

BULLETIN

NO.: 21-050

DATE: March 23, 2021

TO: All Personnel

FROM: Stephen Wright, Deputy Fire Chief, Shift Commander, A Division
Kelly Zombro, Deputy Fire Chief, Shift Commander, B Division
David Gerboth, Deputy Fire Chief, Shift Commander, C Division
Maureen Hodges, Marine Safety Captain, Lifeguard Services Division

SUBJECT: Uniform and Grooming Standards

Over the past year, we have faced challenges, the likes of which none of us have ever experienced. As COVID began to spread, despite the unknown effects, firefighters and lifeguards continued to respond throughout our community whenever called.

COVID response has been highly dynamic. Our operations have evolved as we learned more about the virus, acquired personal protective equipment, rolled out vaccinations, and now have seen caseloads drop dramatically. All of these factors have required that we be flexible and adaptable.

One area of flexibility was the relaxation both formally and informally of the Uniform Guidelines and Grooming Standards prompted by the concerns of wearing uniforms on calls and in quarters, viral spread, and decontamination. Business closures made maintaining hair length difficult. Indeed, we must keep our vigilance; however, we can do so while exhibiting a professional appearance. Attached are department standards that convey leaders' intent, although supervisors have discretion in best practices centered around COVID-19 safety.

An ongoing review of past guidance centered around the San Diego County tier status is proactively underway. A bimonthly working group comprised of Local 145, Local 911, MEA, EMS, Operations and the Health and Safety Office has been established to review regulatory mandates and adapt accordingly. As a reminder, please check Health & Safety – COVID-19 updates for the most current information and guidance.

Thank you for your continued dedication to the community, the Department, and to each other during these extraordinary times.

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I. PURPOSE

The purpose of these regulations is to accommodate safe performance of duties, good public image, reasonable flexibility, neat appearance and parameters which recognize physical differences.

II. SCOPE

This Standard Instruction shall apply to all San Diego Fire-Rescue Department personnel (excluding Lifeguard Services and Civilian Administrative staff).

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

A. Personal Appearance of Emergency Service Personnel

Uniformed Members of the Department, while on duty, shall at all times be neat and clean. Clothes shall be clean, properly maintained, and in conformity with the uniform guidelines contained in Standard Instruction 07, Section I and II of the Operations Manual. All personnel shall comply with the following grooming standards.

B. Grooming Standard (Revised)

1. Policies listed in Section B are applicable to both males and females.
2. The hair of all personnel will be kept in a neat, clean manner. If dyes, tints, or bleaches are used, the colors must be natural to human hair. Lines or designs will not be cut or dyed into the hair or scalp.
3. The length or style of the hair shall not:
 - a. Preclude the proper wearing of the uniform hat
 - b. Preclude the proper wearing of the helmet
 - c. Preclude the proper wearing of the self-contained breathing apparatus
4. Extreme hair styles are prohibited.
5. Facial hair shall not touch any portion of the seal of the breathing apparatus face piece.
6. Tattoos shall be in good taste and not violate the City of San Diego's Equal Employment Opportunity Policy. Any tattoo that is determined to be in violation of the EEO policy must be covered while on duty.
7. The wearing of visible jewelry, tongue/nose rings/bars, plugs, visible body modifications, scarification, or visible necklaces is expressly prohibited, with the exception of pierced ears and rings as defined below.
8. Rings shall be limited to one per hand. An engagement ring and wedding band count as one ring if worn together on one finger.

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C. Male (Revised)

1. The hair on the top of the head will be neatly groomed. Hair will present a professional appearance and not fall below the middle of the ear, eyebrows, or extend below the bottom of the uniform shirt collar when standing erect.
2. Hair shall meet with the specified grooming standards without being mechanically restrained.
3. Facial Hair:
 - a. Employees shall be clean-shaven when reporting for duty.
 - b. Facial hair shall in no way interfere with the seal of any respiratory protection PPE.
 - c. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the earlobe.
 - d. If a mustache is worn, it will be kept neat, tidy, and trimmed. The mustache will not extend downward or laterally more than ½ inch beyond a horizontal line drawn from the corner of the mouth.
 - e. Lower lip hair shall be neat, tidy and trimmed.
4. Earrings are expressly prohibited.

