

UNIFORM, CLOTHING POLICY

1.0 Purpose:

The purpose of this policy is to establish standards and guidance in the wearing of uniforms for those employees and persons assigned duties with the Hidalgo County Fire Marshal's Office. The uniform allows a visual identification of the person's assignment and agency at a glance. Dependant on duties and current assignment the uniform also serves as a personal protective garment. The uniform also serves to reflect a professional appearance by the wearer.

2.0 Affects:

The policy affects commissioned and non-commissioned personnel. Uniforms may be issued to commissioned and non-commissioned personnel based on job and duty assignment.

3.1 Proper Uniform Prescribed:

3.2 Personnel wearing the uniform will only wear the uniform and insignia while on duty; on official business, or while on assignment, as prescribed and approved herein.

3.3 In addition to on-duty wear, uniformed members are authorized to wear the uniform while attending any special ceremonial event, memorial/religious event, meeting, training, or other assigned duties that may require the uniform to clearly identify the person as a representative from the Fire Marshals.

3.4 Department Head/ Supervisor may authorize other forms of dress/clothing during special assignments and or designated casual attire days.

4.1 Improper Uniform Wear Prohibited:

Personnel issued a uniform will not wear the uniform or any portion thereof while off-duty, to any political gathering, or any other public or private gathering or to any business, or location that may be deemed as inappropriate unless their presence is of an official nature, and they are there to conduct an inspection, gather information, evidence, investigate any crime, or violation of local, state or federal law.

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RECEIVED

*Policy - Uniform
Fire Marshal
James H. ...
Oct 11/25/09*

APPROVED BY
OFFICE OF EXECUTIVE OFFICER

5.0 Appearance in Uniform:

Personnel shall maintain a neat and professional military-type appearance while in uniform that shall be representative of the County and the Fire Marshal.

5.2 In general, the uniform shall be clean and neatly pressed. Footwear shall be clean and polished. Footwear that is not polish-able shall be maintained clean and free of debris. The badge and name-tag shall be replaced when they become unserviceable. Uniform shirts that are designed to be tucked into the trousers/pants, shall be tucked in.

5.2 In those circumstances where the uniform becomes extremely soiled or dirty because of the scene, personnel will make every effort to change into a clean uniform within a reasonable amount of time.

6.0 Approved Uniforms:

Only those uniforms listed herein shall be worn while on-duty. Badge and insignia emblems may be embroidered upon those uniforms, but no personalized embroidery shall be allowed to be permanently affixed to any uniform. Embroidered name tags are allowed but they must be affixed to the uniform with "Velcro" type tape. A metal name plate may be displayed when in uniform. The name tape or plate shall be worn directly above the right breast pocket.

6.1 Class A Uniform – May also be called a dress uniform. This uniform shall consist of a white uniform shirt, black trousers, black polished footwear. The duty belt with appropriate gear attached that is commensurate with the person's assignment. The shirt shall have the Fire Marshal Patch on each sleeve, with the badge prominently displayed over the left breast pocket, and a gold colored name tag just over the right breast pocket. Any brass, silver or plated brass or silver fixtures shall be polished. Dependent on the time of year or event the shirt may either be short sleeve or long-sleeve with a black tie. A tie clip may be affixed to the tie. Rank insignia shall be prominently displayed on the collar. Awards, pins, and other entitlements that the person has earned through their career may be displayed in the form of ribbons or a ribbon board above the name tag with prior supervisory approval.

6.2 Class B Uniform - May also be called the utility uniform. This will be the daily wear uniform and will normally consist of a green shirt with khaki colored trousers/pants. Dependent upon the time of year and the weather, a long sleeve shirt may be worn in place of the short sleeve one.

6.3 Class B-1 Uniform – Another form of the utility uniform and will consist of a solid colored shirt with black trousers/pants.

6.4 Class C Uniform - This shall be any other uniform that is issued and may be classified as personal protective equipment, such as traditional structural fire-fighting gear (commonly referred to as "Bunker-Gear"; fire retardant shirts and pants or coveralls,

wild-land fire fighting clothing; Search and Rescue (SAR) uniform, and tactical uniforms. These types of uniforms shall be issued and worn for the assignment at hand. Uniforms of this nature shall meet or exceed the requirements set forth in the appropriate National Fire Protection Association (NFPA) for the particular item of personal protective equipment/clothing. Those personnel assigned equipment maintenance duties shall refrain from wearing the uniform of the day, while maintaining, repairing or installing equipment.

