

GROOMING STANDARDS POLICY

POLICY: It is the policy of the City of Miami, Fire-Rescue Department that members maintain a professional image in their appearance and grooming. The policy allows for individuals to have a wide range to express their individuality while setting some limitations to assure an image of professionalism to the public.

INTENT AND ENFORCEMENT: The intent of this policy is that all members realize the importance of appearance in projecting the image of a Miami firefighter and use self discipline in complying with it. Management and Labor have agreed to this concept of "self discipline" in an effort to give as much flexibility to individuals as possible. It is agreed that this policy shall be reopened if either party wishes to any time after one year. When individuals go beyond the limits of this policy, all Department supervisors shall be responsible for its enforcement.

PROCEDURE:

The following are Appearance Standards of the Department. Safety considerations will supersede these standards when applicable.

1. It is the responsibility of supervisors to enforce the guidelines in this Grooming Policy. Employees violating this policy will be requested by their supervisors to comply. Such employees have the right to appeal such an order. This policy shall be complied with by all employees who have been issued a Class "A" uniform.
2. Fingernails: Fingernails shall be no longer than 1/4 inch from the tip of the finger for males and females. Fingernails will be rounded, kept clean, and free of stick-on, or painted on decorations. Members will not use fluorescent or multicolored nail polish, and will adhere to standard colors of fingernail polish.
3. Personal Hygiene: All members shall maintain themselves in a clean manner, free of offensive odors throughout the tour of duty excluding those times where the performance of duties makes this impractical.
4. Facial Hair:
 - a) Mustaches and Lip Beards: A clean shave is required except that mustaches and lip beards are permitted. Mustaches and lip beards shall be neatly trimmed.
 - b) Side Burns: Side burns shall not extend below the tip of the lower lobe of the ear. The maximum width of the bottom of the sideburns shall not exceed 1-3/4 inches.

October 31, 1994

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5. Jewelry:

A watch, a bracelet and up to one ring on each hand may be worn. These items must not be of such size or shape that they would impair job performance.

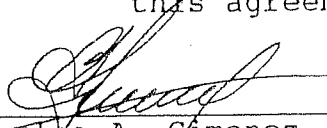
- a) Earrings: Earrings of the post type that do not hang below the ear lobe or protrude so as to pose a hazard of injury, may be worn with the uniform by females only.
- b) Neck Chains: Personal jewelry worn under the uniform shall not be visible, with the exception of neck chains as long as the uniform shirt or jump suit is appropriately buttoned or zippered and snapped and the chain is visible at the base of the neck.
- c) Sunglasses: Sunglasses may be worn except when attending indoor meetings, schools, etc.

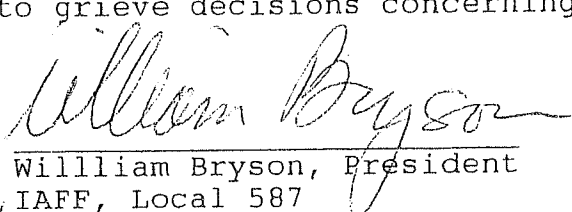
6. Hair:

Hair shall be kept neat and clean in appearance. If males choose to wear a hair style that exceeds the bottom of the shirt collar, it shall be pulled back and held with a fastener.

7. Appeals from members:

- a) All appeals must be made through channels.
- b) No discipline shall be taken against any individual who disagrees with the interpretation of this policy while they have an item(s) under appeal.
- c) Discipline will only be taken once the Fire Chief rules and the member refuses to abide by the decision.
- d) No remedial action that creates "permanent" alteration to a member (such as cutting hair) shall be mandatory until an appeal decision is rendered by the Fire Chief.
- e) Individuals have the right to grieve decisions concerning this agreement.


Carlos A. Gimenez, Director
Fire-Rescue Department


William Bryson, President
IAFF, Local 587

Date 11/28/94

DEPARTMENT OF FIRE-RESCUE UNIFORM AND GROOMING POLICY

GROOMING STANDARDS

POLICY: It is the policy of the City of Miami, Fire-Rescue Department that members maintain a professional image in their appearance and grooming. The policy allows for individuals to have a wide range to express their individuality while setting some limitations to assure an image of professionalism to the public.