D. Female (Revised)

1. Hair will be neatly groomed. When in uniform, hair will present a professional appearance and not fall below the eyebrows or extend below the bottom edge of the uniform shirt collar when standing erect. If hair reaches a restrainable length it must:
 - a. Remain restrained under all conditions of work or activity;
 - b. Not interfere with the safe and proper use of helmets, face pieces, or other required safety equipment;
 - c. Not extend in the rear more than six inches below the bottom edge of the collar of the Class “B” uniform shirt while standing with eyes to the horizontal and not wearing a tie;
2. Hair holding ornaments (such as, but not limited to, barrettes, pins, clips, bands) must be inconspicuously placed, unadorned and plain, conservative, and compliment the uniform. Beads or similar ornamental items are not authorized.
3. Cosmetics will be conservative and in good taste.
4. Fingernails shall be professional in color and shall extend no more than ¼” past the fingertips.
5. When a sports bra is visible while worn with a tank top, it shall be dark blue or black.
6. The wearing of earrings for women is permitted if the following standards are met:
Earrings must be:
 - a. Plain style, diamond, silver or gold, complimenting the uniform

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- b. Post style only
- c. Maximum 1/4" face
- d. Worn one per ear only

E. Exceptions

- 1. Deviations and/or reasonable accommodations may be permitted when physical characteristics, medical necessity, or sincerely held religious practices make stated regulations impossible or impractical to administer. This exemption, however, must be made only by permission of the Fire Chief or his/her designee.

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I. PURPOSE

The purpose of this policy is to provide employees and supervisors with guidelines for the proper selection and wearing of San Diego Fire-Rescue (SDFD) uniforms. Non-approved variations to the uniforms described must be approved in advance by the fire chief or designee.

Individual sections or divisions of the Department may vary from this policy subject to the approval of the fire chief or designee.

II. SCOPE

This policy shall apply to all SDFD personnel (with the exception of Lifeguards and civilian administrative staff).

III. AUTHORITY

The fire chief authorizes the information in this policy.

IV. POLICY

A. General Requirements

1. Overview:

- a. The class B or C uniform is to be worn while on-duty (administrative or operations) and during paid training assignments. The class B or C uniform may also be worn while traveling to and from these assignments and when specifically requested (promotional interviews, etc.) The class A, B or C uniform may not be worn off-duty unless approved the by fire chief or his/her designee.
- b. All personnel must be in one of the approved uniforms at all times while on duty, with the exception of showering and/or occupying individually assigned sleeping area.
- c. Personnel are prohibited from entering the common areas of the fire station with any form of visible undergarment.
- d. An approved uniform includes all required components of that uniform as described in Operations Manual Standard Instruction 07, Section 01.

2. Reporting for duty requirements:

- a. Personnel shall report to any duty assignment with a minimum of one full Class "B", "C", and "D" uniform.
- b. Employees should have spare uniforms at their duty station or when working relief or overtime assignments in the event their uniform(s) become soiled or contaminated.
- c. Personnel who report to their designated work assignment without the proper uniform(s) may be subject to discipline.

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- d. Individuals who report for overtime assignments without the required uniform(s) may be sent home and will forfeit any overtime that may have been assigned.
 3. Company officers may allow personnel to vary uniform requirements in certain circumstances, such as inclement weather, hose test, hose drills, etc.
- B. Class "A" Uniform Requirements
1. The Class "A" uniform will be worn for the following occasions:
 - a. When deemed appropriate by the fire chief or designee
 - b. When appearing in court as a representative of SDFD
 - c. At funerals of active or retired members
 - d. At department graduation, promotional, and award ceremonies
 - e. Approved department functions
 - f. When requested by chief officers
 - g. No alcoholic beverages are to be consumed while in any SDFD uniform. Personnel may remove their Class "A" jacket if alcoholic beverages are to be consumed.
 2. Operations personnel shall have their Class "A" readily available at their work site at all times unless it is being used, altered, repaired or cleaned.
- C. Class "B" Uniform Requirements
1. General Hours: 0800-1700 hours or longer if desired by the employee
 2. Occasions when Class "B" uniform shall be worn (when practical):
 - a. At lineup/morning meeting
 - b. Raising or lowering the flag
 - c. While interacting with the public
 - d. While grocery shopping except when shopping after returning from code 9
 - e. During mandatory training classes (i.e. in-service training, paramedic continuing education) in which the employee is being paid to attend. Grant funded classes generally fall into this category, however exceptions may be approved by the instructor and/or the training chief.
 - f. All members are to wear the Department approved and appropriate footwear while on duty.
 - g. Under special circumstances, at the discretion of the officer, employees may be required to wear a Class "B" or Class "C" uniform past 1700 hours when making public contact.
 3. General Wear Requirements:
 - a. Class "B" uniforms shall be worn in a professional manner, clean and presentable.
 - b. The Class "B" uniform shirt must be worn:
 - 1) Tucked into the pants
 - 2) With all front snaps fastened

