



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Personal Appearance and Dress Code		Approved by: Chief Jeffrey R. Stien	
POL #20	Draft Date:	Revision Date: 04/28/2009, 06/30/2011, 03/19/12, 09/24/12, 06/17/13	Effective Date: 03/22/12, 9/24/12, 06/17/13

PURPOSE: The purpose of this policy is to outline expected personal appearance and dress code while representing the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

While this policy does not cover all potential appearance and grooming issues, any extreme clothes, hairstyles, facial hair or jewelry are not permitted. Personnel are encouraged to use discretion in maintaining the professional image of the Department.

1. The following guideline for hair standards is based on the use of a protective hood. Both males and females must conceal all hair within a protective hood and still maintain proper fit of headgear and self-contained breathing apparatus face piece. 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 a patient's injuries.

Hair Standard: Hair is to be neatly groomed and clean. It shall be cut, styled and worn in a conservative manner. Hair may be in a bun, ponytail or braided to accomplish the above criteria. The bulk or length of hair shall not interfere with the proper wearing of any department headgear or equipment.

Hair Coloring: Hair coloring must look natural. Unnatural hair coloring, such as green, purple, blue, bright red, etc., are not permitted. Hair pins, combs, or barrettes may be worn to meet the requirement of this standard.

Wigs and Hair Pieces: Wigs or hair pieces may be worn while on duty or in uniform for cosmetic reasons to cover natural baldness or physical disfigurement. If a wig or hair piece is worn, it must conform to this standard for natural hair and must not cause a safety hazard.

Facial Hair: No person shall report for work or be on duty with facial hair of sufficient length to potentially interfere with an individual's ability to maintain a safe mask seal with/while wearing a self-contained breathing apparatus.

Beards and Goatees: Beards and goatees are not permitted.

Sideburns: 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.

Mustaches: Mustaches may be worn provided they are maintained in a neat, clean manner which presents a groomed appearance. The mustache must not interfere with the wearing of any fire equipment or SCBA and shall not expose the wearer to undue risk or hazard. Mustaches commonly known as "Fu Manchu" or "Handlebar" are prohibited.

2. **Jewelry:** A limited amount of jewelry may be worn while in uniform provided the items are discreet, do not expose the wearer to undue risk or hazard, and comply with the following guideline:
 - Ear rings in the nose, eyebrows, lips, etc., are not permitted.
 - Stud ear rings, one in each ear, is permitted while on duty and at the station.
 - Necklaces or chains worn about the neck are permitted as long as they are concealed beneath the uniform shirt.
 - Jewelry which is loose or protrudes and may catch in machinery or equipment may not be worn while in uniform.
 - Visible piercing of the body, with the exception of that mentioned above, is prohibited and must be removed or covered prior to starting duty or conducting Fire Department business.
3. **Cosmetics:** Females may wear cosmetics such as eye shadow, rouge, or powder as long as these items are used in moderation and worn in a conservative style.
4. **Tattoos:** All tattoos that are in visible areas shall not depict explicit sexual content, immoral, express radical social statements or other offensive implications must be covered at all times while on duty. If you are unsure of the acceptability of a potential tattoo, check with a Chief grade officer in regards to the intent of this policy.

- 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:
 - Split, forked, or pierced tongue
 - Pieced nose, lip, eyebrow, or other areas of the face or body
 - Foreign objects inserted under the skin or intentional burns to create a design or pattern
 - Enlarged or stretched holes in ears (other than normal pierced earlobes)
 - Intentional scarring on neck, face, scalp, or anywhere on the body

Compliance:

The Fire Department reserves the right to remove employees from a call for poor hygiene. This includes strong body or breath odors, including tobacco, failure to shave, or unkempt hair.

This policy does not cover all potential appearance and grooming issues and any extreme clothing, hairstyles, facial hair, or jewelry is not permitted. The Fire Chief or his/her designee will make the final determination on all appearance and grooming matters. Employees are encouraged to maintain the professional image of the Mukwonago Fire Department.

Failure to comply with this policy may result in disciplinary action up to and including termination.

