
	<b>TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE</b> <b>Department Policy / Best Practices</b>	<b>C101</b>
	Authorized by:  Fire Chief Chris Barron	<b>Effective:</b> 7/20/2022 <b>Rescinds:</b> 2/24/2021 <b>Reference:</b> <b>Application:</b> Operations Members
<b>Uniform, Apparel, and Grooming</b>		

**I. Purpose**

This policy establishes standards for dress and appearance of department personnel and is designed to ensure that the individuals of MFR project a competent and professional appearance to the community we serve.

**II. Policy**

A. **Professional appearance.** All members shall maintain awareness that how they project themselves with their appearance, demeanor, and dress is not only a direct reflection on themselves, but Manchaca Fire/Rescue as a whole. **Remember, if you mess up the first impression with a customer, everything else is damage control.** Supervisors will routinely inspect members under their command for compliance with Department standards.

B. **Standard issue.** The following items will be the standard inventory for clothing and apparel per member. If a member’s inventory drops below these levels, they may request replacements from the Uniform Group Supervisor.

**1. Shirts.**

- a. 1 long sleeve formal uniform shirt
- b. 1 short sleeve formal uniform shirt
- c. 4 short sleeve polo shirts
- d. 6 t-shirts (combination of short and long sleeve per member’s choice)

**2. Pants.**

- a. 4 pair of uniform pants (BDU or other work pants)
- b. 1 pair dress pants for formal uniform
- c. 2 pair of gym shorts

### 3. **Weather gear.**

- a. 1 Winter coat with reflective trim
- b. 1 Rain coat

### 4. **Accessories.**

- a. 1 black belt
- b. 1 black tie
- c. 1 ball cap
- d. 1 winter cap
- e. Brass (Rank appropriate badge, collar insignia, name tag, service awards and YOS pin)
- f. Dress coat (Officers)
- g. Dress hat (Officers)
- h. Dress shoes (Officers)

C. **Special issue items.** Periodically, the Department may issue special items such as hoodie sweatshirts, cancer awareness themed t-shirts, etc. These items are not part of the standard issue inventory and may be issued or replaced if supplies are available.

D. **Pregnant members.** Pregnant members may purchase 100% cotton, navy blue maternity pants to wear during pregnancy. The member can turn in a reimbursement form with receipt and the department will cover the expense.

E. **Custom items.** Clothing items designed and purchased by individuals must be approved by the Chief before being worn on duty. Any use of the department name or patch must be approved before use.

F. **Boots/Shoes.** Duty boots/shoes are not issued by the department but a stipend is available for full time, active part time, and active volunteer members that have successfully completed their probationary period. Qualifying members can receive up to \$150 reimbursement for duty boots/shoes per fiscal year. A reimbursement form and receipt must be submitted.

1. **Approved footwear.** Duty boots/shoes must be black and be worn properly laced or zipped. They should be of a lace-up or zipper design, they should have non-leather soles with good grip, and be of a polishable and/or cleanable material to maintain a good appearance.

2. **Dorm shoes.** Members may use slip-on shoes or sandals in the dorm and day room areas for comfort and to reduce cross contamination into the station living spaces. Duty boots/shoes shall be worn when working with any equipment.

G. **Off duty use.** Department issued items shall not be worn in an off duty environment where association with MFR would be inappropriate or where it is intended to gain favor or special treatment.

H. **On duty attire.** While on duty, members shall wear the issued or approved clothing, identifying themselves as members of MFR. On duty personnel shall not wear clothing associated with other departments, businesses, or organizations unless an exception is granted by the Chief.

I. **Uniform classes.** Uniform attire may be categorized as PT (physical training), standard uniform, formal B, and formal A. For all uniforms except the PT uniform, the appropriate belt, footwear, and carrying of the department issued ID badge is assumed.

1. **PT uniform.** The PT uniform consists of the department issued or approved gym shorts and t-shirt. Members may opt to utilize their own navy, black, or grey shorts or sweatpants instead of the issued shorts. A shirt is a required component of the PT uniform.

2. **Standard uniform.** The standard uniform consists of uniform pants/shorts with polo or t-shirt tucked in. Other approved items such as sweatshirts or hoodies are also acceptable with the standard uniform. Cargo style navy shorts that are right above the knee are acceptable and may be purchased and worn by the member. If shorts are worn, black athletic style shoes and black low cut socks are required.

3. **Formal B uniform.** The formal B uniform consists of uniform pants, the issued or approved t-shirt as an undershirt, and the long or short sleeve formal uniform shirt tucked in, and appropriate brass.

