

FIRE DEPARTMENT UNIFORMS

Page Number: Page 1 of 8 **Effective Date:** 04/01/2011 **Reviewed with No Changes:** **Supersedes Editions:** 08/25/2010, 10/21/2009, 04/01/2008, 10/01/2007, 04/01/2007, 10/01/2004; 01/01/1997

Purpose: *To promote an excellent public image, members of the fire department shall wear uniforms and accessories as prescribed below:*

Definitions:

Dress Uniform: The Dress Uniform shall consist of a navy color double-breasted polyester or polyester/wool blend dress coat, long sleeved white polyester uniform shirt, navy trousers which match the dress coat, a black four in hand necktie, black socks and black clarino shoes. The trouser belt shall be the issued black belt with clarino finish. Insignias are pinned on to the shirt and coat as appropriate. The dress coat for officers shall have gold striping attached to the sleeve according to the following: One (1) stripe for lieutenants, two (2) stripes for captains, three (3) stripes for battalion chiefs, four (4) stripes for deputy and assistant chiefs and five (5) stripes for chief. Dress hats are optional wear and must be purchased by the member unless approved by fire chief. Members wishing to purchase and wear dress hats, shall contact the fire chief for hat specifications.

Class A Uniform: The Class A uniform shall consist of a navy color long or short sleeve uniform shirt, either polyester or polyester wool blend, matching navy trousers, black socks and black clarino shoes. The trouser belt shall be the issued black belt with clarino finish. Insignias are pinned on to the shirt as appropriate. The under-shirt or T shirt, must be the current navy T shirt issued by the fire department.

Chief officers, at their discretion, may wear either polyester or polyester wool blend white shirts. The under-shirt must be white.

A black four in hand necktie may be worn with long sleeved shirts.

Class A Jacket: The Class A jacket shall be the approved nylon jacket, and is optional wear with the Class A uniform.

Summer Uniform: The summer uniform shall consist of the designated T shirt issued by the department and navy shorts issued by the department. Black socks, crew or ankle length shall be worn. The shoes shall be a black leather/nylon oxford type shoes, properly shinned. The belt shall be a webbed style black belt with brass buckle. The ***short sleeve*** polo shirt, with or without T shirt may be worn with the summer uniform.

Belt Buckles: When the leather belt is worn, members who have a previously issued Okolona Fire Department cast buckle, may wear this buckle otherwise firefighters wear a silver buckle; sergeants and officers wear a gold buckle.

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Work Uniform: The work uniform consists of the issued components: 5.11 or Magnum trousers, navy in color, the designated T shirt, sweat shirt, or “job” shirt. Officers may at their option, wear the matching conventional style 5.11 shirt (short or long sleeve) with sewn on emblems (shoulder emblems, rank, badge, EMT emblems). Fire department issued and properly shined work boots or a black leather/nylon oxford type shoes are worn with black or navy. The trouser belt shall be a webbed style black belt with brass buckle or optional “rigger” style belt at the member’s discretion. The polo shirt shall have the member’s name embroidered in gold letters that are 1” high on the right chest with the member’s rank above the name. The left chest shall have the words “Okolona Fire District” with Okolona on the top line with Fire District being below the line. The style and height of the letters shall the same as the member’s name and rank.

High Visibility

Jacket: The High Visibility Jacket is an ANSI compliant jacket that is a brightly colored, water resistant jacket with applied reflective materials.

Procedure:

GUIDELINES FOR UNIFORM WEAR:

1. The Dress Uniform is worn for ceremonial or dress occasions or as directed by the fire chief.
2. The Class A uniform is worn for special occasions as directed by appropriate authority. It is the optional duty uniform for chief officers.
3. For certain occasions or details, appropriate authority may prescribe specific uniform components to be worn, such as the polo shirt instead of sweat shirt with the work uniform.
4. Members may NOT mix the old Class B uniform components with the new Work Uniform components (in other words members may not wear the old Class B shirt with the new 5.11 trousers).
5. The Class B or Work Uniform is the normal duty uniform worn by career firefighters and worn by volunteer firefighters when attending regular training. On duty career firefighters must wear the duty uniform between the hours of 0800 and 2200, except when participating in an exercise program.
6. The Summer Uniform is optional wear when Work Uniform is prescribed, beginning at 0800 May 1 of each year and ending at 0800 October 1. A chief officer may prohibit the wearing of the Summer Uniform for certain events or activities when in his discretion the Work Uniform is more appropriate. Generally these events or activities are associated with scheduled public contact.
7. The Summer Uniform may also be worn during trainings involving higher physical exertion, as approved by appropriate authority, regardless of time of year.

