



PRINCE GEORGE FIRE AND EMS

Section: Maintenance & Logistics

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Date: November 4, 2021

Title: Personal Appearance & Uniform Standards

Authorized By: *Paul Beaman*

I. Purpose

This policy shall serve to establish standards governing personal appearance and grooming for Prince George Fire and EMS (PGFEMS) members while on-duty or when representing PGFEMS in an official capacity. PGFEMS personnel are required to maintain an appearance that demonstrates a positive first impression and is in keeping with the spirit of our values. This policy shall be used to provide the necessary expectations and guidance for appropriate dress and personal hygiene at all times while on duty. Portions of this policy provide guidance

II. General Expectations

Personal appearance and grooming shall reflect a professional and favorable image upon the Department and shall instill confidence in the Department and its members by the public.

Supervisors/Company Officers are responsible for ensuring that each member under his/her command complies with the personal appearance and uniform standards included in this policy at all times.

Members seeking exceptions to any of the personal appearance and uniform standards on the grounds of religious beliefs or medical conditions must submit a request in writing through the chain-of-command to the Director of Fire and EMS. Exceptions will only be granted in writing on a case-by-case basis upon review of the merits of the request and any applicable safety considerations.

III. Personnel Appearance

A. Section 1

1. Personal Hygiene:

- (i) Members shall pay proper attention to personal hygiene while in uniform.
- (ii) During the performance of typical fire and emergency medical services duties, it is understood that it may be difficult to maintain a high level of personal hygiene at all times. Members should address personal hygiene issues as appropriate as soon as practical, following completion of those duties (i.e., washing hands, showering, changing uniform, etc.).

B. Section 2

1. Hair:

- (i) Hair shall be neatly groomed and clean. It shall be cut, styled and worn in a conservative manner. Hair may be in a bun or braided. The bulk or length of hair shall not interfere with the proper wearing of any department head gear or equipment. Hair pins and barrettes may be worn to meet the requirements of this standard, but may not interfere with the proper wearing of any department apparel or gear.



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- (ii) All hair shall be worn under the protective clothing and shall not interfere with the wearing of a self-contained breathing apparatus (SCBA) face piece or N-95 mask. Additionally, hair length must not interfere with providing emergency medical services. Caution must be taken to prevent member's hair from becoming contaminated by patient's bodily fluids or from contaminating patient's injuries.
- (iii) While in uniform, male personnel will keep hair short enough to remain off the back of the collar except for closely cut hair at the back of the neck. The hair will not hang below the middle of the ears when in a natural lay. Hair protruding from the back or sides of the head shall be kept to a minimum by whatever means are necessary.
- (iv) While in uniform, female personnel will keep hair arranged in such a way that it does not extend past the bottom of the collar. A braid, tight to the back of the head, will be allowed. Non-decorative, inconspicuous bobby pins, barrettes, clips, or hair bands may be used to meet this standard. Hair ornaments (i.e., ribbons, etc.) will not be permitted.
- (v) Hairpieces and wigs shall fit well, be natural in appearance, not interfere with the performance of duty, and conform to the grooming standards set forth in these standards.
- (vi) Hair must be a color naturally occurring in the human species. Any hairstyle that significantly distracts from the uniform appearance of the members will not be allowed. No greens, blues or pinks or other unnatural colors are allowed.

C. Section 3

1. Facial hair/Sideburns:

- (i) Facial Hair must be kept neat, clean and trimmed and maintain a professional appearance. Hair must not be longer than ¼ inch from the bottom of the top lip so as not to interfere with a proper seal. Growth or changes in facial hair may require refitting of N-95 mask in accordance this policy. The employee must pass the N-95 or current Hepa PPE mask. Full beards will not be allowed.
- (ii) The OSHA Respiratory Protection standard (29 CFR 1910.134) specifies certain requirements for employers to follow when their employees must wear respirators such as SCBA or N95 mask. The standard states that the employer cannot permit respirators with tight-fitting facepieces to be worn by employees who have facial hair that comes between the sealing surface of the facepiece and the face, or that interferes with valve function. [1910.134(g)(1)(i)(B)]



