

Texas Fire Chiefs Association
DOCUMENT SUBMISSION FORM

Candidate Department: Coppel Fire Department

Best Practice Standard: 12.12 Appearance

Proofs of Compliance Submitted:

1. CFD SOG# 05-30 – Uniform Wear
2. City of Coppel Policies and Procedures Handbook: Policy No. 1195 – Dress and Appearance

Submitted By: Gregg Loyd	Date: 10/1/2013
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Evaluator's Review

Evaluator:

Date Accepted:

Coppell Fire Department Standard Operating Guidelines



SOG# 05-30 – Uniform Wear	Effective Date: 04/15/2012
Fire Chief: 	Revised Date: 10/1/2013

Purpose: To outline the proper uniform wear

Scope: This guideline applies to all uniformed members of the fire department

Directions:

1. All oncoming personnel will be in a Coppell Fire Department issued uniform by 0700, of each duty shift.
2. All off going personnel will be in a Coppell Fire Department issued uniform until relieved by oncoming personnel.
3. Personnel are responsible for the condition and cleanliness of their issued uniforms. Uniforms are to be kept neat, clean, in good repair, and well pressed at all times.
4. Only department issued uniforms, protective clothing, and equipment are allowed for use while on duty. Civilian clothing is not permitted when on city time. The appropriate uniform will be worn when representing the city.
5. The Coppell Fire Department will have 5 designations of uniforms:
 - a) Class A
 - b) Class B or B Modified
 - c) Class C-Station Wear
 - d) Workout clothing
 - e) Personal Protective Equipment (PPE)
6. Class A uniforms are the “Dress Blue” uniforms of the department and include the following items:
 - a) Dress coat
 - b) Dress trousers or skirt
 - c) Dress shoes
 - d) Black socks for trouser or sheer hose for skirt
 - e) White shirt
 - f) Tie
 - g) Black belt
 - h) Uniform hat
 - i) White gloves
 - j) Appropriate insignia

Class A uniforms are worn for special functions such as Medal Days, Promotional Ceremonies, Memorial Events, Weddings and Funerals. The entire ensemble is worn intact, and all pieces must be present. Direction for Class A use and wear will be indicated by Administration prior to the event.

In regards to the Class A uniform, the following will apply to the wearing of insignia and award ribbons:

- 1) The badge will be displayed above the left upper pocket, in the badge tabs.
 - 2) The name plate will be worn directly above the right upper pocket, centered, with the bottom of the name plate even with the top of the pocket.
 - 3) The lapel insignia will be worn on the first lapel from the bottom; 1/8" from the sewn edges with the insignia parallel with the midline of the Class A coat.
 - 4) The collar insignia (if applicable) will be worn on the collars of the white dress shirt, centered on the midline of apex of the collar, 1/8" from the sewn edges.
 - 5) The mourning badge will be worn as directed by administration.
 - 6) Award ribbons will be worn as follows-
 - 1 ribbon-Centered 1/4" directly over the name plate
 - 2 ribbons-Side by side, centered 1/4" over the name plate
 - 3 ribbons-Side by side, with the middle ribbon centered 1/4" over the name plate
 - 4 ribbons-Start a second line directly above the first line and follow the rules for 1 ribbon.
 - 7) Medals are only worn for specified occasions. In the event that medals are worn, the corresponding ribbons are not worn. The medals will be worn on the flap of the right upper pocket, directly below the name plate.
 - 8) Embroidered Maltese Crosses will be issued for every 5 years of paid fire service. The Cross(es) will be located on the left sleeve, 4" from the hem. In the event that rank stripes exist, the Maltese Cross(es) will be located 1/4" above the top rank stripe.
7. The Class B uniforms are the "Nomex wear" and can be worn with two different variations; Class B and the Class B Modified.

The Class B Uniform consists of the following items:

- a) Long sleeve or short sleeve uniform shirt
- b) Uniform Nomex trousers
- c) Black footwear
- d) Black belt
- e) Appropriate insignia

The Class B uniforms are worn for special events that are not formal, but require a more appropriate appearance than station wear can provide. This includes external classroom training classes, city council events, public education events in corporate or academic settings, etc.

