

# ***GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES***

## ***SECTION 2H – RULES AND REGULATIONS***

### **UNIFORMS, HYGIENE AND PERSONAL APPEARANCE**

#### **PURPOSE**

The purpose of this policy is to provide uniformity of attire among Fire Department personnel, project a positive public image and provide for a safe work environment.

#### **SCOPE**

This policy applies to all sworn Department personnel.

#### **REGULATION**

##### **Uniforms**

Five different classes of uniforms have been established and will be considered appropriate attire depending on the anticipated duties. The appropriate uniform shall be worn while fire department personnel are on duty. Personnel will not wear civilian clothes at anytime while on duty.

##### **General**

- Synthetic uniform apparel shall not be worn under bunker or wild-land gear for any reason.
- Light-weight, button-down Class A and Class B uniform shirts may be purchased and worn for special events such as public education and community contacts.
- Synthetic uniform apparel shall be removed prior to donning bunker gear.
- If shoes are worn with Class A or B uniforms, black calf-length or knee-high socks shall be worn.

For Planned Public Contacts, all personnel shall wear the same uniform, as determined by the officer in charge. If an officer is not present, the ranking member with highest Department seniority shall decide which uniform is appropriate.

# **GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES**

## **SECTION 2H – RULES AND REGULATIONS**

### **Class AA Dress Uniform** (Preferred Vendor- Neve's Uniforms in Denver)

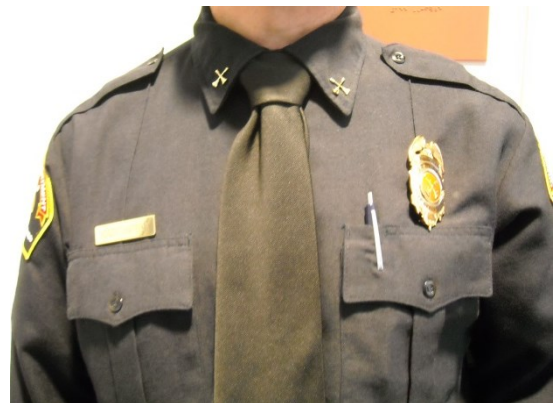
- Class A shirt with collar brass (badge will be worn on jacket)
- Neck tie
- Class AA dress jacket with badge
  - Fighters and Engineers, blue coat and pants, no arm stripes
  - Company officers- blue coat and pants, one silver arm stripe per sleeve
  - Company officers- one silver maltese cross for every five (5) years of service
  - Chief officers- one gold stripe per sleeve, per bugle (based on rank)
  - Chief officers- one gold maltese for every five (5) years of service
- Matching-colored dress pants
- Polished boots
- Black socks
- Dress uniform cap
  - "Stove-pipe" style with matching cap badge

### **Usage:**

- Formal presentations or events as designated by the Fire Chief
- Funerals
- When representing the Fire Department in court or other formal proceedings
- When requested by supervising officer

### **Class A Uniform** (as illustrated)

- Chief officers shall wear white short or long-sleeved shirt.
- Firefighters, Engineers, and Company Officers shall wear Dark blue long sleeve shirt, metal badge, collar brass, name tag with black tie
- Dark blue uniform pants. No EMS/cargo pants
- Black belt, black shoes or boots made of a material capable of accepting shining by shoe polish and dark blue or black socks Uniform hat



# ***GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES***

## ***SECTION 2H – RULES AND REGULATIONS***

### **Usage:**

- Formal presentations or events as designated or approved by the Fire Chief
- Funerals
- When representing the Fire Department in court or other formal proceedings
- When requested by supervising officer



### **Class B Uniform** (as illustrated)

- Chief officers may wear white or blue shirt.
- Firefighters, Engineers, and Company Officers shall wear dark blue short sleeve shirt with or without dark blue or white t-shirt, metal badge, collar brass and name tag
- Dark blue uniform pants. No EMS/cargo pants
- Black belt, black shoes or boots made of a material capable of accepting shining by shoe polish and dark blue or black socks

### **Usage:**

- Formal presentations or events as designated by the Fire Chief
- Funerals
- When representing the Fire Department in court or other formal proceedings
- When requested by supervising officer

### **Class C Station Work Uniform** (as illustrated)

- Dark blue polo shirt or t-shirt
- Dark blue uniform pants or EMS/cargo pants.
- Full length pants shall be accessorized with a black belt, black shoes or boots with black shoe strings and no stripes or logos and dark blue or black socks



