

## **201 Grooming and Uniform Guide**

**Purpose:** To provide consistency of ECFR personnel appearance and promote a professional appearance to the public.

- I. Professional Appearance Expectations-** Personnel must present themselves in such a way as to generate trust, confidence, and respect from the public they serve. It is not the goal of this guideline to regulate or dictate matters of personal style and taste except to the degree that individual appearance decisions would lessen public confidence in the organization. The organization reserves the right to interpret and apply this policy as necessary to assure that personnel appearance supports this goal. It is also a concern that all personnel wear clothing that provides maximum protection under various routine and emergency situations.

Uniformed personnel shall know and abide by the safety and grooming standards specified herein. All standards and rules that pertain to personal grooming and uniform regulations shall apply to all members anytime they are wearing the ECFR uniform, on-duty or off-duty. "On-Duty" refers to any member while conducting ECFR business or emergency response.

- II. Authority & Responsibility:** Supervising Officers are responsible to ensure that members conform to these standards.
- A. Personnel whose appearance violates the standards will be informed of the necessary corrections. In cases of extreme violations or safety hazards, members will not be permitted to be on duty or on scene until the correction has been made.
  - B. Personnel who refuse to comply with standards and directives may be subject to disciplinary action up to and including discharge.
  - C. Personnel dress, hygiene, and grooming are appropriate subjects for consideration in performance evaluation, work assignment, and promotional eligibility.

**III. Grooming General:** It is the duty of all personnel to take pride in their appearance. Maintenance of a proper public image, personal safety and use of protective equipment dictate that certain standards be adopted.

- A. Necklaces, bracelets, pendants, or medallions shall not be worn exposed while on duty.

- B. Wrist watches, rings, and medical related bracelets may be worn if the article will not interfere with use of gloves and turnouts, and not be subject to catching or snagging due to being loose on the wrists/fingers.
- C. Exposed piercings (uniformed personnel) or nose rings may not be worn.
- D. Articles such as wallets, watch chains or fobs, personal jewelry, handkerchiefs, combs, cigars, tobacco cans, cigarettes, and pipes are not part of the uniform and shall not be attached to or exposed from the uniform.
- E. Sunglasses and frames shall be of neutral tones and shades not to include ornate frames. Sunglasses should be removed when talking with the public.
- F. Hair, sideburns, mustaches, and articles of clothing must never interfere with normal wearing and timely utilization of the helmet, flash hood or any other protective equipment, including the seal of SCBA masks.
- G. Members will maintain acceptable personal hygiene standards at all times.
- H. Fingernails will be of moderate length and neatly manicured. Fingernail polish, if worn, shall be clear.
- I. Spandex or other form-fitting outerwear shall not be worn except during PT or workout periods.

#### **IV. Grooming Specific**

- A. Hair neatly cut, clean, and well groomed. Spiked hair, dyed stripes, spots, or any unnatural combination of hair color is prohibited.
- B. Sideburns will not extend below the bottom of the ear lobe, nor exceed 1-1/2" at the widest point.
- C. No decorations shall be worn in the hair. Hair clips or pins matching the color of the hair may be worn.
- D. Facial Hair
  - Beards of any type, to include goatees are specifically prohibited.
  - A. Mustaches must not interfere with the seal of a mask and must be kept neatly trimmed. They may not exceed more the one-inch (1") beyond or one-inch (1") below the corner of the mouth.

- E. The items listed in Sections V through VIII of this document are considered approved District uniform attire and shall be worn by ECFR personnel in accordance with this SOG while on duty. Non-ECFR insignia, logos, and/or patches shall not be adorned or displayed on District uniforms, PPE, or property.

Exceptions: Firefighters' last names may be displayed on the fire helmet's back rim with 1" black, block letters. Fire helmets may be adorned with one fire service organization - related sticker (no larger than 2").

## V. General Uniform Requirements: Chief Officers

- A. Duty Uniform - White shirt, either long sleeves or short sleeves may be worn, a District patch sewn on the left sleeve, centered one inch below the shoulder/sleeve seam. A white polo shirt may be worn in place of the uniform shirt.

1. Gold colored bugles (with the centerline of the bugle cluster parallel to the front edge of the collar) 1/4" up from the front edge stitching centered between the top edge of the collar and the collar tip.

Fire Chief: five crossed bugles  
Deputy Chief: four crossed bugles  
Assistant Chief: three crossed bugles  
Battalion Chief: two crossed bugles

2. Gold colored nametag, centered immediately above the right shirt pocket.
3. Gold colored badge centered above the left shirt pocket.
4. Black neck ties optional, but if worn it shall be with a long sleeve shirt.
5. Black pants.

- B. Black belt.

- C. Black shoes.

- D. A suit, or slacks with a shirt and tie, may be worn in place of the duty uniform. (Fire Chief and Deputy Chiefs).

- E. The Chief Officers may utilize the suppression personnel guidelines at their own discretion.