The Class B Modified Uniform consists of the following items:

- a) Long sleeve Class B shirt
- b) Dress trousers
- c) Dress shoes

- d) Black socks
- e) Black belt
- f) Black tie
- g) Uniform hat (if assigned)
- h) White gloves (if assigned)

In regards to the Class B & Class B Modified Uniform, the following will apply to the wearing of insignias and award ribbons:

- 1) The badge will be displayed above the left upper pocket, in the badge tabs.
- 2) The name plate will be worn directly above the right upper pocket, centered, with the bottom of the name plate even with the top of the pocket.
- 3) The collar insignia (if applicable) will be worn on the collars of the white dress shirt, centered on the midline of apex of the collar, 1/8" from the sewn edges.
- 4) The mourning badge will be worn as directed by administration.
- 5) Award ribbons are not worn on Class B uniforms.

8. Class C Station Wear uniforms consist of the following items:

- a) Navy uniform collared polo style shirt
- b) Job shirts
- c) Uniform trousers
- d) Uniform shorts
- e) Black closed toe footwear
- f) Black rescue belt
- g) Ball cap (optional)

Class C Station Wear is the daily uniform wear. Class C Station wear is the clothing that personnel will wear throughout the shift and on all responses except when working out.

9. Workout clothing consists of:

- a) Navy Uniform T-shirt
- b) Issued athletic shorts
- c) Closed toe footwear

Workout clothing is worn during work out periods and while sleeping only.

10. Personal Protective Equipment (PPE) consists of the items that the Coppell Fire Department issues for operational wear and consists of:

- a) Bunker gear (Coat, pants, boots, hood, gloves, suspenders and helmet)
- b) Special operational equipment (boots, coats, rescue gloves)
- c) Safety gear (Eyewear, traffic vests)

PPE is worn as indicated and in accordance with the incident needs.

11. Uniform footwear consists of footwear that is primarily black and in good condition. Small colored trademarks or insignias are permitted.

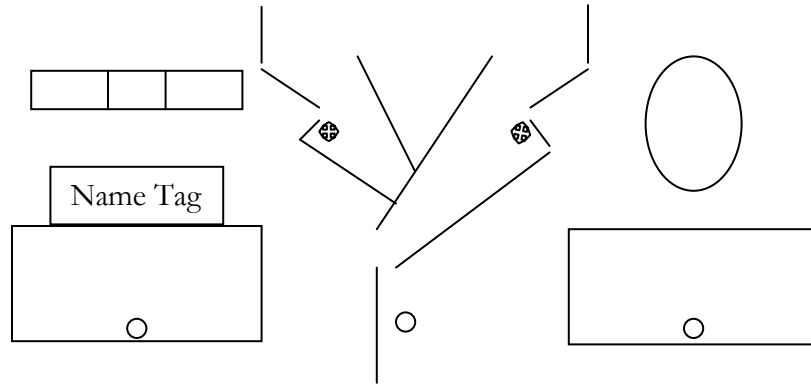
12. Footwear worn with uniform shorts must be low quartered footwear, 6 inch maximum in height, following the same requirements as above for footwear.

13. Socks worn with uniform shorts will be of ankle length only and will display a solid color, either black or white. Small colored trademarks or insignias are permitted.
14. Because of the variety of Class C station wear options, entire companies are not required to dress alike.
15. Ball caps worn on duty are to be issued by the Coppell Fire Department, in good condition and worn with the bill facing forward at all times.
16. Personnel will be required to keep issued footwear and Nomex trousers in a day bag and on the apparatus for Special Operations responses.
17. Items not issued by the Coppell Fire Department will not be permitted for uniform wear except athletic footwear.
18. Uniformed personnel shall not expose any tattoo to the public while on duty.
19. Special ops coats, uniform trousers, helmets, hoods and issued boots will be worn on grassfires. This equipment is also appropriate for trench rescues and confined space rescues when they don't interfere with harnesses or other rescue devices. This equipment will be referred to as Special Operations gear.
20. Station wear is not permitted to be taken home. It is to be laundered at the stations as part of the Infection Control Program and SOG #01-05 *Infection Control Procedures*.