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3) With the top button left open (unless wearing a tie)

D. Class “C” Uniform Requirements

1. General Hours: When Class “A” or Class “B” uniforms are not required
2. Occasions:
 - a. When responding to selected emergencies (refer to PPE chart)
 - b. Grocery shopping when returning from code 9
 - c. All members are to wear the Department approved footwear while on duty
 - d. Under special circumstances, at the discretion of the officer, the employee may be required to wear a Class “B”, or Class “C” uniform past 1700 hours when making public contact

E. Station T-Shirts

1. The Department supports the practice of placing station identity logos on the back of class “C” T-shirts. This practice allows the station to identify with their respective community, increases department pride and station esprit de corps.
2. The station captain shall coordinate any request for a station identity T-shirt logo. This includes:
 - a. Obtaining written confirmation of the support of a majority of the permanently assigned personnel of the station.
 - b. Submitting request for approval to the assistant chief of emergency operations via the battalion chief supervising the station captain.
 - c. Ensuring that artwork is in good taste and reflects the norms and values of the City of San Diego and the SDFD.
 - d. A sample of the final artwork.
 - e. A description of location, method of application, size and material to be used.
 - f. An explanation of any symbolism used.
 - g. Ensuring that the T-shirt logo is of professional quality appearance.
 - h. The assistant chief of emergency operations will have final approval of all logos.
3. Personnel are responsible for the upkeep of the T-shirt logo. In order to maintain a professional appearance, personnel are responsible for replacing the T-shirt if it becomes damaged or is worn out.
4. Once approved, written approval must be obtained before any modifications are made to the T-shirt logo.
5. One standardized logo shall be approved for each station at any given time. At no time shall there be personnel wearing more than one variation of the station logo T-shirt on duty.
6. Any approved Class “C” T-shirt with a station logo may be worn while on duty at any SDFD facility or fire station.

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F. Station or Knit Caps

1. The station captain shall coordinate any request for a station identity cap/hat logo. This coordination shall include:
 - a. Written confirmation of the support of a majority of the permanently assigned personnel of the station.
 - b. The cap/hat logo proposal shall be coordinated through the battalion chief supervising the station captain.
 - c. Submit request for approval to the assistant chief of emergency operations via the chain of command.
 - d. Artwork must be in good taste, and reflect the norms and values of the City of San Diego and the San Diego Fire-Rescue Department.
 - e. A sample of the final artwork.
 - f. A description of location, method of application, size and material to be used.
 - g. An explanation of any symbolism used shall be included in the request.
 - h. The cap/hat logo must be of professional quality appearance.
 - i. The assistant chief of emergency operations will have final approval of all logos.
2. Personnel are responsible for the upkeep of the cap/hat logo and must replace the cap/hat if it becomes damaged or is worn out in order to maintain a professional appearance.
3. Written approval must be obtained before any modifications are made to the cap/hat logo.
4. One standardized logo shall be approved for each station at any given time. At no time shall there be personnel wearing more than one variation of the station logo cap/hat on duty.
5. Any approved Class "C" cap/hat with a station logo may be worn while on duty at any San Diego Fire-Rescue facility or fire station.

G. Class "D" Uniform Requirements

1. General Hours:
 - a. 1700-0800 hours
 - b. When actively participating in the physical fitness program
2. Occasions:
 - a. Daily physical fitness program
 - b. After 0700 hours, off-going personnel may wear a Class "D" uniform until properly relieved or until 0800 hours
 - c. Off going personnel, who have not been relieved, shall be in the Class "B" uniform by 0800 hours

**FIRE-RESCUE DEPARTMENT
LIFEGUARD SERVICES DIVISION**

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I. PURPOSE

To define the uniform of the Lifeguard Services Division and to detail what types of uniform are to be worn in various circumstances. To ensure that lifeguard personnel present a consistent, professional appearance in which rank is distinguished.

II. AUTHORITY

Lifeguard Chief

III. POLICY

All personnel shall wear a uniform as designated in this section. Regardless of uniform, classified lifeguard personnel must be prepared at all times to respond to emergencies and enter the water for a water rescue. This requires that a Class D swimsuit and swim fins be immediately and readily available. Specific exceptions to this policy may be made by the Lifeguard Chief or designee, such as allowing for the substitution of comparable brands for certain uniform items.