6.5 Headgear: Headgear is considered personal protective equipment and personnel will wear the appropriate headgear commensurate with the circumstances and situation. This includes but is not limited to "baseball type cap, "boonie style" floppy hats, hard hats, fire helmets, and rescue helmets. Headgear will have the appropriate insignias identifying the person wearing it as a member of the Fire Marshal's Office.

6.6 Footwear: Footwear is considered personal protective equipment and personnel will wear the appropriate footwear commensurate with the circumstance and situation. This includes but is not limited to, black polish-able boots or shoes, "steel toe" boots or shoes, hot weather boots/shoes, SAR boots, sneakers/tennis shoes, wet-shoes, oil resistant boots, rubber boots, etc. Other than boots or shoes worn on a daily basis, or wet-shoes, all other footwear shall meet or exceed those standards set forth by the National Fire Protection Association.

6.7 Gloves: Gloves will be issued and worn as personal protective equipment and will be commensurate with the circumstances and situation. Other than those gloves commercially available for everyday use, all others shall meet or exceed those standards set forth by the National Fire Protection Association.

6.8 Eyewear/Facewear: Dependant on assignment or the job at hand – eyewear may be issued to protect the eyes or face from ultraviolet light, projectiles, debris, and or heat. This section includes face and neck protectors with or without particle masks that are flame retardant or resistant. Protective eyewear must meet or exceed those standards set forth by ANSI or the National Fire Protection Association.

6.9 Undergarments: Undershirts shall display the Fire Marshal logo over the left front upper torso, and shall have distinct markings in large bold letters of a contrasting color of the undershirt with words, "POLICE" & "HIDALGO COUNTY FIRE MARSHAL" or "FIRE INVESTIGATOR" & "HIDALGO COUNTY FIRE MARSHAL" or "FIRE INSPECTOR & HIDALGO COUNTY FIRE MARSHAL" emblazoned upon the back that will readily identify the person wearing it as a peace officer, investigator, or inspector. The undershirt will have a front pocket. It may or may not be fire retardant. Only those persons that are commissioned peace officers may wear clothing with the words POLICE on it. Undershirts may also be emblazoned with the Urban Search and Rescue logo on the back (USAR) and may be issued to those persons that are assigned those duties.

6.10 Belts: The trouser belt shall be made of nylon or ballistic webbing with a metal or aluminum buckle. These types of belts are normally referred to as "riggers-belt". When wearing the presently issued no-buckle duty belt, the belt may be of such that matches the buckle-less system that is coated with "Velcro" hook & loop type material.

6.10 Outerwear: Shall consist of coats, jackets, traffic vests, rain-coat, and other foul weather gear. All issued outerwear coats and jackets, shall have the Fire Marshal patch attached to sleeves. High visibility vests, raincoats and other foul weather gear shall have the words "HIDALGO COUNTY FIRE MARSHAL" emblazoned upon the back in reflective lettering. Traffic Vests shall meet or exceed those standards set forth for emergency responders working alongside federal highways.

6.11 Shorts: Shorts may be issued and worn by those persons assigned swift water/deep water rescue. They shall be of the kind and style that is commensurate for the duties and assignments at hand.

7.0 Daily Wear:

The uniform of the day shall be worn daily during working hours, or during after-hour callouts. Once on-scene, an individual determination may be made as to what personal protective uniform to change into, unless information is provided beforehand about the scene, that would allow the responder to change into the appropriate uniform or personal protective clothing for the situation, prior to departure. Arson investigators may remove the outer shirt and display the undershirt while on-scene to prevent damage and staining to the outer uniform shirt.

7.1 Seasonal Wear: Determination of the summer or winter uniform shall be based on the advent of daylight savings time. On the first business day after the initiation of daylight savings time, the uniform shall change appropriately.

7.1 Law Enforcement Insignia: Only those persons that are fully commissioned as peace officers may wear any article of clothing that has the words "POLICE", "LAW ENFORCEMENT", "COUNTY POLICE" or other similar language on them.

