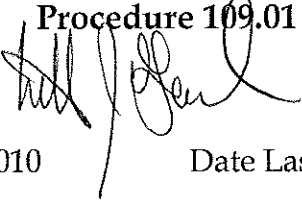


# Washington Township Fire Department Standard Operating Procedure

Division 100: Administration  
Section 109: Uniform Appearance  
Subject 109.01: Uniforms  
Supersedes: Procedure 109.01 dated 9/24/09



Approved By: 

Date: July 8, 2010

Date Last Reviewed:

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## PURPOSE:

Professionalism and safety are two of the Department's core values. This procedure will ensure that all members of the Department adhere to a professional uniform appearance. An appropriate, consistent, professional attire and appearance reflect the pride we have in ourselves and the Department. They also influence the impressions that the public has of our Department. In addition to the influence that attire and appearance have on creating a professional image, they also impact safety. Therefore, some of the stipulations in this procedure are designed to protect the health, safety, and welfare of the Department members.

## RESPONSIBILITY:

It is the responsibility of all members to understand and follow this procedure. Further, you must become familiar with, adhere to, and remain refreshed and familiar in the correct use and application of this procedure. Supervisors will enforce this procedure.

## PROCEDURES:

### QUARTERMASTER'S ROLE

The Quartermaster is responsible for purchasing, issuing, and receiving returned uniforms for the Department member. If at any time a problem arises with your uniform, bring it to the Quartermaster's attention for correction utilizing Department Form 12 E, *Property Replacement/Repair Needs*. Upon separation from the Department, you must return, within 5 days, all Department issued apparel as referenced in Procedure 504.01 *Protective Clothing & Equipment*

### DEPARTMENT UNIFORM

Members must report on duty wearing the appropriate uniform. This includes scheduled hours, public events, and training. **Station Officers or Shift Commanders have discretion to allow exceptions to the appropriate on duty uniform requirements.** Any changes or alterations to the Departments uniform must be approved by the Chief.

Your uniform shirt must be fully buttoned, except the collar button when not wearing a tie. When so designed, your shirt pockets are to be buttoned and free of items that cause them to bulge. Your shirt must be tucked into the waist band of your uniform trousers. You must maintain your uniform and shoes in a neat, clean, and properly cared for condition.

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While involved in special team activities, you are expected to wear the associated uniform in place of your Duty Uniform.

When wearing any component of the Department uniform, you are prohibited from any activities that may discredit the organization or Washington Township.

### APPROVED UNIFORMS

- Dress Uniform:** Uniform worn for formal appearances.  
**Duty Uniform:** Uniform worn while on duty.  
**Seasonal Uniform:** Uniform worn during warmer weather from May 1 through October 1.  
(Command Staff, Maintenance Supervisor, and Mechanics)

### DRESS UNIFORM

**Hat:** Pershing Style (Full Time Only)

- Firefighter - Navy blue with plain black band.
- Lieutenant - White with silver band.
- Captain and Marshal - White with gold band.
- Deputy Chief - White with gold band and 4 flames on brim.
- Chief - White with gold band and 6 flames on brim.

**Coat:** Full Time Officer and Firefighter - Navy blue single breasted, same matching material as Dress Slack Style trousers. Buttons are gold for Captains and above, silver for all others. Wear an appropriate number and color of sleeve braid to identify rank. Wear badge on the left chest. The Department patch is worn centered on the left sleeve 1" down from sleeve seam. Collar brass is worn centered 1" from front and top collar edges.

**Shirt:** If applicable, the Department patch is worn centered on the left sleeve 1" down from sleeve seam. Paramedic patch, approved by the Chief and issued by the Quartermaster, may be worn centered on the right sleeve 1" down from sleeve seam. Collar brass is worn centered 1" from front and top collar edges.

