

American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 3.4	Subject: UNIFORM DRESS CODE/RESPONSE GEAR/APPEARANCE	Date Issued 11/03/2008	Date Revised

PURPOSE: To ensure uniformity of dress within the American Township Fire Department so as to project a professional image of all personnel by requiring them to wear the official uniform in a similar manner.

POLICY: All personnel shall wear the official uniform at all times while on duty as noted in this policy. Only those items issued or approved shall be considered part of the official uniform, and must be worn as indicated.

PROCEDURE: All personnel will strictly adhere to the Department's uniform dress code as established within this procedure.

The Department may furnish all parts of the uniform to its personnel as per Department policy.

POSSESSION AND MAINTENANCE OF UNIFORMS

- All personnel shall wear an acceptable uniform at the start of their duty shift, during department activities and on emergency responses as outlined in this policy.
- All items of the official uniform shall be cleaned and maintained in a good state to ensure their acceptability to service.
- The official uniform shall be worn during the following:
 - Scheduled duty shift hours.
 - Emergency responses.
 - Conducting or assisting with any public education class.
 - Scheduled training drills.
 - Whenever representing the American Township Fire Department.
 - At anytime as may be deemed proper by the Fire Chief or Deputy Chief.

TYPES OF UNIFORMS

- Response uniform components:
 - Officers: Short or long sleeve white shirt
 - EMS/Fire personnel: Short or long sleeve navy blue shirt.
 - Navy Slacks.
 - Navy Job shirt.

Signature: Thomas Hadding	Title: Chief	Page 1 of 6
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American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 3.4	Subject: UNIFORM DRESS CODE/RESPONSE GEAR/APPEARANCE	Date Issued 11/03/2008	Date Revised

- Black uniform shoes.
- Black leather belt.
- Dark blue department issued polo shirt.
- Dark Blue baseball style cap with approved department insignia.
- Dark Blue stocking hat with approved department lettering.

UNIFORM

STANDARDS: Fire Department uniforms shall be worn in the following prescribed manner:

Response Uniform:

- Duty Crew responses: Dark blue polo shirt or job shirt and dark blue pants. During hot or humid weather dark blue t-shirts may be worn with captain approval. Shoes or boots shall be black in color and made of a material that will take a shine when polished.
- Fire gear shall be worn on any accident or rescue response.
- Hats – (If worn) Approved dark blue stocking or baseball style hat.
- Coat options:
 - Yellow ANSI coat or turnout coat.
 - Yellow ANSI multi season coat may only be worn on medical assignments; rescue assignments require full Fire turnout gear/PPE.
- Responses that involve working in the roadway of any street, highway or parking lot require that the traffic vest be worn.

General Uniform Standards

- Training uniform: During scheduled training sessions a department issued, dark blue t-shirt, polo or job shirt.
- Shirt will be worn, and also proper footwear, no shoe with an open toe front or open back can be worn.

Signature: Thomas Hadding	Title: Chief	Page 2 of 6
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American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 3.4	Subject: UNIFORM DRESS CODE/RESPONSE GEAR/APPEARANCE	Date Issued 11/03/2008	Date Revised

- Chief Officers, Captains may wear white polo shirts with department insignia on the left breast.
 - Hats, (If worn) Approved dark blue baseball style hat.
- Any part of the official uniform will not be worn off duty except:
 - While traveling to or from a duty shift, EMS or fire response, Department function or training drill.
 - When attending a function or activity where the appearance of the official uniform is deemed proper and socially acceptable and with the Chief's approval.
 - No part of the official uniform will be worn into bars, taverns or the bar area of a restaurant.
- Shirts shall be buttoned up completely with the exception of the top collar button and tucked completely into the trousers.
- Pants should not be allowed to ride up on boots or with the cuffs tucked into boots.
- Footwear may be purchased by member and will be maintained by Fire Department.
- Rank insignia shall be worn by officers and placed on right and left collar.
- Caps
 - Only Department issued or approved caps or headwear with the approved insignia or lettering shall be worn.
 - Dark blue baseball style caps may be worn during responses, station duty, drills/training, public relations and special duty details.
 - Dark blue stocking hats may be worn during inclement weather.

MISCELLANEOUS

- Only Department issued pins, buttons, badges, patches, etc. may be worn. Other pins may be worn with Chief's approval.
- Only conservative, professional appearing sunglasses may be worn while representing the Department. Frames shall not contain any neon type colors.
- Jewelry shall be limited to

Signature: Thomas Hadding	Title: Chief	Page 3 of 6
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American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 3.4	Subject: UNIFORM DRESS CODE/RESPONSE GEAR/APPEARANCE	Date Issued 11/03/2008	Date Revised

- A watch and one bracelet shall be allowed on the wrist of each hand, subject to approval by the Chief.
- One ring on one finger of each hand.
- Necklaces may be worn if kept inside the t-shirt at all times.

UNIFORM REPLACEMENT

- All non-serviceable Department issued uniforms are to be turned in to a Chief Officer for a replacement.
- Purchase or issuing of dress or response uniforms will be by a Chief Officer.

PERSONAL GROOMING:

- Personnel will pay particular attention to personal cleanliness.
- Fingernails will be clean and neatly trimmed.
- Face will be clean shaven except for sideburns and mustaches as defined.
- Acceptable hair styles will be determined by the following guidelines:

MALES

Hair:

- The length, bulk, or appearance of the hair will not be excessive, ragged, or unkempt.
- Hair will be neatly groomed and will not hang over the collar.
- Hair in front will be groomed so that it does not fall below the band of properly worn headgear.
- The hair may be worn slightly over the ears but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear or SCBA facemask.
- The acceptability of a member's hairstyle will be based upon the criteria in this Procedure and not upon the style in which members choose to wear their hair.

Sideburns:

- Sideburns, if worn, shall be neatly trimmed, not extending below the lowest part of the ear, not flared, of even width and ending with a clean-shaven horizontal line.

Signature: Thomas Hadding	Title: Chief	Page 4 of 6
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American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 3.4	Subject: UNIFORM DRESS CODE/RESPONSE GEAR/APPEARANCE	Date Issued 11/03/2008	Date Revised

Mustaches:

- Mustaches, if worn, will be short and neatly trimmed and shall not extend lower than the top of the upper lip or beyond the corners of the mouth.

Goatee or Beard:

- Beards and goatees will not be allowed. The face must be clean shaven for working purposes except for mustaches and sideburns.

Hairpieces or Wigs:

- Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

Hair Coloring:

- Hair coloring, if used, must look natural.

FEMALES

Hair:

- The length, bulk, or appearance of the hair will not be excessive, ragged, or unkempt.
- Hair will be neatly groomed. Hair in front will be groomed so that it does not fall below the bank of properly worn headgear.
- The hair may be worn slightly over the ears but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear or SCBA facemask.

Hairpieces or Wigs:

- Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

Hair Coloring:

- Hair coloring, if used, must look natural.

Ribbons or Ornaments:

- No ribbons or ornaments shall be worn in the hair except for neat and inconspicuous bobby pins, and conservative unadorned barrettes. An elastic type band may be used to maintain a ponytail.

Signature: Thomas Hadding	Title: Chief	Page 5 of 6
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American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 3.4	Subject: UNIFORM DRESS CODE/RESPONSE GEAR/APPEARANCE	Date Issued 11/03/2008	Date Revised

Cosmetics:

- When worn, will be in good taste using conservative, natural looking cosmetics.

Signature: Thomas Hadding	Title: Chief	Page 6 of 6
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