



**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 2
PFLUGERVILLE FIRE DEPARTMENT
POLICY**

SUBJECT: UNIFORM AND DRESS CODE

POLICY NUMBER: ADM 045

AUTHORIZED: NICHOLAS L PERKINS, FIRE CHIEF

ORIGINAL DATE: 2014

PREVIOUS VERSION DATE: 02/03/2020

REVISION DATE: 11/09/2023

I. Purpose

To provide clear direction regarding proper and permitted dress and appearance in the work place.

II. Scope

This policy applies to all District employees. It is the responsibility of each member of the Department to read and comply with this policy. Failure to comply may result in discipline up to and including termination.

III. Policy

Employees will use provisions of this policy to guide discretion in dress and appearance. While on duty employees will appear neat, clean and professional at all times. Members will wear the specified uniform or clothing for the assigned activity. It is the individual's responsibility to keep all uniforms and clothing neat, clean and in good working condition.

Extreme clothing, hairstyles, facial hair or jewelry are not permitted. If necessary, the Fire Chief or his/her designee will make the final determination on all appearance and grooming matters.

Personal Grooming

All personnel will maintain good personal hygiene. The Department reserves the right to remove employees from duty for poor hygiene. This includes a strong body or breath odors, unkempt hair to include facial hair. Nails must be groomed to a length that keeps them from interfering with assigned tasks.

- Hair Standard
 - Hair is to be neatly groomed and clean. It shall be cut, styled and worn in a conventional manner.
 - Hair coloring must look natural. Unnatural hair color such as green, purple, blue, bright red, etc., are not permitted.
 - Wigs or hair pieces may be worn while on duty or in uniform. If a wig or hair piece is worn, it must conform to this standard for natural hair and must not cause a safety hazard.
- Hair Safety Standard (Applicable to Emergency Response Personnel and Personnel Who May Work with Dangerous Equipment)
 - Employees may only have a well-groomed mustache that does not extend beyond a point that may contact seal area of a breathing apparatus mask or respirator. Similarly, no other facial hair is permitted.

- Sideburns must be neatly trimmed. Sideburns must not extend below the bottom of the ear lobe and must end with a clean-shaven horizontal line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA face piece. “Muttonchops,” “Ships Captain” or similar grooming styles are not permitted.
- No person shall report to work or be on duty with facial hair of a length to potentially interfere with an individual’s ability to maintain a safe mask seal with/while wearing respiratory protection.
- Hair length must not pose a safety hazard in the performance of duties and/or when working with machinery.
- Employees should exercise caution to prevent contamination of his or her hair with patient’s bodily fluids. Likewise, a patient’s injury should not be contaminated by a caregiver’s hair.
- Both males and females must be able to contain all hair within a protective hood and still maintain the proper fit of headgear and breathing apparatus face piece.
- The bulk or length of hair shall not interfere with the proper wearing of any Department headgear or equipment. Hair may be in a bun, ponytail or braided. Hair pins, combs or barrettes may be worn to meet the requirement of this standard.
- Jewelry Standard
 - Earrings should be small or moderately-sized. Ear gauges 10mm or less are permitted.
 - Nose studs, small-in-size, are allowed (no septum or nose rings).
 - Visible piercing(s) of the body, with the exception of that mentioned above is prohibited.
 - Jewelry worn must present a tasteful appearance. No offensive messaging or images may be displayed.
- Jewelry Safety Standard (Applicable to Emergency Response Personnel and Personnel Who May Work with Dangerous Equipment)
 - Jewelry which is loose or protrudes and may catch in machinery or equipment is prohibited to be worn.
 - The wearing of rings and bracelets is discouraged, but allowed, as long as they are safeguarded during work practices.
 - Necklaces or chains are permitted as long as they are concealed beneath the shirt.
- Tattoos & Body Art

Visible tattoos that depict, express, or imply sexual content, offensive or radical statements must be covered at all times while on duty.

 - All tattoos/body art on the head, face, neck or scalp are prohibited.
 - Intentional mutilation of any part of the body that is visible is prohibited. Mutilation is defined as the intentional, radical alteration of the body, head, face or skin for the purpose of and/or resulting in an abnormal appearance. Examples include, but are not limited to:
 - Foreign objects inserted under the skin or intentional burns to create a design or pattern.

- A split or forked tongue.
- Intentional scarring on neck, face, or scalp.