- Button-Up Style white with sewn-in military creases, pleated pockets with scalloped flaps, shoulder epaulets, badge sling, and permanent collar stays. The Department badge is worn on the left chest. Name plate is worn on right chest, centered ¼" over top edge of pocket.
- Button-Up Style navy blue with military creases, pleated pockets with scalloped flaps, shoulder epaulets, embroidered badge and name plate.
- Button-Up Style light blue with the Department badge is worn on the left chest. Name plate is worn on the right chest, centered ¼" over top edge of pocket.
- Oxford Style light blue with appropriate chest embroidery.

**Tee Shirt:** White or navy.

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**Tie:** Black 3" wide, break-away style.

### **Trousers:**

- Full Time Officer and Firefighter - Dress Slack Style 4 pocket navy blue without cuffs, same matching material as dress coat.
- Part Time & Part Paid - Station Style 4 pocket navy blue or EMS Style 7 pocket navy blue.

**Belt:** Garrison Style plain black 1 ¾" with square silver buckle. Captains and above have a gold buckle. Velcro Style is acceptable only for Maintenance and Mechanics.

**Socks:** Black or navy blue (not furnished).

**Shoes:** See "APPROVED FOOTWEAR" (page 5) and attached table on page 8.

### **DUTY UNIFORM**

**Shirt:** If applicable, the Department patch is worn centered on the left sleeve 1" down from sleeve seam. Paramedic patch, approved by the Chief and issued by the Quartermaster, may be worn centered on the right sleeve 1" down from sleeve seam. Collar brass is worn centered 1" from front and top collar edges.

- Button-Up Style white with sewn-in military creases, pleated pockets with scalloped flaps, shoulder epaulets, badge sling, and permanent collar stays. The Department badge is worn on the left chest. Name plate is worn on right chest, centered ¼" over top edge of pocket.
- Button-Up Style navy blue with military creases, pleated pockets with scalloped flaps, shoulder epaulets, embroidered badge with designated rank, name plate, and if applicable, embroidered collar insignias.
  - ✓ Firefighters and EMS: Silver badge, white lettering on name plate.
  - ✓ Lieutenants: Silver badge and collar insignias, silver lettering on name plate.
- Button-Up Style light blue with the Department badge is worn on the left chest. Name plate is worn on the right chest, centered ¼" over top edge of pocket.
- Oxford Style light blue with appropriate chest embroidery.

**Tee Shirt:** White, navy, or gray.

**Trousers:** Station Style 4 pocket navy blue or EMS Style 7 pocket navy blue.

**Belt:** Garrison Style plain black 1 ¾" with square silver buckle. Captains and above have a gold buckle. Velcro Style is acceptable only for Maintenance and Mechanics.

**Socks:** Black or navy blue (not furnished).

**Shoes:** See "APPROVED FOOTWEAR" page 5 and attached table on page 8.

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### **SEASONAL UNIFORM**

(Command Staff, Maintenance Supervisor, and Mechanics)

**Shirt:** Polo Style with The Department Logo embroidered on the left chest. If applicable Department Title and last name embroidered in 3/8" capital lettering centered on the right chest, with bottom of lettering lined up with bottom of patch on the left chest. (Lettering color: Lieutenants-silver, Captains and above-gold, Maintenance Supervisor-black)

**Tee Shirt:** White or gray

**Trousers:** Station Style 4 pocket navy blue or EMS Style 7 pocket navy blue.

**Belt:** Garrison Style plain black 1 3/4" with square silver buckle. Captains and above have a gold buckle. Velcro Style is acceptable only for Maintenance and Mechanics.