7.2 Civilian: Those persons that are employed by or assigned to the Fire Marshal's Office may be issued uniforms if those persons are deployable to any scene, any emergency operations center, or any other location where it will be necessary to readily identify those persons as members of the Fire Marshal's Office, this includes any person that normally works within the office environment or has duties assigned as a Fire Inspector only. These uniforms will not be personalized with the person's name on it.

8.0 Badge/Identification Card:

A badge of office shall be issued to those persons that are assigned enforcement and/or inspection duties by the Fire Marshal. The badge shall be a seven (7) point star design with a round inlay.

8.1 Peace Officer - Badges shall be issued to those persons that are designated as peace officers. The badge design shall include a gold plated/color with the words HIDALGO COUNTY FIRE MARSHAL on it. It shall have an enameled blue state seal with the words THE GREAT STATE OF TEXAS around it.

8.2 Non Peace Officer - Badges may be issued to those non peace officers that under the employ or assignment to the Fire Marshal Office. The badge design for this badge will be a gold plated/color with the words HIDALGO COUNTY FIRE INSPECTOR on it. The state seal shall be of the same color as the badge.

8.3 Identification Card – In addition to the standard issue Hidalgo County employee identification card those persons assigned enforcement duties shall be issued an identification card that identifies the bearer as a member of the Fire Marshal's Office.

8.3.1 Peace Officer – Those persons commissioned as peace officers shall be issued an identification card with the design and language on it that complies with TCLEOSE rules. It will plainly state on it that the bearer is designated as a peace officer. The front of the card shall read "FIRE MARSHAL" on the right side of the card. It will have a depiction of the badge with a photograph underneath it, with the person's name and title. The employees County ID number shall be on the rear of the card, along with the officers' TCLEOSE uniquely assigned Personal Identification Number.

8.3.2 Non Peace Officer – Those persons that are not commissioned as peace officers shall be issued an identification card on which the language "NOT A PEACE OFFICER" is written upon it. The front of the card shall read "INSPECTOR" or "ARSON INVESTIGATOR". It will have a depiction of the badge with a photograph and person's name and title under it. The employees County ID number and other identifying information shall be on the rear of the card.

8.3.3 Civilian – Those employees and staff that are assigned office duties who may issue burn permits, review plans or conduct other duties assigned to the Fire Marshal shall be issued identification cards that will be similar in design to the above ones, the front of the card shall read "Civilian" on it. It will have a depiction of the badge with a photograph, the person's name and title under it. The employees County ID number and other identifying information shall be on the rear of the card.

9.0 Duty belt, holsters, & other equipment

9.1 Materials – all duty belts, holsters, and pouches shall be of high quality. The material used will be of same for each set. The material for the belt, holster or pouch may be natural leather, synthetic or a combination thereof.

9.1.1 Duty belt – The duty belt shall be worn with the Class A Uniform, and shall consist of a black leather belt. Any buckles or metal hardware shall be polished.

9.1.2 Holster – A pistol holster of the same material and color shall be affixed to the duty belt. The holster must have at a minimum level II retention. Level III is preferred.

9.1.3 Pouches – accessory pouches for handcuffs, pepper spray, baton, magazines, etc. shall be of the same material and color. Pouches design may include a snap type retention device.

9.1.4 Location - The pistol holster shall be worn on the strong side alongside the trouser/pant seam. The magazine pouch shall be worn on the opposite side. All other pouches and accessories shall be worn in a manner that is comfortable to the wearer. No pouches/holders may be worn in a manner that will interfere with the unsnapping or draw of the handgun.

9.1.5 Holster Set – Issued gun belts will be in a set that shall consist of the Class A set; Tactical Rig that includes a drop down leg holster, and a belt holster, magazine and handcuff combination holder for everyday wear. Each person commissioned as a peace officer shall be issued all three sets.

9.1.6 Bullet Resistant Vest: Each employee with a peace officer designation shall be issued a bullet resistant vest that is a minimum of level IIIA, (NIJ Standards) that may be worn under the uniform shirt. Additionally as funds permit, a level IV vest shall be acquired for each employee with a peace officer designation. The latter may be worn over clothing and will have the appropriate insignias and lettering identifying the person wearing it as a peace officer.

9.1.7 Bullet Resistant Helmet: Each employee with a peace officer designation shall be issued a bullet resistant helmet with a clear face-shield that is also bullet proof. The headgear shall meet or exceed NIJ standards that are in accordance with military standards.