It is the goal of the Fire-Rescue Department to issue a ceremonial Lifeguard dress uniform in the future. Until the necessary details are worked out employees are not required to maintain a Class A uniform as defined in this policy.

A. General

1. Lifeguard Chief

- a. For field activities and daily business, a Class B or C uniform, unless actively involved in rescue activity which requires a Class D uniform, or appropriate business attire.
- b. For meetings and other semi formal events with persons other than Lifeguard Services Division employees, a Class B uniform or business suit as described in IV.(B).
- c. For ceremonial and formal events, a Class A uniform as described in IV.(A).

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2. Marine Safety Captain

- a. For field activities and daily business, a Class B or C uniform, unless actively involved in rescue activity which requires a Class D uniform, or appropriate business attire.
- b. For meetings, court appearances and other semi formal events with persons other than Lifeguard Services Division employees, a Class B uniform or business suit as described in IV. (B).
- c. For ceremonial and formal events, a Class A uniform as described in IV. (A).

3. Marine Safety Lieutenant

- a. For field activities and daily business, a Class B or C uniform, unless actively involved in rescue activity which requires a Class D uniform, or appropriate business attire.
- b. For meetings, court appearances and other semi formal events with persons other than Lifeguard Services Division employees, a Class B uniform or business suit shall be worn.
- c. For ceremonial and formal events, a Class A uniform as described in IV. (A).

4. Lifeguard Sergeant

a. Field Work

(1) Ocean front - Class C or D.

(2) Boating Safety Unit -- Class C, except while assigned to surfboat operations during summer months in which Class D uniform with non-skid deck shoes are permitted.

- b. For meetings, court appearances and other semi formal events with persons other than Lifeguard Services Division employees, a Class B uniform or business suit shall be worn.

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c. For ceremonial and formal events, a Class A uniform as described in IV. (A).

5. Lifeguards II and III - Same as sergeant

6. Hourly Personnel -- Class D.

a. A modified Class C uniform (golf shirt with Class C trousers) maybe worn during special events with supervisor approval. Logos on shirts shall comply with LGI Class D specifications.

7. All Personnel -- during water rescues, the appropriate attire is a uniform swimsuit. A wetsuit is optional.

B. General Exceptions

1. Maintenance activities -- while directly involved in approved maintenance activities, a supervisor may permit the wearing of work clothing. Lifeguard personnel should avoid contacting the public and responding to emergencies while in maintenance attire.

2. Workouts -- while on approved workouts, lifeguard personnel may wear appropriate personal clothing. Lifeguards should avoid contacting the public and responding to emergencies while in workout attire.

3. Light Duty - Class A, B, C or civilian clothes approved by a rank of sergeant or higher shall be worn.

4. Specialty Teams -- The team leader of a specialty team may make exceptions for team members that are involved in team activities.

C. Off-Duty Requirements

No uniform item for which an allowance is made or which carries an approved logo may be worn while the employee is off-duty, with the following exception: in transit to and from work, marked uniform items must be covered except while the employee is in an enclosed private vehicle, or with the expressed permission of a supervisor.

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D. Sun/Weather Protection

All employees are required to protect themselves as follows:

1. Hats -- shall be worn by personnel who will be exposed to direct sunlight for continuous periods longer than 15 minutes in duration. The bill of the hat must face forward at all times.
2. Sunglasses -- shall be conservative and professional in appearance and worn whenever appropriate and particularly while on watch outside of a glassed observation station.
3. Sun screen -- will be supplied to all employees and shall be applied regularly to exposed areas.

E. General Provisions

1. Long sleeve shirts shall not be worn under short sleeve shirts.
2. Shoes that accept a polish and shine shall be maintained in that condition.
3. Articles that are stained, ragged, faded or torn shall not be worn.
4. All equipment which has been provided by the City or for which reimbursement or allowance has been received shall be returned to the City upon termination of employment.
5. A full uniform and equipment, as well as a change of uniform shall be maintained at each employee's work site at all times.
6. Uniform items from separate classes shall not be mixed except when approved by a supervisor.

