

DRESS CODE STANDARD OPERATING PROCEDURE

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This is a template for a fire department dress code policy. Customize the policy to meet local needs. Version: July 7, 2017.

PURPOSE: To provide uniformity in dress and ensure a neat, professional, well-groomed appearance of all <Anytown> fire chief personnel at all times, to instill a degree of personal discipline and pride among members, and to ensure that clothing and hair styles will not be detrimental to safety or job performance.

I. PREFACE

The following policy shall apply to all uniformed fire department personnel. All uniform items shall be as identified in the annual uniform allotment or as approved by the fire chief.

II. FOOTWEAR

Shoes and boots shall be black in color. Shoes shall be of the type specified in the fire department’s uniform allotment or as specifically approved by the fire chief. All visible portions of socks shall be black or navy blue for all shoes that do not rise above the ankles. Shoes shall be cleaned and shined when wearing the uniform. Footwear may not be worn in an untied or unzipped fashion.

III. PANTS

Pants shall be navy blue uniform pants as approved on the Uniform Requisition or specifically by the fire chief.

IV. BELT

Black with basket weave pattern or garrison style belt as approved on the Uniform Requisition.

V. SHIRT

1. Personnel with the rank of lieutenant or above will wear white shirts. Shirts shall be cotton or a blend of Dacron and cotton. Shirts made of 100% polyester or similar materials shall not be worn.

 Exception: lieutenants shall wear dark blue golf-style shirts.

B. All other personnel will wear dark blue uniform shirts. Shirts shall be cotton or a blend of Dacron and cotton. Shirts made of 100% polyester or similar materials shall not be worn.

C. Short sleeve or long sleeve shirts may be worn at the individual's discretion, unless specified otherwise by his/her supervisor, such as for special events.

D. The uniform shirt with badge, or uniform golf shirt, shall be worn while out in public doing such activities as driving apparatus, responding to EMS calls, and at the station when not involved in manual work. Only the uniform shirt with badge shall be worn on inspections, on public fire safety education presentations during Fire Prevention Week, and other similar events.

 E. The uniform shirt with badge, the T-shirt or sweatshirt with the fire department logo may be worn while training, working at the station, while on hydrant detail, and on fire calls.

VI. BADGE

A Blackinton B-38 badge will be worn on the left side of the shirt above the pocket in the badge slot provided on each uniform shirt. Officers' and supervisors' brass will be gold; all others will be silver. Refer to Class A uniform description for badge descriptions. For badges worn on uniform shirts, the members badge number will be engraved on the badge. For badges worn on Class A uniform jackets, the abbreviation TN for Tennessee will be engraved instead of the badge number.

VII. NAME PLATE

The nameplate will be worn on the right side of the shirt just above the pocket with the base line of the nameplate just above the top of the pocket flap. Officers' and supervisors' nameplates will be gold; all others will be silver. Lettering shall be black.

VIII. COLLAR INSIGNIA

Collar insignia shall be worn approximately one (1") inch above the tip of the collar with the centerline of the insignia aligned with the line bisecting the point of the collar (angled towards the point). Officers' and supervisors' collar insignia will be gold; all others will be silver. Collar insignia shall be as such:

* + Fire Fighters – Fire department initials insignia
	+ Lieutenants – 1 bugle
	+ Captains – 2 parallel bugles
	+ Battalion Chiefs – 2 crossed bugles
	+ Fire Marshal and Deputy Chief – 3 crossed bugles
	+ Assistant Chief – 4 crossed bugles
	+ Fire Chief – 5 crossed bugles

IX. PINS, MEDALS, AND RIBBONS

Only pins, medals and, ribbons approved by the fire chief may be worn with the uniform. All pins, medals, and ribbons shall be related to the fire department or fire department participating organizations. Ribbons shall be worn centered above the nameplate. Pins shall be worn on the shift pocket flap. Pins shall not be worn with the Class A uniform unless specifically authorized by the fire chief. Medals shall only be worn on the Class A uniform. Medals shall be worn on the upper part of the left breast pocket flap.

X. TIE

Navy blue ties shall be worn by all personnel during formal meetings, public education presentations and similar events and when required by their supervisor. Only approved fire service, or City of <Anytown> related, tie clasps or tacks may be worn.

XI. JACKET

1. 5-11 yellow uniform jacket with reflective trim for all shift personnel. Administrative personnel may wear the navy dress jacket with flag on left sleeve and <Anytown> Fire Department patch on right sleeve.