9.1.8 Maintenance –All holsters and pouches that have retention devices shall be inspected once a month for malfunctions and wear. They shall be maintained, cleaned and lubricated as necessary. Any type of malfunction or unusual wear shall be reported immediately and replaced.

10.0 Civilian clothing - Personnel assigned to or employed by the Fire Marshal's Office may wear civilian type non-uniform clothing under the following circumstances.

10.1 Assignment – Personnel assigned undercover assignments may wear clothing appropriate for the environment that they will be working in.

10.2 Clerical and Support Staff - Personnel in those assignments may wear civilian clothing on a daily basis. The clothing must be office appropriate and may be classified as business attire. Clerical and support staff may be issued uniforms for those occasions when they may be deployed to an event or assigned to work in an emergency operations center.

11.0 Casual Wear Days – On those days designated as such and with prior supervisory approval employees may wear business casual attire. Clothing worn must be presentable, appropriate and in good taste for an office setting.

12.0 Other: Nothing contained within this policy shall be construed to supersede any other county policy or procedure concerning a dress code, uniform policy, or any other policy.

12.1 Alterations and Upkeep: Any alterations to uniforms shall be the responsibility of the person issued to. Alterations may be made to the uniforms to insure proper fit. Uniforms will not be altered to the point where they are skin-tight or the alteration will affect the performance of the clothing. Employees are expected to launder and press their own uniforms.

12.2 Budget: Any and all items of clothing, footwear, headgear, and personal protective equipment garments that are issued to employees and those persons assigned to the Fire Marshal Office, shall only be purchased with County funds, and in accordance with and under the guise of standard purchasing policies of the County.

12.3 Personal Purchase: Employees are discouraged from using personal funds to purchase unique clothing and uniforms that have permanent logos of the County Fire Marshal's Office. Notwithstanding, nothing within this policy will preclude the purchase of clothing, uniforms, and personal protective equipment using employee's personal funds, as long as the quality and style of the clothing, uniforms and personal protective equipment meet or exceed the requirements set forth within this policy. Employees will not be reimbursed for those purchases made from personal funds. The employee purchasing their own uniforms and clothing shall notify the department head of such purchase via a memo that shall be kept in the employees file.

12.4 Separation: Employees separating from service or employ of the Fire Marshal's Office shall return all issued clothing, uniforms, personal protective equipment and other gear to the Fire Marshal. Any uniform, clothing, or personal protective equipment that has the Fire Marshal's Badge of office permanently affixed to it, shall be surrendered to the office. Those items that were purchased with personal funds may be kept but a memorandum must be on file detailing their purchase.

APPROVED BY
OFFICE OF EXECUTIVE OFFICER

AI-12239
Uniform Policy
CC REGULAR

8.0.

Date: 11/18/2008
Submitted By: Yolanda Orozco, EMERGENCY SERVICES DIVISION
Submitted For: A. A. Tony Pena, Jr.
Department: EMERGENCY SERVICES DIVISION
Agenda Category: Emergency Services Division

Information

CAPTION

Discussion, consideration, and approval of the Department of Emergency Services Office of the County Fire Marshal, Uniform Policy.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Yolanda Orozco	11/12/2008 01:37 PM	CREATED
1	Budget & Management	Veronica Lopez	11/12/2008 02:10 PM	APRV
2	Erika Reyna			NEW
3	Auditor's Office			
4	Purchasing Department			
Form Started By: Yolanda Orozco		Started On: 11/12/2008 01:37 PM		

Department of Emergency Services
Office of the County Fire Marshal

Approved by Commissioners
Court on: _____

Purpose:

The use of a uniform by the Hidalgo County Fire Marshal's office serves to clearly identify the wearer as a public official in the performance of their official duties. The uniform serves to reflect a professional appearance by the wearer.

Proper Uniform Prescribed:

All uniformed members of the Hidalgo County Fire Marshal's office will wear when on duty only such uniform and insignias as prescribed and approved herein. However the Department Head/ Supervisor may grant permission to utilize other clothing during special occasions, and or designated casual attire days.

Improper Uniform Wear Prohibited:

Any employee of the Hidalgo County Fire Marshal's office will not attend any non county business/ Office oriented function, political meeting or any other public gathering, place of amusement while in uniform. Uniforms are to be worn only during official county business only. Use of issued uniform for any other purpose is prohibited without special permission from supervisor.

