



# Jackson Hole Fire/EMS

## Operations Manual

Approved by:

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### PURPOSE

Jackson Hole Fire/EMS (JHFEMS) is a highly visible department in the community. To ensure safety and to project an image of professionalism and trust, the department has developed a uniform and personal appearance policy. Department members should be knowledgeable and adhere to the policy. Department Officers will enforce the policy.

### SCOPE

This guideline applies to all Department members. Uniform includes items worn that are not considered Personal Protective Equipment (PPE). Requirements and purchase of PPE will be handled through separate policies and procedures.

### SECTION I - GENERAL UNIFORM STANDARDS

- A. JHFEMS members shall maintain a professional appearance and issued equipment shall be maintained in good condition.
- B. Uniforms allow the public to clearly establish that they are dealing with an official representative of JHFEMS. In many situations, the uniform may also be a safety factor for the public and the members.
- C. Uniforms, Patches and Insignia should be worn with pride, as these designations represent JHFEMS. Uniforms, Patches and Insignia pertaining to JHFEMS will not be worn while taking part in public consumption of alcohol.
- D. Items issued for use as part of the official Department uniform shall meet the specifications set forth by the Department. Unauthorized equipment, alterations or additions to the official uniform will not be allowed. Any member wishing to seek exceptions to the Uniform and Appearance Policy must request approval in writing through the chain of command. Approvals will be issued in writing with updates made to this policy if applicable.
- E. Jackson Hole Fire/EMS members will maintain a high standard of dress and appearance.
  - a. Uniforms will be fitted, un-wrinkled, clean, and in good condition.
- F. Member appearance must be maintained for both professional standards and safety.
  - a. Hair must be neat, clean and kept at a length that does not interfere with the proper fit of personal protective equipment. Hair that extends below the top edge of the uniform shirt collar must be kept tightly braided or up in a ponytail or bun during an emergency response.
  - b. Facial hair shall be kept in accordance with the SCBA Use Policy.

- c. Fingernails must be kept short and clean to minimize the risk of injury and to maintain hygiene standards. Nail polish should be subtle and professional.
  - d. Jewelry and piercings must not pose a safety hazard during emergency operations or routine duties. Large dangling jewelry, necklaces that hang outside a shirt collar, large bracelets, and facial piercings that may catch on equipment are safety hazards. Small hoops or stud type earrings and nose rings are the only facial piercings allowed.
  - e. Tattoos and body art that are visible while wearing departmental uniforms should be appropriate and non-offensive. If in question, the member will be asked to cover the tattoo/body art while conducting official duties.
- G. All uniform clothing to be worn during JHFEMS related duties as indicated in SECTION II will be purchased from the Department selected distributor. Ordering will generally be open for a 30-day period, once per year, as defined by the Uniform Coordinator with direction from the Fire Chief. Ordering outside of this period will occur on an as needed basis, as indicated by Station Leadership to the Uniform Coordinator.
- H. Station Boots will be included in the uniform ordering process. Individuals will be provided an opportunity to buy Station Boots on a rotating basis. The Uniform Coordinator will maintain the rotating list and will notify individuals who are eligible during the ordering period.
- I. Gear not issued and/or bought by the Department is not considered part of the official uniform.

## **SECTION II – CLASSES OF UNIFORMS**

### **A. CLASS A UNIFORM – Issued to Chief Officers and Honor Guard**

- a. USE
  - i. Formal Ceremonies including funerals, parades, graduations
- b. SPECIFICATIONS:
  - i. Dress Cap with Badge and Rank
  - ii. Dress Coat with Badge, Nameplate and Rank
  - iii. In time of mourning, black band worn over badge
  - iv. Service ribbons and pins
  - v. White Dress Shirt
  - vi. Black Tie
  - vii. Black Dress Belt
  - viii. Black Socks
  - ix. Black Patent Leather Shoes

### **B. CLASS B UNIFORM**

- a. USE:
  - i. Fire Prevention personnel while on inspections, unless otherwise directed by Fire Marshall.
  - ii. Chief Officers unless otherwise directed by Fire Chief.
  - iii. Personnel attending ceremonies if directed by Fire Chief.
  - iv. All personnel during officer meetings, interviews, hearings, award/promotion ceremonies, and pre-scheduled station tours.
  - v. All instructors, including those representing the Department in outside classes.
- b. SPECIFICATIONS:
  - i. Dark Navy/White Buttoned Shirt with Badge, Nameplate and Rank
  - ii. Dark Navy Slacks
  - iii. Black Uniform Belt
  - iv. Black Leather Uniform Boots

### C. CLASS C UNIFORM

#### a. USE:

- i. Daily uniform for Administrative, Fire Prevention Staff and Operations personnel
- ii. Chief Officers at discretion of Fire Chief.
- iii. All personnel assigned to light duty.
- iv. Personnel attending Conferences
- v. Uniform for all trainings, crew checks and meeting attendees unless directed otherwise by the Fire Chief, Training Division, or Station Leadership.
  - 1. Every attempt should be made for volunteer members to wear their Class C Uniform for Wednesday night trainings. Leniency on uniform should be provided on a case-by-case basis, with Station Captains providing recommendations to volunteers to meet the intent of professionalism and safety of members.

#### b. SPECIFICATIONS

- i. Polo Shirt or Uniform T-Shirt at discretion of supervisor, with first initial, last name on right chest and Fire/EMS Logo on left chest
- ii. Approved Navy pant issued through department supplier
- iii. Black Uniform Belt
- iv. Black Leather Uniform Boots
- v. Department Issued  $\frac{1}{4}$  Zip Job Shirt (optional)
- vi. Navy Hat or Winter hat issued through the department supplier with Fire/EMS Logo (optional)

### D. New Recruit Uniforms

- a. Presented to new recruits with goal to have uniform provided by Department Orientation.
- b. New recruit uniform will be different from Active Member for quick visual recognition of status.
- c. New recruit uniforms will be generic and able to be utilized over multiple recruit classes.

### E. WINTER OPERATIONS

#### a. JACKET/HAT

- i. Department issued Navy outer jacket and insulating jacket with department identification – Bunker Gear jacket/pants can be utilized for purpose of layering
- ii. Department issued Navy or Black winter hat with official Fire/EMS Logo

#### b. WINTER BOOTS

- i. Personal cold weather boots are allowable per discretion of direct supervisor.
- ii. Reimbursement for damaged personal cold weather boots will not be the responsibility of Jackson Hole Fire/EMS or Teton County