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F. Issuance of Equipment and Compensation

1. Lifeguard I

- a. Issued Class D uniform upon appointment as outlined in the Memorandum of Understanding, as well as sunglasses. Employee is required to retain and/or maintain these items for the duration of employment as a lifeguard.
- b. Provided a uniform allowance at rates specified in the Memorandum of Understanding during each successive fiscal year of active seasonal employment.

2. Full-Time Personnel

- a. Issued a badge upon appointment.
- b. Upon promotion to Lifeguard II, probationary Lifeguards II will be issued uniform items as specified in the Memorandum of Understanding. The employee is required to retain and maintain these items for the duration of employment as a lifeguard.

- 3. Lifeguards hired or promoted from outside the current Lifeguard Division staff will be issued uniform items or reimbursed for them as if they had proceeded through the process normally.

IV. DEFINITIONS

With the goal of adding a Ceremonial Class A Uniform, current uniform classes will be adjusted by one letter. (A-Ceremonial, B-Court Attire, C-Utility/BSU and D-Reds)

The Lifeguard Division Patch will be altered, replacing "SERVICE" with "FIRE-RESCUE." Employees will be required to replace the old patches with the new ones within 9 months of issuance on all required uniform items.

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A. Class A Uniform

1. Adopt SDFD Class A Uniform language with the exception of placing one Fire-Rescue patch on the left shoulder and one Lifeguard Services patch on the right shoulder. The Lifeguard Division badge will also be used.

B. Class B Uniform

1. Trousers - Lion brand, Model #130, dark navy blue in color. A similar identical brand and model may be substituted upon approval by a Lieutenant or above.
2. Shirt
 - a. Lion Brand, Model # 1532, short sleeve or long sleeve. A similar identical brand and model may be substituted upon approval by a Lieutenant or above. A plain, short sleeve, crew neck, white T-shirt may be worn under this Class B uniform shirt.
 - b. Color - dark navy blue.
 - c. Approved Lifeguard Services patch on the right and left shoulders. Both patches shall be placed on the sleeves 1" below shoulder seam, centered.
3. Belt
 - a. Black leather.
 - b. Width -- 1.5".
 - c. Plain silver or gold buckle or velcro closing type.
4. Undershirt -- white short sleeve crew neck.
5. Socks -- plain black or navy blue.
6. Shoes -- black leather dress shoes or military specification combat boots with plain black toe.

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7. Jacket (wearing is optional)
 - a. Required -- approved light weight uniform jacket with embroidered name and badge. Lifeguard Services patches on the right and left shoulder. Both patches shall be placed on the sleeves 1" below shoulder seam, centered.
 - b. Optional -- Navy Blue Lion, Style # 10, (SDFD Specs) with embroidered name and badge.
8. Badge -- as issued, worn over the left breast of shirt
9. Name Tag -- affixed above right breast of shirt.
 - a. Gold with black lettering, block style.
 - b. 2.5 inches by .5 inches.
 - c. Including full first name or initial, and last name.
 - d. Length of service may be signified via a small star placed below the name for each five years of City service.
10. Insignias of Rank
 - a. Mandatory -- sergeant and above shall wear gold metal insignias indicating appropriate rank on each collar of shirt and jacket(s).
 - b. Optional -- all personnel may wear the following pins placed on flap of right shirt pocket.
 - (1) Department Award Pins.
 - (2) Small EMT star of life pin.
 - (3) City length of service pin.

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- (4) American Flag pin.
- (5) Other pins as permitted by a Lieutenant or above.

C. Class C Uniform

- 1. Trousers -- required pants: genuine combat cloth battle dress utilities 6 pocket, navy blue. A similar identical brand and model may be substituted upon approval by a Lieutenant or above.
- 2. Shorts -- plain navy blue, Combat Cloth BDU L.A.W. (TM) 6 pocket Bike Cargo Short. A similar identical brand and model may be substituted upon approval by a Lieutenant or above. Class D red swim trunks are not to protrude past the bottom of the shorts.
- 3. Shirt --
 - a. Mandatory
 - (1) Polo style navy blue long sleeve or short sleeve with approved logo on back.
 - (2) Combat Cloth short sleeve or long sleeve L.A.W. (TM) Field and Duty Shirt. A similar identical brand and model may be substituted upon approval by a Lieutenant or above. An approved Lifeguard Services patch on the right and left shoulders. Both patches shall be placed on the sleeves 1" below shoulder seam, centered. A plain, short sleeve, crew neck, navy T-shirt may be worn under this Class C uniform shirt.
 - b. Optional
 - (1) Turtleneck with approved logo on back.

