
	ROFR Section:		TFCA Best Practices:	
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UNIFORM REGULATIONS

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106.01 POLICY:

Members should be ever mindful of the semi-military organization of which they are a part; appearance is important in being a professional firefighter. Members shall pay close attention to their appearance at all times. Clothing furnished by the city must be returned when leaving the service of the department. It shall be each member's responsibility to replace any lost or stolen city property. The department members shall recognize the following types of uniforms for the appropriate dress attire. The fire chief shall designate a quarter master to notify members in writing or give verbal orders of the appropriate uniform to be worn. The quarter master is responsible for ordering, issuing, and tracking all department issued clothing, equipment, and PPE. The quarter master will manage a check in procedure for all issued clothing, equipment, and PPE. The same procedure shall be observed when an employee exits the department. All issued and returned inventory shall be documented and signed by the quarter master and employee. (TFCA BP 1.12)

- A. Class "A" Formal Dress Uniform: Shall consist of the department issued dress coat and trousers, long sleeve dress shirt, belt, badge, nameplate, collar insignia, tie, dress shoes, and Hat. A badge shall be worn on the coat and one on the shirt. Collar insignia and nameplate shall be worn on the shirt only. Dress uniform caps issued by the department are the only recognized headwear.
- B. Class "B" Formal Dress Uniform: For members who have not been issued a Class "A" uniform or a style of uniform for all members to wear. Shall consist of the department issued Nomex trousers (EMS pants are not acceptable), long sleeve dress shirt, belt, badge, nameplate, collar insignia, tie and polished issued boots. When wearing low quarter footwear, black or blue socks shall be worn. When wearing boots any color socks may be worn if they are not visible. There is no recognized headwear with a Class "B" uniform.
- C. Class "C" Uniform: The standard work uniform for chief officers. The work uniform shall consist of the department issued Nomex trousers, white shirt, belt, badge, nameplate and collar insignia. Department issued boots or member supplies rounded toe polish able shoes. When wearing low quarter footwear, black or blue socks shall be worn. When wearing boots any color socks may be worn if they are not visible. The department t-shirt may be worn during special outdoor training exercises or special work details. A white t-shirt may be worn under the work shirt.
- D. Class "D" Uniform: The standard work uniform for fire captains, driver engineers and firefighters. The work uniform shall consist of the department issued Nomex trousers, belt and approved shirt. Approved shirt as used here shall indicate the style of shirt to be worn at the designated time of year. October 1 through April 30 the blue Nomex work shirt shall be the approved shirt. May 1 through

September 30 the gray issued t-shirt shall be the approved shirt, except the captain may choose to wear the blue Nomex work shirt. The gray or a white t-shirt may be worn under the blue work shirt. The gray t-shirt may be worn after 1900 hours and until 0700 hours as a uniform shirt. T-shirts are not acceptable on public relation events, station tours and business training tours or inspections unless otherwise approved by the fire chief. The t-shirt is acceptable for special training exercises, hydrant maintenance, work details, cooking and checking out equipment. If the outside temperature is projected to be above 90 degrees during November through April, the station officer has the option to select the uniform shirt of the day. The department shall furnish plain black polish able boots. When wearing low quarter footwear, black or blue socks shall be worn. White socks are approved with boots.

106.02 ALTERNATE UNIFORM GUIDELINES:

The Fire Chief has approved an alternate uniform during the months of May-September. Alternate uniform is approved based on the discretion of the station officer. Alternate uniform shall not be worn during public education, training outside the city unless approved by the Fire Chief, council or official city meetings. ROFR is not responsible for upkeep or wear and tear to the alternate uniform items.

- A. Issued T-Shirt or approved shift shirt with name, rank, EMS Cert on the front right chest.
- B. Approved EMS / BDU shorts, navy blue in color
- C. Belt that is the black department issued belt.
- D. Shoes that are athletic style, black in color only with black ankle socks. No bright outline colors or logos on shoes or socks. Outline colors or logos must be gray, silver, or black.
- E. Baseball Cap that is department approved. (Optional)

106.03 COLLAR INSIGNIA: Chief officers shall wear collar insignia with the Class "A", "B" or "C" uniform. Captains shall wear collar insignia with the Class "A", "B" or "D" uniform when wearing the blue shirt. Pump engineers and firefighters shall wear collar insignia with the Class "A" or "B" uniform.