# **GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES**

## **SECTION 2H – RULES AND REGULATIONS**

### **Class C Station Work Uniform with Shorts**

- Non-synthetic, dark blue uniform cargo shorts may be worn with the Class C uniform.
  - Shorts shall not extend below the knee
  - Shorts shall not be more than 3 finger widths above knees
- Appropriate Wildland or Structural Bunker pants shall be worn on ALL calls when wearing this uniform.
- Solid black low-rise athletic shoes or station boots with an ankle rise of no more than 4 inches are allowed with this uniform.
- Solid black ankle socks shall be worn. They shall not extend more than 1 inch above the shoe or boot riser.
- Black belt shall be worn with shorts.
- This uniform option is acceptable only from May 1 through November 1.

#### **Usage:**

- Daily work uniform
- Any planned non-emergency public contact
- Anytime personnel leave the fire station on non-emergency status

### **Class D Uniform** (as illustrated)

- Dark blue t-shirt
- Dark blue shorts
- (no embroidery paid by Dept)
- Appropriate athletic shoes



#### **Usage:**

- After 1700, weekends and holidays except for planned public contact.
- Physical fitness
- Shorts may be worn during drill training under bunker gear, however, neither Class D (fitness) shorts nor bunker gear is allowed in public businesses for routine matters. (Note: Personnel shall not wear fitness shorts exclusively at anytime while riding in apparatus)
- Sleep attire
- Activities authorized by the Battalion Chief

# **GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES**

## **SECTION 2H – RULES AND REGULATIONS**

### **GENERAL INSTRUCTIONS AND STANDARDS**

The Fire Chief or designee will determine the appropriate class of uniform for events involving the entire Department. The Fire Chief may alter a class of uniform for funerals or other ceremonies adding additional clothing such as white gloves, uniform hats or chief officer dress coat. Honor Guard uniform is as designated by the Fire Chief.

Every year, prior to uniform allowance being distributed, each Company Officer shall inventory his/her crew member's uniform stock. All uniform items kept in service shall be inspected for proper quality including fading, tearing, and fraying. Proper logos, patches, and color of ink and/or embroidery shall be ensured. Any substandard items shall be removed from service and disposed of.

Minimum Uniform Inventory shall consist of:

- 6 short-sleeved T-shirts
- 1 polo shirt
- 4 pants (at least 1 good quality pair of non-EMS/cargo pants to match Class A and B shirts)
- 1 long-sleeved Class A shirt
- 1 short-sleeved Class B shirt
- 1 black belt
- 1 pair shoes or boots
- 1 neck tie

Officers shall ensure that members are properly wearing the appropriate class uniform for the activity assigned. Officers are responsible to insure that uniforms are maintained in good condition with no holes, tears, missing buttons, fraying or fading. Fire Department uniforms and caps (as illustrated) shall not be worn at employment outside of the Fire Department without prior approval of the Fire Chief or his designee. Individuals wearing clothing (as illustrated) are assumed to be on duty by the public. Individuals will not engage in any activity that may reflect negatively on the Fire Department while wearing clothing with logos or other identification associating the individual with the Fire Department.

Officers will determine the uniform for the day's activities. All personnel will dress in the same uniform for all Planned Public Contacts. For example, the Officer has decided that the uniform for the day is the department approved Polo shirt and pants. Then all members of the crew will dress in the same department approved polo shirt and pants anytime the fire station is left to perform routine duties.

The approved Department jacket (see approved items list) can be purchased with city funds. Any other jacket must be purchased by the employee and will be subject to approval by the Chief or his designee prior to wearing on duty.

# ***GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES***

## ***SECTION 2H – RULES AND REGULATIONS***

Navy Blue baseball caps (as illustrated) may be worn with the Class B, C or D uniform. Ball cap bills shall face forward. (caps indoors ok where appropriate). Navy blue boonie-style and winter beanie hats may be worn ONLY outside at special training sessions, hose testing, or other activity where a hard protective helmet is not appropriate, and/or as approved by supervising officer.

Job shirt/sweatshirt (as illustrated) may be worn with the Class B, C or D uniform during inclement weather. When wearing t-shirts under a Class A or B uniform, white or dark navy t-shirts will be worn and t-shirt shall not protrude past the sleeve of the short sleeve shirt. All shirt buttons shall be buttoned when wearing a uniform shirt and all shirts shall be completely tucked into the trouser at all times while out of the fire station or in contact with the public. The top shirt button will only be buttoned when wearing a tie.

