

Stratmoor Hills Fire Protection District Policy

Number: D 6

Date Issued: January 1, 2012

Revised: January 20, 2021

Date Effective: February 17, 2021

Subject: UNIFORM POLICY

Purpose:

The purpose of this policy is to define clothing requirements to ensure safety, uniformity, and the professional appearance of personnel while performing Stratmoor Hills Fire District (SHFD) functions.

Procedure:

Section 1. Uniform Classes

- 1.1 Class A Uniform – Weddings, Funerals, Awards Ceremonies, and other formal events.
- 1.2 Class B Uniform – Public presentations, Fire Inspections, Weddings, Funerals, Awards Ceremonies and Appropriate Internal and/or External trainings.
- 1.3 Class C Uniform – Normal station wear and Internal and/or External trainings.
- 1.4 After hours Uniform – Outside the time of 0700 – 1700 hours.
- 1.5 Public Wear of Uniform – wearing department logo uniform outside any established event trainings, shift etc.

Uniform Classes Definitions:

- 1.6 **Class A:** Fire service dress clothing; dress pants, dress shirt with tie, FD blazer, cap, polished shoes.
- 1.7 **Class B:** Shirt; button up shirt with badge, name tag, and dept patches. Pants; Navy blue utility, EMT, Cargo. Shoes; waterproof leather upper with safety toe.
- 1.8 **Class C:** Shirt; district polo shirt, sweatshirt, or T-shirt. Pants: Navy blue utility, EMT, Cargo. Shoes; waterproof leather upper with safety toe.

Section 2. Appearance

Uniform Appearance:

- 2.1 Uniforms will fit properly, and personnel must keep their uniforms clean, serviceable and roll pressed, as necessary.
- 2.2 Personnel must project a professional image while wearing their uniform.
- 2.3 Supervising Officers are responsible for ensuring the proper appearance of their subordinates by conducting periodic

- inspections of uniforms for wear and tear.
- 2.4 It is forbidden to wear any article of district clothing or clothing that has the wording Stratmoor Hills Fire District on it, as well as pagers, handheld radios, scanners, or any other item not mentioned, that would identify the Stratmoor Hills Fire District, into any establishment that derives its revenue primarily from the sale and/or consumption of alcoholic beverages, Marijuana, or pornographic materials. This includes purchasing alcoholic beverages from a liquor store or convenience store.
 - 2.5 It is forbidden to wear any article of department clothing, or clothing that has the wording Stratmoor Hills Fire District on it, pagers, handheld radios, scanners, or any other item not mentioned, that would identify the Stratmoor Hills Fire District while consuming alcohol.
 - 2.6 Any member that separates from the Stratmoor Hills Fire District, regardless of resignation or termination, shall surrender all duty uniforms issued or personally purchased with any form of the above wording on them. Off duty apparel will remain the property of the individual.
 - 2.7 The Stratmoor Hills Fire District may pursue legal action against any person that fails to return property to the Stratmoor Hills Fire District. A member may make a request to the Fire Chief to keep an item with the above wording. The Fire Chief may deny or grant the request. The decision of the Fire Chief shall be final.
 - 2.8 District uniform or any uniform items shall not be worn while off duty.

Section 3. Uniform/Apparel Specifications – all uniforms will be comprised of the following selections:

- 3.1 SHFD T-shirt – front left chest approved logo – with designated design / logo on the back.
- 3.2 Class B Uniform shirt - with approved name badge and patches.
- 3.3 Sweatshirt – Navy blue with front left chest approved logo – with designated design / logo on the back.
- 3.4 Polo shirt – Navy blue with front left chest approved logo. Approved color is Navy blue for personnel and White for Chief staff.
- 3.5 Pants – Navy blue utility, EMT, Cargo or Dress.
- 3.6 Sweatpants – Navy blue extending from the waist to the ankles. Yoga pants and leggings are not approved.
- 3.7 Shorts – Navy blue extending from the waist to mid-thigh to knee.
- 3.8 Belt – Black
- 3.9 Boots – Black waterproof leather upper with safety toe.
- 3.10 Afterhours footwear shall have a sole, i.e. slippers and tennis shoes. Flip flops and sandals are prohibited.

- 3.11 Station Jacket – Department approved.
- 3.12 Badge – appropriate level badge that will be returned if any dismissal, retirement, or resignation.
- 3.13 Collar Brass – appropriate level collar brass with appropriate rank that will be returned if any dismissal, retirement, or resignation.
- 3.14 Head Wear –
 - (i) Navy blue ball cap with department logo either screen printed or embroidered on front.
 - (ii) Navy wool stocking or beanie cap with department logo either screen printed or embroidered on front.
- 3.15 Optional additional wear may be worn over department uniforms:
 - (i) Job shirt with approved SHFD logo on the left chest
 - (ii) Fleece jacket with approved SHFD logo on the left chest.
 - (iii) Pullover or hooded sweatshirt with approved SHFD logo on the left chest.