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8. T Shirts: The GRAY T shirt shall be worn as part of the Summer Uniform and Work Uniform beginning at 0800 May 1 of each year and ending at 0800 October 1. The NAVY T shirt shall be worn as part of the Work Uniform beginning at 0800 October 1 and ending at 0800 May 1. *Note: the NAVY T shirt shall be worn under the Navy Class A uniform shirt regardless of time of year.*
9. Shorts SHALL NOT be worn when sweatshirts or job shirts are worn.
10. Each member has the discretion as to whether long or short sleeved shirts are worn.
11. When members are required to wear T-shirts, the T-shirt must be the current T-shirt issued by the department. Previously issued T-shirts are obsolete and may not be worn.
12. Any person failing to wear the prescribed uniform shall not be counted as present for fire department duty, training or other details.

GENERAL UNIFORM INFORMATION:

1. Upon satisfactory completion of probationary period, and final approval of a volunteer member by the board of trustees, the volunteer member shall be issued fire department uniforms. *Exception: If adequately fitting uniforms are in stock at the fire department, probationary volunteer firefighters may be issued uniforms that may be in stock.*
Before uniforms are purchased, an attempt shall be made to find the proper size uniforms in the fire department stock room.
2. Upon hiring of career firefighters, career firefighters shall be issued fire department uniforms. Before uniforms are purchased, an attempt shall be made to find the proper size uniforms in the fire department stock room.
3. Each volunteer firefighter shall be provided with one Class A uniform. Volunteer firefighters, at their request, may also be issued one (1) long sleeved Class A uniform shirt.
4. Each volunteer firefighter shall be provided with one Class B uniform. A volunteer may purchase a long sleeved shirt, which will be the property of the member.
5. Each career firefighter shall be provided with one Class A uniform. Those career firefighters whose duties provide for regular contact with the public, may be provided with up to three sets of Class A uniforms as approved by the fire chief. Career firefighters, at their request, may also be issued one (1) long sleeved Class A uniform shirt.
6. Each career firefighter shall be provided with three Class B work uniforms. A career firefighter shall be issued a combination of (3) sets of long trousers and shorts. This means three (3) long trousers and zero (0) shorts; two (2) long trousers and one (1) pair of shorts or one (1) pair of long trousers and two (2) pair of shorts. As with any uniform item members may, at their expense, purchase additional uniform items to have "extras" available for wear.
7. Each member shall be provided with one pair of uniform shoes: Black, low cut with Clarino finish. Career firefighters shall be provided with one additional pair of shoes or boots, having safety toes. Shoes shall become the property of firefighters upon leaving the fire department. Such shoes are to be worn only with fire department uniforms.

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8. Each member shall be provided with one clarino uniform belt and one web style belt with brass buckle. Members, at their expense, may purchase a black "rigger" style belt for wear as described above.
9. Each member shall provide his/her or own socks.
10. Except shoes, all uniforms provided by the fire department shall be returned to the fire department when the member leaves the fire department. No one is to wear fire department uniforms in a manner which would cause unreasonable wear and tear.
11. Members are permitted to purchase with their own funds, the "field jacket" for wear with the work uniform, or the Blauer style jacket for their Class A uniform, that may be worn ONLY AS AUTHORIZED in the section of this SOP entitled "High Visibility Jackets".
12. Jackets purchased by members shall remain the property of the member, except that upon leaving the department, the members shall remove and return to the department, the insignia for the jacket. Volunteer members receive clothing allowances, and the cost of the jackets shall be deducted from the member's reimbursement account.
13. Previously issued chill chaser jackets may continue to be worn, as long as they are presentable and in good repair. Chill chaser jackets shall not be replaced.
14. Members are responsible for the cleaning and pressing of their uniforms. When worn, uniforms shall be clean and pressed. Shoes shall be neatly shined.
15. Any repairs needed to fire department provided uniforms shall be reported to the personal equipment officer for repair at fire department expense.
16. Replacement of fire department issued uniforms shall be done as needed, at the expense of the fire department, except in cases of misuse or abuse.
17. If due to weight loss, uniforms no longer fit the member properly, the member is to contact the personal equipment officer. If there are properly fitting uniforms in stock, the member will be issued them. If there are not, then new uniforms will be purchased.

