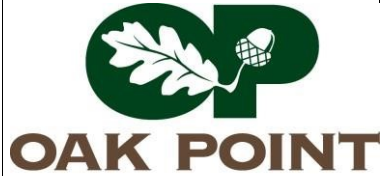


2.0 UNIFORMS AND PERSONAL APPEARANCE CODES



**City of Oak Point
Department of Public Safety
Fire Department**

TITLE: Uniforms and Personal Appearance Codes	SECTION/TOPIC: General Administration
NUMBER: 2.0	ISSUE DATE: 01.21.2015
REVISED FOR CONTENT	REVISED DATE: 09.29.2021
APPROVED BY: <i>Michael Shackelford</i> Director DPS	APPROVED BY: X _____ Approver

Purpose: To ensure that Oak Point Department of Public Safety fire employees are clearly identified and recognizable as representing this Department, the following uniform policy is established. Deviations from these standards will be considered dereliction of duty and firefighters may be relieved of shift, without pay.

Policy: Employees engaged in tasks involving firefighting, medical response or other aspect of the Fire Division of the Oak Point Department of Public Safety are required to always wear department-designated uniforms while on-duty.

Each new employee will receive three uniforms upon hire. Employees are required to sign for the uniforms, and the uniforms are considered department property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, department uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of department uniforms may result in disciplinary action.

The department may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change). Employees will be given notice of the exchange, and the Department will provide suitable replacement uniforms.

Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, the City of Oak Point may deduct the cost of the uniforms from the employee's final paycheck.

If employees have questions regarding this policy or its implementation, they should contact the Director of Public Safety.

Uniforms

1. The basic uniform for full-time members shall consist of a department issued shirt and pant, employee provided 1.5" smooth black leather belt, black round toe boots.
2. **Class B Uniform, Full-time Personnel** – Nomex button up shirt, nomex pants, black belt, black round toe boots. Nametags must be kept in good condition and always applied when wearing the department uniform. Department issued Class B uniform shirts are to be worn by full-time fire personnel on **all** emergency calls, excluding known working fires. Non-department or department issued T-shirts black or navy must be worn under all on-duty Class-B uniform shirts or approved polo shirts. White t-shirts shall not be worn.

This uniform is to be worn at the station every day from 7:00hrs to 19:00hrs in winter (October-April) and 7:00hrs to 20:00hrs in summer (May-Sept). Three nomex pant and shirt shall be issued by the department per year and must be returned to receive new uniforms. The department will only provide additional uniforms where it is documented that damage occurred to the uniform in the normal scope of duties.

3. **Occurrences** - Such as weight gain or loss, fading or tearing due to improper washing or loss will not be covered. Boots and belt will not be provided. Uniforms are to be worn to all calls, meetings, and specific functions where uniforms are required.
4. **Tee Shirts** – Department issued tee shirts will be issued as 4 per year with two in October and two in April. Additional t-shirts will not be issued but can be

purchased at 25.00 per shirt. To receive new shirts old shirts must be turned in. Shirts with tears, holes, or stains may not be worn. T-shirts may be worn on-duty after 19:00 in winter and 20:00 in summer.

5. **Summer Uniform** – Personnel shall be permitted to wear only department issued polos. Wearing of polo shirts is prohibited October thru April, when only traditional Class "B" shirts will be worn. Non-department or department issued T-shirts black or navy must be worn under all on-duty Class-B uniform shirts or approved polo shirts. White t-shirts shall not be worn.
6. **Shirts** – Shall be kept pressed and clean, free from wrinkles, and shall always be buttoned all the way up except for the top button.
7. **Pants** – Nomex type pants shall be kept clean and pressed, free of wrinkles and creased, and shall be no longer than 1" above the top of the heel of the boot and no shorter than to rest the front portion on the boot laces.
8. **Shorts**- During PT and bedtime after 20:00hrs only
9. **Belt** – Shall be 1.5" smooth, black in color and leather in material, polishable.
10. **Socks** – Black socks for Class A uniforms, white, grey or black with Class B.
11. **Station Boots** – Shall be black in color with laces, a smooth toe and polishable.
Boots shall be kept clean and polished.
12. **Ball Caps** - Ball caps will no longer be permitted while indoors or on calls, except vehicle accidents during daylight hours or calls which would subject firefighters to intense sunlight for extended periods of time.

Personal Appearance Code

Members and Officers shall conform to the department's personal appearance code. The following code is adopted by the Director of the Department and shall be enforced accordingly by all supervisors.

1. **Hair** – shall be clean and always present a neat appearance, shall not extend over the collar and one quarter of the ear shall be visible.
2. **Moustache** – shall be kept trimmed so as not to extend over the top lip or below the corners of the mouth.
3. **Sideburns** – shall not exceed 1” below the ear lobe in length and shall be kept trimmed.
4. **Beards/Facial Stubble** – due to the safety factor in using S.C.B.A., beards of any type are prohibited in the department. Firefighters must be clean shaven when reporting for duty. No facial stubble shall be permitted.
5. **Tattoos** – No tattoos of any material that may be considered offensive may be visible while on duty. “Full sleeve” tattoos are prohibited.
6. **Jewelry/Body Piercings** – No body piercing shall be visible. Earrings are prohibited. Watches are allowed but must be removed prior to fire ground activities. All other jewelry shall be kept to a minimum and no more than one ring per hand. Rings must not hinder the wearing of medical or fire rated gloves. Any jewelry worn must not exceed 100.00 in value. *EOP*

Notes: _____

