

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.213	<b>Effective Date:</b>	10/18/2011
<b>Title:</b>	Dress Code	<b># of pages:</b>	5
<b>Category:</b>	Personnel	<b>Classification:</b>	Green

1. **PURPOSE:** To provide consistency in dress within the South Portland Fire Department.
2. **POLICY:** It is the responsibility of all personnel to be familiar with the Dress Code. Personnel shall wear only clothing purchased, authorized, or issued by the Fire Department. After receiving an initial issue of uniforms, or clothing allowance no garb other than what is addressed in this Dress Code or the Contract shall be worn on duty. In this Dress Code, Fire Department shall mean South Portland Fire Department, and Contract shall mean Local 1476 Command Officers' or Privates' Collective Bargaining Agreement.

**Officer Discretion:** Platoon officers shall utilize discretion daily to ensure that the platoon dress is comfortable, functional, appropriate, and consistent. Consideration may be given to weather and its extremes, appearance in public, work and training assignments, etc. When more than one person is assigned to a detail, crews shall be cognizant of consistency in dress. **Any clothing in disrepair shall be put out in service when so directed by an officer.**

- **Uniform Types**

**Dress Uniform:** Regular dress uniform shall be used for outside details, special assignments, and activities. The dress uniform shall be of the type and style issued by the Fire Department, to include: dress shirt and pants, white T-shirt (not issued), insignia, uniform bell cap, dress shoes, blouse coat, black necktie, black belt. The Fire Department patch will be on the left shoulder of the dress shirt and blouse coat. No dress uniform shall be worn or used when not on duty, without the consent of a chief officer. Dress uniforms shall be kept clean, pressed, and stored at the regularly assigned station and available for use upon demand.

**Work Uniform:** Work uniform shall be worn for all Fire Department activities except those requiring turnout gear or dress uniform. For football games and band competitions "Employees shall be dressed in their regular work uniform." [Work uniforms that are clean and presentable shall be allowed to be worn for assembly activities. If a clean and presentable work uniform is not available to be worn, the employee must wear a dress uniform for a work uniform for assembly activities.]

The work uniform shall be of the type and style issued by the Fire Department, to include: work shirt and pants, T-shirt, insignia, work footwear and approved belt. Additional items include hat/cap, sweater, and EMS coat or approved department wind shirt as appropriate. Optional clothing that may be worn with the work uniform but not on block inspections: shorts during PT activities, sweatshirt 1800-0800.

The Fire Department patch shall be worn on the left sleeve and the approved EMS patch may be worn on the right sleeve of the work shirt. The work shirt shall be navy blue for privates and officers, and white for the EMS Coordinator. Other items and buttons not addressed in this Dress Code shall not be permitted on the uniform unless approved by the Chief. When personnel have sufficient work uniforms, a clean work uniform shall be stored at the assigned station, well maintained, pressed and in good order for inspections or as a backup in case of contamination or being soiled while on duty.

- **Clothing Description**

**Belt**

Belts shall be black leather. A navy blue or black web belt may be worn with a work uniform.

**Dress Shoes**

Dress shoes shall be black, smooth, and round toe. They shall be low cut and laced. Dress shoes shall be clean and polished at all times. All Employees shall always maintain an acceptable pair of dress shoes.

**Work Shoes**

Work shoes shall be a low cut, smooth, round toe shoe to include a high tech shoe.

**Work Boots**

Work boots shall be any “Wellington” type boots, round toe combat style, or round toe high tech style. Pant legs shall not be worn inside the boot shafts.

**Socks**

Socks shall be black, navy blue, or white. White socks shall not be worn with low cut shoes. Refer to page 4 for footwear issue process.

**Hats and Caps**

Uniform bell caps with hat badge shall be worn with the dress uniform.

**Watch caps**

Watch caps shall be black or navy blue wool or nylon knit caps with no insignia. Watch caps may be worn during the cold weather on outside work details.

**Baseball caps**

Baseball caps shall be Navy Blue with SPFD on the front as issued by the Department. Name, rank, unit or other approved information may be embroidered on the rear of the cap. Baseball caps may be worn on duty except for the following circumstances in which their use shall be prohibited:

- Whenever a dress uniform is being worn.
- In any situation that requires the use of a firefighting helmet or any other protective headgear.

Caps shall be kept clean and serviceable, not faded or frayed.

**Neckties**

Neckties shall be black and shall be worn with the dress uniform when a long sleeve shirt is worn, when a blouse coat is worn.