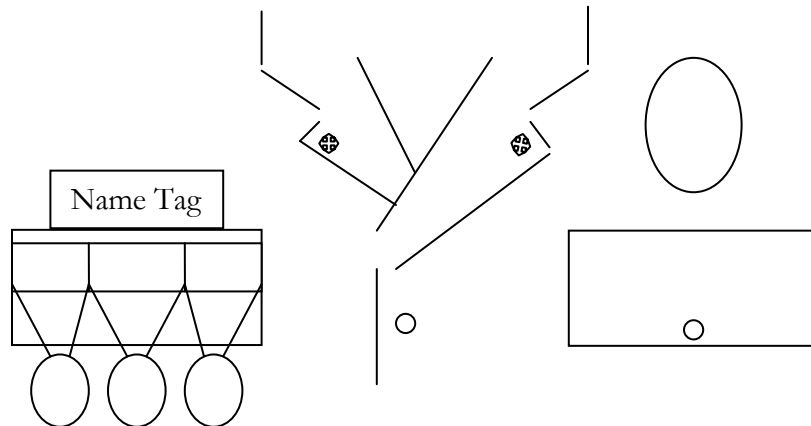
Uniform Wear Attachment

CLASS A UNIFORMS

Class A Uniform with Ribbons (Fig 1)

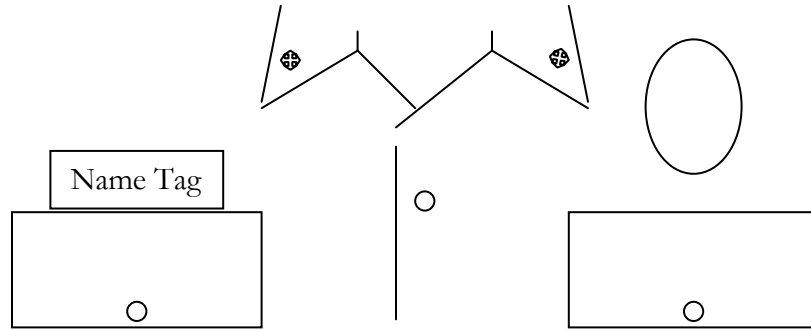


Class A Uniform with Medals (Fig 2)

