**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: 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.

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 with plain white shirt underneath.

 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. (Chief Officers)

Class B+ The Class B+ uniform consists of the issues components; Polyester or Polyester Wool Blend Navy Trouser, Polo Shirt (short or long), or Job Shirt, Trouser Belt shall be issued Black Belt with Clarino finish, shoes shall be black with Clarino finish and Black Socks. The trouser belt shall be the issued black belt with clarion finish. The shoes/boots shall be black with Clarino finish or similar and worn with black socks.

Class B The Class B uniform consists of the issued components: Navy Cotton Trousers, Navy T-shirt, Sweatshirt (in station only), and Navy Polo Shirt(short or long), or Job Shirt, issued and properly shined work Boots or/a Black Leather/Nylon Oxford shoes, Black Leather Belt with Silver or Gold Buckle or optional “Rigger” style belt at the member’s discretion.

Class C: (Daily) The Class C uniform also known as the work uniforms consists of the issues components: Trouser, navy in color, the designated navy T-shirt(Long or Short Sleeve), Sweatshirt (in house only), leather belt and black leather shoes. Members may wear designated ball caps or stocking cap and Job Shirt.

Class D: 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 black type shoes, properly shinned. The ***short sleeve*** polo shirt, with T-shirt underneath to 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.

Ball Cap: Navy Blue with Okolona Fire Department Logo embroidered in white (Issued)

Stocking Cap: Navy Blue with Okolona Fire Department Logo embroidered in white (Issued)

Jackets: Refer to Class A Jackets ONLY

High Visibility

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

Polo: Polo Shirt and Job Shirt must have following: First initial and last name of the firefighter embroidered over the right breast in gold, Okolona Fire Department Logo on the left in gold, Collar insignia with the appropriate rank sewn on the collars (see chart)

**Procedure:**

# Guidelines For Uniform Wear:

1. When any errands or details outside of the fire station, members shall have a L/S or S/S Polo Shirt or Job Shirt on.

2. While conducting daily station activities/duties may wear issued L/S or S/S T-shirt or Sweatshirt. If scheduled outside visitors are at the fire stations, Polo Shirts, or Job Shirts shall be worn.

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. Training or Evaluations and/or Etc.

4. The Class B+ Uniform is the normal duty uniform for the command staff.

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.

6. On duty career firefighters must wear the duty uniform between the hours of 0800 and 1800 daily, except when participating in an exercise program. Unless there is night time activities planned or in house guests.

7. The Class D 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 Class D 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.

7A. The Summer Uniform may also be worn during trainings involving higher physical exertion, as approved by appropriate authority, regardless of time of year.

8. Members shall wear “ONLY” Long Sleeve Class A Shirts from October 1st to May 1st of each year and Short Sleeve Class A Shirts remainder of the year… (Not Issued to Everyone) (Issued when funding allows.).

9. Shorts SHALL NOT be worn with Long Sleeve Uniform Items.

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.

13. PPE Committee shall conduct a uniform inspection on as needed basis.

# 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.

4. 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 Two (2) 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 Two (2) Class B work uniforms. A Career Firefighter will issued Two(2) Long Trousers, Two(2) Pairs of Shorts, Two(2) Long Sleeve and Two(2) Short Sleeve T-Shirts, One(1) Short Sleeve and One(1) Long Sleeve Polo, One(1) Station Sweatshirt, One(1) Job Shirt, and a Duty Belt.

6a. Volunteer / Part-Time Members: Will be issued One(1) Pair of Trousers, One(1) Pair of Shorts, One(1) Long Sleeve and One(1) Short Sleeve T-Shirt, One(1) Short Sleeve and One(1) Long Sleeve Polo, One(1) Station Sweatshirt, One(1) Job Shirt, and a Duty Belt.

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, optional 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. (Every two (2) years or as needed)

8. Each member shall provide his/her or own socks.

9. 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.

10. Items 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 item.

11. Members are responsible for the cleaning and pressing of their uniforms. When worn, uniforms shall be clean and pressed. Shoes shall be neatly shined.

13. Any repairs needed to fire department provided uniforms shall be reported to the personal equipment officer for repair at fire department expense.

14. 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.

15. 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.

16. Any unreasonable damage to the uniform shall be paid for by the member.

17. Firefighters shall wear Silver O.F.D. collar insignia on uniform shirts. These shall be placed parallel with the top of the shirt collar. Refer to chart.

18. Officer and sergeants shall wear pin on insignia on the Class A uniform shirt. Refer to chart.

19. 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.

20. Any insignias not issued by the fire department shall not be worn, unless the member has received permission from the fire chief.

21. 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.

22. Metal buttons shall be worn with the Class A uniform shirt. Only FD issued buttons may be worn with Class A uniforms depending on Rank.

23. 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”).

24. Dept. issued baseball style caps may be worn with Class B, work or Class C uniforms only.

25. Sweaters are optional wear, and Chief Officers 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.

26. 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. American Flag Pin shall be worn above all accessories on the right pocket.

 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.

27. 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.

28. 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.

29. Those members who have been awarded merit bars, may wear the merit bar on the left pocket flap, under their badge.

30. 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.

31. Any deviations from this procedure must have written approval from the fire chief.

32. All Uniforms will be updated and/or replaced as Funds come available or as wear Indicates.

# 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. Members are not permitted to wear the High Visibility Jacket for personal use (Off Duty).

6. 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.

7. 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.

8. 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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| **Okolona Fire Department** |
| **Basic Uniform Issue** |
|   |   | 24/48Firefighters  | Part TimeFirefighters  | ~~Fill InPart-TimeFirefighters~~ | VolunteerFirefighters  |
| Summer Shorts |   | 2 | 1 | ~~1~~ | 1 |
| Summer Shoes |   | 1 | 1 | ~~N/A~~ | 1 |
|  Belt  |   | 1 | 1 | ~~1~~ | 1 |
|  |  |  |  |  |  |
| Navy Job Shirt |   | 1 | 1  | ~~N/A~~ | 1 |
| Navy T-shirt S/S | ~~ChoiceOf~~ | 2 L/S & S/S & 1 Sweatshirt | 1 of each | ~~2~~ | 1 of each |
| Navy T-shirt L/S |
| Navy Sweatshirt |
| Navy Polo S/S | ~~ChoiceOf~~ | 1 of each | 1 | ~~N/A~~ | 1 |
| Navy Polo L/S | ~~N/A~~ |
| Work Pants |   | 2 | 1 | ~~1~~ | 1 |
| Boots |   | 1 | 1 | ~~N/A~~ | N/A |
|  |  |  |  |  |  |
| Class A S/S |   | 1 | 1 | ~~N/A~~ | 1 |
| Class A L/S |   | 1 | 1 | ~~N/A~~ | 1 |
| Class A Pants |   | 1 | 1 | ~~N/A~~ | 1 |
| Class A Belt(Clarino) |   | 1 | 1 | ~~N/A~~ | 1 |
| Class A Shoes |   | 1 | 1 | ~~N/A~~ | 1 |
| Class A Insignia |   | 1 | 1 | ~~N/A~~ | 1 |
|   |   |   |   |  |   |
| High Visibility Jacket |   | 1 | 1 | ~~1~~ | 1 |
|  |  |  |  |  |  |

The following illustrate the proper position of collar insignia:





