	Policy and Procedure – West Fargo Fire Department	
	Subject: Dress and Appearance	
	Series: Administration	
	Date Authorized: 12/1/2019	Authorized by:
Date Reviewed: 10/1/2020	Chief Daniel Fuller	Policy 10.006

Intent

To establish a standard policy on dress and appearance for employees of the West Fargo Fire Department


References

Definitions

Policy

1. To maintain our professional appearance on duty, each employee of the department shall assume responsibility for their own uniform to maintain a high level of dress and appearance.
 - a. All uniforms shall be properly fitted, clean, serviceable, and pressed. Shoes and boots shall be cleaned and if able, polished. Metal insignia shall be kept in proper luster
2. Supervisors shall ensure that employees assigned are meeting the requirements of this policy and if not, directed to change uniforms or repair/replace items that are not in compliance
3. All uniforms shall be in good condition, not faded, torn or excessively worn. It is the employee’s responsibility to ensure all uniforms assigned to them are within the standard for serviceability.
4. Chief of the Departments rank shall be five crossed trumpets and gold in color
5. Deputy Chief rank shall be four crossed trumpets and gold in color
6. Battalion Chief and Training Officer rank shall be three crossed trumpets and gold in color
7. Inspector rank shall be two crossed bugles and gold in color
8. Captain rank shall be two bugles and gold/silver in color
9. Firefighter rank shall be the fire department scramble and silver in color
10. The “Class A” uniform shall be issued after 6 months of service and shall consist of:
 - a. Navy Blue Dress Jacket with department patch on each shoulder
 - b. Double breasted with gold buttons for officers
 - c. Single breasted with silver button for officers
 - d. Gold sleeve trim coordinating with rank for officers

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- e. Maltese cross years of service marker, one cross for every five years on left sleeve
- f. Gold for officers
- g. Silver for firefighters
- h. Navy blue dress pants
- i. Dress shirt, long sleeve with department patch on each shoulder
- j. White with collar brass for Chief Officers
- k. Light blue with collar brass for Captains
- l. Light blue for Firefighters
- m. High shine black footwear with black socks
- n. Badge
- o. Lapel insignia
- p. Black belt
- q. Navy blue tie
- r. Dress cap with device
- s. White with gold cord/cap device for officers
- t. Navy blue with silver cord/cap device for officers


11. The “Class B” uniform shall be issued upon hire and consist of:

- a. Button up (long or short sleeve) with department patch on each shoulder. Badge on the right chest, nameplate on the left chest, and applicable collar brass shall be worn. White or navy-blue undershirts can be worn under the short sleeve uniform shirt.
- b. White shirt for chief officers
- c. Light blue shirt for inspectors and training staff
- d. Navy blue pants
- e. Black footwear, leather and capable of taking a shine
- f. Black belt
- g. Navy blue ¼ zip sweater can be worn over the button up shirt with badge on the right chest
- h. Navy blue tie is optional when wearing long sleeve only. No ties with short sleeves.
- i. Jacket can be worn during cold or inclement weather
- j. Navy blue for day to day use
- k. Yellow jacket with reflective trim for use during inspections
- l. Navy blue or black stocking hats, gloves and/or scarfs can be worn during cold weather

12. Alternatives to the Class B uniform for daytime staff:


- a. A suit, sport coat, sweaters, dress shirts, or polo shirts with dress slacks maybe worn in place of the Class B uniform for daytime staff.

