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|---|-------------------------------------|----------------------|-----------------|--------------|---|
|  | <b>STANDARD OPERATING GUIDELINE</b> |                      |                 |              |  |
|   | ADMINISTRATION                      |                      |                 |              |   |
|   | WORK UNIFORMS AND GROOMING STANDARD |                      |                 |              |   |
|   | Effective: 15/Feb/04                | Revised: 26/Oct/2020 | S.O.G. #: A-111 | Page: 1 of 3 |   |

**1.0 Purpose**


- 1.1 The purpose of this guideline is to identify the standard work uniform and grooming standards of the Highland Park Fire Department.
- 1.2 The Highland Park Fire Department recognizes that the professional appearance of its members is a key component in an overall well managed organization, and reflects well on the organization and its individual members as they interact with the general public.

**2.0 Responsibility**

- 2.1 This guideline applies to all Highland Park Fire Department employees and is broken down for both uniform standards and grooming standards.
- 2.2 It is each individual member’s responsibility to follow this Standard Operating Guideline, and each Officer’s responsibility to assure that there is compliance by the subordinates.

**3.0 Uniform Guideline**

- 3.1 The Highland Park Fire Department will provide uniforms to each employee, as provided in the Highland Park Firefighters Association Collective Bargaining Agreement, Article IX, Uniforms and Equipment.
  - 3.1.1 This guideline covers standards for daily work uniforms. Dress uniform standards shall be pursuant to Highland Park Fire Department Policy #21.
- 3.2 It is understood that uniforms shall be worn, as set forth in this guideline, in a presentable and professional condition by the employee during his/her working hours.
  - 3.2.1 Work Shirts: Lieutenants and Firefighters shall wear blue uniform work shirts. Lieutenants’ work shirts will have Lieutenant Bugle insignias sewn on the epaulets. Battalion Chiefs shall wear white uniform work shirts with solid red background crossed gold bugle lapel insignias, gold badge, and gold name plate. Acting Battalion Chiefs shall wear blue Lieutenant work shirt with bugle insignia sewn on the lapels, silver badge and silver name plate.
    - 3.2.1.1 The choice of short or long sleeve uniform work shirts shall be at the discretion of each individual throughout the year.
  - 3.2.2 If a t-shirt is worn under the button down work shirt, the t-shirt will be navy blue for Firefighters and white for Lieutenants and Battalion Chiefs. Lieutenant t-shirts will have the logo on the front left breast and the back. Battalion Chiefs will wear t-shirts with the logo on the left front breast.
  - 3.2.3 Work Shirts: Button-down work shirts **must** be worn while engaged in public contact duties including Company inspections, public education details, building familiarizations, smoke detector details, home safety surveys, and other public events.
    - 3.2.3.1 If the building is unoccupied or under construction, button-down shirts do not have to be worn.
  - 3.2.4 T-Shirts: A t-shirt without a button-down uniform shirt over it may be worn, at the discretion of each individual, during all general work details (except where noted in 3.2.3) and when responding on alarms throughout the year. If a t-shirt is worn without a button-down uniform shirt over it, the t-shirt must be a Highland Park Fire Department t-shirt with the Highland Park Fire Department logo, unless otherwise approved by the Fire Chief. A t-shirt without a button down uniform shirt will not be worn at any time by Battalion Chiefs or Acting Battalion Chiefs.

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3.2.5 Sweat Shirt: Sweat shirts may be worn at the discretion of each individual. If a sweat shirt is worn, then the sweat shirt must be a Department issued sweat shirt with the Highland Park Fire Department logo. Battalion Chief sweatshirts will be embroidered with the Battalion Chiefs' name in gold thread under the Highland Park Fire Department logo. Lieutenant sweat shirts will be embroidered with the lieutenants' name in silver thread under the Highland Park Fire Department logo.

3.2.5.1 If a button-down shirt is required for a particular activity, as specified in 3.2.3, the sweatshirt shall not be worn. The exception to this rule is smoke detector details and those listed in 3.2.3.1.

3.2.6 Jackets: Department issued jackets may be worn at the discretion of the individual throughout the year. Jackets will be the cover of choice when the button-down shirt is required.

3.2.7 Footwear: Only Department issued footwear (work boots or low-quarter shoes) shall be worn.

3.2.7.1 Black or navy blue socks will be worn when low-quarter uniform shoes are worn. White socks are permitted when worn under boots.

3.3 With regards to all uniforms, including turnouts, no patches, decals, pins, or insignias shall be applied except for those approved by the Fire Chief.

#### 4.0 Grooming Guideline

##### 4.1 Hair:

4.1.1 All personnel shall keep their hair clean and groomed to present a professional appearance under all reasonable conditions. Hair should not have an unruly or unkempt appearance.

4.1.2 Radical hairstyles of any kind, such as Mohawks, are not permitted.

4.1.3 Exotic coloring of hair is prohibited.

4.1.4 Hair must be kept groomed in such a way that it does not pose any occupational hazard at any time. Hair must not at any time interfere with the donning or wearing of any protective clothing, interfere with the SCBA face piece seal, or be exposed at any time when protective clothing is worn.

##### 4.2 Facial Hair/Sideburns

4.2.1 All facial hair shall be neatly trimmed and kept clean

4.2.2 Sideburns shall not extend below the earlobe and must be neatly trimmed.

4.2.3 Hair underneath any part of the SCBA face piece rubber seal is prohibited.

4.2.4 Mustaches shall be neatly trimmed and kept clean. No part of the mustache shall come in contact with the SCBA face piece.

4.2.5 Facial hair must be kept groomed in such a way that it does not pose any occupational hazard at any time. Facial hair must not at any time interfere with the donning or wearing of any protective clothing, interfere with the SCBA face piece seal, or be exposed at any time when protective clothing is worn.

##### 4.3 Jewelry

4.3.1 Jewelry that is considered a safety hazard, radical, or distracts from the appearance of the uniform shall not be worn. No facial jewelry shall be allowed.

4.3.2 Rings and other jewelry should not be so large as to interfere with the wearing of any uniform or protective clothing, or present a safety hazard.

4.3.3 Necklaces: If necklaces are worn on duty, they must be worn under the uniform shirt or t-shirt.

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4.3.4 Earrings: No earrings will be allowed while on duty.

4.3.5 Body piercing: No visible body piercing jewelry is acceptable while on duty.

4.4 Contact Lenses

4.4.1 Unusual or unnatural colored contact lenses may not be worn while on duty.

4.5 Tattoos

4.5.1 Tattoos that are added to visible areas of an individual after employment shall not be sexually explicit, immoral, or express radical social statements. If you are not sure of the acceptability of a potential tattoo, check with your supervisor for a review in regards to image prior to the permanent artwork.


4.6 Hygiene

4.6.1 Members shall ensure that their personal hygiene is maintained in a manner that does not hinder the ability of the members or the work group to perform a given function, or bring a negative reflection on the Fire Department.

**5.0 Reference**

5.1 Highland Park Fire Department

5.2 Highland Park Firefighters Association Contract, Local 822, Article IX, Uniforms and Equipment

Approved:  Fire Chief