

8.1.22 UNIFORM POLICY

22.0 PURPOSE

As employees of MCESD # 9, we must keep in mind that often when members of the general public see us performing our jobs or otherwise representing the Fire Department, the first thing that comes into their minds is that their tax dollars are paying our salaries. Appearance is often viewed as a direct reflection of the level of professionalism and competence. The uniform and overall appearance of the member of MCESD #9 is to instill confidence and pride in our employees and the public as we perform our duties.

22.1 SCOPE

This policy applies to all employees representing the MCESD #9

22.2 POLICY

22.2.1 Whenever MCESD#9 uniforms are worn they shall be clean and neat.

22.2.2 Employees are required to maintain the highest standards relating to personal hygiene including regular bathing and use of deodorant, brushing teeth and use of mouthwash as necessary, maintaining clean hands and fingernails at all times and moderate use of cosmetics. Hair must be clean, combed and of a natural color. Offensive perfume and/or cologne should not be worn.

22.2.3 Suppression Personnel:

- A. Heavy or elaborate jewelry shall not be worn.
- B. Necklaces are to be worn on the inside of uniform at all times.
- C. Earrings shall not be worn by suppression personnel.
- D. Wedding Rings are the only acceptable type of rings allowed. All employees wearing wedding rings should be aware of the hazards associated wearing a ring while performing fire department activities.
- E. Watches are permitted.

22.2.4 Visible tattoos are not permitted. Long sleeve Class B uniforms or long sleeve T-Shirts shall be worn if any part of a tattoo is visible when wearing a short sleeve Class B or short sleeve T-shirt. Tattoos may be covered up by mean of cover up sleeves as long as the tattoo is completely concealed.

- 22.2.5 Employees shall wear Class B Uniforms Monday thru Thursday from 07:00 to 17:00 except when participating in Daily duties, Training, Physical Exercise, MVA's or Fire Incidents. Employees shall be in uniform @ 07:00. Employees shall not respond to incident prior to the start of their shift without being in uniform and shall not delay a response to put on their uniform.
- 22.2.6 The Duty Officer (Captain's, Lieutenants or Sr. Firefighters) is responsible to ensure compliance with this policy by all personnel under their command.
- 22.2.7 The fire department T-shirt, sweatshirt, and ball cap (Class C Uniform) may be worn while off duty. (Ball caps can be worn when in T-Shirts during training) However, all personnel are responsible for maintaining a professional demeanor at any time they are wearing MCESD#9 clothing.
- 22.2.8 MCESD #9 clothing shall not be worn to any establishment whose primary purpose is the sale of alcohol unless on fire department business.
- 22.2.9 The Class A or Class B uniforms may not be worn off duty unless on fire department business.
- 22.2.10 No other insignia, patches, pins, etc. shall be worn on the MCESD#9 uniform without the permission of a Chief Officer.
- 22.2.11 A black band shall be worn over the badge during the mourning period for a firefighter Line of Duty Death. A Chief Officer or his designee shall determine the beginning and end of this period.
- 22.2.12 No one under the influence of illegal drugs or alcohol shall wear any part of the uniform.
- 22.2.13 No one shall consume alcohol while in any MCESD#9 clothing.
- 22.2.14 A Chief Officer has the authority to restrict or alter the use of fire department uniforms at any time.
- 22.2.15 Uniforms and accompanying insignia, patches, pins, etc., as well as all other property of MCESD#9, may be worn solely by the employees of MCESD#9 or as necessary for the official activities of MCESD#9, unless expressly authorized by the

Chief Officer. In the event that an employee allows a non-employee to wear the uniform and accompanying insignia, patches, pins, etc. for non-official purposes without authorization, the employee is subject to discipline not only for the unauthorized use of the uniform, but also for any actions of the non-employee that are contrary to the rules, procedures, and policies of MCESD#9 or that might otherwise be contrary to the integrity and image of MCESD#9.

