



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Personnel, Policies and Procedures</b>
<b>Subject:</b>	<b>1340 - Uniform Policy</b>
<b>Revision Date:</b>	<b>06/26/2008; Revised 9/20/10, 6/23/11, 4/8/14</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

The purpose of this policy is to establish a consistent, neat and professional standard for apparel to be worn by members while on on-duty for the department in any capacity or assignment, or when off-duty representing the department in an official capacity. It is intended to develop pride in the organization, promote teamwork, provide an official form of identification, and create uniformity.

#### POLICY

- A. The personal appearance of all department personnel is a reflection on both the Town of Scarborough and the Scarborough Fire Department. When wearing department issued uniforms, the uniform shall be clean and members shall be well groomed and neat in appearance.
- B. No member shall bring discredit or unfavorable attention to the Scarborough Fire Department or the Town of Scarborough whether they are on or off duty. The unauthorized use of the department's name, uniforms or insignias is strictly prohibited
- C. Uniforms (dress or work) will be used only when on duty, for official department functions and activities, or when authorized by the Fire Chief.
- D. Annual uniform funding allotments for full time personnel are covered under the SPFA contract as outlined in the bargaining agreement.
- E. The Fire Chief shall determine the annual funding amount available for full time personnel not covered by the SPA, per-diem employees, and call members.
- F. Any uniform costs that are in excess of the annual allotment authorized by the Fire Chief will be borne by the employee. Members may purchase uniforms on their own if municipal funding is not available but they must meet the department specifications listed below.
- G. Only approved uniform wear, as outlined below, is authorized to be worn.
- H. All personnel that work duty shifts shall maintain a minimum of 1 pair of uniform pants and 1 approved style of uniform shirt with the Scarborough Fire Department logo that is clean, neat, and presentable to wear each time they are on duty.
- I. This policy applies to both work and Class A, dress uniforms.

## SCOPE

- A. This policy applies to all full time and per-diem personnel when they are on-duty for the department, regardless of assignment.
- B. This policy applies to all personnel when the Fire Chief requests that uniforms are worn while attending official functions or public events even if the personnel are not on duty.
- C. This policy does not apply to call members when responding to emergency calls however they must wear the personal protective equipment assigned to them for both protection and identification or some other identifying apparel authorized by the Fire Chief.
- D. Where this policy indicates a particular form of clothing is authorized to be worn when on-duty, it does not supersede other policies outlining the required use of Personal Protective Equipment whenever the employee is operating in an area or situation that requires PPE for their safety.

## PROCEDURE

- A. Work Uniforms
  - a. On-duty employees will report for duty in approved uniforms for the start of their assigned shift.
  - b. The Department's washer/dryer facilities may be used by on-duty employees to wash contaminated uniforms soiled while on-duty.
  - c. When new uniforms are requested by an on-duty employee, they will complete the proper form obtained from the secretarial staff. The secretarial staff will forward the request along with a copy of the current uniform expenditures of that employee, to the appropriate deputy chief for approval. Once approved, the secretarial staff will place the order and advise the employee when the order is in.
  - d. Only items outlined below or approved by the Fire Chief will be permitted to be purchased from municipal funds and worn while on duty for the department.
  - e. Personnel may wear department issued job shirt, turtle neck, and golf or polo style shirts with Scarborough Fire Department embroidery as an alternative to a uniform shirt.
  - f. From May 1<sup>st</sup> – October 1<sup>st</sup>, personnel will be allowed to wear department issued uniform style shorts. All other times of the year, department issued long uniform pants must be worn.
  - g. Tee shirts, even with the Scarborough Fire Department logo, are not considered work uniforms and will not be purchased by the department. Tee shirts with the Scarborough Fire Department logo that a member has procured are not allowed to be worn on-duty between the hours of 0700 – 2200 hrs. They may be worn during the overnight hours.
  - h. During times of extreme temperatures the Fire Chief, or his delegate, may declare a heat emergency during which times Scarborough Fire Department Tee shirts, as noted in section g above, may be worn during the time of the heat emergency declaration.
  - i. At no time shall on-duty uniform wear be worn off duty, other than to and from work, for special assignments, or when authorized by the Fire Chief.

