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| <p style="text-align: center;"><b>TOWNSHIP FIRE DEPARTMENT</b><br/><b>CHAPTER 1: ADMINISTRATION OPERATIONS</b></p>   |
| <p>Part 2: Administrative Policies<br/>Subject: Uniform Dress Code<br/>Page 1 of 9<br/>Effective Date: 09-01-91</p> <p style="text-align: right;">Section: 1-2-5<br/>Revised/Reviewed Date: 01-02-15</p> |

- 5.01 Purpose. To provide a standard dress code.
- 5.02 Goal. To provide a guideline so that each member's uniform and brass placement is similar. Township Fire Department, Inc. feels that it is important for all its members to dress in a way that presents a positive image to other members, and the public. Members are expected to use good judgment in a manner that is appropriate to their work location, job duties, and level of public interface.
- 5.03 Members are responsible for the purchase and maintenance of all components of the uniform as described under each uniform description.
- 5.04 Uniform/Shirt Policy.
- A) Uniform shirts will be the following colors:
- 1) All staff officers are authorized to wear white uniform shirts. (# 1, 2, 3, 4, 5, 6, 7, 8, 88, 304)
  - 2) All station battalion chiefs' are authorized to wear white uniform shirts. (# 10, 20, 30, 40, 50)
  - 3) All station captains, lieutenants, and firefighters are authorized to wear light blue uniform shirts.
  - 4) TFD patches shall be sewn on the left shoulder sleeve. Station rocker will be  $\frac{3}{4}$ " down from the seam with the department patch  $\frac{1}{4}$ " below the rocker. Emergicare or other approved patches shall be sewn to the right shoulder sleeve. (Emergicare members may wear their State certification patch above their right breast pocket. State firefighter certification patch may be substituted.)
  - 5) Name tags that are purchased by the member are to be worn above the right breast pocket.
  - 6) Badges that are purchased by the member shall be worn above the left breast pocket.

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5.05 Uniform/Badge Policy.

- A) The badges shall be of the following color and design:
  - 1) Chief - Gold - 5 crossed bugles.
  - 2) Assistant Chief - Gold - 4 crossed bugles.
  - 3) Chief of Rescue – Gold – 3 crossed bugles.
  - 4) Chief of Operations – Gold – 3 crossed bugles.
  - 5) Chief Training/Safety Officer – Gold – 3 crossed bugles.
  - 6) Assistant Training/Safety Officer--Gold – 2 crossed bugles.
  - 7) Chief Inspector – Gold – 2 crossed bugles.
  - 8) Captain of Special Rescue – Gold – 2 crossed bugles.
  - 9) Public Information Officer – Gold – 2 crossed bugles.
  - 10) Asst. Public Information Officer – Gold – 2 crossed bugles.
  - 11) Battalion Chiefs - Gold - 3 crossed bugles.
  - 12) Captains - Silver - 2 parallel bugles.
  - 13) Lieutenants - Silver - 1 bugle.
  - 14) Firefighters - Silver - Fire Department Insignia
  - 15) Chaplin - Gold - Dove

5.06 Uniform/Wear Policy

- A) Members need to remember professionalism in wearing any form of TFD outerwear. How one acts and where they are could create both positive or negative public relations.
- B) Uniforms shall not be worn when any member is socializing outside of fire department activities.
- C) Wearing of TFD apparel to any other event that jeopardizes the integrity of the department or its fundamental values will not be tolerated.
- D) While wearing TFD apparel or uniforms, consumption of alcoholic beverages and/or being in establishments where alcohol is served is not allowed.
- E) Any misrepresentation or misuse of the uniform dress code by a department member may result in disciplinary action.
- F) All members will wear their uniforms to any function that is related to any fire department activity as specified in 5.13 of this SOG.

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5.07 Dress Formal 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 the care should be taken at all times. It shall be cleaned, pressed and free of defects.

