

Grand Forks Fire Department

Standard Operating Procedures

SOP# 102.08	Section Rules and Regulations	Title Uniforms
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I. General requirements:

- A. All members shall be issued uniforms and safety footwear. The appropriate uniform and safety footwear shall be worn while on duty. This rule may not apply to the Fire Chief, the Deputy Fire Chief and non-uniformed administrative/support personnel.
- B. Department issued uniforms and/or footwear shall not be worn off-duty, except as provided for in this SOP.
- C. Uniformed members of the department shall be ready for duty in the prescribed uniform.
- D. Only uniforms and safety footwear issued and/or approved by the department shall be worn while on duty or at other times as identified in this SOP.
- E. No part of a uniform shall be worn with non-uniform garments, nor shall non-uniform items be worn with the uniform; except as noted in this SOP.
- F. Uniforms shall be kept clean, neat, and in a proper state of repair. Faded, frayed, and worn-out items shall not be worn but shall be turned in to the uniform officer for proper disposal.
- G. Jacket and shirt pocket flaps shall be buttoned at all times. Pockets shall be free of objects that create bulges or that otherwise detract from a professional appearance.
- H. A member in uniform shall at all times wear a belt. Only a black belt may be worn with the uniform.

- I. Shoes and boots shall be kept clean and/or polished at all times. Uniform shoes or boots worn by members shall be black.

II. Uniform types.

- A. Class A, full-dress uniform. Class A uniforms shall be worn at funerals, award ceremonies, parades, and other events as ordered by the fire chief. The uniform shall consist of:

1. black, single-breasted coat and matching trousers;
2. long-sleeved white shirt;
3. black tie and black belt;
4. black footwear with black socks;
5. badge and rank insignias;
6. gold nameplate for officers and silver nameplate for other members, centered on the right side of the uniform;
7. plain white undershirt/undergarments.

- B. Class B, station uniforms. Class B uniforms **shall be the standard attire** unless otherwise directed by the Battalion Chief or other Chief Officer. The uniform shall consist of:

1. for suppression personnel, navy blue shirt and trousers;
2. for suppression company officer personnel, navy blue shirt and trousers;
3. for suppression command officer personnel, white or navy blue shirt and navy blue trousers;
4. for administrative officer personnel, white or navy blue shirt and navy blue trousers;
5. trousers will be of either a "regular" or "rescue-pant" style;
6. as an optional Class B uniform, the department issue polo shirt may be worn by suppression or administrative personnel. (#4 will apply, but #12 through #16 will not). A uniform shirt with all proper badges, insignias and nameplates shall always be available for use while on duty.
7. black belt;
8. black or navy blue socks with shoes or white socks may be worn with boots if not readily visible above the boot;
9. white or navy blue T shirt, if this T shirt is to be worn as a part of the Class C work uniform it will be a department-approved T shirt;
10. department issued baseball cap; may be worn as part of class B or C uniform.
11. black footwear;

12. Rank insignias, badges, and nameplates shall be worn with the class B uniform (except as mentioned in #6 above).
13. Badges shall be worn on the Class B uniform; the badge shall be worn above the left breast pocket.
14. Nameplates shall be worn on the Class B uniform; the nameplate will be worn on the right breast pocket flap. It shall be centered on the flap with the top edge of the nameplate touching the lower seam of the flap.
15. Rank insignia shall be worn on the officers Class B uniform; the insignia shall be worn on the collar as depicted in the insignia memo dated 06/21/01.
16. The department's patch shall be worn on the left shoulder of the class B uniform. An American Flag patch shall be worn on the right shoulder. Patches shall be centered on the uniform sleeve and 1" down from shoulder seam. First Responder, EMT-B, EMT-I, and Paramedic patches may be worn on the right shoulder 1" below the flag patch. No other patches may be worn, unless approved by the Fire Chief.

C. Class C, work uniform. The Class C work uniform may be worn while performing maintenance, work details, and hands-on training activities only. The uniform shall consist of:

1. An approved T-shirt or sweatshirt in lieu of, the class B shirt.
 - An approved T-shirt is made of 100% cotton, either white or navy blue in color, with the only permissible printing being a Grand Forks Fire Department logo or a I.A.F.F. Local 1099 logo. No T-shirt may have any print or screening on the back.
2. In some instances, shop coats or coveralls will be issued to members as a Class C uniform.
3. The Class C uniform **will not** be worn in the station when there is potential for contact with the public; i.e. watchroom duty.
4. The Class C uniform may be worn for physical fitness training.
5. The Class C uniform **will not** be worn as the "outer or visible uniform" on emergency responses.

III. Rank insignias

- A. Gold rank insignias shall be worn on the class A uniform by the Fire Chief, Deputy Fire Chief, Battalion Chiefs, Captains, Training Officer, and Fire Marshals.
- B. The officer's rank insignia shall be worn on the Class B uniform.

IV. Footwear

- A. Department issued safety footwear shall be black in color.
- B. Safety footwear shall be worn in all areas of the station that are not deemed "living quarters" or the administrative offices.
- C. Safety footwear shall be worn on all incident scenes.

V. Physical fitness clothing

- A. Members may wear department-issued or personal clothing while involved in physical fitness training.
- B. Fitness clothing may consist of T-shirts, shorts, sweatshirts and sweatpants.
- C. Civilian (non-uniform) clothing may be worn while participating in fitness training or exercising. (Paragraph D of section VII also applies in this area.)
- D. Members shall don protective clothing, coveralls, or uniforms prior to responding to a call during a workout activity.
- E. Department issued fitness sweatshirts may be used in lieu of issued seasonal department sweatshirt. Revision added 06/04.

VI. Seasonal clothing

- A. The department shall issue jackets and/or coats as appropriate.
- B. The department shall issue vests. Vests may be worn with the class B or class C uniform.
- C. The department issued vests and department approved sweatshirts are approved for emergency responses. For example, a vest worn with a class C uniform or the sweatshirt worn as the class C uniform are appropriate, a T-shirt is not.
- D. Personnel may wear non-uniform outerwear while traveling en route to or from work, but not during work. This may typically be weather-related outerwear. Some examples would be a parka, a raincoat, or a seasonal jacket.

- E. Navy blue or white thermal underwear or long-sleeved T-shirts may be worn with the uniform as appropriate. It is not appropriate to wear long-sleeved items with a short sleeved uniform.

VII. Non-uniformed personnel

- A. The Fire Chief, the Deputy Fire Chief, and non-uniformed administrative/support personnel may wear civilian clothing.
- B. All clothing worn by non-uniformed members shall be neat, clean, and appropriate for the occasion.
- C. Non-uniformed personnel shall not wear blue jeans, business attire is appropriate at all times and business casual is appropriate for “dress down” days.
- D. Nothing may be worn that could constitute a safety hazard or that could be considered offensive to another person on the basis of age, color, disability, ethnicity, national origin, political or social affiliation, race, religion, gender, or sexual orientation.

VIII. Exceptions

- A. Exceptions to this SOP can be granted by the Fire Chief or his/her designee for special circumstances.