INTENT AND ENFORCEMENT: The intent of this policy is that all members realize the importance of appearance in projecting the image of a Miami Firefighter and use self discipline in complying with it. Management and Labor have agreed to this concept of "self discipline" in an effort to give as much flexibility to individuals as possible. When individuals go beyond the limit of this policy, all Department supervisors shall be responsible for its enforcement.

PROCEDURE:

The following are Appearance Standards of the Department. Safety considerations will supersede these standards when applicable.

1. It is the responsibility of supervisors to enforce the guidelines in this Grooming Policy. Employees violating this policy will be requested by their supervisors to comply. Such employees have the right to appeal such an order. This policy shall be complied with by all employees who have been issued a dress uniform.
2. Fingernails: Fingernails shall be no longer than 1/4 inch from the tip of the finger for males and females. Fingernails will be rounded, kept clean, and free of stick-on, or painted on decorations. Members will not use fluorescent or multicolored nail polish, and will adhere to standard colors of fingernail polish.
3. Personal Hygiene: All members shall maintain themselves in a clean manner, free of offensive odors throughout the tour of duty excluding those times where the performance of duties makes this impractical.
4. Facial Hair:
 - a) Mustaches and Lip Beards: A clean shave is required except that mustaches and lip beards are permitted. Mustaches and lip beards shall be neatly trimmed.

- b) Side Burns: Side burns shall not extend below the tip of the lower lobe of the ear. The maximum width of the bottom of the sideburns shall not exceed 1-3/4 inches.
- * c) Beards: Beards will be allowed for 40 hour personnel. They will be neatly trimmed. If a 40 hour employee works in a Fire Station or an off-duty event, in a combat or EMS capacity, then he or she will be held to the standard of shift personnel.

5. Jewelry:

A watch, a bracelet and up to one ring on each hand may be worn. These items must not be of such sized or shape that they would impair job performance.

- a) Earrings: Earrings of the post type that do not hang below the ear lobe or protrude so as to pose a hazard of injury, may be worn with the uniform by females only.
 - b) Neck Chains: Personal jewelry worn under the uniform shall not be visible, with the exception of neck chains as long as the uniform shirt or jump suit is appropriately buttoned or zippered and snapped and the chain is visible at the base of the neck.
 - c) Sunglasses: Sunglasses may be worn except when attending indoor meetings, schools, etc.
6. Hair: Hair shall be kept neat and clean in appearance. If males choose to wear a hair style that exceed the bottom of the shirt collar, it shall be pulled back and held with a fastener.

7. Appeals from members:

- a) All appeals must be made through channels.
- b) No discipline shall be taken against any individual who disagrees with the interpretation of this policy while they have an item (s) under appeal.
- c) Discipline will only be taken once the Fire Chief rules and the member refuses to abide by the decision.

*This item is open for discussion at Labor Management Level

- d) No remedial action that creates "permanent" alteration to a member (such as cutting hair) shall be mandatory until an appeal decision is rendered by the Fire Chief.
- e) Individuals have the right to grieve decisions concerning this agreement.

UNIFORM POLICY

POLICY: The City of Miami Fire-Rescue Department shall adhere to the following policy in regards to the wearing of Fire Department issued uniforms. It is our policy to provide a work environment, within Department facilities, that affords privacy while insuring that a minimum level of modesty is maintained in public areas of the facilities. It is the intent of our policy to project professionalism to the citizens we serve by wearing appropriate attire when in public view away from the station, on routine movements or emergency responses.

PROCEDURE:

Uniforms shall be worn as outlined below with the exception of responding to emergency calls requiring bunker gear or while participating in physical fitness.

- A. Uniform - Members shall wear the Department issued collared polo shirt, uniform trousers, approved shoes, black leather belt, solid black or white socks, dress cap with badge when applicable, fatigue cap when permitted (optional), uniform jacket (as required by weather conditions). The jumpsuit or uniform blue T-shirts may be worn during evening hours only (1800 to 0730).

The collared polo shirt shall be worn under the following conditions.

1. Working at a Fire Station.
2. Actively participating in a training exercise.
3. Working at an off-duty event.
4. Working at an incident (Arson Investigation, PIO etc.)

