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# UNIFORM & PERSONAL APPEARANCE SOG

## SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

## PURPOSE

The purpose of this SOG is to provide guidance to members of the SPFD and to Establish a guideline for a standard uniform and to set forth responsibilities governing the use and wear of these uniforms. It will outline the personal appearance and grooming standards set forth by the Stoney Point Fire Department. Personnel are to use this guideline to determine the proper way to present their uniform and personal appearance.

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## GUIDELINES

The Stoney Point Fire Department has maintained the highest quality of fire protection to the citizens it serves through education, training and suppression. Stoney Point Fire is a highly visible department in the community.

In order to project an image of professionalism and uniformity, the department has developed a method of keeping personnel to this high standard. The department will issue uniforms to those specific employees who deal with the public on a daily basis. To ensure that all employees who receive uniforms are knowledgeable of the types of uniforms issued and the regulations governing their use, the following guideline is established.

Stoney Point Fire Department shall maintain a professional appearance and that issued equipment shall be maintained in good condition. All members of the Department must abide by the Standard Operating Guideline 7A.024B regarding uniform and appearance.



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## Uniform Standards – General

Uniforms are a means of readily identifying the fire element in our society.

Uniforms allow the public to clearly establish that they are dealing with an official representative of the Stoney Point Fire Department. In many situations, the uniform may be a safety factor for the public and the firefighter.

Personnel assigned uniforms are required to wear the approved uniform as described in this guideline.

Items issued for use as part of the official fire service uniform shall meet the specifications set forth by the Department in all respects.

Unauthorized equipment, alterations or additions to the official uniform will not be allowed.

A violation to this guideline shall bring disciplinary action as directed by any supervisor. Any employee wishing to seek exceptions to the standard uniform guideline must request approval in writing through the chain of command. Approvals will be issued in writing by the Fire Chief.

Stoney Point Fire Department personnel will maintain a high standard of dress and appearance. Uniforms will be fitted, pressed, clean, serviceable, and properly fastened.

Metallic devices and leather will be properly polished. Supervisory personnel shall inspect uniforms of full-time members daily and prior to attending any official department sponsored event or function.

### Patches on Uniform

- Left Sleeve Department Patch
- Right Sleeve United States of America Patch – Reverse Field – Blue portion forward

Regardless of the uniform for the day, Class A, B, and C uniforms must be readily accessible by all individuals at all times while on duty.

The Chief of the Department will be the final authority. Any approvals from his office or exceptions shall be inserted into this guideline for future reference.

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## Standard Uniforms Regulations

The prescribed uniform will be worn between 0700 and 1800 with the following exceptions:

- While participating in physical fitness training.
- During practical training sessions.
- Class B or Class C uniform shirt are optional if in full PPE to include overhaul, staging and Rehab periods of an emergency operation.
- Unless otherwise directed by the Command Staff

No part or article of any department uniform shall be worn by any member, except while on duty or while participating in an approved Stoney Point Fire Department function. A member has the option of wearing a complete uniform to and from work.

All department personnel will wear the appropriate Class uniform while attending or participating in any classroom training or classroom testing activity when representing the Stoney Point Fire Department while on duty.

Uniform shirts will be worn tucked in at **all** times. Top button may be left open if a tie is not required.

All metal is to remain shined and serviceable. All leather apparel will remain clean and polished.

Department members must be in possession of there issued ID Card at all times.

The use of cell phone headsets, earpieces, microphones and music players is not permitted between 0700-1700. After 1700, the use of these items is permitted at the station only. These items will not be used on the apparatus or away from the station. When portable music players are permitted for use, they will be played at an acceptable volume that is not disturbing to others. The volume will also permit monitoring of calls.

Sunglasses are not to be worn inside the station or other buildings. Exceptions are:

- Tinted safety glasses during calls that require eye protection.
- Prescribed by a physician or optometrist

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## Standard Uniforms and Equipment

Upon employment with the department each employee shall be issued the following uniforms and equipment listed herein. As replacement equipment is needed, it will be issued through the Station Day Captain. Employees will be required to turn in old items in order to receive new items. Should items be lost or destroyed, a lost or destroyed report shall be filled out and turned in to Station Day Captain.