Appearance in Uniform:

When the uniform is worn, the wearer shall maintain a neat, tidy appearance at all times, avoiding soiled or wrinkled uniforms. Shoes or boots shall be polished or cleaned. Badges or name tags will be replaced when they become disfigured or excessive wear is apparent. Shirts for males employees shall be tucked in at all times.

Headgear:

Employees in uniform are permitted to wear hats "baseball", "BDU", "Tri-Point Style", "Boonie Style" which are related to such duties as "Rescue", "fire investigation", "Police" and or "Hidalgo County Fire Marshal's Office". The wearing of any other style hats or any other hat that displays any other insignias is prohibited unless allowed by supervisor for specific duties I.E. Undercover operations.

Hard hats, fire helmets, rescue helmets are encouraged to be worn when duties so require.

Approved Uniforms:

Fire Marshal/ Deputy Fire Marshal/ Fire Inspector:

Office/ Daily attire to be utilized Monday thru Thursday unless otherwise approved shall consist of uniform Long/ short sleeve Tactical style shirt which are comprised of nylon "rip stop" material; shirt shall be of solid color as issued. The shirt will have dual breast pockets on both sides of shirt, the shirt may have the "Fire Marshal Badge" affixed above the left side chest pocket area, and the Employee name and title may be affixed to the right side chest area of the shirt. Colors may vary.

Under shirts are of 50/50 material with a single chest pocket located on the left chest area and are to include the "Fire Marshal Badge" to be affixed above the left chest pocket area. And an insignia affixed to the backside of the shirt shall clearly identify the wearer as a public official/ Peace Officer if applicable I.E. "Hidalgo County POLICE Fire Marshal". Colors may vary.

Belt shall consist of Black tactical style "riggers" belt shall be worn as issued however a black leather work belt may be use if approved by supervisor for specific duties.

Pants/ slacks shall be worn as issued and shall consist of "Class B tactical style pants" comprised of a Poly/ Rayon material with an adjustable waist band, dual cargo style pockets, rear lower hash utility pockets, standard waist pockets, and standard rear pockets. Colors may vary.

Boots shall be worn as issued and shall consist of a black tactical patrol style with side zipper entry, safety style toe, reinforced heel / composite safety shank. Water resistant.

*** This uniform shall be worn as stated above, unless expressly approved by supervisor or as variation allowed below for specific job duties/ "dress down days".

Dress Down/ Investigation Wear:

The above stated uniform shall consist of a "Cool moisture wicking" style polo shirt comprised of a spandex/ lycra style material with moisture evaporation capabilities for hot weather use, and may have the "fire marshal badge" affixed to the left chest area, with position title affixed to the right chest area. Colors may vary.

Under shirts are of 50/50 material with a single chest pocket located on the left chest area and are to include the "Fire Marshal Badge" to be affixed above the left chest pocket area. And an insignia affixed to the backside of the shirt shall clearly identify the wearer as a public official/ Peace Officer I.E. "Hidalgo County POLICE Fire Marshal". Colors may vary.

Belt shall consist of Black tactical style "riggers" belt shall be worn as issued however a black leather work belt may be use if approved by supervisor for specific duties.

Pants/ slacks shall be worn as issued and shall consist of tactical style pants with rear slash pockets, utility strap on right side, dual cargo pockets with mid thigh utility pocket. Pants shall be comprised of a cotton/canvas material durable for investigation use. Colors may vary.

Boots shall be worn as issued and shall consist of a black tactical patrol style with side zipper entry, safety style toe, reinforced heel / composite safety shank. Water resistant.

*** This uniform shall be worn as stated above, unless expressly approved by supervisor or as variation allowed below for specific job duties.

(VARIATION: this uniform is optioned to be worn without polo style shirt during investigations in the field. Or as expressly approved by supervisor.)

Uniforms for Additionally Assigned Duties:

Search and Rescue:

Employees designated members of Search and rescue shall wear uniforms as issued to include; Shirts are of 50/50 material with a single chest pocket located on the left chest area and are to include the "Fire Marshal Badge" to be affixed above the left chest pocket area. And an insignia affixed to the backside of the shirt shall clearly identify the wearer as a public official/ "Hidalgo County US&R Strike Team". Colors may vary.