Collar insignia shall be approximately 1 inch from the bottom of the collar and ¼ inch from the side.

106.04 TIE BARS & TIE TACS: Tie bars and tacks will not be furnished by the department but may be worn with the Class "A" or "B" uniform with the following restrictions. The tie bar or tack must have an approved fire or EMS related design, such as a rank, fire truck, axe, EMS symbol, etc.

106.05 THERMAL OR LONG UNDERWEAR SHIRT: Thermal or long underwear shirts will not be furnished by the department, but may be worn with the following restrictions. The navy blue thermal shirt may be worn under the Nomex blue short or long sleeve work shirt

for the rank of captain and below. Chief officers may wear white thermal or long underwear under the white shirt.

106.06 JACKET: Members shall be issued a jacket for duty purposes. This is the only approved jacket. Members may wear an approved pull-over (Job Shirt) with name, rank and EMS certification sewn on the right front; this can be substituted for a jacket.

106.07 CAPS: Baseball style caps and a watch cap will be furnished by the department and are the only caps approved with the work uniform. When the temperature is below 50 degrees, the watch cap may be substituted for the baseball style cap. A dress cap can only be worn with the Class "A" dress uniform. Members may purchase an approved visor; this can be substituted for the cap worn with the work uniform.

106.08 GYM SHORTS: Members may wear the department issued gym shorts to exercise, as sleep attire, or for special cleaning details. If a member responds in gym shorts to a call for service, the shirt must be tucked into the gym shorts.

106.09 SLEEP ATTIRE: Members assigned to co-ed stations shall sleep in the department issued gym shorts and t-shirt. Members in non co-ed dorms may sleep in gym shorts and a shirt at night. Any style shirt, can be worn to bed, but the Nomex work shirt or department issued t-shirt will be worn when responding to calls for service.

106.10 EXERCISE CLOTHING: It is required that members exercise in the department issued gym shorts and t-shirt. Exercise shoes are not limited to black and white ankle socks shall be worn.

106.11 SPECIAL WINTER CLOTHING: When the temperature is projected to be below 30 degrees and special winter wear clothing is desired it must first be approved by the Fire Chief or his designee.

106.12 TRAINING CLOTHING: The training instructor and the station officer shall determine the proper attire for department training. Members attending training away from the department shall wear proper attire for the type of training class. The alternate uniform shall be approved by the fire chief or designee before attending training outside the city.

106.13 UNIFORM--OFF DUTY: The department issued uniform shall not be worn off duty unless the member is on a fire department approved function or in an official capacity for court appearance. The only exception is the t-shirt, cap and visor. The member shall be mindful of the organization they are representing and shall not cause any disgrace to the department. Drinking alcohol or sitting at a bar where alcohol is served is not acceptable while wearing any clothing item with the Red Oak Fire Department name or logo on it.

106.14 UNIFORM--CONDITION, APPEARANCE OR REPLACEMENT: Station Officers will be held

strictly accountable for improperly clothed personnel; any member refusing to abide by an officer's order to comply with the uniform regulations will subject themselves to disciplinary action.

1. Uniforms shall be neat and clean when reporting for duty.
2. Noticeably faded, dirty, damaged, or frayed uniforms shall not be worn.
3. Short sleeve shirts shall not be worn with the sleeves rolled up.
4. Shirt tails shall be worn inside the pants or shorts at all times.
5. Uniforms will be replaced if damaged or soiled during the performance of duty.
6. Uniform shirts shall be completely buttoned except for the collar button.

Members reporting for duty at 0700 shall be in full uniform, ready for duty.

Members shall remain in full uniform at all times until relieved of duty.

106.15 EXCEPTION TO UNIFORM POLICY: All exceptions to the uniform policy must be approved by the fire chief. **CLOTHING ITEMS NOT FURNISHED BY THE RED OAK FIRE DEPARTMENT WILL NOT BE REPLACED IF DAMAGED ON OR OFF DUTY.**

Off duty members called in to work that report to an emergency situation are exempt from the uniform policy

106.16 METALS AND AWARDS

The Departmental Award Ribbons are not designed for everyday wear. They are to be worn only in situations that warrant the wearing of Department class A or B uniform.