Personally purchased sweatshirts and sweatpants shall not be worn before 1700 hours. Sweatshirts and sweatpants shall be dark blue navy and be at least 95% cotton fabric. Performance garments shall be dark blue or black and shall only be worn during physical fitness activities. These garments shall be removed prior to donning PPE of any kind. Personnel are encouraged to wear undergarments that are 100% cotton.

Underwear, socks, slippers, sandals, and flip flops are not considered part of the normal GFD uniform and shall not be purchased with the uniform allowance. GFD Administration recognizes the unique nature of shift work and the need for the comfort and convenience of GFD's members. Slippers, sandals, and flip flops shall be allowed for Divers to use while participating in training or actual dive rescue incidents when appropriate. Company Officers may allow this type of footwear in the station after 1700 when the public is not present and members are not performing official duties.

### **Embroidered and Screen-printed Items:**

The member's name and rank may be embroidered or screen-printed onto t-shirts, sweat-shirts, job-shirts, and puffy coats. The accepted order is to place the Member's name on top with the rank below the name. The location of the name and rank shall be on the Right chest of the garment.

### **Personalized Station, Apparatus, or Team Logos:**

The Chief or designee must approve any personalized station, apparatus, or team logos. When a logo is approved it may be placed on the department approved T-shirt. The approved station/crew logo will be placed on the back of T-shirt. The front GFD logo will remain and not be altered. Apparel that has a station/crew logo can only be worn at the station the logo was designed and approved for. Wearing of any apparel that has a station/crew logo is at the discretion of the Company officer.

# ***GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES***

## ***SECTION 2H – RULES AND REGULATIONS***

### **Sworn Day Staff:**

All Day Staff personnel are allowed to alter their daily work dress attire as approved by the Chief or his designee. The Day Staff will dress in a professional manner that identifies the person as Fire personnel. Staff will wear their badge on a belt clip when representing the department in a professional capacity such as during an inspection of investigation.

# **GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES**

## **SECTION 2H – RULES AND REGULATIONS**

### **Special Considerations:**

- Hoodie-type sweatshirts shall ONLY be worn by Dive/Water team members during specific training or water emergencies. Any logo on the hoodie shall be the same standard GFD silk-screened logo as all other items.
- Boonie-type hats shall only be worn during outdoor activities when sun exposure is a concern. They shall not be worn as an everyday part of any uniform.
- Greeley Fire Department uniform money shall ONLY be spent on the following:
  - Class AA, A, B, C, and D shirts (dress, polo, t-shirts, sweatshirts, and job shirts included)
  - Class AA jacket and pants
  - Uniform pants
  - Approved non-synthetic shorts
  - Approved hats (boonie, winter beanie, and ball)



Approved Hat Logos  
(bunker number may be placed on side or rear of caps)

- Approved shoes and/or boots
- Approved belts
- Approved jackets (bunker number may be placed on Right upper sleeve of “puffy coat”)





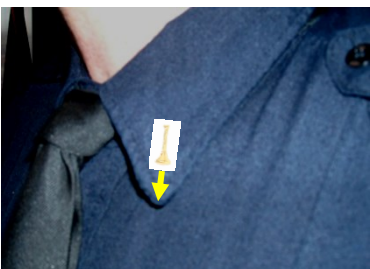
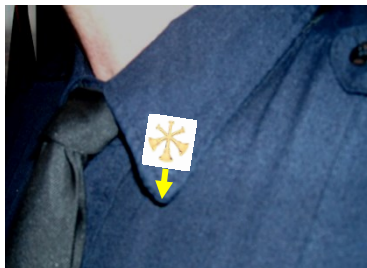
# **GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES**

## **SECTION 2H – RULES AND REGULATIONS**

### **Accoutrements**

Class A and B Uniform shirt:

- Name plate centered on right side pocket resting on but not covering pocket seam
- Badge centered over left pocket in badge cutouts
- Collar brass- Shall be worn as displayed in the following photos:
- Any other pins displayed must be approved by the Chief or his designee.



- If tie tacks are worn they shall be placed midway between the tip of the tie and the knot
- Belts shall be black 1"-1 ½" wide plain or basket weave with an approved buckle or closing mechanism
- Shoes must be plain black leather and can range from standard height to high tops or fatigue style boots. Shoes or boots must be securely fastened with Velcro, zippers or laces to assure proper ankle support.

