


## Payson Fire Department Standard Operating Procedures

<b>Section: SOP</b> <b>Subject: Uniforms and Clothing</b>	<b>SOP # 2.3.1</b> <b>Date: 12/19</b> <b>Revision Hx: 8/04, 8/06, 7/10, 12/10</b> 
--	---

### 1. PURPOSE

- A. The purpose of this SOP is to outline the procedures for wearing and the specifications for department uniforms and clothing.

### 2. POLICY

- A. This SOP establishes the clothing standard that shall apply to all PFD personnel and uniforms to maintain a professional and consistent appearance.

### 3. DEFINITION

- A. Career firefighter – Full time employee
- B. EMT/CEP Screen – Screen of EMT-B or Paramedic patch
- C. PFD Billboard – Payson Fire Department screened/embroidered on the back of shirts, jackets and on hats
- D. PFD Maltese – Payson Fire Department Maltese Cross

See Appendix A for brand and style/item number

### 4. PROCEDURE

- A. Members shall wear the uniform of the Payson Fire Department in a manner as to reflect pride and professionalism in our department. Company officers will ensure that all members are appropriately dressed for the specific activity.
- B. United Fire Equipment Company will be the exclusive vendor for the Class A and B uniforms and accessories. United Fire Equipment and Tonto Silkscreen will be the preferred uniform vendors for the Payson Fire Department Duty and PT uniforms. Purchasing and maintaining uniforms will be the responsibility of individual department members. Career PFD members shall purchase a full Class A uniform within 18 months of hire.
- C. Uniforms shall be worn in a clean and serviceable condition. Uniform items with tears, holes, stains, repair patches, are faded or have other unsightly conditions shall not be worn and should be disposed of properly (See Cleaning and Disposal Section)
- D. Except as follows, uniforms should be worn in their entirety.
  - i. Off-duty personnel called back to respond immediately (either full-time or reserve) are permitted to be out of uniform for the duration of the incident.
  - ii. If on stand-by or at other official department functions, personnel should be in uniform or dress that is appropriate for that occasion as determined by the on-duty battalion chief.

- E. Uniform items other than Off-Duty uniforms shall not be worn when off duty unless approved by the fire chief.
- F. PT uniforms should be worn during PT activities and are approved during the hours of 17:00 to 08:00 and covered with appropriate clothing for response to calls.

**G. Uniform Specifications - Class A uniform**

i. Purpose

- 1. Off-Duty and 40-hour personnel attending formal events
- 2. Graduations, Funerals, Pinning ceremonies, etc.

ii. Jacket

- 1. See Appendix A for Brand and Style
- 2. Rank insignia shall be full sleeve, half-inch metallic braid applied to both sleeves as follows:
  - a. Chief- 5 gold stripes
  - b. Deputy Chief- 4 gold stripes
  - c. Battalion Chief- 3 gold stripes
  - d. Fire Marshal- 3 gold stripes
  - e. Captain- 2 silver stripes
  - f. Engineer- 1 silver stripes
  - g. Firefighter- No stripe
- 3. One Maltese cross insignia shall be sewn ½" above rank insignia centered on sleeve on left arm of jacket for every 5 years of experience in the fire service (reserve, volunteer, or career). Firefighters- centered on sleeve 4" above end of cuff.
- 4. Nameplate
  - a. Nameplate shall be applied over the right breast, ½" over the right pocket on the jacket
- 5. Badge
  - a. Badges will be provided by the department
  - b. Shall be applied ½" over pocket on left breast on exterior of the jacket.
  - c. Mourning band: ½" black mourning band may be applied to badge for funeral duty
- 6. Collar Brass
  - a. See Appendix A for Brand and Style
  - b. Worn on collar with the center of the insignia pointing to the corner of the collar/lapel and ½" from stitching. - See Appendix A for Image
- 7. Years of Service/ Special Recognition/ Awards - See Appendix A
- 8. American flag patch shall be sewn 1.5" down from seam on right shoulder with stars to the front of jacket; Payson Fire Department patch shall be sewn on left shoulder 1.5" down from seam.

iii. Shirts

- 1. Shirts
  - a. Firefighter, Engineer and Captain
    - i. Medium blue Elbeco/Blauer Dress Shirt with Badge Tab
  - b. Chief Officer