22.3 Class A Uniform

22.3.1 The Class A Uniform shall be worn to presentations, award ceremonies, funerals, and when otherwise ordered.

22.3.2 Class A Uniforms can be purchased after a firefighters 1st year of employment. The fire department shall furnish the initial set up of the Class A Uniform. The employee is responsible for maintaining the appearance and ordering replacement components as needed. After the initial setup replacement components can be ordered and paid for through the employee's annual uniform allowance.

22.3.3 The Class A Uniform shall consist of the following:

- A. Firefighters, Lieutenants, Captains, Chief Officers
 - i. Bell Crown Cap with Hat Pin
 - ii. Fire department navy blue pants.
 - iii. Fire Department issued long sleeve dress shirt. Department neck ties with gold tie bar. Badge gold or silver depending on rank. Mourning band when appropriate.
 - iv. Dress Coat with Sleeves showing one bars for each 5 years of service.
 - v. White Gloves.
 - vi. Fire department black belt with no buckle.
 - vii. Black socks provided by the member.
 - viii. Well-shined black dress shoes

22.4 Class B Uniform

22.4.1 The Class B Uniform shall be worn as station wear unless otherwise ordered.

22.4.2 The Class B Uniform shall consist of the following:

A. Firefighters, Lieutenants, Captains and Battalion Chiefs

- i. Fire department navy blue pants.
- ii. Fire Department short sleeve, Navy blue, dress shirt with the fire department patch on the left sleeve and the appropriate TDH EMS certification level patch on the right sleeve. The top of the patch sewn one inch below the shoulder seam. The blue fire department t-shirt shall be worn underneath.
- iii. Fire department black belt
- iv. Black or dark blue socks provided by the member.
- v. Well-shined black plain toe shoes or boots. All footwear must be of a polish able leather or similar man made material. Footwear of patent leather, suede, or cloth type material is not permissible.

22.4.3 The badge shall be worn in the holes provided above the left breast pocket in the case of special events or functions.

22.4.4 The name tag shall be worn above the right breast pocket (silver for firefighters & gold for officers).

22.4.5 All Employees of a company shall dress alike. The fire department issued Navy Blue T-shirt will be worn whenever the dress shirt is not.

22.4.6 All footwear must be properly fastened so as not to cause a trip hazard, compromise safety, or be viewed as sloppy or unprofessional. Boots with laces shall be tied and excess laces trimmed or placed inside the boot. Boots with zippers shall be fastened with the zippers in the upper most position.

22.4.7 Department Issued ID cards are considered as part of the Class B uniform and shall be worn as part of the uniform.

22.4.8 **Class C Uniform**

A. Firefighters, Lieutenants, Captains:

- i. Fire department navy pants
- ii. Fire Department short or long sleeve T-shirt or polo
- iii. Fire Department back belt
- iv. Black or dark blue socks provided by the member

- v. Well-shined black plain toe shoes or boots. All footwear must be of a polish able leather or similar man made material. Footwear of patent leather, suede, or cloth type material is not permissible.
- vi. This will be the work uniform

22.5 JACKETS

22.5.1 Job Shirt

- A. The fire department may provide a Pull-Over Job Shirt for each member.
- B. Class B or C Uniforms will be worn under Pull-Over Job Shirts.
- C. No other insignia, patches, pins, etc. shall be worn on the MCESD#9 jacket without the permission of the Fire Chief.

22.5.2 Winter Jacket

- A. The fire department shall approve a winter jacket for each fire department member.
- B. No other insignia, patches, pins, etc. shall be worn on the MCESD#9 jacket without the permission of the Fire Chief.

22.6 Hats

22.6.1 MCESD#9 ball cap, dress hat and beanie (that may be worn when temperatures are below 45 F) are the only approved hats to be worn during fire department activities.

22.6.2 The ball cap and beanie may be worn on duty, only in those circumstances under which the fire department T-shirt is worn. The hats shall not be worn with the Class A or Class B dress shirt.

22.6.3 Beanie hats and/or gloves shall only be worn while wearing the department pull over or department jacket. (Cold weather gloves shall not be furnished by the fire department.)