**Socks:** Black or navy blue (Not furnished).

**Shoes:** See "APPROVED FOOTWEAR" page 5 and attached table on page 8.

### **ADDITIONAL AND OPTIONAL UNIFORM ITEMS**

**Tee Shirt:** The Department provides (Only members that are issued the navy blue Duty shirt) a navy blue tee shirt displaying the Department logo on the left chest and lettering on the back (Lettering: FF & EMS-white, Lieutenants-silver, Captains and above-gold). This tee shirt is to be worn under the Duty shirt. The tee shirt is considered part of the Department uniform and should be worn appropriately. Members are permitted to dress down to the Department issued tee shirt under the following conditions:

1. Work details- may include but are not limited to hydrant inspections and hose testing.
2. Trainings- may include but are not limited to live burns or drills at the tower.
3. Fire Calls- turnout gear is required.
4. Extreme heat- ambient temperature in excess of 90 degrees.
5. Monday-Friday 1800-0600, Weekends, and Washington Township designated Holidays while in the station. **When leaving the station, the duty shirt must be worn unless the above conditions are in effect.**

**3 Season Jacket:** The Department provides a 3 season jacket for members to wear when environmental conditions warrant. The jacket is designed and permitted to be worn in the following three fashions:

1. Entire ensemble which includes the outer shell and fleece liner.
2. The outer shell by itself.
3. The inner fleece liner by itself.

**Mock Turtle Neck Shirt:** The Department does not provide this garment. Members are permitted to wear the mock turtle neck long sleeve tee shirt on duty. The shirt must be the same color as button up shirt and have WTFD embroidered to the left side of the collar, mid-clavicular line, in 1/2" capital

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lettering (FF & EMS-white, Lieutenants-silver, Captains and above-gold). This shirt can be worn during cooler temperatures and only with the duty shirt worn over it.

**New York Style Job Shirt:** The Department does not provide this garment. Members are permitted to wear the NY style job shirt on duty. The job shirt must be navy blue and have an approved logo on the left chest. Firefighters if lettering applied it must be your last name only, embroidered in white 3/8" capital lettering centered on the right chest, with bottom of lettering lined up with bottom of patch on the left chest. Officers will have their rank embroidered in 3/8" capital lettering (Lieutenants-silver, Captains and above-gold) centered on the right chest, with bottom of lettering lined up with bottom of patch on the left chest. The job shirt may be worn when environmental conditions warrant, or in lieu of, or as a part of the 3 season jacket. Only wear the job shirt with the Duty shirt.

**Command Sweater:** Captain, Battalion, Deputy Chief, and Chief may wear a commando style dark navy blue sweater with appropriate epaulet insignias and badge in lieu of the NY style job shirt.

**Ball Cap:** The Department furnishes ball caps which are not to be worn inside of buildings, or where professional appearance is important. This style cap is always worn with the Department logo or a design approved by the Chief to the front.

**Stocking Cap:** Members are permitted to purchase their own plain black or navy blue stocking cap to wear during cold weather. These caps are not to be worn inside buildings. If the Department logo or a design approved by the Chief is applied to the cap, it must be worn to the front.

### APPROVED FOOTWEAR

Designated and approved shoes are the only footwear authorized for use by members. Shoes must be all black, plain/smooth safety toe, and non-slip sole. Issued shoes are only to be worn while in uniform and performing assigned duties for the Department. Exceptions to the wearing of the designated shoes must be approved by a Chief Officer. Personnel assigned to special duties such as the Honor Guard, Bike Team, Water Rescue, USAR/FEMA Team, etc. are authorized to wear the designated shoes for a specific purpose while serving in that specialized assignment. In addition, Chief Officer's shoes may have alternative style and features.

You must not wear non-approved items such as sandals, flip flops, crocs, or tennis shoes while on duty. For deviations to uniform wear while on duty see:

- Career members- Collective Bargaining Agreement; Addendum 2
- Non-career members- Procedure 309.03 *On Duty Workout Room Usage*

The Department will spend up to \$100 per member toward the purchase of a pair of designated shoes. The employee is obligated to pay the difference when the cost exceeds \$100. If within one year of initial hiring you are terminated or resign, you may keep the shoes. However, you must reimburse the Department the cost of the shoes up to \$100.

