

**CITY OF AUBURN HILLS
FIRE DEPARTMENT
PERSONNEL GUIDELINE**

SUBJECT: Wearing of Department Uniform & Appearance Standards	NUMBER: #116
--	------------------------

EFFECTIVE DATE: April 15, 2005	REEVALUATION DATE: April 15, 2006
--	---

AMENDS: June 1, 1999	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 6
--------------------------------	---------------------------------------	---------------------------

I. PURPOSE

To provide for the safety of personnel while performing duties within hazardous environments and define acceptable appearance guidelines while wearing a uniform and representing the department in civilian clothing.

II. GUIDELINE

PERSONAL APPEARANCE

- A. Hair will be neatly trimmed, clean, and combed or brushed in such a manner that it will not present a safety hazard with respect to firefighting duties and shall not interfere with the proper placement of protective equipment to include the seal of the Self Contained Breathing Apparatus (SCBA) face mask.
- B. The hair length , bulk or appearance shall not be excessive, ragged, shabby, bushy, unkept or neglected.
- C. Hair will not be in ponytails, flips, Mohawk, cornrows, dreadlocks, or have designs cut in it.

HAIR-MALES

- A. Hair on the forehead shall be groomed so that it does not fall below the eyebrows, and not protrude below the protection of the helmet or ear flaps attached to it.
- B. Hair on the back and sides of the head shall be cut so it will not hamper the effectiveness of the protective equipment worn on the head.

- C. Hair will not extend over the shirt collar when the firefighter is standing with head in a normal posture. Hair must be neatly tapered or squared at the base.
- D. Sideburns, or any hair worn in front of the ear, shall be neatly trimmed and tapered, not extending below the lowest part of the exterior opening of the ear, not flared, of even width and ending with a clean shaven horizontal line.
- E. All personnel are restricted from growing beards or goatees of any kind.
- F. Neatly trimmed mustaches are allowed provided the growth does not extend below the horizontal corners of the mouth, over 3/4 inch beyond the corners of the mouth. No “handlebar” style mustaches will be permitted.
- G. A bun, twist or braid may permitted on the top or back of the head, provided it is worn in a neat manner and does not interfere with the wearing of protective equipment.

HAIR-FEMALES

- A. Hair may not be worn longer than bottom of the collar on the back of the head, and to the bottom of the earlobe on the sides. The total length will not hamper the effectiveness of the protective equipment worn on the head.
- B. A bun, twist or braid will be permitted on the top of the head, provided it is worn in a neat manner and does not interfere with the wearing of protective equipment.

JEWELRY

- A. Earrings will be limited to stud/post type without any type of dangling attachment.

CIVILIAN CLOTHING

- A. When responding to calls for service and not in uniform the firefighter shall be mindful of their appearance. This will include the type of clothing being worn and its condition to include cleanliness.
- B. Department approved hats may be used to cover uncombed hair when responding to calls for service that under most conditions will not require the firefighter to wear their protective turnout equipment.
- C. Shirts, tee-shirts, sweatshirts or any similar clothing shall not have offensive language or pictures on them.
- D. The wearing of shorts on calls for service will not be allowed.
- E. Sandals, flip-flops and similar footwear shall not be worn.

- F. The wearing of department approved Jumpsuit/Squad suits may be worn to cover clothing that does not meet the above guidelines while on calls for service.

White Shirt/Blue Shirt (*Wearing of Departmental Uniform*)

When wearing a uniform shirt a matching color T-shirt will be worn under the shirt. For example a dark blue T-shirt may be worn under the blue uniform shirt. When a collar type shirt is not worn with a tie, the top button will remain unbuttoned. Collar brass on the uniform shall be worn in the manner of bugles for Officers only, to signify the rank of the Officer (bugles shall be the singular type not the round button version). The bugles shall be worn on both sides of the collar at the corners. No other buttons shall be worn on the collar of the uniform unless this policy is amended. The breast badge shall be worn on the left side of the shirt above the pocket at area provided for it. The name plate shall be centered and worn over the right pocket, not to exceed 1/8" over the seam of the pocket. Special awards given the wearer by this Department shall be placed below breast badge on left side of the shirt, with the highest level award closest to the heart. Field Training Officer pin may be worn if, desired, above name plate with the center of it no more than 1/8" above it. Only a Department issued shoulder patch shall be sewn on each shoulder area of the uniform shirt. When a tie is worn or required to be worn it shall be dark blue or black in color.

Ties

Ties shall be worn by officers in long sleeve shirts and at any other time the Fire Chief designates. The ties shall be dark blue in color. A tie tack is optional.

Trousers

The Department issued blue trousers shall be worn with a black belt.

Shoes/Boots

Black Shoes or Boots must be worn with the issued uniform. Shoes/Boots shall be polished and in good repair. Tennis shoes are not allowed unless required for a class or some other function. Black or dark blue socks shall be worn with the uniform.

Jackets/Coats

Department issued shoulder patches shall be sewn on both shoulders of the coat. Badge, collar brass and name plate shall be worn in the same manner as with the dress shirt.

Individual station jackets shall not be worn with the Department issued uniform.

Deviation from this policy may be approved by the Fire Chief or their designee. All articles of clothing worn as a member of this department shall be clean and pressed as required.

Tee Shirts / Sweat Shirts

Department approved tee shirts may be worn instead of the uniform shirt when weather conditions dictate and are authorized by the Fire Chief or Assistant Chief of Operations. They may also be worn around the station when and the firefighter is not dealing with the public. The uniform shirt will be worn when responding to calls or dealing with the public unless an exception has been made as stated above.

Miscellaneous

The wearing of any Auburn Hills Fire Department emblem into any public place that may bring a negative opinion of the fire department is strongly discouraged. This includes Station Association jackets, hats, and tee-shirts. Any person wearing a Department uniform or emblem on a station jacket, hat, tee-shirt or any other item of clothing that is worn publicly must always display them in a professional manner.