B. The uniform jacket with the fire department patch will be worn only with the uniform, with one exception as noted below. Jackets will not be worn with “street clothes” with the following exception. Off-duty personnel responding to a callback for a working incident may wear the uniform jacket only while they are en route to the station or while working at the station or while on fire or EMS calls as a result of the callback. This is to help identify off-duty personnel as <Anytown> fire department members when reporting back to duty as the result of a callback and when working in an official fire department capacity.

XII. HATS

Only approved hats shall be worn with the uniform. A navy blue baseball hat with the <Anytown> Fire Department patch sewn on the front is authorized for optional use for certain functions. The hat may be worn during physical fitness activities, at off-duty events sanctioned by the fire department, during rehab, at emergencies, or at other times approved by a chief officer. The hat shall not be worn inside buildings or during public events, such as fire inspections or public education activities.

XIII. FACE

A. The face must be clean-shaven and moustaches must be neatly trimmed and not drop lower than one-half (½) inch below the corner of the mouth. Handlebar or other stylish moustaches are not be permitted.

B. Beards or goatees are not be permitted.

XIV. HAIR

A. Hair must be off the collar in the back when the head is held in a natural upright standing position.

Exception: Female members shall have conservative hairstyle that does not interfere with operations or uniform. Hair must be able to be completely covered within a Nomex hood and turnouts, and shall not hamper the wearing of a firefighting, rescue, or bike helmet.

B. Hair on the sides of the head shall not extend downward more than one-half the length of the ear.

C. Sideburns shall be neat and trimmed, and they shall not extend downward beyond the lowest part of the earlobe.

D. No part of the hair shall hamper the use of any safety device or pose a safety hazard.

E. Fad type hairstyles, such as "Mohawks", shall not be permitted.

F. Hairpieces or wigs worn on duty shall be of good quality and fit, present a natural appearance, not interfere with the proper performance of duty, not present a safety hazard, and conform to the grooming standards set forth in these regulations.

XV. EARRINGS, PIERCINGS, AND TATTOOS

1. Male and female members may wear conservative, "stud" type earrings that do not interfere with the proper performance of duty or pose a safety hazard. No other visible piercings are be permitted.
2. Tattoos shall not be visible while on duty. An exception being existing personnel with existing tattoos that are not offensive or unprofessional and displayed on the arms or legs may be permitted. The display of any unprofessional or offensive tattoo or brand (nudity or violence, sexually explicit or vulgar art, words, phrases; profane language, symbols to incite negative reactions, initial or acronyms that represent criminal or oppressive organizations) regardless of its location, while members are in uniform, is prohibited.

XVI. WEARING OF THE UNIFORM

A. All members are expected to maintain a neat and clean appearance at all times.

B. All personnel shall wear one of the three different uniforms designated to be worn on the <Anytown> Fire Department while on duty or functioning in an official capacity. All crew members shall wear the same uniform including pants, shirts, jackets, job shirts, and shorts.

C. Personnel shall be in the appropriate uniform by the beginning of their duty shift and remain so for the entire shift.

D. For work in the station and daily maintenance on equipment, appropriate coveralls may be worn. A uniform shirt with badge, uniform golf shirt, uniform with fire department initials collar insignia. T-shirt, or sweatshirt may be worn for this also.

E. A uniform shirt with badge, or a uniform golf shirt, shall be worn when personnel are not engaged in physical training, practical training evolutions, work in the station, and daily maintenance on equipment, and while making fire or emergency calls.

F. Uniform shirts and T-shirts shall remained tucked in at all times

G. <Anytown> Fire Department athletic shorts may be worn only during fitness and similar training and as sleep attire and shall not be worn in public (except for physical fitness training).

H. The Class A uniform will be worn only on special occasions as designated by the Fire Chief.

I. The uniform will be worn completely and neatly in public. Personnel may wear an approved navy blue sweater with V-neck at the station instead of a jacket. The sweater shall not be worn as the outer layer when out of quarters.

J. When uniform shirts with long sleeves are worn, the sleeves shall remain buttoned at the wrist during all activities in public. During training and station activities, the long sleeve shirtsleeve may be rolled up; however it shall not be rolled where the elbow is exposed.

K. Job shirts may be worn when the T-shirt or golf shirt is permitted. All crew members must be wearing the job shirt and the job shirt must be in good condition. Faded or torn job shirts will not be permitted.

L. On-duty shift personnel shall maintain a change of uniform clothes at the station to allow changing in the event of an incident in which their uniform becomes soiled and in need of changing.

XVII. VIOLATIONS

Personnel in violation of this dress code will be relieved of duty pending compliance. Infractions occurring while on duty will result in personnel being placed off duty without pay until they comply with this policy. Violations may also result in disciplinary action.

XVIII. UNIFORM OWNERSHIP

A. All uniforms and their components are, and remain, the property of the City of <Anytown>. Uniforms shall be turned in to the fire department when a member terminates employment. The City of <Anytown> reserves the right to recover the cost of uniforms that are not turned in.

B. Upon promotion of a member to a higher rank, any uniforms or uniform components of the lower rank must be turned in to the fire department.

XIX. ITEMS LOST OR STOLEN

Items lost, stolen, or damaged due to neglect (as determined by the fire chief) will be replaced at the individual's expense. The individual may replace items through his/her own effort, or have the fire department obtain it for him/her. All items obtained by the individual will be the same brand, material, etc. as that which was issued. Items obtained by the fire department will be paid for by the employee.

XX. CLASS A DRESS UNIFORM

The Class A uniform shall consist of the following:

A. SHIRT AND TIE, ALL RANKS: Arrow 400 Bard, long sleeve “career” dress shirt with conventional collar, white, to be worn with navy blue four-in-hand neck tie. No insignia shall be worn on the Class A shirt. Uniform shirts with insignia (or collar holes) and button-down shirts shall not be worn with the Class A Uniform.

 B. DRESS COAT, ALL RANKS: Fechheimer model 38800, modified. Four (4) button, single breasted, notch lapels, inside breast pockets. Four (4) pleated dummy pocket flaps. Fully lined body and sleeve, inner vitals. No shoulder straps. Badge tab. Navy. Collar insignia for all ranks to be worn on lower lapel straight across the lapel.

C. DRESS COAT TRIM, FIRE FIGHTER: Nickel “FD” buttons, no band markings. One small silver Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Silver 3/8" fire department initial collar insignia and Blackinton B-38 badge as follows: silver finish, safety catch, black lettering, and block letters.

LINE 1: FIRE FIGHTER

LINE 2: <ANYTOWN>

CENTER: A3028 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

D. DRESS COAT TRIM, DRIVER: Nickel “F.D.” buttons, one 1/4" silver band on left sleeve four (4) inches from cuff. One small silver Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Fire department initial collar insignia, and Blackinton B-38 badge as follows: silver finish, safety catch, black lettering, and block letters.

LINE 1: DRIVER

LINE 2: <ANYTOWN>

CENTER: A3028 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

 E. DRESS COAT TRIM, LIEUTENANT: Gold “single bugle” buttons, one 1/4" gold band on left sleeve four (4) inches from cuff. One small gold Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Gold single bugle Blackinton style A2909 collar insignia, and Blackinton B-38 badge as follows: gold finish, safety catch, black lettering, and block letters.

LINE 1: LIEUTENANT

LINE 2: <ANYTOWN>

CENTER: A3025 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

 F. DRESS COAT TRIM, CAPTAIN AND ASSISTANT FIRE MARSHAL: Gold “double straight bugle” buttons, one 1/4" gold band on left sleeve four (4) inches from cuff and one ½" gold band 3/16" above the 1/4" band. One small gold Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Gold two straight bugle Blackinton, style A2997 bugle collar insignia and Blackinton B-38 badge as follows: gold finish, safety catch, black lettering, and block letters.

LINE 1: ASST. MARSHAL

LINE 2: <ANYTOWN>

CENTER: A2997 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

G. DRESS COAT TRIM, BATTALION CHIEF: Gold “double crossed bugle” buttons, one 1/4" gold band on left sleeve four (4) inches from cuff and one ½" gold band 3/16" above the 1/4" band. One small gold Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Gold two crossed bugle Blackinton, style A2908 bugle collar insignia and Blackinton B-38 badge as follows: gold finish, safety catch, black lettering, and block letters.

LINE 1: BATTALION CHIEF

LINE 2: <ANYTOWN>

CENTER: A2994 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

H. DRESS COAT TRIM, FIRE MARSHAL: Gold “three crossed bugle” buttons, one ½" gold band and two 1/4" gold bands on left sleeve four (4) inches from cuff with ½" gold band to be above the three 1/4" gold bands, 3/16" spacing between bands. One small gold Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Gold three crossed bugles collar insignia and Blackinton B-38 badge as follows: gold finish, safety catch, black lettering, and block letters.

LINE 1: FIRE MARSHAL

LINE 2: <ANYTOWN>

CENTER: A2991 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

I. DRESS COAT TRIM, DEPUTY FIRE CHIEF: Gold “three crossed bugle” buttons, one ½" gold band and two 1/4" gold bands on left sleeve four (4) inches from cuff with ½" gold band to be above the three 1/4" gold bands, 3/16" spacing between bands. One small gold Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Gold three crossed bugles collar insignia and Blackinton B-38 badge as follows: gold finish, safety catch, black lettering, and block letters.

LINE 1: DEP. CHIEF

LINE 2: <ANYTOWN>

CENTER: A2991 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

 J. DRESS COAT TRIM, ASSISTANT FIRE CHIEF: Gold “three crossed bugle” buttons, one ½" gold band and three 1/4" gold bands on left sleeve four (4) inches from cuff with ½" gold band to be above the three 1/4" gold bands, 3/16" spacing between bands. One small gold Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Gold four crossed bugle collar insignia and Blackinton B-38 badge as follows: gold finish, safety catch, black lettering, and block letters.

LINE 1: ASST. CHIEF

LINE 2: <ANYTOWN>

CENTER: A2988 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

L. DRESS COAT TRIM, FIRE CHIEF: Gold “five crossed bugle” buttons, two ½" gold bands and three 1/4" gold bands on left sleeve four (4) inches from cuff with both ½" gold bands to be above the three 1/4" gold bands, 3/16" spacing between bands. One small gold Maltese cross on right sleeve four (4) inches from cuff for each five (5) years of full-time service. Gold five crossed bugle collar insignia and Blackinton B-38 badge as follows: gold finish, safety catch, black lettering, and block letters.

LINE 1: FIRE CHIEF

LINE 2: <ANYTOWN>

CENTER: A2963 (red enamel)

LINE 3: FIRE DEPT.

LINE 4: TN

M. TROUSERS, ALL RANKS: Eleven and one-half (11½) ounce 100% Dacron polyester, serge weave, quarter top pockets, 3/4" wide belt loops, tab left hip pocket, regular width bottoms, navy.

N. BELT: Black smooth leather trouser “dress” belt, 1-1/4" wide, with tongue buckle.

O. SHOES: Plain Blucher oxford shoe, smooth leather, leather wrapped cushion insole with arch pad, neoprene sole, black. Worn with black or navy blue socks.

P. CAP, FIRE FIGHTER: Keystone style 147 bell top firefighter cap, navy blue serge with black visor. Silver “FD” buttons on side of hat to hold silver cloth hatband.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A3029.

Q. CAP, DRIVER: Keystone style 147 bell top firefighter cap, navy blue serge with black visor. Silver “F.D.” buttons on side of hat to hold silver cloth hatband.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A3029.

R. CAP, LIEUTENANT: Keystone style 147 bell top Fire Fighter cap, navy blue serge with black visor. Gold “single bugle” buttons on side of hat to hold gold cloth hatband.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A3026.

S. CAP, CAPTAIN AND ASSISTANT FIRE MARSHAL: Keystone style 147 bell top Fire Fighter cap, navy blue serge with black visor. Gold “two straight bugle” buttons on side of hat to hold gold cloth hat band.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A2997.

T. CAP, BATTALION CHIEF: Keystone style 147 bell top Fire Fighter cap, white leatherette top with navy blue bottom; gold bullion with red flames visor. Gold “two bugle” buttons on side of hat to hold gold cloth hat band.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A2995.

 U. CAP, FIRE MARSHAL: Keystone style 147 bell top Fire Fighter cap, white leatherette top with navy blue bottom; gold bullion with red flames visor. Gold “three crossed bugle” buttons on side of hat to hold gold cloth hatband.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A2992.

V. CAP, ASSISTANT FIRE CHIEF: Keystone style 147 bell top Fire Fighter cap, white leatherette top with navy blue bottom; gold bullion with red flames visor. Gold “three crossed bugle” buttons on side of hat to hold gold cloth hatband.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A2989.

W. CAP, FIRE CHIEF: Keystone style 147 bell top Fire Fighter cap, white leatherette top with navy blue bottom; gold bullion with red flames visor. Gold “five crossed bugle” buttons on side of hat to hold gold cloth hatband.

Hat badge to be Blackinton B-39, same lettering as respective breast badges, red enamel center A2964

X. NAME PLATE: The nameplate will be worn on the right side of the coat just above the pocket with the base line of the nameplate approximately 1/4 inch above the top of the pocket flap. Officers' and supervisors' nameplates will be gold; all others will be silver. Lettering shall be black. Only the members name shall be on the nameplate.

Y. WEARING THE CLASS A UNIFORM: The Class A Uniform shall only be worn when designated by the fire chief. The following guidelines shall be followed when wearing the Class A Uniform:

1. The coat shall be completely buttoned whenever in public.

2. The hat shall be worn whenever outside, unless hat has not been designated. The hat shall not be worn inside unless specifically directed.

3. When the hat is worn, the front of the brim should be approximately level with the bottom rear of the hat.

4. No other clothing or attachments shall be worn with the Class A Uniform unless designated by the fire chief.