the right sleeve and in such a manner that the Patch is level when the shirt is worn by the Cadet when he/she is standing at the Position of Attention.

- a. The shirt shall be worn with a military press, having three (3) creases on the back and two (2) creases centered on each pocket on the front of the shirt. The pocket is to remain flat.

3. Footwear

Plain toe high tops (6" or more), black, with safety toe and sole. Boots must be capable of taking a shine.

4. Socks

Black athletic tube socks, colored or colored stripes shall not be worn.

5. Belt

Plain, black, uniform belt (Chambers) leather (1 5/8"), with chrome, square buckle. Belt must be polished.

6. Undershirt

Navy blue, Academy, crew neck

The undershirt shall be a navy blue crew neck T-shirt. The back of the shirt will read VERDUGO FIRE ACADEMY. The front will have the Academy Logo. All female Cadets are required to wear a bra.

7. Name Plate

To be polished silver metal. All letters will be upper case block type. First initial and last name will be placed on the name badge in black ink. The name badge shall be displayed on the shirt centered just above the right pocket.

The bottom of the name badge will be inline and just above the edge of the pocket.

8. Cadet Officer Insignias

The Cadet Battalion Chief will wear a set of two (2) collar insignias on his/her collars. The insignia will be the following type:

Blackinton – A2939, Silver Fire Department Scramble (Helmet, Axe, Ladder, Helmet). 15/16” Plain.

The Cadet “A” Platoon Leader will wear a set of two (2) collar insignias on his/her collars. The insignia will be the following type:

Blackinton – A2891, Red Enamel with Gold Background, Antique Fire Engine Design 15/16”.

The Cadet “B” Platoon Leader will wear a set of two (2) collar insignias on his/her collars. The insignia will be the following type:

Blackinton – A3954, Blue Enamel with Silver Background, Steamer Engine Design 15/16”.

The Cadet Officer insignias will be passed along from Cadet to Cadet when the leaders have changed. It is the responsibility of the Class to maintain these insignias and replace them if they are damaged or lost.

9. Sweatshirt (optional)

Classes are permitted to purchase, at their own expense, a work shirt (sweatshirt) of their own design. Any design that is selected, must be approved by a Staff Member. The Cadets may purchase and will receive limited

Verdugo Fire Academy  
*Cadet Policy and Procedure Manual*

**Section:** PP08  
**Rev. Date:** 1/1/08  
**Approved**

Policy and Procedure- 8

Uniform Standards

permission to wear the approved sweatshirt. This is considered a privilege, and the privilege of wearing the sweatshirt can be removed at any time.

Navy blue, New York Style pullover. The Cadet's name shall be embroidered on the front, first initial and last name. It is understood that if the sweat shirt is worn, that it shall be worn by all cadets, and that if the temperature is above 60 degrees, the class shall receive permission from a Staff member through the proper channels. When the temperature outside of the facility of the day is 60 degrees Fahrenheit or below, permission will not be required. Cadets will be inspected as with any other garment when standing an inspection in their sweatshirt.

10. T-shirt (Cadet selected 'Class T-Shirt')

Classes are permitted to purchase at their own expense a T-shirt of their own design. Any design that is selected must be approved by a Staff Member. Cadets may purchase and may receive limited permission to wear the approved T-shirt. This is considered a class privilege and the privilege of wearing the T-shirt can be removed at any time.

B. **THE CADET UNIFORM SHALL BE WORN ONLY WHILE AT THE TRAINING FACILITY OR CLASSROOM OR WHEN AT A FUNCTION THAT THE ENTIRE ACADEMY IS BEING REPRESENTED.**

If a Cadet desires to wear the Academy Uniform for any event other than scheduled academy training, they must submit a request to a Staff Member i.e. community service, Fire Department Exams, etc. Any deviation of this policy will result in a Deficiency notice and may result in dismissal from the program.

Any complaint or inquiry as to a Cadets actions while on or off Academy ground will be taken seriously and investigated.

Exception: Cadets may wear the Academy uniform while in transit from one facility to another facility while on Academy time however, Cadets are not to wear the Academy uniform shirt nor the Academy T-shirt to and from class unless covered by a non-academy shirt.