
	<b>BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES</b>	
	<b>CHAPTER: III – GENERAL</b>	APPROVED BY: Chief Jeremy K. Moore
<b>SUBJECT 23: Special Duty Assignment</b>		CODE# 1.III.23
Initiated: July 1, 2016		Revised: July 1, 2018

## A. PURPOSE

1. To clearly establish and inform all members of the department's special duty assignment policy.
2. To establish the means for staffing the Fire Department for any event or circumstance as solely determined by the Fire Chief in excess of the department's minimum staffing levels.

## B. POLICY

1. The Fire Chief has sole discretion to determine the additional or excess staffing as well as the correct mix of ranks, training, certifications, licensing, and experience from the established special duty assignment list.
2. A voluntary Special Duty Assignment list shall be maintained by the Battalion Chiefs.
3. The Special Duty Assignment list shall be maintained in a fashion similar to the Callback list.
4. Future individuals wishing to be added to the Special Duty Assignment list shall be added at the bottom of the list on the first day of the following month by submitting their name to the Fire Chief.
5. The number of Special Duty Assignments shall be determined by the Fire Chief on a case by case basis.
6. Utilization of the Special Duty Assignment list is solely at the discretion of the Fire Chief and use of the list to provide extra staffing at an event or circumstance shall not create any right or expectation that such extra event or staffing shall be used in the future. Provided that the Fire Chief may assign on-shift personnel, including suppression units, ambulances, and/or other equipment or apparatus to Special Events for up to four (4) hours per shift without using the Special Duty Assignment list. When using a suppression unit and/or an ambulance under this section, the suppression unit and/or ambulance will normally remain in their designated first-in area unless an unforeseen circumstance arises. This provision shall be limited to four (4) hours per special event per shift.
7. If staffing cannot be accomplished with the voluntary Special Duty Assignment list, mandatory callback will begin with the least senior employee on the Minimum Staffing Callback list and work up the list as needed.

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	<b>CHAPTER: V – RULES AND REGULATIONS</b>	APPROVED BY: Chief Jeremy K. Moore
<b>SUBJECT 2: GROOMING REQUIREMENTS</b>		CODE# 1.V.2
Initiated: Sept. 01, 2006		Revised: : 07-01-2018

## **A. PURPOSE**

To establish guidelines concerning personal appearance standards which will enable Fire Department members to present a neat and professional appearance at all times.

## **B. POLICY**

1. Fire Department members shall maintain a high standard of dress and personal appearance.
2. Members (while on duty) shall abide by departmental grooming standards.


## **C. PROCEDURE**

### **1. Haircuts**

- a. Firefighters will keep hair properly cut and neatly fashioned in a style that is professional in appearance and in keeping with normal business standards; hair longer than the bottom of the collar shall be pulled up so as not to impede any protective equipment or negatively impact the safety of personnel when responding to emergency incidents or in public view.

### **2. Facial Hair**

- a. Members/employees will be clean-shaven by 8 a.m. on each shift.
- b. Moustaches shall conform to the following:
  - 1) Moustaches shall be kept neat and closely trimmed.
  - 2) With the mouth closed, moustaches may extend ½ inch outward and below the corner where the lips meet.
  - 3) Moustaches will be trimmed in such a manner as to when the lips are closed the mouth line is visible.
  - 4) Foo-Man-Chew, Handle Bar or other similar styles are not permitted.
  - 5) Beards and goatees and all other types of facial hair will not be permitted except as follows.

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- c. Facial hair directly beneath the lower lip may be worn, but must be neatly trimmed and may not extend more than one (1) inch in horizontal width and ½ inch in vertical length.

### 3. Sideburns

- a. Sideburns will be kept neatly trimmed and close to the face.
- b. Sideburns may extend halfway between the lower part of the ear and the corner of the jawbone.
- c. Pork chop type sideburns will not be permitted.

### 4. Tattoos, Body Art, Brands, Mutilation, Body Piercing


- a. There shall be no tattoos, body art, brands, mutilation, or body piercing that are visible while wearing any work or dress uniform representing the BAFD.
- b. Members may comply with this policy by wearing flesh colored NFPA compliant covers-ups.
- c. Tattoos, body art, brands, mutilation, or body piercing on other areas of the body that are prejudicial to good order, discipline, and morale, or that are of a nature to bring discredit upon the BAFD are prohibited.
- d. Exception: Tattoos that do not bring embarrassment or discredit to the department or are determined to be prohibited under sexual harassment policy may be uncovered so long as they not extend below the elbow, or on the neck, or face.

### 5. Dental Ornamentation

- a. The use of gold, platinum or other veneers or caps for the purposes of ornamentation are prohibited.
- b. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials etc.

**NOTE:** The intent of this policy is to enforce Department uniform standards of appearance and also to prohibit members/employees from having tattoos, brands, mutilation, or body



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piercing that are indecent, racist, sexist, or that exhibit an alliance with extremist organizations.

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