- B. Dress Uniform - Shall consist of uniform dress shirt, uniform trousers, approved shoes, black leather belt, solid black or white socks, dress cap with badge, uniform jacket or uniform coat for Officers (as required by weather conditions). A standard black tie will be worn with long sleeve uniform dress shirts and/or when the Officer coat is worn.

The Dress uniform shall be worn under the following conditions.

1. Public presentations
2. Court appearances
3. Funerals
4. Parades
5. Or occasions when the Fire Chief, District Chief or Shift Commander determines that a dress uniform is required.

RESPONDING TO ALARMS:

All alarms not requiring full bunker gear, you may respond in either -

- A. Blue polo shirt and uniform pants.
- B. If after 1800 hours, jumpsuit or blue T-shirt with uniform pants.
- C. Bunker pants and polo shirt.
- D. If after 1800 bunker pants and blue T-shirts.
- E. If an alarm is received while returning from an official function (i.e. public presentation, court appearance or funeral) which required a dress uniform, then members may respond in the dress uniform.
- F. Jumpsuits or blue T-shirts will only be acceptable for responding after 1800. No exceptions.

No other combination will be acceptable.

FIRE PREVENTION BUREAU:

Dress Uniform (unless the Fire Marshall determines that non-uniform attire is required).

40 HOUR PERSONNEL:

Males:

- A. Dress uniform.
- B. Non-uniform attire: suit and tie, or dress slacks and dress shirt or collared short sleeves shirt, dress shoes and socks.

Females:

- A. Dress uniform.
- B. Non-uniform attire: dress or slacks, or dress skirt and appropriate top and dress shoes.

PHYSICAL FITNESS AND COMMON AREA ATTIRE:

- A. The Department issued shorts or a comparable equivalent, shall be the minimum standard for lower body covering in the common areas of all Fire Stations as defined.
- B. The Department issued shorts or a comparable equivalent along with the collared polo shirt (or appropriate upper body covering) shall be the minimum standard for female body covering while in the common areas of all Fire Stations.
- C. When occupying private sleeping cubicles with the door closed, the wearing of issued shorts is optional.
- D. Issued shorts or comparable equivalent may also be worn for physical fitness activities. For activities such as running, light weight jogging shorts will be acceptable.
- E. While participating in physical fitness or other activities off station grounds, ALL PERSONNEL are to wear the collared polo shirt or appropriate upper body covering at all times.
- F. Shorts are intended to be worn while actively participating in physical fitness or moving throughout common areas of the station and not to be worn in lieu of a listed department uniform.

Common areas of a Fire Station shall be defined as any part of the station except:

- A. Sleeping cubicles supplied with a door.
- B. Male or Female bathroom facilities.

SUPPORT SERVICES DIVISION:

- A. Uniform - members shall wear the Department issued Support Services collared polo shirt, uniform trousers, approved shoes, black leather belt, solid black or white socks, fatigue cap when permitted (optional), uniform jackets (as required by weather condition).

The jumpsuit may be worn by maintenance mechanics when pressure cleaning, painting, or performing other labor intensive task.

- B. Dress Uniform - Shall consist of uniform dress shirt, uniform trousers, approved shoes, black leather belt, solid black or white socks, uniform jacket (as required by weather conditions).

The Dress uniform shall be worn under the following conditions:

1. Training seminars
2. Public presentation
3. Funerals
4. Or occasions where the Fire Chief or his designee determines that a dress uniform is required.

All Officers and Supervisors shall be responsible to see that this policy is enforced on a daily basis. In the event that questions arise concerning the appropriateness of any particular item, supervisors should contact their District Chief for a decision.

If their decision is not satisfactory, a request for clarification or reassessment shall be forwarded through channels to the Fire Chief.

Articles of clothing that come under question as to their appropriateness shall not be worn until a decision is rendered from a higher supervisory level or the Fire Chief. No discipline shall be taken against individuals who comply with this provision on questionable items. Rather the intent shall have been satisfied by replacing the item until a decision is rendered.

APPROVED:

APPROVED:

Chief Carlos A. Gimenez, Director
Department of Fire-Rescue

Tom Gabriel, President
Local 587

Date: _____