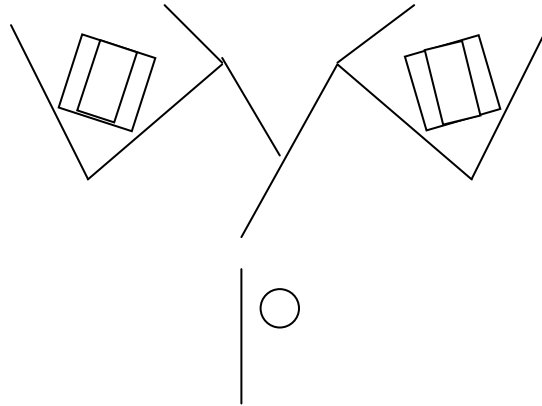


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CLASS B UNIFORMS

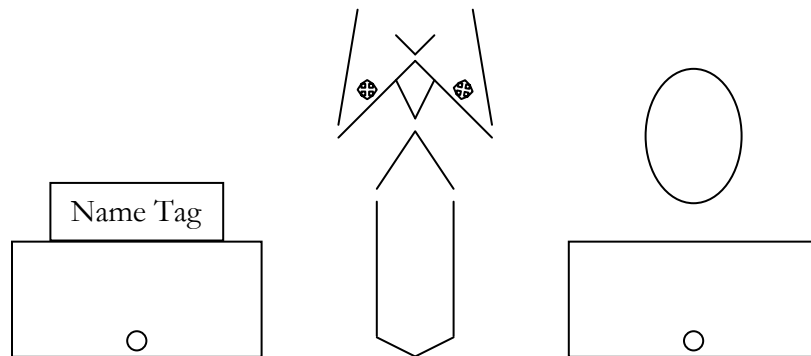
**Class B Standard
(Fig 3)**



**Class B Uniform Collar Brass
(Fig 4)**

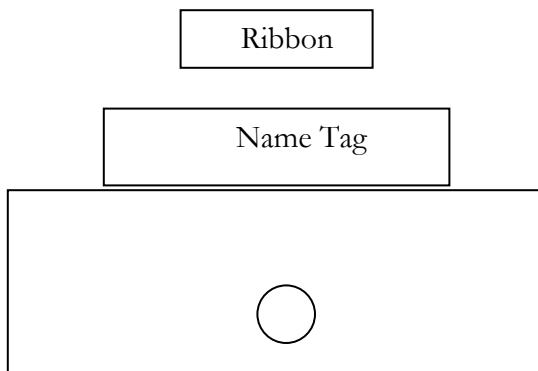


**Class B Uniform Modified Collar Brass
(Fig 5)**

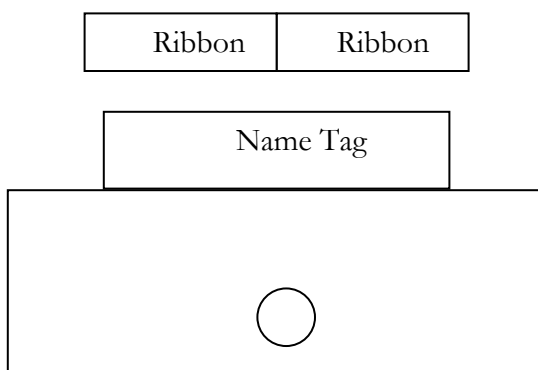


8
Class A Uniform Award Ribbon

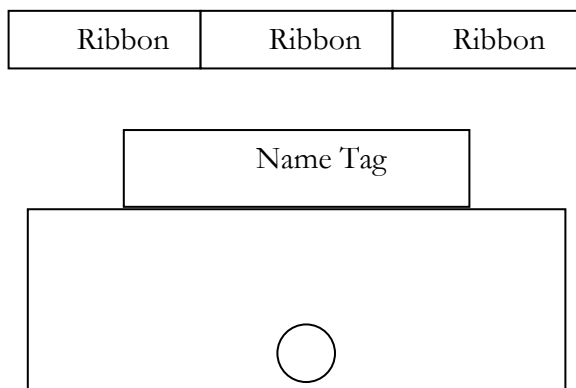
One Ribbon:



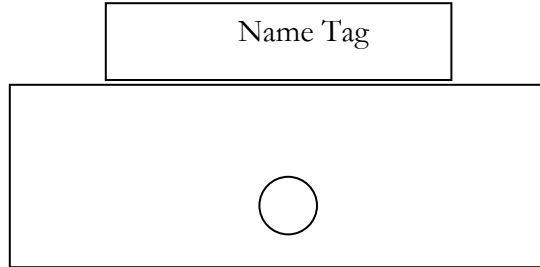
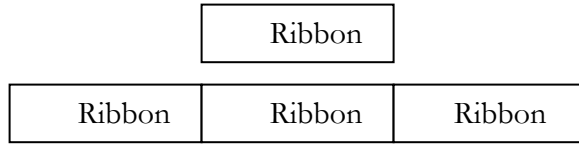
Two Ribbons:



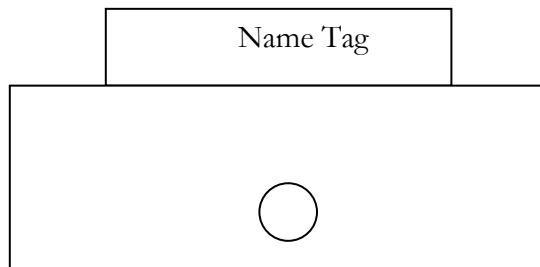
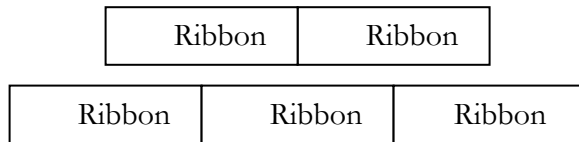
Three Ribbons:



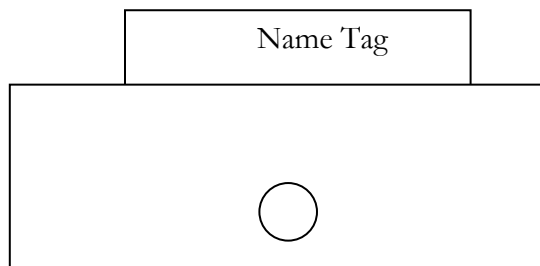
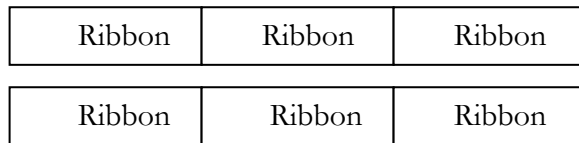
Four Ribbons:



Five Ribbons:

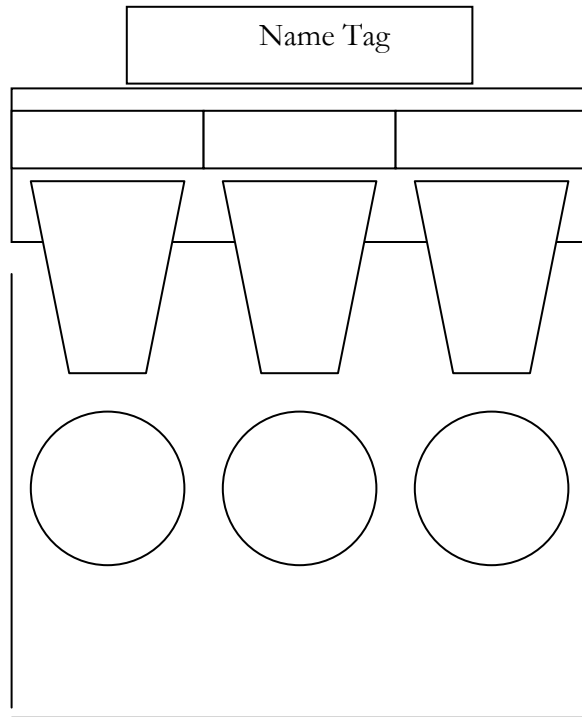


Six Ribbons:

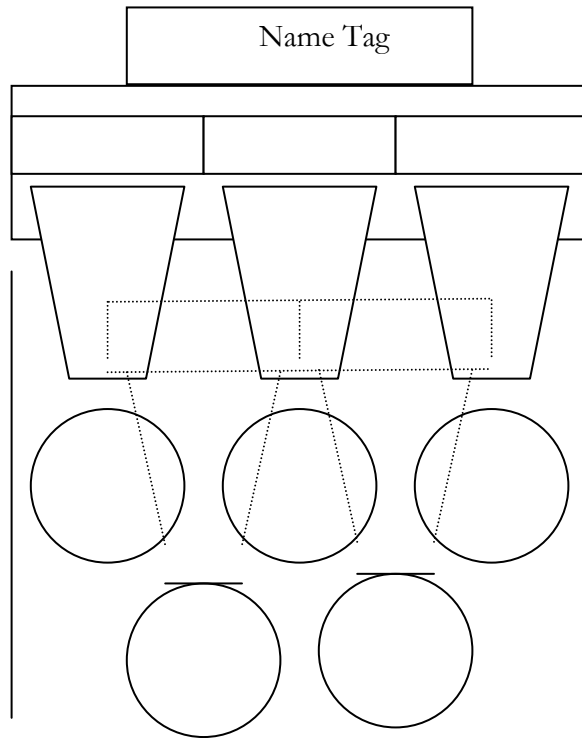


10
Class A Uniform Medals

1-3 Medals



4 or more



CITY OF COPPELL POLICIES AND PROCEDURES HANDBOOK

DRESS AND APPEARANCE

Policy No. 1195

Rev. 01/01/2010

Employees must, at all times, dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City of Coppel allows business casual dress in the work place year-round, in accordance with this policy. This policy addresses all employees except for those who are required to wear uniforms. Department Directors are strongly encouraged to allow their employees to participate in business casual dress, as practical. Department Directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

Professional business attire or a required uniform is to be worn when there is a need to present a more formal professional appearance for meetings or special events. Suits, dress shirts and ties for men and suits or dresses for women are proper attire for personnel scheduled for agenda presentations (i.e. City Council meetings, receptions, etc.). When attending off-site training refer to the training brochure for recommended dress attire.

Employees must remember that they are professionals 100% of the time and are dressing for business, not for pleasure. All clothing must be clean, neatly pressed and in good repair and appropriate to the work setting. Attire must always reflect a professional business attitude and presence. Provocative, suggestive articles or other inappropriate dress are not allowed in the workplace. When there is a question on whether or not an item of clothing is prohibited, please err in favor of being conservative and assume that it is not acceptable attire.

Business Casual Work Attire:

- Jeans and athletic shoes are not acceptable during normal work hours unless a special day is declared or as specifically approved by the appropriate Department Director as work assignments dictate.
- Sweatshirts sweat pants and hoodies of any type are not acceptable unless a special casual wear or festive occasion is declared by City management.
- T-shirts are not acceptable unless a "T-shirt day" is declared by City management.
- Shorts shall not be worn unless they are part of a City Department's approved uniform and worn with a shirt that identifies them as an employee of a particular City Department or Division or approved by the Department Director as special circumstances warrant.
- Women: Camisoles or t-tops are required to be worn with low cut blouses/tops. Clothing with thin or spaghetti straps or tank tops need to be worn with an acceptable

jacket. Skirts and skorts shall be worn no shorter than 2 inches above the top of the knee. Ankle length and Capri dress slacks are appropriate. Dress shoes or dress sandals are appropriate. No more than 3 earrings in each ear may be worn provided the earrings are not unprofessional in appearance.

