



Polk City Fire Department Department Policy

151a

#151 – Dress Code

Date Issued: 03/22/2007

Date Last Revised 07/25/2016

Purpose: To ensure uniformity of dress within the Polk City Fire Department so as to project a professional image of all personnel by requiring them to wear the official uniform in a similar manner. All personnel shall wear the official uniform at all times while on duty as noted in this policy. Only those items issued or approved shall be considered part of the official uniform, and must be worn as indicated.

Policy: All personnel will strictly adhere to the department's uniform dress code as established within this procedure.

Meetings/Trainings:

1. All personnel shall wear the official department uniform t-shirt or polo tucked in at all times while attending meetings and training sponsored by the department.
2. The official department t-shirt or polo shall also be worn tucked in by members attending meetings or training classes held outside of the department.
3. The official department pullover workshirt may be worn in addition to the t-shirt during cold weather.
4. Navy medic or station pants are encouraged to be worn; however blue jeans, pants, or shorts in good condition and taste are acceptable.
5. Department issued dark blue baseball style hats or department issued stocking hats with the appropriate PCFD logo are acceptable components of the uniform. Other hats displaying any sort of Fire/ EMS service affiliation, in good condition, are also acceptable to be worn.
6. Chief Officer attire may include the official white polo shirt when appropriate.

Emergency Responses

1. All personnel shall wear the appropriate attire for each response. Caution should always be used on calls involving BBP.
2. The official department uniform t-shirt or polo shall be worn tucked in at all times while on emergency responses.
3. Pull over EMS gear pants, navy station pants and belt, navy medic pants and belt, or navy medic shorts and belt are acceptable along with the official t-shirt or polo on EMS responses (medic shorts are an acceptable option only for the months of May, June, July, August, and September).
4. The official department t-shirt shall be worn on all fire responses along with the appropriate turnout gear.
5. The official department EMS coat and or pullover workshirt shall be worn in addition to the t-shirt or polo during cold weather on fire or EMS response.
6. Department issued dark blue baseball style hats or department issued stocking hats with the appropriate PCFD logo are acceptable components of the uniform.
7. Footwear must be closed toe (no sandal's, etc) and all black in color.
8. The above mentioned uniform shall be worn until completion of the emergency response.
9. Chief Officer attire shall include the official white polo shirt when appropriate.



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Station Staffing

1. All personnel shall wear the appropriate attire for each response. Caution should always be used on calls involving BBP.
2. The official department uniform polo shall be worn tucked in at all times while on duty at the station.
3. A name badge shall also be worn by all members while on EMS responses
4. Navy station pants and belt, navy medic pants and belt, or navy medic shorts and belt are acceptable along with the official polo on EMS responses (medic shorts are an acceptable option only for the months of May, June, July, August, and September).
5. The official department t-shirt shall be worn on all fire responses along with the appropriate turnout gear.
6. The official department EMS coat and or pullover workshirt shall be worn in addition to the polo during cold weather on fire or EMS response.
7. Department issued dark blue baseball style hats or department issued stocking hats with the appropriate PCFD logo are acceptable components of the uniform.
8. Footwear must be closed toe (no sandal's, etc) and all black in color.

Other Events:

1. The official uniform shirt or polo (tucked in), navy station pants, navy medic pants, or navy medic shorts shall also be worn at any time when the department is being represented. (medic shorts are an acceptable option only for the months of May, June, July, August, and September).
2. The official uniform shirt (tucked in), navy station pants, navy medic pants, or navy medic shorts shall also be worn when conducting or assisting with any public education class. (medic shorts are an acceptable option only for the months of May, June, July, August, and September).
3. Department issued dark blue baseball style hats or department issued stocking hats with the appropriate PCFD logo are an acceptable components of the uniform.
4. The official department EMS coat and or pullover workshirt shall be worn in addition to the t-shirt during cold weather on fire or EMS response.
5. Footwear must be closed toe (no sandal's, etc) and all black in color.
6. Chief Officer attire shall include the official white polo shirt when appropriate.

Personal Grooming:

1. Personnel will pay particular attention to personal cleanliness.
2. Fingernails shall be clean and neatly trimmed
3. Face shall be clean shaven except as defined
4. If hair is longer than shoulder length, it must be pulled back or put into a ponytail.
5. Acceptable hair styles will be determined by the following guidelines:



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MALES

Hair:

- The length, bulk, or appearance of the hair will not be excessive, ragged, or unkempt.
- Hair will be neatly groomed. Hair in front will be groomed so that it does not fall below the band of properly worn headgear.
- The hair may be worn slightly over the ears but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear or SCBA face mask.

Facial Hair:

- Beards, goatees, or any facial hair that interferes with the facepiece seal shall be prohibited for members required to wear an SCBA
- Sideburns, if worn, shall be neatly trimmed and not interfere with the facepiece seal.
- Mustaches, if worn, will be short and neatly trimmed and not interfere with the facepiece seal.

Hairpieces or Wigs:

- Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

Hair Coloring:

- Hair coloring, if used, must look natural.

FEMALES

Hair:

- The length, bulk, or appearance of the hair will not be excessive, ragged, or unkempt.
- Hair will be neatly groomed. Hair in front will be groomed so that it does not fall below the band of properly worn headgear.
- The hair may be worn slightly over the ears but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear or SCBA facemask.

Hairpieces or Wigs:

- Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

Hair Coloring:

- Hair coloring, if used, must look natural.

Ribbons or Ornaments:

- No ribbons or ornaments shall be worn in the hair except for neat and inconspicuous bobby pins, and conservative unadorned barrettes. An elastic type band may be used to maintain a ponytail.



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Cosmetics:

- When worn, will be in good taste using conservative, natural looking cosmetics.

Miscellaneous:

1. Only Department issued pins, buttons, badges, patches, etc. may be worn. Other pins may only be worn with Chief Officer approval.
2. No exposed body piercings.
3. Any exposed tattoo shall be in good taste. However, it is encouraged to have tattoos covered at all times while on duty.
4. Pants should not be allowed to ride up on boots or with the cuffs tucked into boots.
5. Only conservative, professional appearing sunglasses may be worn while representing the Department.
6. All non-serviceable Department issued uniforms are to be turned in to a Chief Officer for a replacement.
7. Purchase or issuing of dress or response uniforms will be by or with approval of a Chief Officer.

General:

1. All items of the official uniform shall be cleaned and maintained in a good state to ensure their acceptability to service.
2. Official, department issued, attire shall only be worn while on duty or when representing the department.
3. No part of the official uniform shall be worn into bars, taverns, beer gardens, or into the bar area of a restaurant unless being worn while operating under official department business.
4. When wearing non-department issued attire containing any suggested affiliation with the PCFD, personnel should be aware at all times of their actions and surroundings. Although attire may not be “official”, it could be taken as such and any action (positive or negative) could be viewed as a reflection on the entire department.
5. Although some items of this policy could be open to individual interpretation, final opinion and decisions shall be the responsibility of the Chief Officer.
6. Any member failing to maintain a positive image, at anytime, while wearing the official uniform OR non-department issued attire will be subject to discipline.
7. It is the intent of this policy that each staff member will ultimately be responsible for their own appearance, attire, and the appropriate use of non department issued attire. Failure to follow this policy will result in the immediate request to correct the issue, followed by subsequent discipline, if necessary.