The following is a list of items to be issued to all Shift personnel:

1. Three pair blue utility work trousers (Class C)
2. One Class "B" Short Sleeve Uniform Shirt
3. Four blue T-shirts (Class C)
4. One Class "A" Long Sleeve Uniform Shirt
4. One winter coat
5. One Shirt Badge (Proper Rank)
6. One set of shoulder emblems for appropriate rank.
7. One set of label stars.
8. One nametag
9. 1 pair PT Shorts
10. 1 Sweat Shirt
11. 1 Sweat Pant
12. One complete set of structural fire fighting turnouts for suppression.

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### Required items not furnished by Stoney Point Fire Department:

- Black belt
- Black tie
- Black Work Boots
- Patent and Leather Dress Shoes
- Black Dress Belt
- Undergarments (i.e. underwear, socks, white t-shirts)

### Fire Uniform Class A

The Class A uniform is a formal uniform and is to be worn in the utmost professional manner. The highest regard for care should be taken at all times. It shall be clean, pressed, and free of defects.

Specifications:

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Dress cap with badge and rank band:

- Shall be worn in a military manner, square and level on the head.
- Plastic cap covers may be used during inclement weather.
- Shall be clean and in good condition.
- Shall be worn at all times outside and removed when entering vehicles and buildings.

Dress coat with badge:

- Dress coat is to remain buttoned except while seated if necessary.
- Badge to be worn on coat
- Cloth rank bands shall be worn in accordance with appropriate rank.
- Appropriate rank insignia to be worn on label of coat.

In time of mourning, a black band may cover the center insignia of badge. Length of time will be determined by the Chief.

Only a long sleeve dress shirt will be worn in Class A uniform:

The shirt shall be pressed and free of defects.

A black tie (black bow tie for female employees) must be worn in Class A Uniform

Nameplate will be worn on the right side in line with the top of the breast pocket so that the bottom of nameplate is flush with top of pocket and centered.

Black tie:

- Shall be plain with no designs or patterns
- Shall be a dull or matte finish
- Tie clasp optional

Black dress trousers or black skirt for female employees.

Black dress belt must be worn with regulation uniform. Belt buckle shall not be distracting to the uniform. Belt width should be 1 inch to 1½ inches with Class A.

Black Patent Leather dress shoes.

Black Socks (black pantyhose without design for female employees).

Thermal undershirts may be worn during cold and inclement weather under the following conditions:

- Must be white in color for Class A dress uniform.
- Must be worn so that the lower garment's sleeves do not protrude from under the dress shirt's cuff.

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Turtlenecks or mock-turtlenecks are **not** permitted while in Class A dress uniform. With the exception of the Honor Guard.

Class A shall be worn for functions listed, but not limited to:

- Appropriate formal ceremonies i.e.; funerals, parades, graduations, or other appropriate functions.
- For LODD ceremonies and events, the full Class A uniform is **required**, unless the Chief of the Department or designee gives expressed permission.
- Any other occasion deemed appropriate by the Chief.

### **Fire Uniform Class B**

The Class B uniform shall be the daily uniform for the following employees:

- Administration
- Fire Prevention

The Class B uniform shall be worn in the utmost professional manner. For personnel without Class A uniforms, the Class B shall be worn in lieu there of.

Personnel may be required to wear a Class B uniform during special functions deemed necessary by the Chief. (i.e. grievance hearings, assessment boards, etc.).

Specifications for Class B formal

- Dress shirt (It shall be pressed and free of defects).
- Shirt badge of appropriate rank shall be worn on left breast.
- A black tie (black bow tie for female members) must be worn in Class B formal uniform
- Nameplate will be worn centered over the right pocket with the bottom of the nameplate flush with the top of the pocket.
- Black or Navy dress trousers (*or* Black or Navy skirt for Female members)
- Black dress belt
- Black socks (*or* pantyhose for Female members) without design.
- Black patent leather dress shoes. Exception: During inclement weather it is at the Station Captain's discretion to wear black leather work boots.

**All long sleeve uniform shirts shall be worn with a tie.**

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## Fire Uniform Class C

The Class C uniform shall be the daily uniform worn by the following personnel:

- Suppression personnel (up to and including Captains)
- Logistics and Support Staff

The Class C uniform will be used for all duties performed by suppression personnel. Because this is used as an everyday all-purpose uniform, personnel are reminded to keep this uniform clean and free of major defects. **Some duties include, but are not limited to:**

- Station tours
- Inter-departmental training
- Training at outside agencies
- Departmental meetings

**No** additional pins or emblems will be permitted on the Class C shirts. i.e. collar brass, badges, nametags, etc.

During times of extreme heat, the Assistant Chief of Operations or Division Chief shall consider personnel safety and dress personnel down to a Class D uniform. This will be communicated via radio or email to the entire shift.