- Men: Knit shirts with collar, banded collar shirts, short sleeve or dress shirts without a tie are acceptable. All shirts are to be tucked in unless specifically designed to be worn outside trousers. Socks are required. No more than 3 earrings in each ear may be worn provided the earrings are not unprofessional in appearance. Men are not to wear earrings at Council presentations or formal city events.

The following are inappropriate for the work place:

- provocative or revealing attire including low cut, bare backs, midriffs, body-hugging, see-through garments, or excessively tight fabrics;
- bare shoulders and tube tops
- stirrup pants, spandex pants, casual cargo pants, leggings, form fitting or tight slacks/trousers;
- clothing with unclear or obscene messages or that endorses alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
- unpressed, soiled, ripped and tattered clothing;
- visible tattoos which could be deemed offensive;
- nose rings/studs, eyebrow rings/studs; tongue studs, lip piercing, or similar type facial jewelry.

Jewelry. All jewelry worn by employees must be appropriate so it does not detract from a professional appearance or conflict with department uniform guidelines.

Hair and Facial Hair. Hair styles and hair colors must be appropriate to the employee's position and extremes of any type are unacceptable. For example, green hair, mohawk style haircuts, and severely spiked hair are not allowed. The length of hair must not pose a safety hazard for employees working around machinery and moving objects. Hair, including facial hair, must be clean and neatly groomed at all times. Sideburns may not extend below the ear lobe.

Perfume and Cologne. While at work, employees should minimize the use of scented aftershaves, colognes, and perfumes as these products may impact the health of chemically-sensitive customers and other employees.

Personal Hygiene: It is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.

Uniforms. The City supplies Fire, Police, Parks and Recreation, and Public Works personnel with appropriate uniforms. Employees in jobs that require a uniform will be told how and where the uniforms can be obtained. The City will provide replacement uniforms as necessary. Uniforms must be clean and neat. City-owned or authorized uniforms may not be used outside of work, for personal use or by any third party. City uniforms may be used by City employees in connection with outside employment with the Department Director's prior written authorization. The logo and type used for the logo apparel must comply with the City's Basic Design Guidelines.

Employee Purchasing City Logo Clothing: Employees who work primarily in offices are not eligible to receive uniforms. However, employees are permitted to purchase City logo apparel at their own expense and at the City's contract price. Orders must be coordinated through Purchasing and may be paid with a personal check or through payroll deduction.

Exceptions. Employees having a conflict with any aspect of this policy, based on cultural or religious traditions or medical reasons, may request an exemption. The employee must place the request in writing to his/her Department Director. The Department Director and the Director of Admin/HR or their designee shall review the request and determine whether an exception will be granted.

Enforcement. Employees and supervisors are responsible for ensuring compliance with the City's dress code standards. In all cases, the City will make the determination as to acceptable dress, appearance and grooming.

Department Directors shall specify requirements for uniforms and other work attire. Departments may impose special dress and grooming requirements necessary for employee safety, including use of appropriate personal protective equipment, shoes and clothing.

Supervisors are responsible for ensuring that employees know, understand and adhere to this policy as well as any department specific dress policy. Managers and supervisors shall counsel employees' whose dress, personal hygiene or grooming is inappropriate.

Each employee is expected to adhere to the clothing, uniform and personal appearance guidelines set forth in this policy. Each employee must use good judgment and common sense in selecting clothing that fits with the function of his/her position, while also promoting a professional image. In order to avoid bringing discredit to the City, employees shall exercise caution in their conduct when wearing uniforms or other apparel bearing the name or logo of the City of Coppel.

Direct questions about appropriate appearance or dress to your supervisor, Department Director, or the Human Resources Department.

Employees in violation of this policy may be sent home. Under such circumstances, nonexempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined, up to and including termination of employment.

The Department Director, with approval of the City Manager's office, may make departmental exceptions to this policy when deemed necessary for business reasons or implement a more restrictive dress and appearance policy.

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