Pants/ slacks shall be worn as issued and shall consist of tactical "BDU" style pants with cargo pockets. Pants shall be comprised of cotton "Rip Stop" material durable for Search and Rescue use. Colors may vary.

Belt shall consist of Black tactical style "riggers" belt shall be worn as issued however a black leather work belt may be use if approved by supervisor for specific duties.

Boots shall be worn as issued and shall consist of a black tactical patrol style with side zipper entry, safety style toe, reinforced heel / composite safety shank. Water resistant.

Shorts shall be worn as issued, shorts shall be tactical style with rear slash pockets with right side utility strap, front cargo utility pockets on both sides , and a mid thigh utility pocket. Shorts shall consist of cotton material capable of rigorous rescue work related to "water operations" I.E. Swift water Rescue, Flood Water Rescue.

Water Socks/ boots shall be worn as issued for water rescue operations. Water socks shall consist of a material capable of resisting blood borne pathogens or any other liquid/ solid based hazard associated with water rescue operations. Socks/ boots shall be comprised of a neoprene rubber material capable of resisting punctures and preventing injuries.

Special Event/ Class "A":

During activities of "Special Events" employees will be allowed to wear class A uniforms which shall consist of a white or blue patrol style uniform shirt with a minimum of bi lateral "Office Patches" on each sleeve, Gold in color name plate on right chest tab, "Office Badge" on left chest tab, and collar insignias which shall indicate employee classification/ Rank.

Under shirts are of 50/50 material with a single chest pocket located on the left chest area and are to include the "Fire Marshal Badge" to be affixed above the left chest pocket area. And an insignia affixed to the backside of the shirt shall clearly identify the wearer as a public official/ Peace Officer if applicable I.E. "Hidalgo County POLICE Fire Marshal". Colors may vary, however if wearing "white Class A" the employee shall wear an undershirt of a solid color with no emblems screen printed so as to maintain a professional appearance eliminating "Bleed Through".

Belt shall consist of Black tactical style "riggers" belt shall be worn as issued however a black leather work belt may be use if approved by supervisor for specific duties.

Pants/ slacks shall be worn as issued and shall consist of "Class B tactical style pants" comprised of a Poly/ Rayon material with an adjustable waist band, dual cargo style pockets, rear lower hash utility pockets, standard waist pockets, and standard rear pockets. Colors may vary.

Boots shall be worn as issued and shall consist of a black tactical patrol style with side zipper entry, safety style toe, reinforced heel / composite safety shank. Water resistant.

*****FOR LAW ENFORCEMENT ASSIGNED EMPLOYEES ONLY*****

All of above approved uniforms shall be accompanied by a minimum of officer duty weapon, one set of handcuffs, and at minimum one extra magazine for duty weapon through the use of a Black plain Leather "PaddleBack" Holster on wearers proper draw side, with "mag/cuff" pouch worn on opposite side. Law Enforcement employees shall also be issued 2 styles of "duty Belts" with all necessary equipment, styles shall include one nylon duty belt, one plain leather duty belt. Both styles shall consist of at a minimum, one double magazine pouch, one flashlight pouch, two handcuff pouches, one "ASP" Pouch/ Scabbard, One Duty Holster, One "OC" Pouch. *** Depending on style of belt, duty holster may be alternated for "Drop Leg Holster". The use of the duty belts will be determined by the supervisor for specific duties/ events.

***all of the above stated uniforms shall be provided by the employer in a quantity to sufficiently equip the employee for the entire business work week. Uniforms may be replaced on an as needed basis due to wear and tear. Uniforms found to be damaged or altered intentionally shall be replaced or reimbursed to employer by employee. ***

Support Staff/ Civilian Approved Uniforms:

Clerk/ Office staff daily attire will be worn Monday thru Thursday assigned and issued uniforms shall be comprised of a ¾ sleeved, collared button up professional style blouse made up of a poplin blended material which may have the "Fire Marshal Badge" affixed to the left chest area, and the employee name affixed to the right chest area. Colors may vary.

Dress Down Wear:

The above stated uniform shall consist of a professional style polo shirt comprised of a cotton/ blended style material, and may have the "fire marshal badge" affixed to the left chest area, with position title affixed to the right chest area. Colors may vary

Pants/ Slacks/ Skirts shall be worn in a professional manner. And shall consist of a style capable of being worn in a professional business setting. Absolutely no shorts allowed. Varying colors allowed.