4. **Formal A uniform.** The formal A uniform consists of dress pants, the issued or approved t-shirt as an undershirt, and the long sleeve formal uniform shirt tucked in, appropriate brass, and tie. For officers, it also includes dress shoes, dress coat, and dress hat.

J. **Grooming standard.**

1. **Compliance.** Officers will ensure that members under their command are in compliance with the grooming standard. If there is a question as to whether the image projected by a member meets the department's professional standard, a Chief Officer will make the final determination.

2. **Member safety.** In all cases, personal grooming choices shall not interfere with the efficient and safe donning and wearing of PPE, including SCBA facepiece, hood, and helmet.

### III. Procedure

A. **Approved materials.** Uniform materials for incident response and undergarments must be of cotton or fire resistant in design.

B. **Use of appropriate uniform.**

1. **PT uniform.** The PT uniform is intended for use during PT and various outdoor maintenance and training activities when a higher level of protection is not needed. The PT uniform is not to be

worn for incident response or public contact. An exception would be a walk up contact while members are conducting work appropriate for the PT uniform.

2. **Standard uniform.** The standard uniform is the minimum dress for incident response. The standard uniform is also the minimum uniform for general contact with the public. Depending on the nature of an interaction with the public or other contacts, an officer may specifically designate polo shirts or a formal uniform.
3. **Formal uniform.** The formal B uniform may be worn during a regular shift assignment. Members on duty and wearing a formal uniform must have an appropriate t-shirt as an undershirt. Should they respond to a non-medical incident, they will need to remove the formal shirt due to the synthetic content of the shirt material. The formal uniform shall be worn for:
  - a. **Court.** The formal A uniform shall be worn when representing the department in court.
  - b. **Funerals.** The formal A uniform shall be worn for funerals
  - c. **Ceremonies.** The formal A or B uniform shall be worn for ceremonies such as promotion ceremonies, 9/11 remembrances, etc. An officer will provide guidance as to the level of uniform to be worn for a given event.
  - d. **As ordered.** An officer or chief may designate the use of the formal A or B uniform for other reasons/events.
  - e. **Ball cap.** The issued or approved ball cap is not to be worn with the formal uniform except when the formal B is worn during a regular shift assignment.

C. **Brass placement.** Brass shall be placed on the formal uniform shirt as indicated below.



D. **Cleaning of clothing.** Issued and approved clothing may be washed using the station laundry facilities. Bed linens and towels used at the station may also be washed at the station. Washing of general household laundry is prohibited.

E. **Replacement of items.** All clothing items should be in a good condition, fit properly, and free of holes, tears, or stains. If unsure if the item needs replacement, consult with an Officer. Make requests for replacement items through PS Trax by using the Set Alert feature in the PPE section of the side menu (PPE>Alerts>Set an Alert). Do not enter the request using the Vehicle/Station (V/S) Alert. When submitted, the request will be forwarded to the Uniform Group Supervisor.

1. **Lost/Stolen items.** If an item is missing, lost, or stolen, include a description of the how the item came to be in that state when submitting the PS Trax alert.
2. **Issuing items.** The Uniform Group Supervisor will replace items in support of maintaining the standard issue inventory. Requests to have items issued above the standard issue inventory will be evaluated on a case-by-case basis.

F. **Grooming parameters.**

1. **General cleanliness.** All members shall strive to maintain a clean appearance at all times. Members shall be clean and properly groomed before the beginning of their shift and at minimum bathe and address grooming at the start of each 24-hour period of their shift.
2. **Facial hair.** A mustache is the only allowable facial hair. Otherwise, the face should be clean-shaven. Mustaches cannot interfere with the donning or effectiveness of PPE, including the SCBA facepiece or N95 mask.
3. **Hair.** Hair should be clean and neatly groomed. Long hair should be gathered and held out of the way as needed so that it does not interfere with situations such as leaning over a patient or the possibility of being entangled in mechanical equipment. Hair shall not interfere with the donning or effectiveness of PPE, including hood or SCBA facepiece.
  - a. **Color.** Hair color shall be from a shade of colors that are found naturally in hair.
4. **Tattoos.** Members shall not have facial tattoos except for certain cosmetic tattoos. Any tattoos visible outside the uniform must be free of offensive language or symbology or be covered while on duty.
5. **Jewelry.** Earrings, necklaces, bracelets, and rings are generally discouraged due to safety concerns for them to be snag points. If worn, they must not interfere with the safe and efficient donning and use of PPE.