Section 4. Uniform/Apparel Replacement:

- 4.1 All district issued clothing will be replaced on an as needed basis and must be authorized by their Officer and either Fire Chief or Administrative Chief. All replaced clothing must be returned for the new clothing.
- 4.2 Lost or missing clothing will be replaced at the Career / Volunteer member's expense.

Section 5. Issuance/Replacement of Uniform – reference specifications

5.1 New Hire / Volunteer Membership Allotment, mandatory uniform items, paid by fire department:

Volunteer FF/EMT:	Permanent Part time employee:	Full time employee:
1 polo shirt, 2 duty T shirts, 1 class B shirt, 1 sweatshirt, 1 duty pant, 1 sweatpants or 1 short pants 1 jacket *Volunteer uniforms items are purchased for the volunteer after completion of the fire academy. (membership)	2 polo shirts, 2 duty T shirts, 1 class B shirt, 1 sweatshirt, 2 duty pants, 1 pair of duty boots, 1 belt, 1 sweatpants or 1 short pants	3 polo shirts 4 duty T shirts, 1 class B shirt, 1 sweatshirt, 3 duty pants, 1 pair of duty boots, 1 belt, 1 sweatpants or 1 short pants 1 jacket

The uniform items listed below are the only permissible uniform items:

- Navy Blue Class B Shirt Short Sleeves
- Pants men's 4 pkt
- Pant EMS navy

- Belt 1 ½” plain black nickel buckle
- Black work boot with Steel or composite toe
- Approved Winter Coat

Additional uniform items and non-mandatory items may be purchased by employees and volunteers without a supplement from the district. The mandatory uniform items are replaced by the fire district budget on an as needed basis. Employees shall contact their supervisor for replacement approval. Approved replacement items shall be submitted to the Fire Chief and / or Administrative Chief for uniform Purchase Order.

5.2 New Recruits

Will supply themselves with these mandatory items:

- Pants
- Boots
- Belt

May supply themselves with any of these optional items:

- Sweatpants
- Shorts
- Afterhours footwear

Will be issued:

- 2 (two) T-shirts with “RECRUIT” printed on the upper back.

5.3 Senior Recruits

- Recruits serving six (6) months with SHFD and are in good standing will receive a Recruit Class B shirt.
- The Recruit Class B shirt will consist of a standard issue Class B uniform shirt with a one-inch Navy Blue cloth name tag that will be placed over the left breast pocket. On the name tag the word RECRUIT will be embroidered in all capital lettering with Orange thread.
- The Recruit will also receive a name tag. The name tag will be Orange in color and engraved with white lettering. The top line will read RECRUIT, the bottom line will read the recruit’s last name i.e. SMITH.

Section 6. UNIFORMS /Apparel -- on duty from 0800 – 1700 hours:

6.1 New Recruits

- 1 (one) T-shirt – tucked in.
- 1 (one) pair of pants
- 1 (one) belt
- 1 (one) pair of boots

6.2 Volunteer Members

- 1 (one) T-shirt – tucked in
- 1 (one) pair of pants

- 1 (one) belt
 - 1 (one) pair of boots.
- 6.3 **District Employees:**
- 1 (one) T-shirt – tucked in
 - 1 (one) Polo – tucked in
 - 1 (one) pair of pants
 - 1 (one) belt
 - 1 (one) pair of boots
- 6.4 All members/employees may wear district T-shirt on duty when the outside temperatures are above 80 (eighty) degrees.
- 6.5 All members/employees may wear district T-shirt and wildland firefighting pants during Red Flag Warnings. Members who are Red Carded should wear their Yellow “Fire Team” T-shirt.
- 6.6 Medals, Ribbons and Award pins shall be worn on Class A and Class B uniforms.

Section 7. Apparel -- Physical Training or After-Business hours (1700 to 0700 hours):

- Ball Cap
- Navy wool stocking cap or beanie cap
- T-shirt
- Pants, gym shorts or sweatpants.
Closed toe shoes such as tennis shoes.
- Members shall sleep in short pants/sweatpants and a department T-shirt/sweatshirt while on duty.

Section 8. Off Duty Apparel

- All off duty apparel will be approved by the Fire Chief before it is produced.
- No offensive language, graphics, or verbiage that portrays the Stratmoor Hills Fire District, the area, or its residents in a negative light will be allowed.
- Off duty apparel must not be in solid navy blue or made to look like official duty shirts.
- Stratmoor Hills hoodies, sweatshirts, sweatpants, shorts, and ball caps are not considered to be official on duty apparel.
- Members or Recruits who fail to always present themselves in a professional manner while wearing off duty apparel will be held to Uniform Policy Section 2 – Appearance: Special attention to Section 2.4 and 2.5 should be observed, and it will be considered conduct unbecoming a member or recruit of the Stratmoor Hills Fire District.