Shoes/ sandals, open toed shoes are allowed providing they consist of a style capable of being worn in a professional business setting.

On Hidalgo County approved dress down days "Fridays" above classified employees shall maintain professional business attire, however alternate attire options are acceptable. Jeans and blue jean material comprised attire shall be in good condition void of any excess wear and tear, and shall be capable of being worn in a professional business setting.

***Uniform shirts will be provided to the above classified employees. All other components of the above stated approved attire will be supplied by employee.

***all of the above stated uniforms shall be provided by the employer in a quantity to sufficiently equip the employee for the entire business work week. Uniforms may be replaced on an as needed basis due to wear and tear. Uniforms found to be damaged or altered intentionally shall be replaced or reimbursed to employer by employee. ***

All Employees:

Jackets/ Rain Gear

Outer gear/ Rain coats, cold weather jackets will be provided by the employer on an as needed basis and shall be comprised of material to sufficiently equip the employee on days of adverse weather conditions. Multiple styles and colors are available and will vary depending on staff classification I.E. Patrol style all in one jacket.

What not to wear

Regardless of gender, when the dress code is business casual it is not appropriate to wear your favorite old t shirt, ripped jeans and antique sneakers. Keep in mind the "Business" part in business casual, and leave your inappropriate clothes at home.

No t- shirts, t- shirts shall only be worn as approved or as previously stated herein.

Revealing clothing, transparent materials, micro mini skirts, and or shorts are prohibited.

Important to note, if you are assigned to go to a class or seminar and are being paid to attend, you are expected to adhere to this dress policy. The only exception is that if the class/ seminar require a certain style of uniform to adhere to training requirements.

Corrective Measures:

The first violation of this policy will result in the employee being sent home to change attire. Employee time sheet will be adjusted to reflect the time used to go home and back.

Subsequent violations will result in progressive disciplinary actions.

Deviation from this policy can occur only if previously authorized and approved by supervisor

***This policy may change as deemed necessary by Department Head/ Supervisor. ***

Employee Uniform Issued by Classification:

Fire Marshal/Deputy/ Inspector:

- 4 Daily use S/S shirts Tactical Style
- 2 Daily use L/S Shirts Tactical Style
- 3 "Cool Max" Polo Investigation/ Dress Down Polo Style shirts
- 2 Class "A" Uniform shirts White/ Blue
- 5 Police/ Investigator Black T-shirts
- 2 Police/ Investigator Tan T-shirts
- 2 Police/ Investigator Grey T-shirts
- 2 Police/ Investigator Blue T-shirts
- 5 US&R strike team Grey T-shirts (if Assigned)
- 5 Class B Tactical Daily Use Pants/ Slacks
- 1 Tactical Canvas Pants
- 3 BDU US&R Pants (if assigned)
- 2 BDU Rescue/ Tactical Shorts (if assigned)
- 1 Duty Boot Patrol Style
- 1 Water sock/ Boot set (if Assigned)
- 1 Utility Daily Wear "Riggers" Belt
- 1 Office Badge Indicating position classification/ Rank
- 1 Plain Leather "Paddleback" Holster (Law Enfc. Only)
- 1 Plain Leather "mag/cuff" Pouch (Law Enfc. Only)
- 1 Plain Leather Duty belt with all Required Accessories (Law Enfc. Only)
- 1 Nylon Duty Belt with all Required Accessories (Law Enfc. Only)
- 1 Wind Breaker Jacket for inclimate weather use
- 1 5 in 1 all weather jacket for cold weather use

Clerk/ Intake Secretary:

- 5 Office Daily Use Shirts (As Described Herein)
- 1 Office "Dress Down" Polo Shirt
- 1 Wind Breaker Jacket for inclimate weather use
- 1 5 in 1 all weather jacket for cold weather use

Fire Marshal Secretary:

- 2 Office Daily Use Shirts (As Described Herein), (Quantity decreased due to minimum contact with public)
- 1 Wind Breaker Jacket for inclimate weather use
- 1 5 in 1 all weather jacket for cold weather use

*** some of the above items may be omitted, changed, or increased depending on replacement issues, or the changing job roles, and the changing needs of the County.