- A) The Class A uniform shall include the following:
- 1) Department approved dress uniform fire department hat with hat badge and other designations appropriate to rank. A cap cover may be used during inclement weather.
  - 2) Department approved double breasted navy coat with the department patch on the left shoulder and the American flag on the right shoulder. Buttons will be appropriate to rank.
  - 3) Officers shall display rank on coat sleeves in gold/silver bands
    - a) Chief - 5 Gold Bands
    - b) Asst. Chief - 4 Gold Bands
    - c) Chief of Rescue, Chief of Operations, Chief of Training & Safety and Battalion Chiefs - 3 Gold Bands
    - d) Asst. Safety & Training Chief, Chief Inspector, Public Information Officer, Asst. Public Information Officer, and Captain of Special Rescue-2 Gold Bands
    - e) Captains-2 Silver Bands
    - f) Lieutenants-1 Silver Band
  - 4) Years of Service will be displayed on the left coat sleeve utilizing silver or gold Maltese cross emblems just above banding if applicable or 6" above end of sleeve. The emblems shall be placed in a horizontal direction. Each emblem represents 5 years of service.
  - 5) Department approved uniform shirt: light blue or white (appropriate to rank) - with military creases. Lieutenants, Captains, and Firefighters will wear light **BLUE** shirts. Battalion Chiefs and above will wear **WHITE** shirts. Those shirts shall remain tucked-in at all times.
  - 6) White/Light Blue Uniform Dress Shirts will display only approved and appropriate hardware (i.e. badge, name plate, tie clip, and collar brass if applicable)

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- 7) Under shirt: if worn, shall be short plain white or long sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times
- 8) Department approved tie: Navy in color, non-glossy. Tie must be a department approved necktie, clip-on-tie, Velcro, or zipper tie.
- 9) Department approved pants: matching officer style Class A navy slacks.
- 10) Department approved belt: Department approved black leather, gold or silver buckle (appropriate to rank.) The belt shall be 1 inch to 1 ½ inches in width.
- 11) Department approved cords shall be worn by Honor Guard members.
- 12) Socks: plain black.
- 13) Departments approved shoes: black leather (low cut), high- gloss. No boots of any type. Shoes shall be worn tied at all times.

5.08 Formal Uniform - Class B (Long Sleeve) shall consist of the following:

- A) Department approved uniform shirt: light blue or white (appropriate to rank) long sleeve - with military creases. Firefighters, Lieutenants and Captains will wear light **BLUE** shirts. Battalion Chief and above will wear **WHITE** shirts. Shirts shall remain tucked-in at all times.
- B) Shirts will only have authorized department patches centered on both the left and right shoulders
- C) Undershirt: if worn, shall be short plain white or long sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.
- D) Department approved tie: Navy in color, non-glossy. Tie must be a department approved necktie, clip-on-tie, Velcro, or zipper tie.
- E) Department approved Pants: navy blue officer style slacks.

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- F) Department approved belt: Belt must be black leather with gold or silver department approved buckle (appropriate to rank). The belt shall be 1 inch to 1 ½ inches in width.
- G) Socks: plain black.
- H) Department approved shoes: black leather (low cut) high- gloss and/or highly polished shoes, or black boots.

5.09 Formal Uniform - Class C (Short Sleeve) shall consist of the following:

- A) Department approved uniform shirt: light blue or white (appropriate to rank) short sleeve - with military creases. Firefighter, Lieutenants, and Captains will wear light **BLUE** shirts. Battalion Chiefs and above will wear **WHITE** shirts. Shirts shall remain tucked-in at all times.
- B) Shirts will only have authorized department patches on the left and right shoulders.
- C) Ties **ARE NOT** permitted to be worn with Class C uniform shirt.
- D) Undershirt: if worn, shall be plain white short sleeve only. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirts shall remain tucked-in at all times.
- E) Department approved pants: navy blue officer style slacks or plain daily navy work slacks with no side pockets on legs **or** navy EMS/BDU (side pockets on legs) work style pants.
- F) Department approved belt: Black leather, gold or silver department approved buckle (appropriate to rank.) The belt shall be 1 inch to 1 ½ inches in width.
- G) Socks: plain black with low cut shoes, or plain black, blue or white athletic socks if wearing work boots.
- H) Department approved shoes: black leather (low cut) high- gloss and/or highly polished, or department approved work- boot footwear. Shoes shall be worn tied at all times. Work boots with front or side zippers shall be worn zipped at all times. The front crease of the pants will reach the top of the instep, touching the top of the foot or work shoe at the shoelaces and/or zipper. Pants will not be worn tucked into the top of work boots at any time.

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- H) Department approved shoes: black leather (low cut) high- gloss and/or highly polished, or department approved work- boot footwear. Shoes shall be worn tied at all times. Work boots with front or side zippers shall be worn zipped at all times. The front crease of the pants will reach the top of the instep, touching the top of the foot or work shoe at the shoelaces and/or zipper. Pants will not be worn tucked into the top of work boots at any time.