## VI. General Uniform Requirements: Suppression Personnel

- A. Duty Uniform - will be the normal station attire during daytime hours. This uniform is also the required attire for formal public interaction such as, inspections, walk-through familiarization's, parades, presentations, public education classes, etc.
1. Uniform shirt, with department patch sewn on the left sleeve, centered one inch below the shoulder/sleeve seam. Medical certification patch sewn on the right sleeve, centered one inch below the shoulder/sleeve seam. Sewn on badge over the left breast pocket.  
Note: A blue polo shirt may be worn as a substitute uniform shirt for normal station attire however, a duty uniform shirt is still required for formal public interaction as outlined in 'A' of this section.
  2. Sewn nametag above the right pocket with last name.
  3. Uniform pants, navy slacks.
  4. Black belt (silver buckle).
  5. Issued District Sweatshirt may be worn as necessary.
  6. ECFR Ball Caps shall not be worn with the duty uniform unless deemed necessary due to weather conditions.
  7. Black leather boots, 6" minimum. Department approved shoes may be substituted as an alternative to boots.
  8. Silver colored bars for line officers (with the centerline of the bar(s) parallel to the front edge of the collar) 1/4" from the front edge stitching centered between the top edge of the collar and the collar tip.  
Captain - Two silver bars  
Lieutenant - One silver bar
- C. Fitness Uniform - may be worn when responding to alarms only when worn under protective clothing (turnouts).
1. District issued blue T-shirt
  2. Shorts or sweatpants, if worn must be solid navy blue or solid black in color.
  3. District issued sweatshirt.
- D. Off Duty/On Call Uniform - may be worn while not performing duties described in the Duty Uniform description and while wearing any combination of Fire District identified clothing. This guide is intended to allow off duty and or on call personnel (both paid and volunteer), that are available for response, to wear clothing or identification that is comfortable while on personal time.

1. Any one or combination of the following: a District issued blue T-shirt; a District issued sweatshirt; a District issued ball cap; a Fire District ID badge/card; or protective clothing (turnouts).
  2. Any colored pants or shorts that are pocketed.
  3. Any closed type shoe.
  4. Exceptions are allowable in certain circumstances; the intent of this guide is to provide emergency services while considering the safety of our personnel and the image of our organization. While wearing District uniform clothing, the individual is accountable for representing the entire District. Never wear the items in a questionable place or situation where the reputation of the District may be adversely effected (e.g. buying cigarettes or alcohol, patronizing a drinking establishment or while drinking alcohol).
- F. Evening/Sleeping Clothing: All personnel (male or female) shall wear the following clothing while sleeping in a fire station. This clothing may be worn when responding to alarms only when worn under protective clothing (turnouts).
1. District issued blue T-shirt
  2. Shorts or sweatpants, if worn must be solid navy blue or solid black in color.
  3. District issued sweatshirt

**VII. Administrative Support Staff - All administrative support staff personnel will maintain a professional, business like appearance.**

- A. Formal Dress - Female: Black skirt (knee length) or dress pants, black blazer, white blouse, black shoes; Male: Black dress pants, white shirt, black shoes.
- B. Informal Dress - Black jeans, Fire District Polo or T-shirt, Fire District sweatshirt, white or black tennis shoes.

**VIII. Uniform Allowance - the District will provide uniform clothing after a Purchase Request form is submitted as follows.**

- A. Administrative Staff:
  1. Three Pair Uniform Pants
  2. Three Polo Shirts
  3. Two Sweatshirts

4. Two T-Shirts
  5. One Jacket, Sweater, or Windbreaker
- B. Full-Time Career staff will be in accordance with the current labor contract(s).
- C. Part-Time Career Staff:
1. Two Pair Uniform Pants
  2. Two Uniform Shirts (long or short sleeved)
  3. One Sweatshirt (1/4 zip or Work Sweatshirt)
  4. Two T-Shirts
  5. One Baseball Cap
  6. One Jacket
  7. One Badge
- B. Intern or Resident:
1. One pair of duty uniform pants.
  2. One Fire District T-shirt.
  3. One dress shirt with name tag.(long or short sleeved)
  4. One Fire District sweat shirt.
  5. One Jacket
  6. One Baseball Cap
  7. All other uniform items will be provided at the individual's expense.
- C. Volunteer Firefighters:
1. One Fire District T-shirt.
  2. One Fire District sweat shirt.
  3. One Fire District coat after three years of service if approved by a Chief Officer.
  4. One District dress shirt with name tag may be issued if approved by a Chief Officer.
  5. One Baseball Cap may be issued to Active volunteers after 6 months of service to the District meeting minimum activity/training requirements (SOG 401 Volunteer Activity).
  6. All other uniform items will be provided at the individual's expense.
- D. EST (Emergency Support Team):
1. One Fire District T-shirt
  2. One Fire District Sweat shirt

3. One Fire District coat after three years of service if approved by a Chief Officer.
- E. Uniform replacements must be authorized by a Chief Officer or the uniform program manager and will be at his/her discretion. Any items damaged by neglect or misuse shall be replaced at the individual's expense.
- IX. Termination of Service** - All uniform items shall be returned to the District upon termination of service for any reason (e.g. retirement, honorable or dishonorable discharge). Exceptions to this rule may be made at the Chief's discretion on an individual basis.