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13. The “Class C” uniform for *operations* shall be issued upon hire and consist of:
- a. Polo shirt (long or short sleeve) with department patch on each shoulder. Department logo embroidered on the left chest, with name and rank on the right chest. Polo shirts shall be worn buttoned and neatly tucked into pants. White or navy-blue undershirts can be worn under the short sleeve uniform shirt.
 - b. White shirt with embroidered badge and collar brass for Battalion Chiefs
 - c. Navy blue shirt with embroidered collar brass for Captains
 - d. Navy blue pants
 - e. Black boots, leather and capable of taking a shine
 - f. Black belt
 - g. Job shirt with department logo embroidered on the left chest, name and rank on the right, with department patches on each shoulder, can be worn over the polo shirt
 - h. Light grey job shirt for Captains
 - i. Navy blue job shirt for Firefighters
 - j. Yellow jacket with reflective trim can be work during cold or inclement weather
 - k. Department issued navy blue baseball hat can be worn
 - l. Navy blue or black stocking hats, gloves and/or scarfs can be work during cold weather
14. During physical fitness training in the stations, employees can wear appropriate clothing for the training being conducted, not excessively worn and cannot have any potentially offensive material printed on the clothing.
- a. When out of station physical fitness training is conducted, the uniform shall be issued upon hire and consist of:
 - i. Department issued navy blue tee shirt
 - ii. Department issued navy blue shorts or sweatpants
 - iii. Athletic shoes and socks
15. Most jewelry that is safe, looks professional, and does not detract from the uniform can be worn with the following exceptions:
- a. Non-emergency employee can wear post earrings, operations employee cannot wear earrings on duty
 - b. Any jewelry that is not deemed safe, professional, and does not detract from the uniform can be required to be removed by a superior officer.
16. The requirement for hair grooming standards is necessary to maintain uniformity within the department. Many hairstyles are acceptable, as long as they are neat and conservative. Hairstyles that do not allow employee to wear the headgear properly, or that interfere with the proper wearing of the protective mask or other protective equipment are prohibited. When headgear is worn, the hair will not extend below the bottom edge of the

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front of the headgear. Extreme or eccentric hairstyles are not authorized. If employee use dyes, tint, or bleach they must choose those that result in natural hair colors. Employee will not cut designs into their hair or scalp.

17. Hair for males shall conform to the following standards:
 - a. Neatly groomed, the bulk of the hair cannot exceed 2 inches as measured from the scalp
 - b. Must present a tapered appearance, conforming to the shape of the head, curving inward to the natural termination at the base of the neck
 - c. Hair may touch the collar, but not extend downward more than one inch below the top of the collar when buttoned and the head is held in a level position
 - d. When the hair is combed, it will not cover more than ½ the ear not fall over the eyebrows


18. Hair for females shall conform to the following standards:
 - a. Hair must be neatly groomed and the bulk of the hair shall not exceed 2 inches as measured from the scalp.
 - b. Styles that are lopsided or distinctly unbalanced are prohibited. If the hair is long it shall be pulled back and secured off the face and neck
 - c. Single pony-tail or braid including French Braids may be worn providing the bottom end does not extend more than 4 inches from the top of the collar when buttoned and the head held in the normal carry position.
 - d. Hair-holding devices are authorized only for the purpose of securing the hair. All hair holding devices must be plain and of a color as close to the firefighter’s hair as is possible or clear.
 - e. When the hair is combed, it will not cover more than half the ear. Hair shall not fall over the eyebrows. Female employees shall not wear their hair in a manner that will reduce the safety value or delay the donning of the firefighting helmet or SCBA face piece. The firefighting hood when worn shall cover all hair.

19. Firefighters shall keep sideburns neatly trimmed, not exceeding 1 ½ inches in width and shall not exceed the length of the earlobe.

20. Neatly trimmed mustaches are permitted; however, no portion of the mustache shall extend more than ½ inch beyond the corner of the mouth.
 - a. Mustaches shall not cover the lower lip, and shall not have curls (handlebars) at the ends.
 - b. Beards, goatees and soul patches are not permitted.

21. Cosmetics are permitted only if worn in conservative amounts and colors. Fingernails are to be kept clean and shall not be longer than 1/8th inch beyond the end of the finger. If nail polish is worn, it shall be pale in color. No bright colors are allowed.

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- 22. Tattoos deemed offensive shall be covered during interactions with the public. No tattoos shall be visible above the collar of the shirt, or below the wrists.
- 23. When in contact with the public in a formal function (station tours, commission meetings, civic clubs, etc) the Class B long sleeve shirt with tie is the recommended uniform.

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