

SUBJECT: UNIFORM DRESS CODE**SECTION:** 102.01**REVISED:** APRIL 28, 2008**PAGE(S):** 4

PURPOSE

The purpose of this policy is to establish a guideline for a standard uniform and to set forth responsibilities governing the use and wear of these uniforms.

POLICY

UNIFORM CLASSIFICATIONS

Class A Uniforms

This uniform shall be worn at all formal events or as directed by the Chief or officer-in-charge. Officers will wear Class A uniforms as deemed necessary for daily activities.

Consists of a navy dress uniform jacket, navy dress uniform pants/skirt (females), black belt, long-sleeve white dress shirt with all issued insignia, dress hat, black tie, black uniform shoes, black or navy shocks (“skin toned” pantyhose without design for females in skirts). Any undergarments worn under the dress shirt shall be white, without logos or print that can be seen through the shirt and do not protrude from under the shirt sleeve.

Insignia placement on Class A uniforms shall be as follows:

- Issued badge will be placed in the provided area over the left pocket.
- The issued name tag shall be placed on the right shirt pocket flap, just below the top stitching of the pocket flap (within 1/2”). No nametags will be displayed on the dress jacket.
- Approved collar insignias (gold) shall be worn on the lapels by officers only.
- Department patches shall be worn on only the left sleeve of the jacket and uniform shirts, spaced 2” from the shoulder.
- The Flag shall be displayed on the right sleeve of the dress jacket, 2” from the shoulder.
- Appropriate/approved years of service designation shall be affixed to the left sleeve of the dress jacket, four inches from the end of the sleeve. Officers can affix years of service designation above the rank striping of the left sleeve.
- Officers may affix rank striping on both sleeves of the dress jacket. Stripes shall be gold, with single stripe indicating rank of Lieutenant, four stripes for Assistant Chief, and five stripes for Fire Chief.
- Dress hats shall be navy “bell” type with black band and silver strap and issued badge. Officers will wear white “bell” type with black band and gold strap and issued badge.

- Commendation pins will be worn over the right shirt pocket, along the top stitching of the pocket. Ribbons shall be worn around the neck or pinned 2" below the badge. No commendation pins shall appear on the dress jacket.
- Appropriate fire related tie tacs/clasps may be worn with the tie and should not be visible when wearing the dress jacket.

The Chief or officer-in-charge may direct Class A "summer" uniforms for special use from May 1ST through September 30TH. Summer dress allows for short-sleeve white shirts, no jacket, and no tie. All front buttons, excluding the collar button, must be fastened. Otherwise, the uniform and insignias follow established Class A descriptions.

Class B Uniforms

This uniform shall be worn during fire inspections/preplanning, public education activities, public demonstrations, and any other informal public event as directed by the Chief or officer-in-charge. All members participating shall be dressed in similar fashion, as determined by the Chief or officer-in-charge.

Consist of navy buttoned down uniform shirt, navy uniform pants (non-BDU), black belt, white, navy or black socks, and station boots or footwear. Insignia placement is similar to Class A placement, as applicable. Approved/issued jackets may be worn with Class B uniforms as needed.

The approved station or plain white T-shirt can be worn under the Class B uniform shirt. Uniform shirt sleeves may not be turned up or under. Each member may elect whether to wear short sleeve v. long sleeve uniform shirt under Class B. All front buttons, excluding the collar button, must be fastened.

Class C Uniforms

This uniform shall be the used for the daily duties performed by personnel assigned for duty. Used as an everyday all-purpose uniform, personnel are reminded to keep this uniform clean and free of major defects.

Some duties include, but are not limited to:

- Station duties.
- EMS response.
- Inspections/preplanning of sites or facilities that present other than clean environments (i.e. body shops, material handling, reclaiming, etc.)
- Training

Consists of approved polo shirt or sweatshirt, navy uniform/BDU pants, black belt, and station boots or footwear. The approved station or plain white T-shirt can be worn under the Class C uniform shirt. Approved /issued jackets may be worn with Class C uniforms as needed. No additional pins or emblems will be permitted on the Class C shirts, with the exception of a United States flag pin.

Class D Uniforms

This uniform is allowed to be worn during normal station activities.

Such activities include, but are not limited to:

- Hands-on training sessions.
- While in full PPE or emergency operations deemed appropriate by the officer-in-charge.
- During daily apparatus/equipment inspections, servicing, or testing.
- After normal business hours and not in the public eye.
- Response by off-duty members from home, for EMS incidents or recall.

Consist of the approved duty T-shirt, navy uniform/BDU pants, black belt, and station boots or footwear. Coveralls can be worn to protect and maintain cleanliness of any uniform while performing station/apparatus/equipment maintenance duties. Issued coveralls may also be worn by off-duty members recalled for incidents/standby.

Class E Uniforms

This uniform may be worn during physical fitness activities and while sleeping in the station dormitory. If leaving the station for any reason while dressed in Class E uniform, personnel are required to wear a minimum of bunker pants.

Consist of the approved duty T-shirt, navy or black shorts, navy or black sweat pants, athletic socks and appropriate personal footwear for fitness training. Duty sweatshirts are also permitted with Class E uniforms. Any clothing issued during a fire department fitness promotion may also be worn as part of the Class E uniform, while the promotion is in effect (or otherwise instructed).

Shorts must be no longer than the knees and at least mid thigh. Shirts sleeves or necklines cannot be altered.

Hats

Approved ball caps bearing department name/logo may be worn during normal station activities. During colder seasons, navy or black stocking caps may also be worn. Stocking caps may not be imprinted with anything other than department name/logo.

Uniform Cleanliness

All uniform components shall be clean and in good repair whenever worn. Apparel deemed not suitable for use shall be replaced/repared as soon as possible. When any uniform becomes soiled, the member will change to a clean uniform as soon as possible.

Additional Personal Items

In addition to issued items, the following may be allowed:

- Sunglasses will not be worn inside the station, living area, or inside any structure while operating on any calls or while addressing the general public (lanyards are approved).

- Approved knife or multi-tool (i.e. Gerber or Leatherman).
- Medical gloves and/or shears accessory pouch.

Alterations and Unapproved Apparel

Items purchased for use as part of any uniform shall meet the specifications as set forth by the department in all respects. Unauthorized equipment, alterations or additions to the designated uniform will not be allowed unless approved by the Fire Chief.

Non-uniform attire may be worn by on-duty personnel who are authorized by the Fire Chief to wear such items. Members of specific assignments may wear special uniforms or equipment as authorized by the Fire Chief.

No other insignia is to be applied to the uniform unless approved by the Fire Chief.

RESPONSIBILITY

The Fire Chief shall have the authority to establish or change fire department uniform standards and policies.

Shift supervisors shall see that members adhere to the uniform policy.

During times of extreme heat, the officer-in-charge may consider personnel safety and dress personnel down to a Class D uniform.

All members shall see that they are in compliance with the uniform dress code.

Members assigned to station shift, shall maintain a Class B uniform at station at all times while on duty.

Members assigned to a station shift, shall maintain no less than one complete change of clothing, including underwear and socks, on station.

Career members in need of uniform replacement shall follow outlined purchasing procedures established by the City of Reading.

Part-time and POC members who are in need of uniform replacement shall notify the Fire Chief for replacement, as appropriate.

No member shall wear any aspect of the uniform identified in this policy while not engaged in official fire department business.