# ***GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES***

## ***SECTION 2H – RULES AND REGULATIONS***

### **HYGIENE**

#### **Hair**

Personnel must be clean shaven, showered and well groomed while on duty. Hair will be neatly trimmed, clean and combed or brushed in such a manner that it will not present a safety hazard with respect to firefighting duties and shall not interfere with the proper placement of protective equipment including the inner and outer seals of Self Contained Breathing Apparatus (SCBA). Hair color if used shall be natural in color. Any hair style considered unsafe shall be trimmed or bound to eliminate the hazard. Any hairstyle that significantly distracts from the uniform appearance of personnel will not be allowed.

Facial hair shall not be allowed at any point where the SCBA facepiece is designed to seal to the face. Any facial hair considered to be unsafe shall be trimmed or shaved to eliminate the hazard. This restriction on facial hair shall apply regardless of specific fit testing results obtained under test conditions.

#### **Tattoos, Piercings and Jewelry**

While on duty tattoos will only be shown on the arms and legs. No other visible tattoos are authorized. The display of unprofessional or offensive tattoo or brand containing anything deemed offensive or in any way violates the City of Greeley Harassment Policy (nudity, violence, sexually explicit or vulgar art, words, phrases, profane language, symbols to incite negative reactions, initials or acronyms that represent criminal or repressive organizations) is prohibited.

Fire personnel are discouraged from wearing any type of jewelry while on duty as rings and other objects may create a safety hazard. Jewelry if worn shall be limited to the following: one watch, one ring on one finger of each hand. A necklace may be worn but shall be kept under the shirt at all times. Jewelry shall be conservative in nature and no offensive or unsafe jewelry shall be allowed. The Fire Department shall not be liable for any damage or replacement of jewelry worn on duty. Earrings are prohibited from being worn while on duty.

Members shall not pierce visible body parts other than the earlobe. Earlobe piercing shall be limited to conservative small holes to facilitate the wearing of normal post/stud earrings. "Gauging" the earlobe is not permitted.

# **GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES**

## **SECTION 2H – RULES AND REGULATIONS**

### **Purchasing Procedures:**

- All uniform purchases shall be approved by the Company Officer prior to any firefighter making a purchase with Department money.
- Credit card slips (green forms) shall be signed by the Company Officer and then forwarded to the appropriate Administrative Assistant.

### **Uniform Purchase and Repair**

Greeley Fire Dept. will purchase Recruit Firefighters the following uniform items.

- Three (3) pair Nomex pants
- One (1) short sleeve Class A/B shirt
- One (1) long sleeve Class A/B shirt
- Eight (8) T-shirts
- Three (3) polo shirts
- One (1) Job shirt and one (1) sweatshirt
- One (1) pair sweat pants
- Three (3) work out shorts
- One (1) tie
- One (1) belt
- One (1) ball cap

At the beginning of each calendar year, sworn firefighters and officers (including chief officers) with 12 or more months of service with GFD will receive an annual allowance for the purchase of uniform items that adhere to this policy. Members will pay for uniform purchase and repair with a City of Greeley credit card. Purchases of new uniform items will be recorded on the “green” visa card log form labeled “uniform purchases only”. Uniform alterations or repairs will be recorded on the regular visa card log form. Recruit firefighters will not receive an allowance. The amount of the yearly allowance will vary with each annual budget complying with following formula:

**Total new clothing amount in approved budget**

\_\_\_\_\_ = **Individual annual allowance.**

**Number of personnel covered in this SOP**

# ***GREELEY FIRE DEPARTMENT STANDARD OPERATING PROCEDURES***

## ***SECTION 2H – RULES AND REGULATIONS***

All sworn firefighters will be responsible for properly maintaining their uniforms including repair and replacement expenses (purchase of new clothing).

Sworn firefighters will purchase new uniforms according to guidelines stipulated in this policy, above, from any vendor supplying clothing which complies with this policy. Compliance will be determined by color, style, and type of material used to construct the garment. Compliance is determined by the Fire Chief or his designee. Members are responsible for the purchase of their own clothing and remaining within the annual allowance budget for each individual. Members exceeding their annual budget will reimburse the total amount exceeded to Greeley Fire Department and submit this payment to the Administrative Division Senior Admin Specialist.

Greeley Fire Department will provide all badges and collar insignia.