- j. No department uniforms will be worn by anyone other than current employees.

B. Dress Uniforms

- a. Dress (Class A) uniforms are only to be worn at official functions or when authorized by the Fire Chief.

**UNIFORM SPECIFICATIONS**

Uniforms for the purpose of this policy shall be defined as department approved or issued garments or items approved by the Fire Chief. Not all items listed can be funded by the annual clothing allowance. The list includes but is not be limited to:

A. Work Uniforms – *note all badges, name plates and patches for the daily work uniform are the same standards for the dress uniform.*

a. Chief, Deputy Chiefs, & Captains

- i. Shirt – White, 5.11, short or long sleeve. Patches – left sleeve department patch, right sleeve US flag or EMS patch. *Note – navy blue work shirts are optional for employees of these ranks.*
- ii. Golf/Polo Shirt – White, short sleeve, V-neck, left breast emblem F.D. scramble, title under Scramble and “Scarborough Fire” above scramble 5.11 #41060-010
- iii. Turtle neck - white with gold SFD embroidered on collar
- iv. Pants – Navy blue, 5.11 #74302-720
- v. Belt – Black with gold buckle (silver buckle for Captains)
- vi. Shoe – Black shoe or boot
- vii. Jacket - cold weather work jacket (non-structural) navy blue or safety green
- viii. Baseball style cap with logo or knit style hat, both navy blue.

b. Full time & part time personnel - lieutenants and below

- i. Shirt – Navy blue, 5.11 #46122-720 (men’s), 5.11 #36108-720 (women’s) short sleeve, or 5.11 #46123-720 (men’s), 5.11 #36109-720 (women’s) long sleeve. Patches – left sleeve department patch, right sleeve US flag or EMS patch
- ii. Golf/Polo Shirt – Navy blue, short sleeve, V-neck, left breast emblem F.D. scramble, title under Scramble and “Scarborough Fire” above scramble. 5.11 #41060-721 (men’s), 5.11 #31140-724 (women’s)
- iii. Turtle neck – Navy blue with red SFD embroidered on collar, 5.11 #72319-720
- iv. Pants – Navy blue, Station wear 5.11 #74302-720 (men’s) 5.11 #64302-720 (women’s), [EMS style pant is optional 5.11 #74301-720 (men’s) 5.11 #64301-720 (women’s)] [Taclite Tactical Pro Pants Optional 5.11 #74273-720(men’s) 5.11 #64360-720T(women’s)]
- v. Job Shirt – Soft collar, Navy Blue, 5.11 #72314-724; Denim Collar, Navy Blue, 5.11 #72301-724; left breast emblem F.D. scramble, title under Scramble and “Scarborough Fire” above scramble.

- vi. Shorts – Navy blue, 5.11 #73285-720 (men’s); 5.11 #63060-720 (women’s)
- vii. Belt – Black with silver buckle
- viii. Shoe – Black shoe or boot
- ix. Jacket - cold weather work jacket (non-structural) navy blue or safety green
- x. Baseball style cap with logo or knit style hat, both navy blue.

B. Dress (Class A) Uniforms

a. Chief of the department

- i. Hat- Keystone #544 White Bell Top Hat with Gold (FD) buttons; Eiseman #M/0322 Gold expandable metal hat strap
- ii. Hat Badge- Hook-Fast #A2811 Gold Hat Badge w/ screw back attachment plain 1.5” round disc; 5 crossed horns
- iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Hero’s Pride #0041 Reverse flag emblem sewn on the right sleeve
  - 1. Collar Insignia- Shirt- Hook-fast #QS4315 Gold collar insignia w/clutch back attachment plain 1” round disc with 5 crossed bugles
  - 2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
  - 3. Shirt badge- Blackington #B523 Gold Shirt badge with safety catch attachment #A2871 plain seal; 5 crossed bugles Blk/Ltrg; Chief/Scarborough/Fire Dept./ME.
- iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
  - 1. Tie Bar-Hook-fast #TC826 Gold Tie Bar with red emblem #4734 (Chief) & Red insert #2763 (5 Crossed Horns)
- v. Belt- A. Sloane #1409 Black 1.25” wide leather belt with gold buckle
- vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
- vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Gold (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero’s Pride #X46415 Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
  - 1. Collar Insignia-Coat- Blackington #A2815 Gold coat lapel insignia with clutch back attachment (5) crossed 1.25” cut-out bugles
  - 2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since

