

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 5.2.03
2. SUBJECT: *Uniforms, Dress Code and Personal Appearance*
3. POLICY: It is the Policy of Grant County Fire District 3 to ensure that its employees and volunteers maintain proper uniform decor at all times.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
 - B. Officers are responsible for ensuring that subordinates adhere to this Policy and Procedure.
 - C. All personnel are responsible for complying with this Policy and Procedure.
6. PROCEDURE:
 - A. Uniforms will be worn only when representing the Fire District.
 - B. Uniforms should be worn in a complete state. Example: Uniform shirt and uniform slacks. Uniform shirts may be worn with turnout pants in place of slacks and shoes.
 - C. Uniforms will consist of the following for firefighters and officers.
 1. Firefighters, Lieutenants & Captains:
 - a. Navy Blue District Shirt
 - b. Navy Blue District Class B Uniform Shirt
 - c. Navy Blue District Sweatshirt
 - d. Navy Blue Pants
 - e. Black Station Boots
 - f. Black Belt
 - g. Silver Badge
 - h. Silver Belt Buckle
 - i. Silver Name Tag and Collar Brass
 - j. Optional: District Cap or Beanie

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2. Shop Personnel:
 - a. Navy Blue District Shirt
 - b. Navy Blue District Sweatshirt
 - c. Navy Blue Pants
 - d. Black Station Boots
 - e. Black Belt
 - f. Optional: District Cap or Beanie
 2. Chief Officers:
 - a. Black District Shirt
 - b. Black District Class B Uniform Shirt
 - c. Black District Sweatshirt
 - d. Black Pants
 - e. Black Station Boots
 - f. Black Belt
 - g. Gold Badge
 - h. Gold Belt Buckle
 - i. Gold Name Tag and Collar Brass
 - j. Optional: District Cap or Beanie
 4. Formal Dress:
 - a. White District Class B Uniform Shirt
 - b. Matching Formal Black Pants/Skirt and Coat
 - c. Black Dress Shoes and Black Socks
 - d. Black Belt
 - e. Badge (color matching rank)
 - f. Formal Hat with Badge (color matching rank)
 - g. Name Tag and Collar Brass (color matching rank)
 - h. Black Tie
- D. Dress Code:
1. All personnel are expected to dress and groom in accordance with accepted uniform, social, or business attire. Each officer is responsible for enforcing a reasonable dress code appropriate to the job.
 2. A neat, professional appearance contributes to the positive impression made on our citizens. All personnel are expected to be suitably attired and groomed during working hours or when representing Grant County Fire District 3. Maintaining a clean and consistent appearance enhances the District's professional image. Personnel should strive for uniformity in attire to the best of their ability; however, the District recognizes that individual circumstances may affect one's ability to fully meet uniform standards.
- E. Personal appearance should be a matter of concern for each employee. If officers feel the attire is out of place, an employee may be asked to leave your workplace until he or she is properly attired. The District Fire Chief has the ultimate

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authority to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

- F. Coveralls provided by the district are to be worn at any time the activities of the personnel may cause damage to the uniform.
- G. The District Fire Chief may grant exceptions to this procedure for extraordinary or special circumstances.