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4. Belt
 - a. Black leather or Nylon.
 - b. Width -- 1.5" or 1.75".
 - c. Plain silver, gold buckle or black buckle.
5. Socks -- plain white socks. Socks are not to be worn with sandals.
6. Footwear -- navy blue or predominately white boat shoes or predominately white running or tennis style shoes. Sandals shall be thongs or open-toe style, nylon sandals. Personnel assigned to the Boating Safety Unit must wear non-skid boat shoes unless assigned to crew on a surf boat and actively involved in rescue activity.
 - a. Lifeguard personnel may wear military specification combat boots with plain black toe in conjunction with uniform pants. Lifeguards assigned to the ocean front may not wear boots during heightened rescue activity.
7. Jacket
 - a. Required for BSU members only -- Orange Stearns bomber-style float coat, item #FJ7070, or orange Mustang Bomber Jacket, #MJ6210. Reflective tape provided by the manufacturer is required on jackets purchased after July 1, 1994. Badges and names may be embroidered to required light weight uniform jacket specifications.
 - b. Optional -- approved light weight uniform jacket with name and badge embroidered. A Lifeguard Services patch on the right and left shoulders. Both patches shall be placed on the sleeves 1" below shoulder seam, centered.
 - c. Optional -- orange Mustang buoyant service coat, #MC1510.
8. Hat -- navy blue wool baseball cap or Booney Style hat with embroidered crown shall state, "San Diego Lifeguard" (supervisors' hats shall state "Lifeguard" and their rank in capital letters or their insignia of rank).

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- a. Optional-- An embroidered name or employee initials on back of hat that conforms to Class C shirt name and lettering specifications, or last name only. Embroidery shall be centered in the rear, approximately 3/4 inch from the bottom edge of the fabric.
 - 9. Badge -- embroidered on front over left breast of shirt.
 - 10. Name -- embroidered on front above right breast of shirt.
 - 11. Insignias of Rank
 - a. Mandatory -- sergeant and above shall wear embroidered gold insignias indicating appropriate rank on each collar of shirt and jacket.
 - 12. Patch(s) -- Worn on both shoulders of utility shirt and approved light weight jacket. A Lifeguard Services patch on the right and left shoulders as described above.
 - 13. Law Enforcement Apparel
 - a. BSU Mandatory
 - (1) Utility Belt
 - expandable baton (trained employees only)
 - OC PS
 - handcuffs (approved by a Lifeguard Sergeant or above)
 - knife
- *note - Items must be kept in black leather or nylon case. Wearing of utility belt is optional however it must be readily available at all times.

D. Class D Uniform

- 1. Swimsuit - all trunks and suits shall be completely bright red in color and have a lifeguard patch sewn on the front of the suit below the left hip approximately 1 1/2 inch above the hem. Sergeant, Lieutenant, Captain and Chief may

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have rank patch sewn below lifeguard patch. Female two piece suit is exempt from patch requirement.

- a. Males -- boxer or board short style. Length not to exceed the top of the knee. Shorts must be worn so as not to reveal any part of the buttocks.
- b. Females
 - (1) Plain red, one or two piece conservative, athletic style suit.
 - (2) In addition, plain red boxer or board short style trunks, length not exceeding the top of the knee. Shorts must be worn so as not to reveal any part of the buttocks.
 - (3) Wearing of the trunks is optional for the following; seasonal tower operations, wet seat and while actively making rescues or on stand-by. At all other times, trunks must be worn over the swim suit.
2. Shirt -- Navy blue with approved logo.
 - a. Lifeguards II and above -- short or long sleeve golf-style shirt with pointed collar. (A navy blue, short sleeve, crew neck T-shirt may be worn under golf-style shirt, if desired.)
 - b. Lifeguards I -- crew neck T-shirt.
 - c. Lifeguards I and above -- Turtle neck long sleeve shirt with approved logo.
3. Jacket -- same as Class B
4. Insignias of rank -- Sergeants and above, same as Class B. Must be embroidered.