Specifications:

Blue or Gray utility T-Shirt or Sweat Shirt

Blue utility trousers

Trousers are **not** to be worn bloused

Blousing strings are to be removed

No large items are to be stored in the pockets that would cause bulging (i.e. cigarette, drink bottles, hats, and gloves)

Black leather safety shoes/ boots with steel toe

Black socks must be worn with the regulation uniform. *Exception:* When an 8" or greater work boot is worn.

Black belt must be worn with regulation uniform. Belt buckle shall not be distracting to the uniform. Belt width should be no more than 2 ¼ inches.

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A black Class 1 rescue harness may be worn in place of the black leather belt on the Class C uniform.

Ball Cap

**At minimum a Class “C” uniform shall be worn to Type II medical related incidents.** Volunteer members if not wearing a uniform will wear Stoney Point a T-Shirt or Sweatshirt combined with bunker pants. Nice blue jeans or slacks will be acceptable when combined with a Stoney Point T-Shirt, Sweatshirt, pullover or jacket. Footwear for Type II medical incidents out of uniform a tennis shoe will be acceptable.

**All Type I medical related incidents the members shall wear full protective clothing to include steel toe boots.**

### Physical Fitness Uniform

The physical fitness uniform consists of the following items and may be worn in the following situations:

- While participating in physical fitness training.
- During hands-on training sessions.
- Under turnout gear while in full PPE, to include overhaul, staging, and rehab at emergency scenes.
- During times of extreme heat and when deemed appropriate by the Fire Chief
- Evening attire and/or workout clothing may be worn in lieu of Class C uniform after 1800
- This may also be used for physical fitness training. If physical fitness training session is prior to 0800, personnel must return to proper Class C uniform.
- Shorts or sweat pants.
- Blue or gray in color.
- Shorts to be no longer than the knees, and at least mid thigh.
- Fire department t-shirt.
- **Shirts will not** contain obscene pictures, or phrases, or contain any visible advertisement. They will be clean and presentable to the public.
- Sneakers/running shoes.

If leaving the station for any reason while dressed in evening attire or workout clothing personnel are to wear a minimum of approved t-shirt and bunker pants. If the bunker pants are heavily soiled, it will be the officer's discretion to use the uniform pants instead of bunker pants for medical calls.

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Tank tops, sleeveless shirts, and muscle shirts are permitted in the weight room only during physical fitness training only. An acceptable shirt that meets the criteria above must be worn if leaving the station or in the public's eye.

Approved long sleeve t-shirts, sweatshirts, job shirts, and pull-over will be permitted with Class D uniform.

### **Non-uniform personnel**

All non-uniform personnel will follow the Stoney Point approved dress code.

### **Honor Guard Uniform**

Consists of full Class A uniform with the addition of white gloves

### **Additional Personal Items**

In addition to issued items, the following may be allowed with Class B or Class C

uniforms as long they do not distract from the uniform:

In addition to issued items the following items may be allowed with Class C uniform as long they do not distract from the uniform:

- Knife, Multi-tool, i.e., Gerber, Leatherman
- Medical glove and/or shears accessory pouch

Non-uniform attire may be worn by on duty personnel who are authorized by the Chief or the Department to wear such items.

### **Uniform Accessories**

#### **Jacket**

Department issued winter coats, blue in color, will be worn with Class B and Class C uniforms **only**.

Jackets will be clean, free of defects, and have no wrinkles.

#### **Pullovers**

Job shirt style pullovers are acceptable with approved insignia.

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First and last name along with rank may be embroidered on right chest. Pullovers will be clean, free of defects, and have no wrinkles.

### **Sweatshirts**

To be worn with Class C uniform **only**.  
Must meet department specifications

### **Nameplate**

Nameplates shall meet departmental specification and shall be of matching color to badge.

This plate shall contain the employee's last name.

A Service accessory plate may be worn with nameplate and must be of matching color.

### **Coveralls**

Coveralls may be worn during truck inspections.

### **Ball cap (Navy Blue)**

The ball cap for suppression personnel, complete with approved insignia, shall be worn at functions that are appropriate.