If due to weight gain, the member may be issued proper sized uniforms which may be in stock. Otherwise, the member shall be responsible for the purchase of properly fitting uniforms.

Alteration of uniforms shall be done whenever practical, rather than replacement.
18. Any unreasonable damage to the uniform shall be paid for by the member.
19. Firefighters shall wear O.F.D. collar insignia on uniform shirts. These shall be placed parallel with the top of the shirt collar. They are to be at a midpoint between the top and bottom of the collar.
20. Officer and sergeants shall wear pin on insignia on the Class A uniform shirt. The insignia should be approximately one inch (1") from the edge of the shirt collar.
21. Officers and sergeants shall wear their rank insignia on the epaulets of the winter jackets. These insignias may be embroidered or pin on.
22. For uniform shirts having emblems, they shall have the Okolona Fire Department emblem sewn on the left sleeve and the Jefferson County Fire emblem on the right sleeve.

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23. Any insignias not issued by the fire department shall not be worn, unless the member has received permission from the fire chief.
24. Metal name plates and embroidered name strips shall be placed above the right shirt pocket. If the member is wearing numerous accessories, then the name plate may be placed upon the pocket flap. Firefighters shall have silver colored name plates, officers, sergeants and fire prevention members shall have gold colored name plates. Embroidered name strips shall be gold regardless of rank.
25. Metal buttons shall be worn with the Class A uniform shirt. The buttons shall be the "Commonwealth of Kentucky" style. Such buttons shall be the color of their metal name plates and shall not be tarnished.
26. Gold service stars, 1 star for each 3 complete years of service may be worn on jackets or coats. They are to be sewn on the left sleeve, near the wrist. For those members having more than thirty (30) years of service, Maltese Crosses shall be used in place of gold service stars on dress uniform coats (aka "Blazers"). One Maltese Cross for each five (5) years of complete service.
27. Approved baseball style caps may be worn with Class B, work or Class C uniforms only.
28. Members of the fire department may purchase at their expense, and wear dress uniform hats with the dress or Class A uniform. Such hats shall be round at the top. The chin strap shall be silver for firefighters and gold for sergeants and other officers. Chief officers may have gold flame embroidery on the hat bill. The chief and assistant chiefs may have gold flame embroidery on the black hat band.
29. Sweaters are optional wear, and members may choose to purchase them at their expense. Black knit, commando style sweaters either crew or V-neck may be worn with the Class A, or Class B or Work Uniforms. Sewn on emblems will be provided to those members who purchase optional clothing.
30. The following shall be the order of preference for medal ribbons which have been awarded to members: Medal of Valor; Life Saving - Fire; Live Saving - EMS; Distinguished Service Award; Chief's Award; Meritorious Service Award; Fire Prevention Award. Ribbons are to be arranged so that the highest level is at the top left side, and the lowest is at the bottom right side. The right side is the sleeve side, the left side is the zipper side.

Ribbons may be worn with Class A uniforms and are to be placed above the right pocket, the name plate being placed upon the pocket flap. Wearing of ribbons is optional except when the wearing of white T-shirts has been specified.
31. The following awards, and qualification badges shall be worn above ribbons: Safety Driving Awards and Emergency Medical Technician badges. EMT qualification pins must be worn with all uniforms. Other fire department issued insignias shall be worn near the qualification badges.
32. Non fire department issued insignias shall be worn on the pocket flap when approved by the fire chief. No more than three (3) non fire department issued insignias may be worn at one time.
33. Those members who have been awarded merit bars, may wear the merit bar on the left pocket flap, under their badge. Members who have been awarded the Meritorious Service Award may NOT wear merit bars.

