

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 4.4.2
2. SUBJECT: *Uniforms, Dress Code and Personal Appearance*
3. POLICY: It is the Policy of Grant County Fire District 3 to ensure that its employees and volunteers maintain proper uniform decor at all times.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.
 - B. Officers are responsible for ensuring that subordinates adhere to this Policy and Procedure.
 - C. All personnel are responsible for following this Policy and Procedure.
6. PROCEDURE:
 - A. Uniforms will be worn only when representing the Fire District.
 - B. Uniforms should be worn in a complete state. Example: Uniform shirt and uniform slacks. Uniform shirts may be worn with turnout pants in place of slacks and shoes.
 - C. Uniforms will consist of the following for firefighters and officers.
 1. Firefighters:
 - a. Navy blue shirt
 - b. Black or Navy-blue pants
 - c. Black dress shoes/boots
 - d. Black belt
 - e. Silver badge
 - f. Silver belt buckle
 - g. Name tag

2. Lieutenants & Captains:
 - a. Blue shirt
 - b. Black or Navy-Blue pants
 - c. Black dress shoes/boots
 - d. Black belt
 - e. Silver badge
 - f. Silver belt buckle
 - g. Name tag
3. Chief Officers:
 - a. White shirt
 - b. Black or Navy-Blue pants
 - c. Black dress shoes/boots
 - d. Black belt
 - e. Gold badge
 - f. Brass belt buckle
 - g. Name tag
4. Chief Officers Formal Dress:
 - a. White shirt
 - b. Black pants (matching coat)
 - c. Black dress shoes/boots
 - d. Black belt
 - e. Black coat (matching pants)
 - f. Gold badge
 - g. White hat
 - h. Name tag
5. Administrative Personnel:
 - a. Black or Navy Blue – Slacks
 - b. Black or Navy-Blue Skirt
 - c. Black or Navy-Blue Jacket
 - d. Black – Belt
 - e. Black – Shoes
 - f. White Shirts – Long and Short Sleeves.
 - g. Silver and Black Name Tag
 - h. Silver Badge and Collar Brass

D. Dress Code:

1. All personnel are expected to dress and groom in accordance with accepted uniform, social, or business attire. Each officer is responsible for enforcing a reasonable dress code appropriate to the job.
2. A neat, tasteful appearance contributes to the positive impression made on our citizens. All personnel are expected to be suitably attired and groomed during working hours or when representing Grant County Fire District 3. A good clean appearance bolsters poise and self-confidence and greatly enhances Grant County Fire District 3's image.

- E. Personal appearance should be a matter of concern for each employee. If officers feel the attire is out of place, an employee may be asked to leave your workplace until he or she is properly attired. The District Fire Chief has the ultimate authority to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.
- F. Coveralls provided by the district are to be worn at any time the activities of the personnel may cause damage to the uniform.
- G. The District Fire Chief may grant exceptions to this procedure for extraordinary or special circumstances. In all cases the attire shall be uniform.