

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
UNIFORM AND PERSONAL APPEARANCE	102	October 27 <sup>th</sup> , 2003	

## PURPOSE

This SOP outlines the standards for the professional appearance of fire district personnel.

## GENERAL

Career personnel are expected to be ready for duty in a complete, presentable, standard or dress uniform. It is the responsibility of each member of the district to make sure that a professional appearance is portrayed to the public. Supervisory personnel are required to assure that the provisions of this procedure are followed.

In order to keep some semblance of standardization for the dress and standard uniforms for career personnel, chief officers are to assure that all on-duty firefighters wear the same type of uniform.

## UNIFORMS

### A. THE DRESS UNIFORM

The dress uniform shall consist of a medium blue short or long sleeved shirt (chief officers' shirts will be white). The shirt shall have the department patch on the left shoulder, the department badge over the left breast pocket, collar rank insignia, and the issued name tag on or over the right breast pocket flap. Service award pins may be worn above the name tag. A tee-shirt may be worn under the dress uniform shirt. A black necktie will be worn for certain public appearances. The dress uniform will be worn during public speaking, public education, public presentations, inspections, and pre-plan visits. When events are scheduled a determination for appropriate uniform will be made by a chief officer at the time of scheduling.

### B. THE STANDARD DAILY UNIFORM

The standard daily uniform shall consist of the department issued maroon polo shirt (chief officers' shirts will be gray) and uniform trousers worn with appropriate belt and footwear.

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



The uniform trousers shall be navy blue or black and shall be worn with an issued black uniform belt. Should conditions and incident activity warrant, green wild land fire pants may be worn in place of the uniform trousers.

There shall be a department issued jacket.

The optional uniform cap shall be dark blue or maroon in color of poplin material in a baseball/golf style with the Departmental emblem embroidered on the front (NOTE: The uniform cap shall not be worn for or during public speaking appearances).

Footwear for career personnel shall consist of fire district approved safety boots/shoes.

The standard uniform or dress uniform will be worn at all times when conducting non-emergency department business outside of the fire station.

## C. THE CASUAL UNIFORM

The intent of the casual uniform is not to act as a replacement of the standard uniform, but to accommodate individuals so they may be more comfortable around the station, during inclement weather or other duties as specified below. The casual uniform shall consist of the above mentioned trousers and footwear with the department issued (non-altered) tee-shirt, sweatshirt, sweater, or department-approved job shirt.

Certain casual uniforms may be worn under the following circumstances (tee-shirts, sweatshirts, job shirts):

1. During performance of PT (PT activities may include navy blue or black shorts) or organized drill sessions.
2. During periods of cold weather, chief officers have discretion to allow wearing of sweatshirts, sweaters, or job shirts over the standard uniform. No long sleeve shirts will be worn under a short sleeve dress or standard uniform shirts.
3. The casual uniform may be worn after 1700 hours and on weekends. The dress or standard uniform will be worn at all times when conducting non-emergency department business outside of the fire station.
4. During performance of vehicle maintenance.
5. During situations where a chief officer has determined that the casual uniform is appropriate (i.e., hot weather, suitable occurrences, incident activity, etc.)

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



## UNIFORM MAINTENANCE

It shall be the responsibility of each individual to maintain their uniforms in accordance with the manufacturers suggested care label and to maintain their footwear in a clean, polished condition. Uniforms showing noticeable wear or fading will not be acceptable. Casual uniforms must be of the latest district design logo.

## CONDUCT WHILE WEARING THE DEPARTMENTAL UNIFORM

When wearing the Los Pinos Fire Protection District (LPFPD) uniform in any of its configurations or the departmental emblem on any piece of clothing, hat, jacket, or shirt, it becomes the responsibility of the wearer to conduct themselves in a manner consistent with good taste and as a representative and employee of the LPFPD.

## APPEARANCE

The fire district is a uniformed service, therefore a neat well groomed professional appearance is fundamental to the department and is a vital ingredient for positive public relations.

It is the responsibility of each individual, as well as the chief officers to insure that members present a neat well groomed professional appearance. It is the duty of each member to take pride in their appearance at all times.

## HAIR STYLES

### A. HAIRSTYLES - MALE

1. The hair will be neatly groomed and the length and or bulk of the hair will not be excessive or present a ragged, messy, or extreme appearance. Hair will present a tapered appearance and when combed, it will not fall over the eyebrows.
2. In all cases, the bulk or length of hair will not interfere with the normal wearing of a uniform cap, helmets, and breathing apparatus.
3. The hair is to be kept clean and groomed, and shall not extend beyond the middle of the rear shirt collar, or below the middle of the ear, while standing with the collar buttoned.
4. The member who desires to wear sideburns will keep them neatly trimmed; the base will be clean shaven in a horizontal line. No portion of the sideburn will extend downward beyond the bottom of the ear lobe. No portion of the sideburn

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



will extend forward, so as to fall under the perimeter seal of the breathing apparatus face piece.

5. The face will be shaven, except that mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed and tidy. No portion will fall outside the perimeter of the face piece seal of breathing apparatus.
6. Ponytails, rattails, or braids are not acceptable.

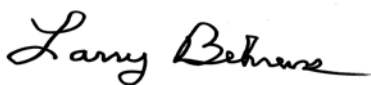
## B. HAIRSTYLES - FEMALE

1. Hair will not extend more than seven (7) inches below the collar/shirt body seam. Items used to secure long hair (combs, barrettes, elastic bands) shall be conservative in appearance.
2. The hair shall not be styled so that it hangs below the eyebrows.
3. While a ponytail would be acceptable, hair will not be worn in pigtailed. French braid would be acceptable if worn neatly.
4. The hair will be neat in appearance and clean.
5. The hairstyle selected by the member shall not interfere with the wearing of a uniform cap, helmets, or breathing apparatus.

The fire chief may consider granting exceptions to this uniform and personal appearance standard on an individual basis, where demonstrated adequate and sufficient reason exists.

## JEWELRY

Members are discouraged from wearing rings or other jewelry on the fire or training ground. Jewelry that is loose or protrudes and may catch in machinery or equipment may not be worn while on duty. Members may wear earrings providing they do not extend beyond the ear lobe. Visible body piercing and associated jewelry will also not be allowed to be worn while on-duty.



Larry Behrens, Fire Chief

October 22<sup>nd</sup>, 2003

Date