5.10 Honor Guard Uniform shall consist of the following:

- A) All of the elements listed under section 5.07 Dress Formal Uniform (Class A).
- B) White Gloves
- C) Red Shoulder Cords – to be worn on the left shoulder when deemed appropriate by the O.I.C of the event. Tip colors on the Aiguillettes are determined by rank.
- D) Black/Red Mourning Cords will be worn when involved in a visitation or funeral detail.

5.10 Business Attire:

- A) Guidelines for business attire includes, but not limited to: casual slacks, denim shirts, shirts with collars, sweaters, and T-shirts/sweatshirts plain or with appropriate graphics or messages. The graphic messages shall be related directly to TFD.
- B) The Business Attire is classified as a polo or equivalent and will be used when duties are being performed by personnel.
- C) 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:
  - 1) Pre-incident surveys
  - 2) Station tours
  - 3) Fire Education Presentations
  - 4) Inter-departmental training
  - 5) Training at outside agencies
  - 6) Departmental meetings

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- D) **No** additional pins or emblems will be permitted on the Business Attire shirts i.e. collar brass, badges, nametags, blood donor pins, etc.

5.11 Casual Attire/Fire Uniform:

- A) The Casual Attire/Fire uniform consists of t-shirts, sweatshirts, ball caps, hats bearing the TFD name and/or logos.
  - 1) This uniform may be worn in the following situations:
    - a) While participating in physical fitness training.
    - b) During hands-on training sessions.
    - c) While in full PPE, to include overhaul, staging, and rehab at emergency scenes.
    - d) During daily/monthly truck and equipment inspections.
  - 2) Sneakers/running shoes are allowed.
- B) Casual attire may include T-shirts, sweatshirts, pull-overs, jeans, shorts, athletic shoes, etc...
- C) Consideration needs to be given to the task that is being performed when deciding on the appropriate attire.
- D) Specific proper attire for various tasks performed by TFD is covered in other sections of the SOG manual and are to be followed accordingly.
- E) Regardless what casual attire is worn, all clothing shall be clean and appropriate attire for the occasion.

5.12 General Appearance

- A) Beards, moustaches and goatees are acceptable however they must be neatly trimmed.
- B) Beards are not permitted for Honor Guard members when in dress uniform.
- C) Jewelry such as watches, wedding bands, fire department pins, metals and badges are acceptable to be worn with Uniforms (Class A), Business Attire and Casual Attire.
- D) Earrings, nose rings and other visible body piercing are not acceptable to be worn with Uniforms (Class A), Class B, Class C or Business Attire

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5.13 Appropriate uses of TFD apparel and uniforms

- A) Class A uniforms shall be worn for functions listed, but not limited to:
  - 1) Formal ceremonies
  - 2) Funerals
  - 3) Visitations
  - 4) Parades (when marching as part of the Honor Guard)
  - 5) Graduations
  - 6) Retirements
  - 7) Meetings where the wearing of the uniform is warranted
  - 8) Any other occasion deemed appropriate by the Chief or OIC.
  
- B) Class B and C uniforms shall be worn for functions listed, but not limited to:
  - 1) Appropriate formal ceremonies (i.e.; funerals, visitations, parades, graduations, retirements)
  - 2) Fire Inspections
  - 3) Public relations events
  - 4) Public education
  - 5) Fund Raisers
  - 6) Fire Prevention Activities
  - 7) Any other occasion deemed appropriate by the Chief of OIC.
  
- C) Honor Guard members shall wear their complete Class A uniforms for the following functions:
  - 1) Funerals
  - 2) Visitations
  - 3) Parades (when marching)
  - 4) Any other occasion deemed appropriate by the Chief of OIC.
  
- D) Business attire shall be worn for functions listed, but not limited to:
  - 1) Pre-incident surveys
  - 2) Station tours
  - 3) Fire Education Presentations
  - 4) Inter-departmental training
  - 5) Training at outside agencies
  - 6) Departmental meetings
  - 7) Fund Raisers
  - 8) Any other occasion deemed appropriate by the Chief of OIC.



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- E) Casual attire shall be worn for functions listed, but not limited to:
- 1) Trainings
  - 2) Meetings
  - 3) Work nights
  - 4) Training at outside agencies
  - 5) Departmental meetings
  - 6) Fund Raisers
  - 7) Every day wear when worn appropriately
  - 8) Any other occasion deemed appropriate by the Chief of OIC