- i. White Elbeco/Blauer Dress Shirt with Badge Tab
  - c. White cotton undershirt shall be worn under the Class A dress shirt.
- 2. Nameplate
  - a. Nameplate shall be applied over the right breast, ½” over the right pocket on the jacket
  - b. See Appendix A for Brand and Style
    - i. Font shall be Block style and bold.
    - ii. Silver for the rank of captain and below
    - iii. Gold for chief officers and fire marshal.
- 3. Badge
  - a. Badges will be provided by the department
  - b. Shall be applied ½” over pocket on left breast on exterior of the jacket.
  - c. Mourning band: ½” black mourning band may be applied to badge for funeral duty
- 4. Collar Brass
  - a. See Appendix A for Brand and Style
  - b. Worn on collar with the center of the insignia pointing to the corner of the collar/lapel and ½” from stitching. - See Appendix A for Image
- iv. Ties shall be plain Black.
- v. Pants/Skirt
  - 1. See Appendix A for brand and style/item number
- vi. Belt
  - 1. See Appendix A for brand and style/item number
  - 2. Flat/Smooth, black leather, 1.5-1.75" belt
    - a. Buckle
      - i. Firefighter, Engineer and Captain
        - 1. Plain Silver buckle.
      - ii. Chief Officer
        - 1. Plain Gold/Brass buckle
- vii. Shoes
  - 1. See Appendix A for brand and style/item number
  - 2. Socks will be plain black.
- viii. Dress Hat
  - 1. See Appendix A for brand and style/item number
  - 2. Hat badge
    - a. See Appendix A for brand and style/item number
- ix. Glove
  - 1. See Appendix A for brand and style/item number
  - 2. White dress gloves shall be worn for parade and funeral duty.

#### **H. Uniform Specifications - Class B Uniform**

- i. Purpose
  - 1. Off-Duty and 40-hour personnel attending semi-formal events
  - 2. Public Safety Recognition events, Annual dinners, etc.

- ii. Class A uniform without jacket and hat
  - 1. Class B Pants
    - a. May be navy blue Nomex pant, plain front, pressed with a crease

**I. Uniform Specifications - Class C Uniform**

- i. Purpose
  - 1. Typically for 40-hour personnel or informal events such as regional meetings
  - 2. Determined by the Chief
- ii. Class B Uniform without a Tie
  - 1. Shirt
    - a. May be Long or Short Sleeve Shirt
  - 2. Firefighter, Engineer and Captain
    - a. Medium blue Elbeco/Blauer Dress Shirt with Badge Tab
  - 3. Chief Officer
    - a. White Elbeco/Blauer Dress Shirt with Badge Tab

**J. Uniform Specifications - Duty Formal**

- i. Purpose
  - 1. BC and 40-hour Duty Uniform
  - 2. On-Duty personnel attending formal, semi-formal, Pub-Ed, public events, etc.
- ii. Shirts
  - 1. Polo shirts:
    - a. See Appendix A for brand and style/item number
    - b. Navy blue
      - i. 100% cotton or labeled as meeting NFPA 1975
      - ii. Long sleeve or short sleeve in navy blue with pocket.
      - iii. PFD Screen - See Appendix A
- iii. Pants
  - 1. Navy blue and be 100% Cotton or Nomex or labeled as meeting the latest edition of NFPA Standard 1975.
  - 2. Plain front
  - 3. 4 Pocket
- iv. Belts
  - 1. See Appendix A for brand and style/item number
  - 2. Black leather with Plain buckle
  - 3. Nylon "rescue" style
- v. Shoes
  - 1. Black Shine able leather or leather/composite Safety toe; with a non-slip sole meeting the latest edition of NFPA 1975.
- vi. Hats
  - 1. See Section L. ix. for Hat specs
- vii. Job Shirt
  - 1. Navy blue
    - a. 100% cotton or labeled as meeting NFPA 1975
    - b. Pullover or zipper

- c. PFD Embroidery - See Appendix A
- viii. Jackets
  - 1. See Appendix A for brand and style/item number

#### **K. Uniform Specifications - Duty Uniform**

- i. Purpose
  - 1. 56 Hour personnel daily uniform
- ii. Shirts
  - 1. Polo
    - a. See section K
  - 2. T-Shirt
    - a. See Appendix A for brand and style/item number
    - b. Navy blue
      - i. 100% cotton or labeled as meeting NFPA 1975
      - ii. Long sleeve or short sleeve in navy blue with pocket.
      - iii. PFD Screen - See Appendix A
- iii. Sweat shirt
  - 1. Navy blue
    - a. 100% cotton or labeled as meeting NFPA 1975
    - b. Pullover or zipper
    - c. PFD Screen - See Appendix A
- iv. Job Shirt
  - 1. See section K
- v. Jackets
  - 1. See Appendix A for brand and style/item number
- vi. Pants
  - 1. See section K
- vii. Shorts
  - 1. Navy blue and be 100% Cotton or Nomex or labeled as meeting the latest edition of NFPA Standard 1975.
  - 2. Plain front
  - 3. MUST BE WORN UNDER BLUE COVER PANT ON ALL CALLS unless turnouts are required.
  - 4. Shoes must be safety toed compliant and of a length of 6 inches or less, reference section ix.
- viii. Belts
  - 1. See section K
- ix. Shoes
  - 1. Response Shoes
    - a. Black Shine able leather or leather/composite Safety toe; with a non-slip sole meeting the latest edition of NFPA 1975.
  - 2. Station Shoes
    - a. Tennis Shoe or Slip on Station shoe
- x. Hats
  - 1. Navy blue, baseball style cap with White embroidered PFD Billboard
  - 2. Navy blue "visor" type hat with White embroidered PFD Billboard

3. Navy blue “beanie” type hat with White embroidered PFD Billboard
4. Navy Blue “Boonie” type hat with White embroidered PFD Billboard

#### **L. Uniform Specifications - PT Uniforms**

- i. Shirts
  1. As outlined in section L
    - a. No Sleeveless Shirts
  2. Sweat shirt
    - a. As outlined in section L
  3. Shorts and sweat pants
    - a. See Appendix A for brand and style/item number
    - b. The PFD Maltese shall be silk-screened centered on the right leg.
    - c. 962 cover pants must be worn over shorts when responding to emergency incidents or in public
  4. Shoes
    - a. Athletic shoes should be worn when performing PT activities.
- ii. Hat
  1. As outlined in section L

#### **M. Uniform Specifications - Academy Duty Uniform**

- i. Purpose
  1. Recruit/Academy daily uniform
- ii. Shirts
  1. T-Shirt
    - a. See Appendix A for brand and style/item number
    - b. Red
      - i. 100% cotton or labeled as meeting NFPA 1975
      - ii. Long sleeve or short sleeve in navy blue with pocket.
      - iii. PFD Screen - See Appendix A
- iii. Sweat shirt
  1. Red
    - a. 100% cotton or labeled as meeting NFPA 1975
    - b. Pullover
    - c. PFD Screen - See Appendix A
- iv. Pants
  1. Navy blue and be 100% Cotton or Nomex or labeled as meeting the latest edition of NFPA Standard 1975.
  2. Plain front
  3. 4 Pocket
- v. Belts
  1. Smooth Black leather with Plain buckle
    - a. Boston Leather American Value Smooth Leather Belt - BOS6605-01-28
- vi. Shoes

1. Black Shine able leather or leather/composite Safety toe; with a non-slip sole meeting the latest edition of NFPA 1975.

vii. Hats

1. Navy blue "beanie" type hat with White embroidered PFD Billboard
2. Navy Blue "Boonie" type hat with White embroidered PFD Billboard

**N. Uniform Specifications - Academy PT Uniform**

- i. Follows Section M but with Red Shirts

**O. Uniform Specifications - Off Duty/Non-Response Dress**

i. Shirts

1. Cotton or cotton/polyester blend Polo style or button-down twill shirt with embroidered PFD lettering and Maltese.

- ii. Off-Duty Dress items may be worn on-duty by PFD staff personnel not assigned to shift operational duties and may be worn off-duty by all PFD personnel.

- iii. Specific embroidering options will be approved by the fire chief.

- iv. The concept behind this uniform class is to offer a less formal choice for those members not working shift assignment but may be representing the Department in some function. There are scenarios in which it is preferable to be recognized as a PFD member but not dressed in the other classes of uniform

**P. Uniform Allowance**

i. Recruits – will be issued the following uniforms

1. (2) Red T-Shirts
2. (2) PT Shorts
3. (1) Boonie/Beanie as outlined in section 4.L.ix. and as dictated by the weather
4. (1) Red Sweatshirt as weather dictates

ii. Reserves

1. Year 1

- a. Reserve personnel will be reimbursed for uniform costs dependent upon budgetary conditions (typically \$500.00 minus their initial allotment in section 4.Q.ii.1.b.)

- b. Upon Graduating the Academy the Department will issue the following items:

- i. (1) Polo Shirts
- ii. (4) Blue T-Shirts
- iii. (1) Navy Blue Pant
- iv. (1) Belts (Leather)
- v. (1) Blue Sweatshirt as weather dictates
- vi. \$150.00 Allotment for Boots
- vii. (1) Dress Shirt
- viii. (1) Name Plate
- ix. (1) Shirt Collar Brass
- x. (1) Class B Badge (Small)
- xi. (1) Tie

2. Post year 1

- a. Reserve personnel will be reimbursed for uniform costs dependent upon budgetary conditions (typically \$250.00 every 6 months on January 1st and July 1<sup>st</sup> for a total of \$500.00)
  - 3. All Reserves shall return ALL uniform Items upon separation of employment.
- iii. New Employees
  - 1. Employees hired into a Career/Full time position will receive an allotted uniform budget for reimbursement.
    - a. Employees hired to a fulltime position within 6 months of graduating the Academy and were issued the uniform allotment as outlined in 4.Q.ii.1.b. will have it deducted from the allotment outlined in 4.Q.iii.2.
    - b. The employee will then receive the standard Annual/Every 6 Month Uniform Allowance, typically January and July.
  - 2. The New Employee will have 90 days from date of hire to submit reimbursement for the balance of the allotment to be used by the employee to purchase boots, gloves, etc.(If the New Employee allotment is \$900.00 and the issued items total \$500.00. The new employee will have \$400.00 to buy boots, gloves, etc.)
    - a. New Employees shall not go more than 6 months without receiving the standard Annual/Every 6 Month Uniform Allowance, typically January and July.
  - 3. New 40 hour personnel may be provided an adjusted initial uniform allotment to meet the 40 hour dress requirements,
- iv. Career personnel
  - 1. Career personnel shall receive an annual uniform allowance. The uniform allowance may be adjusted periodically to match costs and budgetary conditions.

**Q. Cleaning and Disposal**

- i. PPE shall be launder only at the stations
- ii. Uniform items should be laundered at the station.
  - 1. 40 hour personnel shall use good judgment when laundering uniforms at home.
  - 2. All uniforms that have been exposed to bodily fluids, hazardous chemicals, or toxins from structure, trash, car, (etc.) fires shall be laundered at the station.
- iii. Items that require decontamination shall be disposed of or decontaminated following the manufacturers recommendations.
  - 1. Contact the on-duty BC and or the PPE program manager for directions.
- iv. Items that must be discarded due to exposure shall be replaced by the department and at no cost to the employee.
- v. Uniform shirts and other items that have a department insignia on them and are being discarded must be rendered unusable. This means they must be destroyed to the point that they have no clothing value.



vi. At no time shall personnel give old uniforms items to non-members.

**1. EXEMPTIONS**

A. None

**2. REFERENCES**

A. Current NFPA 1975 Standard on Emergency Services Work Apparel

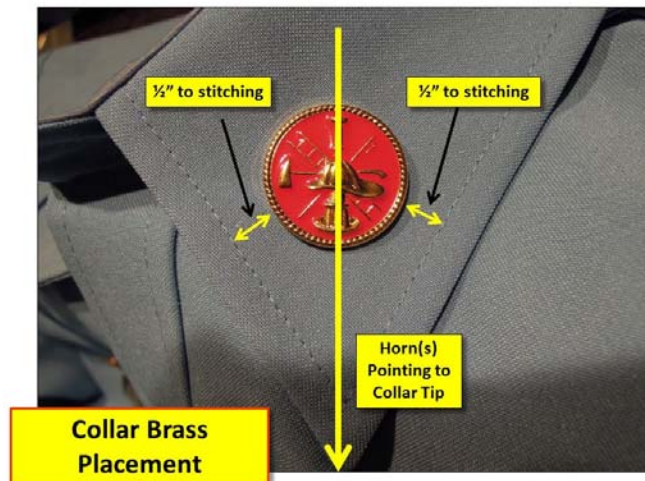
**3. FORMS**

A. Appendix A

B. Appendix B

# APPENDIX A

1. PFD Screen/Embroidery
  - a. Rank with first name (only) below centered 1.25" over left pocket in bold block font.
  - b. PFD Maltese on the right chest
  - c. EMT/CEP screen on the right sleeve 1.5" down from seam;
  - d. PFD Billboard on the rear panel of the shirt; all silk-screened in white.
  - e. No patches or additional items may be attached to shirts and sweatshirts.
2. Uniform Specifications - Class A uniform
  - a. Jacket
    - i. Flying Cross Black Double Breasted Dress Coat - FEC17B8696C
    - ii. Nameplate
      1. Blackinton J-5 style with first and last name.
      2. Font shall be Block style and bold.
    - iii. Collar Brass
      1. FF & Engineer
        - a. Blackinton 15/16" Scramble pin model # A2886S
      2. Captain
        - a. Blackinton 15/16" 2 Straight Bugle # A2875S
      3. Battalion Chief/Fire Marshal
        - a. Blackinton 15/16" 3 Crossed Bugle # A2873G
      4. Deputy Chief
        - a. Blackinton 15/16" 3 Crossed Bugle # A2872G
      5. Fire Chief
        - a. Blackinton 15/16" 3 Crossed Bugle # A2871G



- b. Shirts
  - i. Shirt
    1. Firefighter, Engineer and Captain
      - a. Medium blue Elbeco/Blauer Dress Shirt with Badge Tab
    2. Chief Officer
      - a. White Elbeco/Blauer Dress Shirt with Badge Tab

- ii. Nameplate
      - 1. Blackinton J-5 style with first and last name.
      - 2. Font shall be Block style and bold.
    - iii. Collar Brass
      - 1. FF
        - a. Blackinton 11/16" FF pin model # Style-FF
      - 2. Engineer
        - a. Blackinton 11/16" ENG pin model # Style-ENG
      - 3. Captain
        - a. Blackinton 11/16" 2 Straight Bugle # J51S
      - 4. Battalion Chief/Fire Marshal
        - a. Blackinton 11/16" 3 Crossed Bugle # J53G
      - 5. Deputy Chief
        - a. Blackinton 11/16" 4 Crossed Bugle # J54G
      - 6. Fire Chief
        - a. Blackinton 11/16" 5 Crossed Bugle # J55G
  - c. Pants/Skirt
    - i. Flying Cross Dress Trouser - FEC28P8696
    - ii. Fechheimer Women's Dress Pant - FEC4800S
    - iii. Fechheimer Dress Skirt - FEC4800SK
  - d. Belt
    - i. Smooth Black leather with Plain buckle
      - 1. Boston Leather American Value Smooth Leather Belt - BOS6605-01-28
  - e. Shoes
    - i. Bates BAT111 high-gloss oxford dress shoe.
  - f. Dress Hat
    - i. FF and Engineer
      - 1. Midway Fireman Cap - MID114-BLK
        - a. Black band
      - 2. Hat badge
        - a. Silver FD Scramle #A2327S
    - ii. Captain
      - 1. Midway Fireman Cap - MID114-BLK
        - a. Silver band
      - 2. Hat badge
        - a. 2 straight silver bugles #A7290s
    - iii. Chief officer
      - 1. Midway Fireman Cap - MID112-WHT
        - a. Gold band
      - 2. Hat badge
        - a. Chief- 5 gold crossed bugles #A2857G
        - b. Deputy Chief- 4 gold crossed bugles #A7291
        - c. Battalion Chief- 3 gold crossed bugles #A2858G
        - d. Fire Marshal- 3 gold crossed bugles #A2858G
  - g. Glove
    - i. Samuel Broome Male Dress Glove - SBU99050
3. Uniform Specifications - Duty Formal
- a. Shirts
    - i. Polo shirts:

1. Flying Cross, Blauer, Tri-Mountain, Port Authority

b. Belts

i. Smooth Black leather with Plain buckle

1. Boston Leather American Value Smooth Leather Belt - BOS6605-01-28

2. Boston Leather American Smooth Leather Belt - BOS6605-01-30

ii. Nylon "rescue" style

1. Black 1 3/4 Nylon Belt with Carbon Steel Buckle - WTP25-2-01/30

5. Uniform Specifications - Duty Uniform

A. Shirts

i. Polo

1. Flying Cross, Blauer, Tri-Mountain, Port Authority

ii. T-Shirt

1. Bayside, Gildan, Hanes Beefy-T, Duluth

iii. Sweat shirt

1. Bayside, Gildan, Hanes Beefy-T, Duluth

iv. Job Shirt

1. Item similar, based on availability, to "Rubin Brothers Firefighter's Sweatshirt w /Denim Collar"

v. Jackets

1. Blauer Station Jacket Product Code:BLA4680/L/L

2. Or similar based on vendor availability

vi. Belts

1. Smooth Black leather with Plain buckle

a. Boston Leather American Value Smooth Leather Belt - BOS6605-01-28

b. Boston Leather American Smooth Leather Belt - BOS6605-01-30

2. Nylon "rescue" style

a. Black 1 3/4 Nylon Belt with Carbon Steel Buckle - WTP25-2-01/30

# Appendix B

1. Years of Service/ Special Recognition/ Awards
  - a. Years Of Service
    - i. Issued PFD “Years of Service” Maltese Cross pin may be applied centered  $\frac{1}{2}$ ” over name plate
  - a. Special Recognition
    - a. EFO
    - b. CFO
    - c. ETC.
  - b. Awards
    - a. Valor
    - b. ETC.