Appropriate Attire

Employees should use common sense and good judgment in determining what to wear to work. A business, casual appearance is the minimum expectation of all employees. The attire that is appropriate for work includes:

- Slacks, Khakis, Capris or Corduroys
- Jeans (Must be clean and free of rips, tears and fraying; may not be excessively tight or revealing.)
- Dresses/Skirts (No skirts/dresses or slits in skirts/dresses that are shorter than four inches above the knee.)
- Polo Collar Knit/Golf Shirts
- Oxford Shirts
- Short Sleeve Blouses and Shirts (including women's tee shirts/tops)
- Blazers/Sport Coats
- Jackets/Sweaters
- Boating/Deck Shoes
- Loafers/oxfords, boots
- Athletic/Tennis Shoes (Must be clean and neat in appearance.)
- Open-Toe Shoes/Sandals
- High/Low Heel Shoes

Inappropriate Attire

Some attire is unacceptable for work. The following list provides some examples, although it may not be a complete list:

- Spaghetti straps, tank tops, tube tops, halter tops, crop tops or off the shoulder tops
- Gym/Exercise Wear (except when participating in a prescribed exercise program)
- Cutoffs or Shorts (except as part of a prescribed uniform)
- Low-Rise or Hip Hugger pants or jeans
- Evening Wear
- Miniskirts
- Flip-Flops or Croc-Like Sandals
- Stilettos
- Any clothing that reveals the employee's cleavage, stomach, full back or otherwise revealing attire
- Any clothing that contains or presents an offensive, racial, or social message

Uniforms (Attachment 044-01 Uniform Components Description)

Employees not engaged in fire or medical operations may be required to wear uniforms or partial uniforms as prescribed by their supervisor(s) and approved by the Fire Chief or his/her designee. Such uniform(s) will be consistent with policy provisions already stated.

Employees engaged in fire or medical operations are required to wear uniforms as detailed below. The Shift Commander will establish the uniform throughout the day. Chief Officers will establish their own uniform daily to include civilian attire as appropriate. There are four classes of uniform:

- **Class A Uniform:** The Class A Uniform is the dress uniform and is used for official, formal, promotional or any other event or function designated by the Fire Chief or his/her designee. The Shift Commander will conduct an annual Class "A" uniform inspection of all assigned personnel.

The Class "A" uniform will be purchased within 36 months of successful completion of the probationary period.

- **Class B Uniform:** The Class B Uniform is used for representing the department in any capacity that involves a semi-formal setting, such as in-service classes attended by the public, external meetings, public education functions, etc. The Class "B" uniform may be worn in place of the Class "C" uniform.

The Class "B" uniform with black tie may be worn for semi-formal events in place of the Class "A" uniform when authorized by the Fire Chief or his/her designee.

- **Class C Uniform:** The Class C Uniform is the daily work uniform. The Class C uniform may be worn for emergency response, station duties, internal training classes, fire or EMS event standbys, routine public education functions such as station tours, block parties, and other informal presentations. The Shift Commander has the discretion to require that a Class "B" uniform be worn in place of a Class "C" uniform. The Class "C" uniform may be worn in place of the Class "D" uniform.
- **Class D Uniform:** The Class D Uniform is the uniform used while employees are participating in physical fitness activities. This uniform may be worn when responding to emergency calls only when the shorts or sweatpants are covered by Personal Protective Equipment. The Shift Commander has the discretion to authorize the use of exercise uniforms during training activities that are strenuous or in dirty environments, such as live burns, confined space entry, etc.

Purchasing Uniforms

Employees covered by the Collective Bargaining Agreement will be assigned an annual stipend. The stipend will be set each budget year and communicated. All other employees are required to purchase uniforms through the District's purchasing process. All uniformed employees purchase items in accordance with the components listed in Attachment 045-01.

All clothing and equipment with the District logo will remain the property of the District. Employees will be required to return all uniform clothing upon termination of employment.

Uniform Modifications

There will be no modification of any uniform item. Nothing extra will be worn on, or attached to, the uniform.

Off-Duty Activity

The Department recognizes that employees may wear uniforms off-duty for certain activities including, but not limited to memorial services, parades, funerals, public education activities, and travel to and from work. When an employee is wearing a Department uniform, he or she is representing the Department to the public and must abide by all Department rules and regulations. No District apparel, of any kind, is to be worn to establishments in question (i.e. bars, nightclubs, adult entertainment facilities, etc.)

Specific Requirements – Community Risk Reduction Personnel

Community Risk Reduction Personnel are required to wear a uniform while on duty or during times when representing the Department. The uniform is consistent with a Class C Uniform as described in Attachment ADM 044-01 Uniform Components. The uniform includes:

- Navy blue work pants,
- Black shoes, socks, and belt;
- Uniform shorts (Optional);
- Navy blue polo shirt with department approved logo, first initial, last name, and title;
- Navy blue jobshirt with Department approved logo, first initial, last name, and title (Optional);
- Navy blue baseball cap with Department approved logo (Optional); and
- Navy blue knit hat with Department approved logo (Optional).

Special Accommodations

Every effort will be made to reasonably accommodate an employee with a disability or with religious beliefs that may make it difficult for that employee to comply with the Uniform and Dress Code Policy. Employees must contact their supervisor to request reasonable accommodation.

IV. Definitions

- None

V. Attachments

- ADM 045-01 Uniform Components

VI. Forms

- None