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- (iii) Essentially, it does not matter if hair is allowed to grow on other areas of the face (e.g., hair grown at the temples), as long as it does not protrude under the respirator seal, or extend far enough to interfere with the device's function. A member who is required to wear a respirator may have hair that falls under the respirator straps, but is not permitted to have hair that interferes with the respirator's sealing surface. Facial hair in the temple region of the face may or may not impact on the facial seal area of the respirator. Sideburns that don't enter the sealing surface area, for instance, are acceptable. However, thick sideburns that intrude into the sealing surface of the respirator are not permitted.
 - (iv) Any team member that insist or provides records illustrating the team member passing a fit-test with facial hair in the respirator sealing surface area is not considered to be compliant with the OSHA standard or this policy. No fit testing shall be conducted if there is any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed.
 - (v) Sideburns will not extend past the bottom of the earlobe and shall not be more than one inch wide.
 - (vi) Sideburns will be kept clean, neat and trimmed at all times.
 - (vii) Mustaches shall be neatly trimmed at all times.
 - (viii) Mustache shall not breach the inner seal of the SCBA facemask or N-95 mask.
 - (ix) No beards, chin whiskers, or goatees are permitted. Facial hair below the lip is permitted, but shall not exceed ½" in any dimension and must not breach the inner seal of the SCBA mask.
 - (x) With the exception of the facial hair growth permitted above, all members shall be clean-shaven when reporting for duty and at any other time when reporting for duty or when representing PGFEMS.
 - (xi) Firefighters that do not comply with the facial hair standard may be subject to disciplinary actions and will be identified on the fire ground with an Orange helmet and shall not be permitted in any environment that is Immediately Dangerous to Life and Health (IDLH) such as direct fire suppression activity's and shall not be permitted to use a SCBA.



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2. Jewelry:

- (i) Only one ring per hand is authorized. Wedding ring sets shall be considered one ring.
- (ii) Body (ears not included) piercing jewelry shall not be visible while wearing a uniform, physical training clothing or sleepwear. This includes magnetic or adhesive body jewelry.
- (iii) Only one necklace may be worn and shall be kept under the uniform shirt. Medical alert necklaces are permitted.
- (iv) Only one wrist watch and/or bracelet may be worn on each arm. Medical alert bracelets are permitted.
- (v) Earrings, only one simple post style in each earlobe are approved. Colors must be gold, silver or white pearl.
- (vi) Ear plugs/spacers must be flesh colored silicone and holes may not be larger than ¼ inch.

D. Section 5

1. Tattoos:

- (i) While on-duty or conducting PGFEMS business, tattoos will only be displayed on the arms and legs. No other visible tattoos are authorized.
- (ii) The display of any tattoo or brand that would be deemed offensive to the average person (nudity or violence, sexually explicit or vulgar art, words, phrases, profane language, symbols to incite negative reactions, initials or acronyms that represent criminal or oppressive organizations) regardless of its location, while members are in uniform, or conducting PGFEMS business, is prohibited.

E. Section 6

1. Miscellaneous:

- (i) Cosmetics may be worn, but shall be subdued and blended to match the natural color of the individual. Glitter is not permitted.
- (ii) False eyelashes are prohibited.



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- (iii) Eye glasses and sunglasses shall not be of bright colors (green, yellow, bright reds, royal blues, etc.) are not permitted. Sunglasses are to be worn outdoors.
- (iv) Fingernails shall be kept clean and shall not interfere with routine duties:
 - a. Nails shall be neatly trimmed. Fingernails must not project further than 1/8" from the end of the finger.
 - b. Members shall not wear nail polish while in uniform.
 - c. False fingernails, nails with overlays or other decorations are prohibited while in uniform.

F. Uniform Standard

1. Section 1 General:

- (i) Members are expected to exhibit a professional appearance and maintain their uniforms in a neat, clean and serviceable condition at all times. Damage such as missing buttons or torn hems should be repaired by members as needed. Department issued uniform items and those personal items allowed in accordance with this policy shall be removed immediately and replaced upon becoming faded, worn or damaged beyond suitable repair.
- (ii) Uniforms are to be worn to represent PGFEMS for job related purposes only or as otherwise directed or allowed by the director of Fire and EMS. Uniforms may also be worn to and from work. At no time will any part of the department issued uniform be worn as "casual wear" while off duty.
- (iii) While on duty, department issued uniform shirts are to be worn on all calls, public events, and whenever out in public. T-shirts should only be worn around the station, training, working out, daily maintenance, vehicle inspections, or when deemed appropriate by shift supervisor. The only exception is for Volunteer members that may be responding to calls while not covering duty assignments at the station.
- (iv) While in public view, members shall have shirts tucked into their uniform pants. Shoes or boots must be laced, zipped or synched tight. Pant legs must be fully extended, not bloused or tucked into boots.
- (v) No member shall wear items not provided by PGFEMS as their outer uniform. No uniforms items from outside agencies are permitted.
- (vi) No member shall wear t-shirts imprinted with inappropriate messages at any time while on duty or on department or county property.



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- (vii) No political language of any kind is to be worn or displayed at any time while on duty or on department or county property.
- (viii) No member shall respond to emergencies wearing shorts, tank tops, or other inappropriate apparel.
- (ix) No member shall wear unapproved footwear while on duty or responding to calls. Safety shoes must be worn during calls for service.
- (x) No member shall display thermal wear, underwear or any other article of clothing not referenced in this policy while in uniform.
- (xi) Personal listening devices such as Bluetooth ear pieces are not permitted to be worn except while driving, to provide "hands free" use of a cell phone and while working out.
- (xii) Personally provided radio Straps and holsters are permitted. Straps and holsters must be black, burgundy or brown. Bright colored shoulder straps or holsters are not permitted.
- (xiii) Only hats/head wear provided by PGFEMS is permitted while in uniform.
- (xiv) Any requests for changes to the department uniform standard or consideration of new items must be submitted for approval by the director of Fire and EMS.