- The cap shall be worn in a military manner. (i.e. square level on the head)
- The appropriate emblem shall be attached. (center front)
- The cap shall be in good condition, not soiled, brim not frayed or buckled crown not crushed or out of shape.
- The cap shall not be worn in the station with the exception of bay area.
- Pins are **not** to be worn unless approved by the Chief in written form.
- The cap is not permitted with the Class B uniform,

### **Stocking Cap/Toboggan (Navy Blue / Black)**

- The cap shall be in good condition and not soiled.
- Shall not be used while in a Class A or Class B uniform
- Shall not be worn in the station with the exception of bay area.

### **Maintenance and Repair**



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Uniform maintenance when the uniform is worn, care shall be taken that it fits well, is neat, clean, in good repair, and properly pressed.

#### Repaired uniforms

Uniform items with visible areas of repair, which detract from the member's appearance, shall not be worn.

Uniforms that obviously need repair/replacement shall not be worn.

### **Personal Grooming**

All personnel have the responsibility of presenting themselves in a professional manner. Personal appearance is not only an important aspect of the job, but also an issue of safety. It is vital that all personnel follow the standards set forth and use sound judgment in adhering and enforcing this guideline. This not only applies to the uniform, but to employee grooming.

#### **Hair**

##### ➤ Men

Hair should be kept clean, well groomed and maintained at all times so as to not interfere with the proper wearing of the official departmental uniform cap, protective head gear, face piece and/or any other safety equipment.

The length of hair in the front shall not fall over the eyebrows and the length of hair in the back shall not fall below the top of the buttoned shirt collar when the individual is in a standing position.

The hair on the rear and sides of head shall not extend more than 2 ¼ inches from scalp nor shall hair on the side of the head cover more than one-half of the ears.

No length or style of hair is permitted that will in any way interfere with and/or obstruct the view of employees in the performance of their official duties.

The Chief of the Department must approve hairstyles that are determined not to be appropriate by a supervisor.

Hair must be of a natural color and not distracting or extreme in appearance.

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The back of the neck is to be clean and free of hair.

➤ Women

Hair must be clean and neatly arranged. It shall not interfere with the normal wearing of all standard or adopted headgear.

Hair shall be of such a length and worn so it does not interfere with the efficiency or performance of duty.

When in uniform the hair must not fall more than a quarter inch below the lower edge of the collar.

In no case is the bulk of the hair permitted to neither interfere with the proper wearing of fire service headgear nor will it be permitted to interfere with the wearing of the SCBA or HEPA mask.

Hair must be of a natural color and not distracting or extreme in appearance.

Only pins, combs or barrettes (any type elastic hair bands) that are similar in color to the individual hair color may be worn.

#### Facial Hair

Members shall be clean-shaven; however, facial hair such as; sideburns, mustaches must be neatly trimmed and are permitted under this policy.

Sideburns will not extend downward below the bottom of the earlobe, with the flare no wider than 1 1/4 inches. They will be neatly trimmed, shall not be further than 3/8 inch from the face, and shall not cover any part of the ear.

The mustache will not curl upward in the "handlebar" mustache style, or extend out from the face more than 3/8 inch. The mustache or other facial hair will not make contact with or interfere with the safe operation of the HEPA or SCBA face piece.

**Facial hair MUST NOT interfere in ANY way at ANY time with the seal of the assigned SCBA face piece.**

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### **Jewelry**

Necklaces will be kept inside the shirt.

Suppression personnel shall not wear earrings.

Any other jewelry is allowed as long as it does not distract from the uniform.

### **Cosmetics**

Female uniformed personnel may wear cosmetics that are consistent with a professional uniform appearance.

Nail polish shall not be extreme in nature or color. Nail length will not be distracting or impede the use of medical and/or structural gloves.

### **Body piercing Jewelry**

Obvious facial and tongue piercing shall not be worn.

Body piercings are not to be visible at any time.

Body piercing is prohibited; there shall be no body piercing.

### **Tattoos**

No tattoos are permitted on the face or neck of any personnel.

Visible tattoos will not be offensive to other employees or citizens.

The Stoney Point Fire Department prohibits body art, tattoos, etc., that are visible from below or above the shirt and pants line. Body piercing is prohibited; there shall be no body piercing. It is recommended that necklaces, rings and jewelry not be worn for safety concerns while on duty, responding or participating in any official fire department functions.

### **Personal Hygiene**

Each member of the department is expected to regularly bathe and use appropriate personal hygiene products that keep them clean and able to project a professional image to the public while on duty. Special attention to hygiene will be maintained in the preparation of meals to on personal duty and all members participating in overnight duty shifts should shower after training and before retiring for the night.