22.6.4 Fire department hats may be worn off duty as long as they are not worn in any place, or in any manner that may embarrass, harm, or in any way adversely affect the fire department.

22.6.5 Hats will not be worn in doors on PR events.

22.7 Uniforms Issued

22.7.1 Employees shall receive an annual uniform allowance after their first ninety days of employment:

22.7.2 Employees may be responsible to reimburse the fire department for lost uniforms.

22.8 Personal Appearance and Grooming:

22.8.1 Hair Regulations:

- A. Employees shall be ever mindful of the Para-military organization of which they are a part. They shall at all times be well groomed, observing the rules of cleanliness of their person. The length, fullness, style and shape of sideburns, mustache, and hair must comply with the following restrictions and always conform to safety. Hair will be neat, clean, well-trimmed, and properly combed at all times, except under adverse conditions, such as in emergency situations. Hair will not contain excessive amounts of grooming aids such as grease, oils, and sprays. Hairstyles shall be within the following restrictions:
- B. While in any MCESD# 9 uniform the height and/or bulk of the hair shall not, when combed, picked, blown or teased, exceed 2" or present a ragged, not kept, or extreme appearance so as to not jeopardize the personal safety of the firefighter in the performance of firefighting or other emergency operations.
- C. Hair shall be proportioned and may cover to mid-ear level.
- D. Hair at the back of the neck shall not extend below the bottom of the collar when the uniform shirt is buttoned and the head is in an upright position. Longer hair will have to be up in bun with black or blue hair tie or band.
- E. If bangs are worn they will be maintained no longer than eyebrow level. At no time will the bangs be allowed to interfere with the seal of the face-piece.
- F. Wigs or toupees will be permitted if the style is consistent with the set regulations.
- G. Hair may be dyed, tinted, or frosted in colors naturally occurring in human hair. Any stripes, spots, or color other than natural is prohibited.

- H. Hair will not be worn in an extreme fad or style such as, but not limited to: cornrows, pigtails, Mohawks, track designs, ducktails, etc.
- I. Hair restraints will not be permitted.
- J. Natural styles may be worn within the above limitations.
- K. Hair shall not interfere with vision or job performance.

22.8.2 Facial hair: shall be within the following restrictions:

- A. Mustaches shall be kept clean, neat and closely trimmed.
- B. Mustaches shall be trimmed so the full upper lip is exposed.
- C. The mustache shall not extend more than ½” below the corners of the mouth.
- D. Lower lip whiskers are not permitted.

22.8.3 Sideburns: Shall be within the following restrictions:

- A. Sideburns will be kept neatly trimmed and close to the face to avoid any possibility of a defective seal when wearing the face-piece.
- B. Sideburns shall not be flared more than ½” at the bottom than the top. Bushy or similar style, such as muttonchops, shall not be permitted.
- C. Sideburns shall not extend below the bottom of the earlobe, and shall end in a clean horizontal line.

22.8.4 Beards/Goatees: Neither beards nor goatees shall be permitted.
Employees must be otherwise clean-shaven when reporting for duty.

22.9.1 Non Suppression Employee’s Policy

22.9.2 Jewelry is permissible for those involved in the administrative office of the fire chief when worn in good taste and when limited in size and amount. Large dangling earrings should not be worn. Facial rings or jewelry is not permitted.

22.9.3 Employees are required to maintain the highest standards relating to personal hygiene including regular bathing and use of deodorant, brushing teeth and use of mouthwash as necessary, maintaining clean hands and fingernails at all times and moderate use of cosmetics. Hair must be clean, combed and of a natural color. Offensive perfume and/or cologne should not be worn.

22.9.4 Employees are expected to be dressed in a clean manner with clothes that are not torn or badly worn. Employees are asked to not wear revealing clothing, such as tight fitting clothing, low cut tops, short skirts, and short tops which do not cover the mid-section area. Conservative dress is encouraged. Baggy pants, sweats or jogging suits are not permitted to be worn.

22.9.5 Visible tattoos are not permitted.

Approved 11/16/2015