2. Section 2:

CLASS A UNIFORM is the department's full dress uniform and will be worn at designated special events and other times as directed or approved by the director. Members are expected to maintain all components of the Class A Uniform at their normally assigned station while on duty. Not all firefighters have been issued a Class A double-breasted dress coat. As a result, firefighters will be required to wear all other components of the Class A Uniform. This provision will remain in effect until such time as the department is able to fund and issue every firefighter a dress coat.

Please review the Class A uniform guide at the end of this document for reference.

- (i) PGFEMS issued double breasted dress coat with button colors commensurate with rank (silver for firefighters and gold for officers):
 - a. PGFEMS shoulder emblem 1 ¼" down each sleeve.



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- b. PGFEMS issued rank insignias, one each side on upper front lapel:
- Firefighters – silver fire, rescue & EMS scrambles
 - Lieutenants – one gold bugle
 - Captains – two gold crossed bugles
 - Assistant Chiefs – three gold crossed bugles
 - Deputy Chief – four gold crossed bugles
 - Chief of Fire and EMS – five gold crossed bugles
- c. PGFEMS issued badge worn over left breast (silver for firefighters and gold for officers).
- d. PGFEMS issued nametag worn over right breast (silver for firefighters and gold for officers)
- e. Applicable service ribbons worn over nametag.
- f. Appropriate sleeve braid on each sleeve with 1/4" spacing between braids
- Firefighters – no braid
 - Lieutenants – one gold braid
 - Captains – two gold braids
 - Assistant Chiefs – three gold braids
 - Deputy Chief – four gold braids
 - Fire Chief/Director – five gold braids
- (ii) PGFEMS issued long sleeve shirt (powder blue for firefighters and white for officers):
- A plain white crew neck or V-neck t-shirt will be worn under the dress shirt.



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- PGFEMS issued collar rank insignias, one each side.
- PGFEMS badge worn over left breast.
- PGFEMS issued nametag worn on the top right hand shirt pocket flap.

(iii) PGFEMS issued black uniform tie.

(iv) PGFEMS issued dress pants.

(v) PGFEMS issued belt with buckle (silver for firefighters and gold for officers).

(vi) Black, plain toe (military type) dress shoes or highly polished work boots.

(vii) Black or navy blue socks; white socks may be worn when wearing 6" or higher boots.

3. Section 3

CLASS B UNIFORM is the standard work uniform for day-work positions and for other assignments as directed or approved by the director of Fire and EMS. Long sleeve dress shirts with the black uniform tie, short sleeve dress shirts without tie, polo shirts (short and long sleeve) may be worn as class B uniform shirts. (white lettering for firefighters and gold for officers).

(i) The PGFEMS issued long or short sleeve dress shirt:

- a. A plain white crew neck or V-neck t-shirt will be worn under the dress shirt.
- b. PGFEMS issued collar rank insignias, one each side.
- c. PGFEMS badge worn over left chest.
- d. PGFEMS issued nametag worn on the top right hand shirt pocket flap, positioned evenly with the top stitched edge of the flap.

(ii) PGFEMS issued dress pants.

(iii) PGFEMS issued belt with buckle (silver for firefighters and gold for officers).

(iv) Black, plain toe (military type) dress shoes or highly polished work boots.



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(v) Black or navy blue socks; white socks may be worn when wearing 6" or higher boots.

(vi) PGFEMS issued all-weather jacket; or the removable fleece liner may be worn separately as a lightweight jacket.

4. Section 4

CLASS C UNIFORM is the standard work uniform when assigned to shift-work in Emergency Operations. With the approval of the director, members in day-work assignments may wear the Class C Uniform based on the types of duties they are expected to perform in their assignment. The Class C Uniform consists of the following items:

- (i) PGFEMS issued polo shirt (navy blue for firefighters and gray for company officers, and white for chief officers,). Uniform t-shirts are not authorized to be worn off duty. While a t-shirt is approved as an alternative for the Class C Uniform, the department issued polo shirt (white lettering for firefighters and gold for officers) shall be worn to any scheduled event (i.e., public events and community programs etc.) or at other times as designated by the director or supervisor).
- (ii) PGFEMS issued work\EMS pants.
- (iii) PGFEMS issued uniform belt.
- (iv) PGFEMS approved steel-toed polished safety work boots or safety shoes.
- (v) Black or navy blue socks; white socks may be worn when wearing 6" or higher boots.
- (vi) PGFEMS issued job shirt with standard markings may be worn when needed.
- (vii) PGFEMS issued all-weather jacket; or the removable fleece liner may be worn separately as a lightweight jacket.
- (viii) PGFEMS issued baseball cap (white lettering for firefighters and gold for officers).