

HR LF	HR HF	Fire Department Town of Belmont NH 03220	<b>STANDARD OPERATING GUIDELINE</b>	<b>SOG NO: ADM 13-010</b>
LR LF	LR HF			
			Title: Professional Appearance	EFFECTIVE DATE: 03/13/2013  REVISION NO: 00 Supersedes SOP A-001

**I) PURPOSE/SCOPE/APPLICATION**

- A) To ensure that all members represent the Belmont Fire Department in a professional and appropriate way at all times.
- B) This guideline will identify the proper wearing and use of department uniforms.
- C) This guideline will be applied while any employee is on duty for a scheduled shift, (including special duty, details, or coverage shifts,) and in some circumstances while off-duty.

**II) REFERENCE DOCUMENTS**

- A) SAF 10-006 Inspection Cleaning, Disinfection of PPE and Clothing
- B) GO 12-014-1 Facial Hair
- C) GO 12-017 Infection Control

**III) DEFINITIONS**

- A) N/A

**IV) SPECIALIZED ROLES AND RESPONSIBILITIES**

- A) N/A

**V) SAFETY**

- A) Cleanliness is a critical component of infection control and must be maintained whenever possible.

**VI) ENFORCEMENT**

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Officer in Charge and the Deputy Chief.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

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## VII) STANDARD OPERATING GUIDELINE

### A) Uniforms

- 1) While any employee is on duty for a scheduled shift, (including special duty, details, or coverage shifts,) an approved Belmont Fire Department uniform shall be worn.
- 2) This will include:
  - (a) Department approved navy blue work or EMS pants, a department logo shirt, and steel toed approved footwear.
  - (b) While out of the station on calls, inspections, etc...a collared shirt must be worn, subject to exceptions approved by the Chief, Deputy, or designee. These include, but are not limited to, excessive temperature, nature of duty to be performed, or other exceptions
  - (c) During the summer months, (between Memorial Day and Labor Day,) or when the temperature exceeds 80 degrees, Department issued shorts may be worn. The rest of the policy will remain in effect at these times.
    - (1) While an employee is wearing shorts, structure gear must be worn for any calls normally requiring it, including All Motor Vehicle Accidents. In the event of a forestry call, wilderness rescue, or any other call that may pose a hazard, either forestry or bunker pants must be worn. This will be at the discretion of the Lieutenant on duty.
- 3) Department uniforms are expected to be clean and well maintained at all times (see SAF 10-006), and shirts other than Job Shirts or approved sweatshirts shall be tucked in while on duty
- 4) While in for callback, it is understood that employees may not be able to wear a uniform, however, the professional appearance standard still applies. Clean clothes that are well maintained are acceptable. Long pants or jeans are acceptable, as long as they are intact without holes, large obvious stains, etc... If personal shorts are to be worn, they will not be shorter than 2" above the knee and subject to approval. The above rules for PPE will still apply.

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- 5) While off duty, personnel will be subject to additional rules governing the wearing of Belmont Fire Department clothing. While some clothing may be privately owned, the logo still represents the Belmont Fire Department. Fire Department clothing shall not be worn in an establishment which primarily serves alcohol, while drinking alcohol at any time, while gambling, or in any other situation which may cast a negative light on the Belmont Fire Department. Even when off duty, wearing the uniform still distinguishes members as Belmont Firefighters, and the opportunity to tarnish the image of the Fire Department still exists. This shall not apply to Department Dress Uniforms at an approved function, or any other exception deemed appropriate by the Chief or designee.
- 6) It is recommended that firefighters should not wear uniforms when reporting to duty, or being released from duty at the end of each shift. It is recommended that street clothes are to be worn when in transit to and from work shifts. Firefighters should change into duty uniforms at the station prior to their shift beginning, and change back into street clothes at the conclusion of their shift before leaving the station.

B) Badges

- 1) Badges, Collar insignias, Lapel insignias, and other department "Brass" shall be worn only on an approved Fire Department Uniform.

C) Cleanliness

- 1) All employees are expected to maintain proper hygiene and cleanliness. Personnel work closely with each other in the back of an ambulance and proper hygiene is essential to ensure that this working environment is conducive to the care of the patient as well as reducing exposure to infectious diseases. See GO 12-014-1 Facial Hair and GO 12-017 Infection Control for additional information

**VIII) RECORDS, REPORTS, CHARTS, FORMS**

<b><u>AUTHENTICATION</u></b>
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