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- 5. Pants
 - a. Lifeguards I and above -- Sweat pants (wearing is optional) -- navy blue cotton with approved logo.
 - b. Lifeguards I and above -- BDU Pants (wearing is optional)-- genuine combat cloth BDU 6 pocket, navy blue. Lifeguards I are approved to wear BDU Pants from October 1st through March 31st.
 - c. Lifeguards I and above – Solid navy blue, straight leg nylon (windbreaker style) warm-up pants. Wearing is optional with Wear Guard light weight jacket
- 6. Footwear - same as Class C.
- 7. Hat -- any one of the following with no adornments.
 - a. Navy blue wool baseball cap -- same as Class C.
 - b. A plain straw hat conforming to those traditionally worn by lifeguards.
 - c. A plain, navy blue visor.
 - d. Navy blue booney style hat with wide reinforced brim and chin strap.
 - e. Navy blue watch cap. May only be worn only in conjunction with long pants and jacket and when air temperature is below 60 degrees F.
- E. Class E Uniform – Helicopter Personnel Only (optional)

Lifeguards assigned to the Fire-Rescue Helicopter may wear the navy blue flight suit with long sleeves and manufactured by Flight Suits L.T.D.

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F. Wetsuits -- may be worn while involved in rescue activity, on workouts or while on duty in an IRB, PWC or hard hull rescue boat.

1. Design

- a. Mandatory -- all Lifeguards II and above must have a full suit with long arms and legs.
- b. Optional -- lifeguards may use other types of wetsuits such as spring suits, short sleeve vest or rash guard, as long as they comply with the full suit design.
- c. Manufacturer logo may not cover more than 3% of the wetsuit and shall be appropriate for the work environment.

2. Color

- a. Body of suit, including arms and legs, black.

3. Lifeguards I

Lifeguards I may wear an approved wetsuit with appropriate hourly logo or a wetsuit in good condition, navy blue or black in color, with approved rash guard.

G. Rain Gear - required full-time personnel.

1. West Marine, Third Reef brand Foul Weather Jacket with silk screened badge on left breast and silk screened name on right breast, yellow in color.
2. West Marine, Third Reef brand Foul Weather Trousers, yellow in color.
3. West Marine, Third Reef brand Foul Weather Boots.

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H. Logos

1. The following uniform items must have logos as noted.
 - a. Golf shirts, T-shirts, turtlenecks, rash guards and jackets -- front and back.
 - b. Sweat Pants – Logo shall be placed on the front center of the left leg approximately 3 inches by 3 inches in size and approximately 6 inches from the top of the waistband.
 - c. Rain jacket – front and back
 - d. Wetsuits – the word “LIFEGUARD” will be printed down both arms with two inch, vertical, white, block style lettering, starting one inch below the turn of the shoulder (for long sleeve wetsuits only).

2. Design
 - a. Front over left breast
 - (1) Full-time personnel -- badge silk screened on rain gear; embroidered on Class C and D shirts, Class B jackets, and Float Coats.
 - (2) Lifeguards I
 - (a) First line (arched) – “SAN DIEGO”
Second line (horizontal) - “LIFEGUARD”
Third line (horizontal) – “FIRE-RESCUE”

All three lines should not be more than approximately 3” high.

 - b. Front over right breast, full-time personnel only with the exception of hourly personnel uniform jacket, first initial and last name in plain block style letters 1/2" high -- silk screened on rain gear, embroidered on Class

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C and D shirts and jackets. Name on rain gear should be on right breast pocket flap.

c. Rear, center of back

- (1) First Line – “SAN DIEGO” – three inches straight below the bottom of the collar, arched, in capital block style letters, white in color, approximately two inches high.
- (2) Second Line – “LIFEGUARD” – one inch straight below the words “SAN DIEGO” in capital block style letters, approximately three inches high, horizontal, red in color, with an outline of white.
- (3) Third Line – “FIRE-RESCUE” – one inch straight below the word “LIFEGUARD” in capital block style letters, approximately two inches high, horizontal, and white in color.
- (4) Two shirts shall be created that display the logo as described above to serve as visual examples of the artwork and its dimensions. One will be held by Lifeguard Division management and one will be held by MEA.

3. Color

a. Shirts

- (1) Badges – gold with blue lettering
- (2) Names – gold lettering
- (3) Other logos – as described above.

b. Sweat pants.

- (1) Logo – as described above

c. Rain jackets and Float Coats --

- (1) Badges -- blue with gold lettering.

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- (2) Names - blue lettering.
- (3) Other logos - black.

- I. Patches – The Lifeguard patch design is to be altered. The word “SERVICE” will be replaced by the words “FIRE-RESCUE”. Once the Lifeguard Division receives the newly altered patches and distributes them, employees will have nine months to replace all patches on uniforms items requiring the patch.
- J. All uniform apparel requiring logo shall be modified with the new logo no later than October 1, 2008.