Uniforms:

All clothing shall be neat, wrinkle free, in good condition and not translucent. Undergarments are to be worn and not exposed or visible through clothing. Sleeveless tops are not acceptable. No sandals or open toes. Socks and hosiery, along with closed toed shoes, per OSHA guidelines must be able to provide protection from potential needle sticks, splashing blood or potentially infectious material. **Appropriate uniform shall be worn while on call or duty and follow this policy for appearance while at the station. Exceptions to be approved by the Fire Chief or designee.**

Dress Uniform: Class A

1. Suit coat, dark blue (if issued by the department)
2. Dark blue dress pants (if issued by the department)
3. White shirt and black tie- Officers and light blue shirt and tie- line staff(provided after probation)
4. Dress Hat and hat badge (If issued by the department)

5. White gloves, collar brass and shirt badge (If issued by the department)
6. Black dress socks (member supplied)
7. Black belt (member supplied)
8. Black leather/dress shoes (If issued by the department)

Semi-Dress Uniform: Class B

1. Dark blue MFD button shirt (provided by the department)
2. Dark blue pants (member supplied)
3. Black belt (member supplied)
4. Black shoes (member supplied)

Work Uniform: Class C

1. Dark blue, red or grey T-shirt (member supplied)
2. Dark blue jumpsuit with MFD logo (member supplied)
3. Dark blue pants or shorts (member supplied)
 - a. Pants are defined as having belt loops and pockets and they are ankle length.
 - b. Shorts may be worn during the months of May through September weather/temperature permitting. For specific EMS calls dealing with medical emergencies and any suspicion of trauma or any fire call, pants or bunkers or equivalent are required.
 - c. Shorts must extend from the waist to a point at or just above the knee (NFPA 1975 - 6.2.2 Fire and Emergency Services Protective Clothing and Equipment).
 - d. Shorts must navy blue (5.11 type recommended). They shall be clean and be free of tears and rips. Shorts shall be worn with black socks and black low cut shoes (not boots).
 - e. When wearing shorts, turnout gear must be worn for any fire related incidents (i.e. fire, MVC, haz-mat, investigation, rescue, etc.).

Self-purchased MFD logo apparel may be worn while on duty including:

1. MFD approved baseball/knit caps, winter hats or visors, navy in color and can affix their FD# in the designated area
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2. Job Shirts, Jump Suits, Polo shirts, fleece and navy cargo shorts can be purchased by probationary members.
 3. Regular and honorary members are the only people that can purchase any items with their name and rank on the shirt. When putting a name on a piece of clothing you will use your last name. There is an additional charge for adding names and rank so that is not a requirement to have the clothing.
 4. All shirts will be navy in color for line staff and Chief Officers can get navy or white Captains and Lieutenants can get navy or grey.
 5. Probationary members will not be allowed to purchase winter coats until they are of regular member status.
 6. Probationary member will be allotted \$30.00 for a pair of navy work pants.
4. As part of portraying a uniform appearance, the following weekday schedule shall be followed:
1. Monday through Thursday – blue t-shirt
 2. Friday – blue t-shirt or Support Our Troops (red) shirt
 3. Saturday through Sunday – any color t-shirt

Any day when on Fire Inspections or on a Public Relations Activity, the badge shirt and pants shall be donned as noted below.

5. Uniform shirt standards
1. Left shoulder: Department patch-Class A and Class B uniform
 2. Right shoulder: National Registry or State EMS Certification and/or State Level Fire Certification patch or Dive Team (maximum of 2 patches on right shoulder) Class B uniform only. Nothing is to be on right shoulder for Class A uniform shirts.

** Per the State of Wisconsin, no patch may be worn for an EMS certification greater than the level of EMS care that the individual and/or MFD is certified to provide. **
 3. Collar brass: Officer Rank bugles or MFD designation
 4. Badge: Located above the left pocket
 5. Any fire department certification pins may be worn on the right pocket flap (maximum of 4) Class B uniform only.
6. Class A Uniforms may be worn to, but not limited to, the following:
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1. Funerals, Parades, Special department functions, meetings, and fire inspections.
7. Class B Uniforms shall be worn to, but not limited to, the following:
 1. All departmental practices (Fire, EMS, Company), Funerals, Parades, Special Department Functions, Meetings, and Fire Inspections.
 2. All classes internal or external, hosted, sponsored or the member is representing the Mukwonago Fire Department.
8. All uniforms shall be worn in an appropriate manner, in accordance with Mukwonago Fire Department guidelines:
 1. Shirt tucked in, buttons buttoned.
 2. No clothing worn over the top of the uniform when in attendance of meetings and practices, when indoors.
 3. Issued to new members: 1 each T-shirt navy, grey (while supplies last), and red. 1 long sleeve navy T-shirt, 1-navy fall Coat and 1 navy badge shirt.

**No MFD apparel, of any kind, is to be worn to establishments in question
(i.e.: bars, nightclubs, adult entertainment facilities, etc.)**