

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Personal Appearance

POLICY NUMBER: 2080

APPROVAL DATE: 01/20/09

To establish guidelines for appropriate dress, safety considerations, and appearance during tour of duty and/or work periods. Appropriate attire and good personal appearance serve to demonstrate that the District and its employees are professional and serious about the services they provide.

This policy applies to all employees of the District.

- 2080.1** When responding to a call, employees shall use their best effort to be neat and clean in their personal appearance.
- 2080.2** Garments shall be neat, clean and safe. Employees shall use sound discretion in wearing repaired or altered uniform and equipment items. Proper garments shall be worn by all employees to avoid bringing attention to one's attire or person.
- 2080.3** Good personal hygiene must be maintained. All employees must come to work smelling clean and must avoid excessive use of perfume or cologne. Fingernails shall be clean and trimmed.
- 2080.4** While on call, scented products should be used sparingly. It may be necessary to prohibit employees who work in close proximity to each other, from the application or use of scented products, while on duty.
- 2080.5** Cosmetics shall be subdued and blended to match the natural skin color of the individual.
- 2080.6** Hair on personnel will be clean, neatly trimmed and present a well-groomed appearance at all times while on duty. Employees shall not wear exaggerated hairstyles that impact safety and/or the professional expectations of the position.

Fire Personnel

- 2080.7** Hair extending over the forehead shall not be worn below the highest point of the eyebrows, and shall not prevent the helmet from resting on the forehead while being worn.
- 2080.8** Hair may not cover the entire ear.

- 2080.9** If hair must be secured (mechanically restrained) to meet these requirements, the device or method used to so restrain must not interfere with the safe and proper use of helmets, face pieces, or other required safety equipment. It must remain restrained under all conditions of work or activity. Hair shall not be worn in a manner that allows it to extend below the bottom of the collar.
- 2080.10** No facial hair shall prevent a "good face seal" with a Self Contained Breathing Apparatus (SCBA) respirator, as defined in 20 CFR 1910.
- 2080.11** Sideburns will not extend below the bottom of the ear lobe or compromise in any manner the face seal of an SCBA as defined in 20 CFR 1910.
- 2080.12** Any jewelry worn by personnel that may cause personal injury must be removed while performing the job.
- 2080.13** Supervisors are responsible to evaluate and ensure that the dress and appearance of employees meet the personal appearance standards as established by this policy.
- 2080.14** Uniform T-shirts provided by the District are encouraged to be worn at fire department functions.

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Rules of Conduct
POLICY NUMBER: 2081
APPROVAL DATE: 01/20/09

To assure safe, efficient and harmonious operations and to fully inform all employees of their responsibilities in this regard.

This policy applies to all employees and volunteers of the District.

2081.1 The District's standards of conduct are established for the guidance of all employees. The following represent only a partial list of unacceptable behaviors and conduct, including but not limited to the following:

In matters of general conduct all employees are to be governed by common and reasonable rules of behaviors observed by law abiding and self respecting citizens.

All members of the District shall abide by the rules and regulations of the District.

Infractions of Standards of Conduct may lead to disciplinary action up to and including discharge. (Ref: Policy 2260 Disciplinary Action)

2081.2 Employees and volunteers will keep themselves in readiness to perform their duty at all times when on the schedule, and not absent themselves from duty or place of assignment without specific permission of their supervisor.

2081.3 Firefighters shall attend all emergency response calls to which they may be assigned, detailed, or summoned and exert their greatest energy and ability in the performance of their duty under any and all circumstances.

2081.4 Employees and volunteers shall participate in training activities as directed; be thoroughly familiar with all equipment required to perform the requirements of the position, and perform related work as may be required.

2081.5 Accord obedience, respect and courtesy to supervisors and those performing the duties of a higher rank.

2081.6 Be courteous and respectful when dealing with the public.

2081.7 Exercise precautionary measures to avoid injury to self and others while in the performance of duty.

2081.8 Be responsible for the safe keeping and proper care of all property in your charge.

- 2081.9** Instruct individuals designated to act in their absence and be confident that their relief is capable and able to perform the duties to which they are assigned.
- 2081.10** When assigned to act in a higher rank, accept responsibility for the performance of the duties of that position, with the right to decline for any valid reason.
- 2081.11** In the event two or more members of rank below that stipulated as "Officer" find themselves in a position which requires initiative action, the senior member present shall assume command unless or until otherwise directed by a supervisor.
- 2081.12** When an employee receives an order which is in conflict with a previous order, the employee shall so inform the supervisor who issued the conflicting order and be governed by his/her instructions.
- 2081.13** Employees will keep their person, attire, workspace, and lockers in a neat and clean condition.
- 2081.14** On-duty scheduled personnel will have their turn-out gear (helmet, coat, gloves, boots, trousers, and other safety issue) with them, ready to respond to any summons.
- 2081.15** Response to a summons shall be completed in a safe and lawful manner. It is not necessary to speed or otherwise endanger yourself or others in response to a call. Traffic signs will be observed at all times in responding to the station.
- 2081.16** Horseplay, practical jokes or other disorderly conduct which may endanger the safety or well-being of any employee or District operations is unacceptable.
- 2081.17** Personnel shall not engage in such other practices as the District determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the District, its employees or the citizens which we serve.
- 2081.18** Personnel shall report any accident or personal injury to his/her supervisor.
- 2081.19** Falsifying or mutilation of any District document or record is prohibited.
- 2081.20** Engaging in acts of dishonesty, fraud, theft or sabotage is prohibited. Employees will not conspire with anyone to permit circumvention or evasion of any law or regulation pertaining to Fire and Public Safety.
- 2081.21** Wrongful or injurious exercise of authority by any member of the District while on duty, while conducting District business or representing the District in any capacity is prohibited.
- 2081.22** Personnel are to notify his/her supervisor and administration within twenty-four (24) hours of any change of residence or telephone number.

- 2081.23** No employee shall go off duty or schedule before the change of shift unless properly relieved or authorized.
- 2081.24** No information relative to the business of the District will be furnished to persons not directly connected with the District without prior approval of the Fire Chief
- 2081.25** Employees will not, on or off duty, use the uniform, badge or prestige of the District for the purpose of personal gain.
- 2081.26** Employees will not lend their name or approve the use of same, as a member of the District, to any commercial enterprise without approval from the Fire Chief.
- 2081.27** No employee shall directly or indirectly solicit the influence or intercession of any person or persons to effect their promotions, transfer or other personal gain.
- 2081.28** No employee will be party to any malicious gossip, report or activity which could disrupt District morale or bring discredit to the District or its employees.
- 2081.29** In adherence to government regulations, no employee may offer or provide a gratuity to any government employee or official on behalf of, or in pursuance of, District business. Gratuities are defined as meals, drinks, gifts, expenses, cash, or any other item of value, including personal service.
- 2081.30** An employee may not receive, give, pay, promise, or offer to the public anything of value whether cash or other property for the purpose of securing or appearing to secure preferential treatment.
- 2081.31** Any general or specific orders issued hereafter are to be recognized as additions to these Rules of Conduct and shall have equal force and effect.
- 2081.32** No employee shall receive a reward, fee or gift from any person for service incident to the performance of duty, except as authorized by the Fire Chief or board of Directors of the District.
- 2081.33** Conduct which the District feels reflects adversely on the employee or District is prohibited.
- 2081.34** Unauthorized use of District material, time, equipment or property is prohibited.
- 2081.35** Unauthorized access to District records, misuse or removal without authorization of District records or confidential information of any kind is prohibited.
- 2081.36** Employees shall not belong to any organization, association or society which will in any manner divide their loyalty to the District or to the United States of America.