3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A2871 Plain center seal; 5 crossed bugles Blk/Ltrg; Chief/Scarborough/Fire Dept./ME.
  4. Alterations- Add (5) ½” wide Gold Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service
- viii. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- b. Deputy Chiefs
- i. Hat- Keystone #544 White Bell Top Hat with Gold (FD) buttons; Eiseman #M/0322 Gold expandable metal hat strap
  - ii. Hat Badge- Hook-Fast #A19612 Gold Hat Badge w/ screw back attachment plain 1.5” round disc; 4 crossed horns
  - iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Hero’s Pride #0041 Reverse flag emblem sewn on the right sleeve
    1. Collar Insignia- Shirt- Hook-fast #QS4320 Gold collar insignia w/clutch back attachment plain 1” round disc with 4 crossed bugles
    2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
    3. Shirt badge- Blackington #B523 Gold Shirt badge with safety catch attachment #A4280 plain seal; 4 crossed bugles Blk/Ltrg; Deputy Chief/Scarborough/Fire Dept./ME.
  - iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
    1. Tie Bar-Hook-fast #TC826 Gold Tie Bar with red emblem #4735 (Deputy Chief) & Red insert #2762 (4 Crossed Horns)
  - v. Belt- A. Sloane #1409 Black 1.25” wide leather belt with gold buckle
  - vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
  - vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Gold (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero’s Pride #X46415 Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
    1. Collar Insignia-Coat- Blackington #A1962 Gold coat lapel insignia with clutch back attachment (4) crossed 1.25” cut-out bugles
    2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
    3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A4280 Plain center seal; (4) crossed bugles Blk/Ltrg; Deputy Chief/Scarborough/Fire Dept./ME.

4. Alterations- Add (4) ½” wide Gold Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service
- viii. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- c. Company Captain
  - i. Hat- Keystone #544 White Bell Top Hat with Silver (FD) buttons; Eiseman #M/0321 Silver expandable metal hat strap
  - ii. Hat Badge- Hook-Fast #A1715 Silver Hat Badge w/ screw back attachment plain 1.5” round disc; 2 Vertical bugles
  - iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Hero’s Pride #0041 Reverse flag emblem sewn on the right sleeve (Optional) Maine EMT Emblem/Rocker in place of flag
    1. Collar Insignia- Shirt- Hook-fast #QS4319 Silver collar insignia w/clutch back attachment plain 1” round disc with 2 vertical bugles
    2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
    3. Shirt badge- Blackington #B523 Silver Shirt badge with safety catch attachment #A2875 plain seal; 2 Vertical bugles Blk/Ltrg; Eng. #/Scarborough/Fire Dept./ME.
  - iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
    1. Tie Bar-Hook-fast #TC826 Silver Tie Bar with red emblem #4737 (Captain) & Red insert #2759 (2 Vertical Bugles)
  - v. Belt- A. Sloane #1409 Black 1.25” wide leather belt with Silver buckle
  - vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
  - vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Silver (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
    1. Collar Insignia-Coat- Blackington #A2815 Silver coat lapel insignia with clutch back attachment (2) Vertical 1.25” cut-out bugles
    2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
    3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A2875 Plain center seal; 2 vertical bugles Blk/Ltrg; Eng. #/Scarborough/Fire Dept. /ME.
    4. Alterations- Add (2) ½” wide Grey Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service

- viii. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- d. Lieutenant
  - i. Hat- Keystone #544 White Bell Top Hat with Silver (FD) buttons; Eiseman #M/0321 Silver expandable metal hat strap
  - ii. Hat Badge- Hook-Fast #A29112 Silver Hat Badge w/ screw back attachment plain 1.5” round disc; 1 Vertical bugle
  - iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Hero’s Pride #0041 Reverse flag emblem sewn on the right sleeve (Optional) Maine EMT Emblem/Rocker in place of flag
    - 1. Collar Insignia- Shirt- Hook-fast #QS4319 Silver collar insignia w/clutch back attachment plain 1” round disc with 1 vertical bugle
    - 2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
    - 3. Shirt badge- Blackington #B523 Silver Shirt badge with safety catch attachment #A2876 plain seal; 1 Vertical bugle Blk/Ltrg; Eng. #/Scarborough/Fire Dept./ME.
  - iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
    - 1. Tie Bar-Hook-fast #TC826 Silver Tie Bar with red emblem #4738 (Lieutenant) & Red insert #2758 (1 Vertical Bugle)
  - v. Belt- A. Sloane #1409 Black 1.25” wide leather belt with Silver buckle
  - vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
  - vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Silver (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
    - 1. Collar Insignia-Coat- Blackington #A2815 Silver coat lapel insignia with clutch back attachment (2) Vertical 1.25” cut-out bugles
    - 2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
    - 3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A2876 Plain center seal; 1 vertical bugle Blk/Ltrg; Eng. #/Scarborough/Fire Dept. /ME.
    - 4. Alterations- Add (1) ½” wide Grey Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service
  - viii. xi. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- e. Firefighters and Firefighter/EMTs

- i. Hat- Keystone #149G Navy Bell Top Hat with Silver (FD) buttons; Black Plastic hat strap
- ii. Hat Badge- Hook-Fast #40217 Silver Hat Badge w/ screw back attachment plain 1.5” round disc; Scramble with Vert. Ladder
- iii. Shirt- Flying Cross #54W6625 Blue Long Sleeve Shirt tropical Deluxe with military creases; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Hero’s Pride #0041 Reverse flag emblem sewn on the right sleeve (Optional) Maine EMT Emblem/Rocker in place of flag
  - 1. Collar Insignia- Shirt- Hook-fast #QS3413 Silver collar insignia w/clutch back attachment plain 1” round disc with Scramble w/ vert. ladder
  - 2. Name Plate- Shirt- Hook-fast #QS6hr Silver Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
  - 3. Shirt badge- Blackington #B523 Silver Shirt badge with safety catch attachment #A2886 plain seal; Scramble w/ vert. ladder; Blk/Ltrg; blank/Scarborough/Fire Dept. /ME.
- iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
  - 1. Tie Bar-Hook-fast #TC826 Silver Tie Bar with red emblem #4752 (Firefighter) & Red insert #2756 (Scramble)
- v. Belt- A. Sloane #1409 Black 1.25” wide leather belt with Silver buckle
- vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
- vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Silver (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
  - 1. Collar Insignia-Coat- Blackington #A2815 Silver coat lapel insignia with clutch back attachment (2) Vertical 1.25” cut-out bugles
  - 2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
  - 3. Coat Badge- Blackington #B523 Silver Coat Badge with safety catch attachment #A2886 Plain center seal; Scramble w/ vert. ladder; Blk/Ltrg; Blank/Scarborough/Fire Dept. /ME.
  - 4. Alterations- Grey slanted bar; 1 bar = 5 years of service
- viii. xi. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- f. Honor Guard
  - i. Hat – Navy blue bell top hat with gold (FD) buttons. Keystone #149G
  - ii. Gold expandable metal hat strap. Eiseman #M/0322
  - iii. Hat Badge – Gold hat badge; 1.5” round disc w/ screw back attachment Hook-Fast #H2903



