

Manhattan Fire Protection District

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	Subject: Hygiene & Dress Code	Date 5/9/14 Revised 12/12/14 SOP# 143-1

PURPOSE:

To set standards for department uniform items and defines the proper wearing of the dress uniform.

SCOPE:

This policy applies to all members of the Manhattan Fire Protection District.

ENFORCEMENT:

It is the responsibility of each member to maintain Hygiene and Personal appearance. Failure to comply is a violation of these Rules and Regulations.

APPLICATION:

All members will be clean-shaven; there will be no beards of any type allowed.

Mustaches are permitted for wear provided they do not interfere with forming a seal around the SCBA facemask, this will be determined during the annual fit testing. The Chief or designee shall have the authority to have a member fit tested if the growth of a mustache provides reasonable concern for the safety of the individual.

Sideburns will be neatly trimmed and tapered in the same manner as the haircut. They will be straight and of even width ending in a clean shaven horizontal line. Sideburns will not extend below the lobe of the ear.

Hair will be clean and groomed. Hairstyles for men must have a tapered appearance and shall be worn to the general shape of the head. Hair shall not extend below the top of the uniform collar. Pony tails are not permitted. Hairstyles for women will not extend below the bottom of the uniform collar, or below the level of the fire helmet earflaps when in bunker gear. Hairstyles will not be permitted to cover the eyes or in any way interfere with the wearing of SCBA. All hair is to fit under protective hood.

Hair ornaments, excluding ribbons, may be worn provided they are neat and compact and dark in color. They must not interfere with uniform or protective gear wear.

Jewelry that is lewd, suggestive or offensive will not be worn. Examples: visible body piercings other than that suggested herein for women. The wearing of jewelry will be limited to breakaway watches and necklaces for men and breakaway watches, necklaces and conservative "stud" earrings for women. Under no circumstances will necklaces be permitted to extend out of the clothing. Wedding bands and other rings should not be

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worn due to significant probability of bodily injury. Decision to wear rings of any type shall be left up to the individual member.

The Department operates under a quartermaster system of uniform issue. The quartermaster system is the replacement of uniform issued items. Department issued clothing will be replaced on an exchange program. If an issued item is worn out, it will be replaced after being checked by the quartermaster or his/her designee on a one for one basis. Standard issue items will be supplied by the Department and replaced as deemed necessary by the Chief or Quartermaster. Only standard issue items as stated in this procedure may be worn. No substitutions or alterations will be allowed.

Each member will be responsible for keeping their uniform neat, clean and presentable at all times, including properly shined shoes.

No part of the uniform shall be worn off duty with exception of the baseball cap. No emblems, insignias, pins, or other items, not approved by the Chief, may be attached or worn on any part of the work uniform.

The prescribed uniform shall be worn at all times during the duty day and may be worn to and from duty. Civilian clothes may be worn to and from the station but may not be worn during working hours.

An approved white or navy blue t-shirt will be worn under the button down shirt (white under white shirt and blue under blue shirt). The uniform shirt shall be tucked neatly into the pants at all times.

Effective September 15th at 0700 hours of each year, short sleeve or long sleeve shirts may be worn.

Effective October 15th at 0700 hours of each year, long sleeve shirts shall be worn exclusively.

Effective April 15th at 0700 hours of each year, long sleeve or short sleeve shirts may be worn.

Effective May 15th at 0700 hours of each year, short sleeve shirts shall be worn exclusively.

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At the Company Officer's discretion, when working in or around the station, members may be allowed to remove their uniform shirt. The uniform shirt shall be put on immediately after completion of the work detail or for an alarm. Uniform shirts may also be removed after 1900 hours when in the station but must be put on for calls and greeting visitors. Company Officers may allow members to respond to alarms in t-shirt, during extreme heat and humidity conditions, heat index is 95 degree or higher. Ambulance personnel will have shirts available at all times.

The Button down shirt and the Long Sleeve button down shirt is the year around uniform shirt. The Long Sleeve job shirt may be worn as a pullover, over the Short Sleeve or long sleeve button down shirt anytime of the year.

When responding to calls after going to bed during the night hours, it will be acceptable to wear the Long Sleeve job shirt over an approved t-shirt.

The uniforms of the Manhattan Fire Department will be limited to the criteria outlined in the Uniform Handbook.

Approved by Chief Daniel Forsythe Date 12/12/14