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34. Members may purchase American Flag pins, and wear these above all accessories above the right pocket.
35. Volunteer members shall be issued one (1) short-sleeved "T" shirt.
36. Volunteer members shall also be issued one (1) sweat-shirt.
37. Career firefighters shall be issued three (3) short-sleeved "T" shirts.
38. Career firefighters shall be issued a total of three (3) cold weather shirts for Class B Work Uniforms. Cold weather shirts are long-sleeved "T" shirts, long-sleeved Class B shirts and sweat-shirts. These shirts may be a combination.
39. Uniform components (shirts, trousers, T-shirts, sweat-shirts, etc., shall be replaced only when they are worn-out as determined by the personal equipment officer.
40. Members may purchase and wear "hooded" style sweat shirts (pullover or zip-up) as optional uniform components when issued sweat shirts are approved for wear. These sweat shirts shall be marked the same as issued sweat shirts.
41. Any deviations from this procedure must have written approval from the fire chief.

HIGH VISIBILITY JACKETS:

1. Each member of the fire department, volunteer or career, will be issued a High Visibility Jacket. This includes members of the auxiliary who regularly respond to emergency incidents.
2. The High Visibility Jacket remains the property of the fire department and is to be returned to the fire department upon termination of membership.
3. The High Visibility Jacket will be the only item of uniform outer wear issued by the fire department as of the Effective Date.
4. Except as described below, the High Visibility Jacket shall be the standard outer wear garment when the member is in uniform, regardless of the type of uniform (Dress, Class A, Class B, etc.)
5. A member possessing either by issuance or self purchase, another style of jacket (Blauer Jacket, field jacket, "chill-chaser" jacket) may wear such jacket while performing administrative type duties (such as fire prevention inspections, attending meetings or other formal/semi-formal events) on an optional basis. Optional means the member may wear the other style jacket, but is not required to wear the other style jacket.
6. Members are not permitted to wear the High Visibility Jacket for personal use (such as going grocery shopping).
7. Other fire department Standard Operating Procedures mandate the wearing of ANSI approved safety vests for visibility purposes while at incident or other activity scenes. The wearing of the High Visibility Jacket is an acceptable alternate to the ANSI approved safety vests.
8. As with any other item of fire department issue, members causing damage to the High Visibility Jacket through abuse or misuse will be charged for repairs or replacement as deemed appropriate.

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Okolona Fire Department
Standard Operating Procedure

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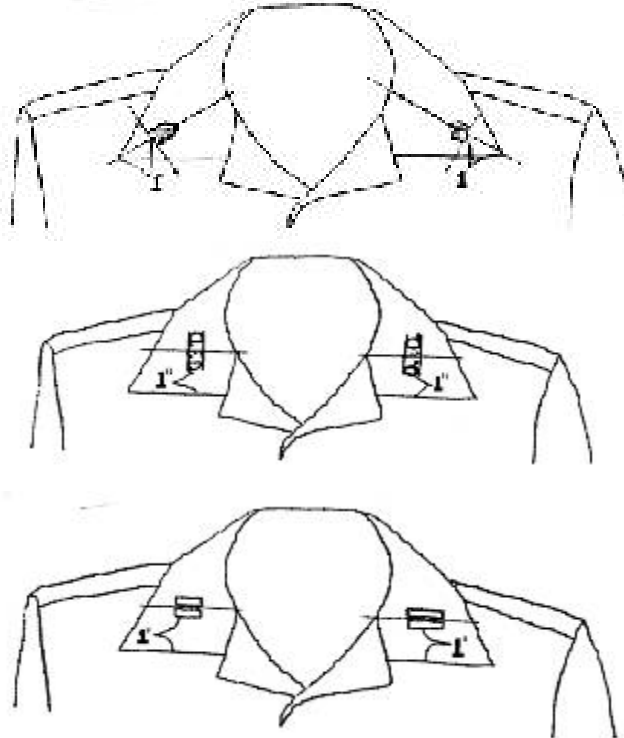
9. The High Visibility Jacket is a “triple configuration” style of jacket. It consists of an outer shell and an inner liner. Wearer comfort shall determine which configuration is worn (inner liner only, outer shell only and both inner liner and outer shell).

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The following illustrate the proper position of collar insignia:



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