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SUBJECT: Personal Appearance Standards	CATEGORY: Personnel	NUMBER: 4.4
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I. PURPOSE

To define the Personal Appearance Standards of the Lifeguard Services Division and to ensure lifeguard personnel present a consistent, professional appearance.

II. AUTHORITY

Lifeguard Chief

III. POLICY

Members of the Lifeguard Service, while on duty, shall at all times be neat and clean. Clothes shall be clean, properly maintained, and in conformity with the uniform guidelines contained in Section 4.1 of this manual. All personnel shall comply with the following standards designated in this section. Exceptions may be made by the Lifeguard Chief.

A. Male Personnel

1. Hair

- a. The perimeter of the hair must be cut or maintained so as not to:
 - (1) Extend down the forehead beyond the eyebrows.
 - (2) If unrestrained, extend in the rear below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.
 - (3) If restrained, extend in the rear six inches below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.
- b. When hair reaches a restrainable length it must be restrained under all conditions of work or activity.
- c. The depth of the hair mass shall not:
 - (1) Exceed four inches when measured at right angles from any part of the scalp.
- d. The length or style of the hair shall not:

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- (1) Preclude the proper wearing of the uniform hat.
 - (2) Preclude the proper wearing of the helmet.
 - (3) Preclude the proper wearing of the self-contained breathing apparatus.
- e. Hair color must be a naturally occurring hair color.
- f. Mustaches must not:
- (1) Grow or fall as to cover any portion of the bottom lip with mouth closed.
 - (2) Grow or extend more than 3/4" beyond the corner of the individual's mouth.
 - (3) Grow or extend beyond 2" below the corner of the individual's mouth.
 - (4) Have waxed points.
 - (5) Facial hair shall not be allowed closer than 2" to any portion of the breathing apparatus face piece.
- g. Sideburns shall not:
- (1) Extend below the lowest edge of the earlobe.
 - (2) Be more than 50% wider at the base than at the center of the ear.
- Sideburns shall:
- (1) Be neatly trimmed.
 - (2) Be cut on a horizontal plane.
- h. Any type of facial hair with the exception of mustaches, sideburns and eyebrows are strictly prohibited.
- i. Devices to mechanically restrain hair shall be conservative and in good taste.

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2. Jewelry

- a. The wearing of visible jewelry is expressly prohibited (this includes, but is not limited to, earrings, other piercings, necklaces, bracelets, anklets, finger and toe rings). Lifeguards may wear one wedding-style band finger ring that contains no adornments. Lifeguards may wear one wrist watch, conservative in design.

3. Tattoos

- a. Tattoos shall be in good taste and not violate the EEO policy.

- 4. Deviations may be permitted when physical characteristics make stated regulations impossible or impractical to administer. This exemption, however, must be made only by permission of the Lifeguard Chief or his/her designee.

B. Female Personnel

1. Hair

- a. The perimeter of the hair must be cut or maintained so as not to:
 - (1) Extend down the forehead beyond the eyebrows if unrestrained.
 - (2) If unrestrained, extend in the rear below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.
 - (3) If restrained, extend in the rear six inches below the bottom edge of the collar of the Class B uniform shirt, while standing with eyes to the horizontal.
- b. When hair of any length reaches a point where it can be restrained it must be restrained under all conditions of work or activity.
- c. The depth of the hair mass shall not:
 - (1) Exceed four inches when measured at right angles from any part of the scalp. (outward and upward)

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- d. The length or style of the hair shall not:
 - (1) Preclude the proper wearing of the uniform hat.
 - (2) Preclude the proper wearing of the helmet.
 - (3) Preclude the proper wearing of the self-contained breathing apparatus.
 - e. Hair color must be a naturally occurring hair color.
 - f. Devices to mechanically restrain hair shall be conservative and in good taste.
2. Cosmetics
- a. Shall be conservative and in good taste.
3. Jewelry
- a. The wearing of visible jewelry is expressly prohibited (this includes, but is not limited to, earrings, other piercings, necklaces, bracelets, anklets, finger and toe rings). Lifeguards may wear one wedding-style band finger ring that contains no adornments. Lifeguards may wear one wrist watch, conservative in design.
4. Tattoos
- a. Tattoos shall be in good taste and not violate the EEO policy.
5. Deviations may be permitted when physical characteristics make stated regulations impossible or impractical to administer. This exemption, however, must be made only by permission of the Fire Chief or his/her designee.

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