**Polo Shirts**

Polo shirts shall be Fire Department issued white for Chief Officers and the EMS Coordinator and maybe worn with the work uniform between April 15<sup>th</sup> and October 15<sup>th</sup>.

**Shorts**

Fire Department issued shorts may be worn only during physical training and while resting at night.

**Sweaters**

Approved black commando sweaters are permitted with the work uniform.

**Sweatshirts**

Sweatshirts shall be a Fire Department authorized pullover with a collar and short zipper. The sweatshirt shall be made of 100% cotton. Sweatshirts shall not be worn for public presentations or inspections. Sweatshirts with hoods or any other style are not permitted. The approved sweatshirt may be worn over a uniform shirt or in lieu of a uniform shirt 1800 – 0800 hours.

**Wind Shirts**

Wind shirts shall be a Fire Department authorized V-neck pullover with no zipper or buttons. When worn, the wind shirt shall be worn over a uniform shirt. Officers and firefighters working staff or administrative positions may wear the wind shirt over a dress shirt.

**Tee Shirts**

Tee shirts shall be approved Fire Department authorized design navy blue in color. Firefighters may wear T-shirts during all activities with the exception of (Inspections, Public Education activities, ceremonies, meetings at city hall or if the officer in charge deems T-shirts to be unacceptable) this privilege is granted May 1<sup>st</sup> thru September 30<sup>th</sup>. (see bulletin 2010-06)

### **Work Coat**

Work coat shall be a Fire Department issued yellow coat. Work coats shall not be worn where a turnout coat or blouse coat is required. Work coats shall not be worn more than 1 hour after going off duty unless on special or outside assignment.

### **Turnout Clothing**

Turnout Clothing shall be of the style and color issued or approved by the Fire Department. Turnout gear shall consist of: bunker coat, bunker pants, boots, suspenders, helmet with approved eye protection, gloves and approved Nomex hood. When any substandard turnout clothing is replaced by the Fire Department, the item being replaced shall be marked permanently as replaced.

- **Insignia**

#### **Insignia**

Insignia shall be worn at all times on all uniforms with full button-front shirts

#### **Collar Brass**

Collar Brass shall be of the style issued by the Fire Department, being the letters S.P.F.D. and shall be worn on the dress and work uniforms. S.P shall be worn on the right lapel; F.D shall be worn on the left lapel. EMS Coordinator shall wear lapel pins with the Star of Life/Maltese cross. Officers shall wear lapel pins one each side with bugles designating rank.

#### **Nametags**

Nametags shall be worn at all times on dress uniforms directly over the right side pocket of the uniform shirt and shall be of the style and type issued by the Fire Department. Name tags may also be worn on the work shirt directly over the right pocket. At all times employees shall have their Fire Department ID badge on to allow for access to the buildings and identification as a department employee.

#### **Breast Badges**

Breast Badges shall be worn by officers at all times on dress and work uniforms. Privates shall wear breast badges on dress uniform, and may wear same on work uniform. Breast badge shall be worn on blouse coat.

#### **American Flag Pin**

An American Flag pin may be worn over the right hand pocket above the nametag on either the dress or work uniform.

- **Issue Process**

Initial issued gear is as follows:

#### **Protective Clothing**

One pair of bunker pants and suspenders

One bunker coat  
One pair of turnout boots  
One helmet with shield  
One pair of gloves  
One Nomex Hood

**Work Uniform**

Three pair of work uniforms (shirts and pants)  
Three navy blue t-shirts  
Insignia  
One work coat (within 12 months)  
One pair of work footwear (to be deducted from clothing allowance when allotted)

**Dress Uniform (after 1 year)**

Blouse coat  
One dress shirt and pants  
One dress hat and necktie  
Insignia

Annual clothing allowance is determined by contract. The first issue of clothing allowance will be prorated on July 1<sup>st</sup> of the employee's 1<sup>st</sup> year. If the employee leaves the fire service they shall return all initial issued protective clothing.

Initial issue work uniforms shall be deducted from the clothing allowance. Work shirts and dress shirts may be long or short sleeve. After the uniforms listed above have been acquired, clothing and items may be ordered from the clothing order form with the clothing allowance.

A new private shall initially purchase a pair of low cut dress shoes suitable for both dress and work uniforms, which will be deducted from the clothing allowance. Thereafter, privates may order footwear by choice using the clothing allowance. Dress uniform shall be issued by the Fire Department after privates' one year anniversary. Refer to the Contract for clothing and gear issue process other than initial issue.

3. REFERENCES:

- None

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief