



UNIFORM AND PERSONAL APPEARANCE

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish uniform and personal appearance standards for members of Stoney Point Fire Department.

DEFINITIONS

Guideline - a general rule, principle, outline of a policy

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Responsibility - the state or fact of having a duty to deal with something or of having control over someone, being accountable for one’s actions

Shall - indicates a mandatory requirement

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GUIDELINES

Stoney Point Fire Department is a professional emergency response agency. Members are therefore required to adhere to professional uniform and appearance standards to project that image of professionalism. Stoney Point Fire Department issues uniform items to all operational personnel. The specific items and amounts are based upon the member’s status and position.

General Uniform Policy

Uniforms provide a means of readily identifying personnel as official representatives of Stoney Point Fire Department. All personnel shall wear approved uniforms during duty operations, at the Station and at an incident as a safety measure. No unauthorized uniform items shall be permitted for wear. Uniform items shall be worn as designed and unaltered. All uniform items shall be clean, free of wrinkles, serviceable, properly fitted and present a professional appearance. Personnel have the responsibility to maintain their uniforms and replace them as necessary to present a professional appearance. The only authorized patches on uniforms are the Stoney Point Fire Department patch on the left sleeve and a fill color, reverse field United States of America Flag on the right sleeve, both centered on the arm and 1/4” from the top seam. Uniform items damaged during the course of duty shall be replaced by Stoney Point Fire Department, items damaged due to negligence shall be the member’s responsibility to replace. ID card shall be carried at all times.



Standard Uniforms Regulations

The prescribed uniform of the day shall be worn between the hours of 0700 and 1900 with the following exceptions:

- While participating in physical fitness training
- During practical training operations
- Unless otherwise directed by the Command Staff

Uniform items shall only be worn while on duty or participating in a function approved or sanctioned by Stoney Point Fire Department. Members have the option of wearing a complete uniform to and from Stoney Point Fire Department or approved functions. Members shall wear an appropriate complete uniform when representing Stoney Point Fire Department at any training activity. Uniform shirts shall remain tucked into pants. When not wearing a tie, all buttons shall be buttoned except the top one. Boots and shoes shall be clean, serviceable, and polished to a shine. All other leather and metal items shall be clean and polished as well.

Personnel shall not utilize cell phone or music player headphones during regular duty hours of 0700 to 1900 or at any time while in a training or operational setting. After 1900, the use of headsets is permitted within Stoney Point Fire Department facilities but shall not interfere with others or the response to emergency calls.

Sunglasses shall not be worn inside of any building with the exception of tinted safety glasses or eyewear prescribed by a physician.

Standard Uniforms and Equipment

Upon employment with Stoney Point Fire Department or completion of Pre-Basic Training, each employee shall be issued the following uniform items. These items are issued based upon duty status.

Career Personnel

- Three pair of Class C Navy Blue Trousers (ordered from website) (annually)
- Two pair of Class C Navy Blue Tactical Shorts (ordered from website)
- One Navy Blue Job Shirt (ordered from website) (every 3 years)
- Six Class C Grey Uniform T-Shirts (issued by Admin Staff) (annually)
- One Class B Light Grey, Dark Grey or White Polo (ordered from website)

Volunteer Personnel

- One pair of Class C Navy Blue Trousers (ordered from website) (annually)
- One Class B Light Grey, Dark Grey or White Polo (ordered on website)
- Two Class C Uniform T-Shirts (issued by Admin Staff) (annually)

Required Uniform Items

These uniform items are required for wear but not issued by the department:

- Approved Black Class C Uniform Belt
- Approved Black Class C Uniform Boots
- Approved Undergarments and Socks

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Programs

Standard Operating Guidelines (SOG)

Items issued on an as needed basis:

- One Class B Short Sleeve White or Light Blue Uniform Shirt
- One Class A Long Sleeve White or Light Blue Uniform Shirt
- One Class A/B Navy Blue Dress Trousers
- One Class A Navy Blue Dress Jacket (Appropriate Rank)
- One or two Stoney Point Fire Department Badge (Appropriate Rank)
- One pair of Uniform Rank Epauettes (Appropriate Rank)
- One pair of Lapel Stars
- One Pair of Collar Brass (Appropriate Rank)
- One or two Stoney Point Name Plate
- One Black Dress Belt
- One Black Tie

Lost or damaged items shall be reported to the Division Chief.

Structural Firefighting Gear

Firefighting personnel shall be issued with structural firefighting personal protective ensemble that include:

- Helmet (appropriate rank color)
- Protective Hood
- Structural Firefighting Gloves
- Turn Out Coat
- Turn Out Pants
- Suspenders
- Structural Firefighting Boots
- Three Accountability Tags

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Class A Uniform

The Class A uniform is the formal uniform of Stoney Point Fire Department and shall be worn in a professional manner. It shall be clean, pressed, serviceable and properly fitted.

Dress cap with badge and rank band:

- Shall be worn in a professional military manner, square and level on the head
- Plastic cap covers may be used during inclement weather
- Shall be clean and in good condition
- Shall always be worn outside and removed when entering vehicles and buildings

Dress coat with badge:

- Shall remain buttoned except while seated if necessary.
- Stoney Point Badge worn on left breast centered above pocket
- Stoney Point Name Plate worn on right breast centered above and touching pocket
- Appropriate Cloth Rank bands shall be worn at the cuffs of both sleeves
- Appropriate Rank Insignia to be worn on lapel of coat



Long sleeve shirt with badge

- Appropriate color long sleeve shirt clean and pressed, fully buttoned and tucked
- Uniform Rank Epaulettes
- Lapel Stars at the point of each collar
- Small Stoney Point Badge centered above left breast pocket
- Stoney Point Name Plate centered above and touching right breast pocket

Black tie

- Shall be plain with no designs or patterns
- Shall be a dull or matte finish
- Tie clasp optional

Dress Trousers or Skirt

- Clean, pressed and properly fitted
- Plain black dress belt (1-1 ½” wide) with silver or gold buckle

Black Dress Shoes

- Black Patent Leather dress shoes (or highly polished dress shoes)
- Black dress socks or plain black pantyhose for female members

Class A Uniform shall be worn for formal functions to include:

- Funerals, parades, graduations, or award ceremonies
- Other occasion deemed appropriate by the Fire Chief
- A black cloth mourning band may be worn around the Stoney Point Badge for a period of time designated by the Fire Chief

Honor Guard Uniform

Consists of the Class A Uniform with Cap, White Gloves and Ascot.

Class B Uniform

The Class B uniform is a semi-formal uniform approved by Stoney Point Fire Department and shall be worn in a professional manner. It shall be clean, pressed, serviceable and properly fitted. The Class B Uniform shall be worn by those personnel not issued Class A Uniform on all occasions deemed appropriate by the Fire Chief.

- Long or short sleeve dress shirt (top button unbuttoned except with tie)
- Uniform Polo shirt in lieu of dress shirt for those not issued
- Appropriate Stoney Point Badge centered above left breast pocket
- A black tie worn with buttoned long sleeve shirt
- Stoney Point Name Plate worn centered above and touching right breast pocket
- Navy Blue dress trousers or skirt for female members
- Navy Blue Uniform Trousers in lieu of Navy dress trousers for those not issued
- Black dress belt
- Black socks or black pantyhose for female members
- Black dress shoes
- Highly polished black duty boots in lieu of dress shoes for those not issued

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Class C Uniform

The Class C uniform is the daily duty uniform worn by all operational personnel and shall be worn in a professional manner. The uniform shall be clean, serviceable, and free of wrinkles. The Class C uniform shall be worn for regular duty, inter-departmental training, training with outside agencies, and Stoney Point Fire Department meetings. The Class C Uniform consists of the following items:

- Class C Uniform T-Shirt
- Navy Blue Trousers
- Black belt or Black Class 1 Rescue harness
- Black Boots
- Undergarments and Black socks

During periods of extreme heat or cold, the Class C Uniform may be modified by the Shift Officer and approved by the Division Chief. However, uniformity and a professional appearance must be maintained. During these periods, the following optional items may be worn:

- Navy Blue tactical uniform shorts
- Navy Blue or Grey long sleeve Uniform T-Shirts (not issued)
- Navy Blue or Grey Uniform Sweatshirts (not issued)
- Navy Blue jackets or coats of an approved design (not issued)
- Navy Blue or Black knit caps of an approved design (not issued)
- Navy Blue Uniform Job Shirt (not issued)
- Navy Blue Ball Cap of an approved design (not issued)

The Class C Uniform is the minimum requirement for all medical emergency incidents. Volunteer duty members may wear a Uniform T-Shirt and Turn Out Pants and Boots, or clean and serviceable plain blue jeans with a Uniform T-Shirt or other Uniform upper garment and boots in lieu of the full Class C Uniform.

Physical Fitness Uniform

Stoney Point Fire Department does not issue a physical fitness uniform. However, personnel conducting physical fitness activities at Stoney Point Fire Department facilities, on duty or willing to conduct emergency operations must wear appropriate attire. The physical fitness uniform may consist of the following items:

- Class C Uniform T-Shirt (sleeveless shirts or tank tops only permitted in the gym)
- Appropriate shorts (between mid-thigh and knee length)
- Sweatpants or other workout pants of an approved design
- Socks
- Running shoes

All garments shall be serviceable and not display any inappropriate themes or language. During hands-on training session. Uniform T-Shirt and Turn Out Pants and Boots are the minimum requirement for all calls for personnel in physical fitness attire.

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Uniform Accessories Permitted for Wear

Stoney Point Fire Department permits the wear of approved accessory items during duty periods in Class C Uniform by all personnel. These optional uniform items include:

- Navy or dark blue Jacket of an approved design
- Navy Blue Job Shirts
- Navy Blue Tactical shorts of an approved design
- Grey or Navy Uniform Sweatshirts
- Grey or Navy long sleeve Uniform T-Shirts
- Navy Blue Ball Cap of approved design
- Coveralls
- Navy Blue or Black knit cap of an approved design
- Multi-tool or knives of approved design
- Medical glove or surgical shear pouches
- Portable Radio pouches or straps

Uniform Website

All operational members of Stoney Point Fire Department shall be given access to the uniform ordering website by the Division Chief, upon hire or completion of Pre-Basic Training. This website contains issue items such as Class C trousers, Polo Shirts and Job Shirts and other approved uniform items available for individual purchase. All orders are approved by the Division Chief before completion. Username and Password are assigned by the Division Chief. www.connect.nafeco.com

Maintenance and Repair

Individual personnel are responsible for the care and maintenance of their uniform items. Uniforms shall fit properly, be clean, well maintained, and free of stains and wrinkles. Items that cannot be repaired appropriately shall be replaced.

Non-uniform personnel

Administrative and other staff are not required to wear uniforms. However, all non-uniformed personnel shall wear appropriate business casual attire for normal duty assignments and formal attire for formal occasions.

Personal Hygiene

Each member of Stoney Point Fire Department is required to regularly bathe, use appropriate personal hygiene products, and present a professional and hygienic image while on duty. Teeth shall be brushed prior to reporting to duty and fingernails shall be neatly trimmed and clean. All members shall routinely wash their hands prior to and after emergency calls and meals. When members become dirty due to training or operations, they shall shower before retiring for the evening.

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Personal Grooming

Stoney Point Fire Department personnel shall present a neat and professional appearance. Hair and facial hair maintenance are not only important to the professional appearance, but for safe operations. The following standards apply to all members:

Male Personnel

Hair shall be kept clean, well groomed, present a professional appearance, and maintained in a manner to not interfere with the proper wearing of the helmet, SCBA mask and/or any other safety equipment.

- Shall not fall over the eyebrows and the length of hair at the back shall not fall below the top of the buttoned shirt collar when the individual is standing
- Shall not exceed 2 ¼" from the scalp on the side of the head, nor cover more than ½ of the ear
- Shall not be of a length or style that shall obstruct the members' vision
- Shall be of a natural color and not extreme or distracting
- The back of the neck shall be clean and free of hair
- The Fire Chief shall approve of styles, lengths or colors determined to be inappropriate by the Supervisor

Facial Hair

Stoney Point Fire Department personnel shall be clean shaven while on duty. Facial hair shall not contact or interfere with the safe operation of the SCBA or HEPA masks. Sideburns and mustaches are permitted if they meet the following criteria:

- Sideburns shall not extend below the bottom of the earlobe
- Sideburns cannot have a flare greater than 1 ¼" or 3/8" length
- Mustaches shall not curl upward in the "handlebar" style
- Mustaches shall not extend past the corners of the mouth or exceed 3/8" in length

Women

Hair shall be kept clean, well groomed, present a professional appearance.

- Shall be of such a length and worn so it does not interfere with the efficiency or performance of duty
- Shall not fall more than ¼" below the lower edge of the uniform shirt collar
- The bulk of the hair shall not interfere with the wearing of headgear, helmet, SCBA mask or other safety equipment
- Shall be of a natural color and not extreme or distracting
- Shall not be of a length or style that shall obstruct the members' vision
- Pins, combs, barrettes, or hair bands shall be similar in color to individual hair color
- The Fire Chief shall approve of styles, lengths or colors determined to be inappropriate by the Supervisor

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Jewelry

Only approved jewelry is permitted by Stoney Point Fire Department during duty hours. Earrings are not permitted for fire suppression personnel. Necklaces must be kept inside of shirts. Other jewelry is permitted that does not detract from a professional appearance.

Cosmetics

Female uniformed personnel may wear cosmetics that are consistent with a professional uniform appearance. Nail polish shall not be extreme in nature or color. Nail length will not be distracting or impede the use of medical and/or structural firefighting gloves.

Body piercing Jewelry

Body piercings shall not be worn during duty hours. Obvious facial and tongue piercing shall not be worn.

Tattoos

Stoney Point Fire Department prohibits body art, tattoos, etc., that are visible above the uniform neckline. All tattoos or other body art that is deemed inappropriate shall be covered at all times while on duty. No tattoos are permitted on the face or neck of any personnel.

References

NFPA 1404

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