- Add #8906 red rim emblem; Honor Guard
- Add #2756 plain ½” gold insert (scramble)
- iv. Class A jacket – Navy blue blouse coat with shoulder straps gold (FD) buttons; 4x4 front & 2 per sleeve. Whaling #211PY  
Department emblem on BOTH sleeves. Hero’s pride X46415A  
Honor Guard rocker sewn to the top of the Dept. emblem  
Gold coat lapel insignia. Hook-fast #B10  
1.25” round disc with clutch back attachment  
Add #8906 red rim emblems – Honor Guard  
Add plain ½” gold insert #2756 (scramble)  
Add ½” wide #112 (red) braid around the sleeves 3” about sleeve cuff  
Unstitch LEFT shoulder strap  
Add button 1” from shoulder seam under strap  
Add velcro tab 3 ½” from seam  
Red shoulder cord with button loop Army style braided cord- No strands or tip Eiseman #N/2121B
- v. Shirt – White long sleeve public safety shirt Edwards #1276-00  
Department emblem on BOTH Sleeves Hero’s Pride X46415A  
Honor Guard rocker sewn to top of the Dept. emblem  
Gold collar insignia with clutch back attachment 15/16” round disc; Honor Guard Hook Fast #8906  
Add #2756 plain ½” gold insert (scramble)
- vi. Pant – Navy blue dress pant to match the blouse coat; Whaling #230PY
- vii. Belt – Black 1.5” wide web belt with a gold buckle; HWC #CWB
- viii. Shoe – Black “Hi-Gloss” dress shoes; Kroll #1180
- ix. Sock – Black
- x. Neck Ascot – Gold parade dickey with velcro attachment; S. Broome #99005
- xi. Name Plate – Gold name plate with the lower panel Hook-Fast #NP550  
Blk/Ltrg: top plate (1<sup>st</sup> initial, Last Name)  
Blk/Ltrg: bottom panel – Honor Guard
- xii. Badge – Gold badge with safety catch; Blackington #B293  
Add #A6993 Red seal (scramble)  
Blk/Ltrg; Honor Guard/Scarborough/Fire Dept./ME.
- g. Class A Overcoat
  - i. Anchor Uniform dress rainware style #761MT color Black
  - ii. 46" Double breasted belted trench coat with split raglan shoulder, permanent epaulets, loose umbrella back yoke, back vent, cut thru pockets, shell 60% cotton, 40% polyester treated with Dupont Teflon fabric protector for water and stain repellency, permanent lining 100% nylon, zip-out liner Thinsulate quilted body 100g with sleeve warmer
  - iii. Sizes; regular (36-54), short (36-50), long (38-60)
- h. Uniform Optional Items:
  - i. Additional approved pins such as; years of service may be worn on the lapel.

- ii. Any service award bars shall be worn on the right breast above the name plate. (either on the work shirt, dress shirt, or class A jacket)
- iii. When appropriate white gloves shall be worn with the class A dress uniform.
- iv. Funeral: Black Mourning band 1” to cover badge.
- i. Uniform Accessories are defined as department accepted items approved by the Fire Chief that enhance the performance and or safety of the employee. Items in this category must receive prior approval for purchase with municipal funds. These may include but are not be limited to:
  - i. Personal flash lights
  - ii. Portable radio holsters
  - iii. Medical glove holders
  - iv. Safety rope, escape harness or webbing
  - v. Additions to turnout gear such as flash light holders
  - vi. Personal tools used for extrication or firefighting purposes, such as window punches, spanner wrenches, etc.

## **RESPONSIBILITIES**

- A. It will be the responsibility of each on-duty employee to report for duty in their department issued uniform and assure the uniform is clean and presentable.
- B. It is the responsibility of the employee to report any lost or damaged uniform wear to their supervisor.
- C. It will be the responsibility of the on-duty employee to assure they obtain replacement uniform wear prior to allowing them to become un-presentable.
- D. It will be the responsibility of the employee to make a uniform request from the secretarial staff on the appropriate form.
- E. It will be the responsibility of the employee to dispose of uniform apparel displaying the department name / logo such that they could not be obtained by a member of the public.
- F. It will be the responsibility of the department to provide uniforms to on-duty staff in accordance with the available funding per employment group and the designated selection options.
- G. It will be the responsibility of the Duty Officer to assure compliance of this policy by all on duty staff.
- H. It will be the responsibility of each employee to carry with them at all times while on duty, their Department issued pictured ID badge and to be prepared to produce it when requested. Call members are also required to carry a duplicate ID in their turnout gear so that it is available to be produced as necessary when responding to calls.
- I. It will be the responsibility of the employee to assure department issued uniform apparel is not worn by any non-members of the department.