After the initial shoe issue, the following schedule serves as a **guide** for shoe replacement:

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<b>Full Time Employees</b>	<b>1-2 years</b>
<b>Part-Time In House Employees</b>	<b>2-3 years</b>
<b>Part-Paid On Call Employees</b>	<b>3-4 years</b>

Any changes to this schedule must go through the quartermaster. Issued shoes damaged as a result of abuse or unauthorized use must be replaced by the employee at their own expense.

**FOR APPROVED UNIFORM COMPONENTS/TYPES, SEE TABLE ON PAGE 7.**

### GROOMING STANDARDS

**Hair:** When in uniform, standing upright, your hair must not naturally hang below the bottom of the collar, as observed at the rear of the Duty shirt. Long hair must be secured up and back in a ponytail, bun, or similar fashion. The Department does not permit the wearing of eccentric hair styles.

**Facial Hair:** Facial hair is limited as set forth in the provisions of the General Order 94-2 *Respiratory Protection Revised 4/25/97*.

**Jewelry:** Do not wear jewelry that may cause injury or interfere with your daily work activities. Necklaces must not be visible and must be worn under the uniform shirt in a manner that will not allow them to fall out. Earrings, nose rings, tongue rings, labrets, or other exposed piercings are prohibited.

### REFERENCES:

Washington Township Fire Department  
Procedure 309.03 - *On Duty Workout Room Usage*  
Procedure 504.01 - *Protective Clothing & Equipment*  
General Order 94-2 - *Respiratory Protection (4/25/97)*  
Collective Bargaining Agreement; Addendum 2  
Form 12 E, *Property Replacement/Repair Needs*

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Component/Type	Dress - Officer (Full Time)	Dress - Officer (Part Time & Part Paid)	Duty - Lieutenants	Duty - Captains & Above	Seasonal - Command Staff	Dress - FF (Full Time)	Duty - FF & EMS	Duty - Probationary FF&EMS	Duty - Life Safety, & Part Time Administrative Support Staff	Duty - Mechanics	Seasonal - Mechanics	Duty - Maintenance Supervisor	Duty - Fire Alarms Operator
Badge - on Dress Coat	X					X							
Badge - on Hat	X					X							
Badge - on Shirt	X	X	X	X		X		X					X
Belt - Garrison Style	X	X	X	X	X	X	X	X	X	X	X	X	X
Belt - Velcro Style (Not Furnished)										X	X	X	
Coat - Dress, Wool/Cotton Blend	X					X							
Coat - Gray (Vendor Furnished)										X	X	X	
Collar Brass - on Coat	X												
Collar Brass - on Shirt	X	X	X	X									
Hat - Pershing Style	X					X							
Jacket - 3 Season Style			X	X	X		X	X	X				
Jacket - Gray (Vendor Furnished)											X	X	
Name Plate - on Shirt	X	X	X	X		X	X	X					
Shirt - Button Up Style, Light Blue								X					
Shirt - Button Up Style, Navy Blue			X				X						
Shirt - Button Up Style, White	X	X		X		X							
Shirt - Oxford Style, Gray (Vendor Furnished)										X		X	
Shirt - Oxford Style, Light Blue									X			X	X
Shirt - Polo Style, Gray											X	X	
Shirt - Polo Style, White					X								
Shirt - Tee Style, Gray (Not Furnished)											X		
Shirt - Tee Style, Navy			X				X	X					
Shirt - Tee Style, White (Not Furnished)	X	X		X	X	X			X	X		X	X
Shoes - Smooth Toe, Brilliant Shined	X					X							
Shoes - Smooth Safety Toe, Non-Slip Sole		X	X	X	X		X	X	X	X	X	X	X
Socks - Black or Navy Blue (Not Furnished)	X	X	X	X	X	X	X	X	X	X	X	X	X
Sweater - Commando Style				X									
Tie	X	X				X							
Trousers - Dress Slack Style 4 Pocket	X					X							
Trousers - EMS Style 7 Pocket			X	X	X		X						
Trousers - Station Style 4 Pocket			X	X	X		X	X	X			X	X
Trousers (Vendor Furnished)										X	X	X	