



## Standard Operating Guideline:

Subject:	Appearance, Uniforms, and PPE
Effective Date:	January 1, 2012
Revision Date:	January 1, 2023
Director:	<i>William Ferguson</i>

**PURPOSE:** All personnel of the Franklin County Department of Public Safety (FCDPS) have continuous exposure with citizens, government officials, department members and vendors. At all times it is imperative that department personnel present themselves in a professional manner. This standard operating guide applies to all members of FCDPS, both volunteer and career, throughout the year while on duty or during department sanctioned activities.

### I. DEFINITIONS

- A. **Body Art**—Physical body adornment or alteration implemented through the following techniques, which include but are not limited to: body piercing, tattooing, branding and mutilation. This definition does not include practices that are considered medical procedures by a state medical board, such as implants under the skin, cosmetic tattooing (medical or surgical procedures conducted by licensed medical personnel) to correct medical conditions, etc.
- B. **Head and Neck**—For the application of this SOG, the head and neck area encompasses the entire neck, face, scalp and ears.
- C. **Mutilation**—Intentional radical alteration of the body, head, face or skin for the purpose of and resulting in an abnormal appearance for cosmetic reasons unrelated to any valid medical reconstructive surgery, prosthetic treatment, or other related necessary medical procedures. Examples of mutilation include, but are not limited to: foreign objects inserted in or under the skin to create a design, pattern or act as an anchor point for foreign objects; enlarged or stretched out holes in the ears (other than normal piercing); intentional scarring on the neck, face, or scalp; remolding of the ears to a point; a split or forked tongue; filing of teeth to a point; or intentional burns creating a design or pattern.
- D. **Offensive Body Art**—A tattoo, branding, piercing, mutilation, etc., is considered offensive if it describes, depicts, or refers to profanity, or to intolerance of or discrimination against any person, or member of any race, color, preference, ethnicity, creed, religion, gender, or national origin; if it is customarily associated with any particular organization or group which is known to advocate or harbor such intolerance or discrimination; if it adversely affects the respect accorded to the department by citizens,

violates the County's policies or is prejudicial to the good order, discipline and morale; is intolerant to sexual orientation, is obscene or sexually explicit; advocates, depicts or symbolizes affiliation with gangs, racial supremacy, extremist groups or philosophies, or drug use; or advocates violence or other unlawful means of depriving individual rights under the United States Constitution, the Virginia Constitution, Federal or State law.

- E. **Tattoo or Brand**—A tattoo or brand is any design, letter, scroll, figure, symbol or any mark made upon or under the skin of any person by the intentional burning of the skin, or with ink or any other substance, resulting in the permanent or temporary coloration, scar, mark or disfigurement of the skin.

## **II. POLICY**

- A. While on duty, members shall appear neat, clean, and conform to this SOG. Members shall bathe/shower daily and be without body odor.
- B. **Jewelry**—Visible jewelry must be worn in a manner to prevent snagging and not interfere with the appropriate use of personal protective equipment and clothing.
- C. If worn, necklaces must be of a length to be contained inside the member's shirt as not to cause an entanglement or safety hazard.
- D. **Piercings**—Any visible body piercings (including tongues) are to be removed while on duty with the exception of small or screw-on style earrings (not to exceed 6mm in diameter). No more than 2 pair may be worn at a time (only two earrings per ear).
- E. Body art, regardless of the location, that meets the definition of offensive shall be covered while the member is on duty. Coverings may include the use of bandaging materials, wearing of uniforms in accordance with existing SOG's or with an approved material designed specifically for this purpose. Members may request consideration for alternative coverings not specified in this SOG by submitting a written request through their chain of command to the Director.
- F. Members shall not have any visible mutilations or any mutilation which may interfere with the proper wearing of personal protective equipment or which may pose a safety risk to the member in the performance of his/her duties.
- G. Hair shall be neat, clean, and properly trimmed.
- H. Hair styles shall not interfere with the wearing of personal protective equipment or clothing. Personnel must be cognizant of any long hair when dealing with combative patients.
- I. Unusual coloring of the hair shall not be allowed.

- J. Sideburns will be neatly trimmed and tapered. Sideburns shall not extend below the lowest part of the earlobe. Sideburns shall not exceed one inch in width.
- K. Mustaches may be worn but must be short (not to interfere with the seal of the SCBA facepiece) and neatly trimmed.
- L. Facial hair below the lower lip may be worn but shall not exceed  $\frac{1}{4}$  inch in bulk (thickness) and  $\frac{1}{2}$  inch in width and length. Employees are expected to be clean shaven while on duty.
- M. Beards or any other facial hair that may interfere with personal protective equipment or clothing may not be worn.
- N. Fingernails shall be clean, neatly trimmed and a length that will not interfere with the performance of duties, wearing of personal protective equipment or clothing, or operations of equipment.
- O. Makeup and perfume/cologne use shall be kept to a minimum and moderately applied.
- P. Sunglasses may be worn but shall be removed when inside.

### **III. UNIFORMS**

This section pertains to requirements for FCDPS staff. To establish regulations for wearing Department of Public Safety uniforms. Only department approved uniforms and items identified in this Standard Operating Guideline (SOG) shall be worn. Failure to comply with this SOG may result in disciplinary action.

#### **Class A Uniform**

The Class A uniform is the full-dress uniform, consisting of uniform blouse, long sleeve dress shirt (white for officers, light blue for others), t-shirt (white for officers, navy blue for others), dark blue dress pants, black belt, black necktie, cap, black socks, and well-polished black shoes. The Class A uniform shall be worn at formal department activities such as meetings with the Board of Supervisors, department funerals, recruit academy graduations, court appearances, appearing in an official capacity as a representative of the FCDPS, and similar occasions. The Class A uniform shall not be worn by personnel when working in field operations.

Only the Department issued badge shall be worn on the left breast of the Class A blouse. When approved by the Chief, the department issued elastic mourning band may be worn on the breast badge.

The nameplate on the Class A uniform shall be worn, centered on the right breast pocket of the blouse aligned just below the badge on the opposite breast. Nameplates shall be gold or silver (dependent on

rank).

The appropriate sleeve rank indicator (listed below) shall be worn above the sleeve cuff of the Class A blouse.

Rank	Sleeve Marking
Lieutenant	1 Gold $\frac{1}{4}$ inch stripe
Captain	2 Gold $\frac{1}{4}$ inch stripes
Division Chief	3 Gold $\frac{1}{2}$ stripes
Deputy Chief	4 Gold $\frac{1}{2}$ stripes
Chief	5 Gold $\frac{1}{2}$ stripes

### **Awards and Organizational Pins or Ribbons**

Approved awards may be worn on the right breast, centered,  $\frac{1}{4}$  inch above the name plate, of the Class A blouse.

### **Section or Group Identification Pins**

One approved unit or group identification pin may be worn on the Class A blouse. The pin shall be centered  $\frac{1}{4}$  inch below the nameplate.

### **Class A Cap**

The Class A cap should be worn at all outdoor events when the Class A uniform is worn. The Class A cap shall never be worn indoors (unless as a member of a honor guard). The appropriate badge and strap, as indicated below, shall be worn on the Class A cap.

### **Class B Uniform**

The Class B uniform consists of a dress shirt (white for officers and light blue for others), t-shirt (white for officers and navy blue for others), black dress pants or navy-blue pants, black belt, black socks, and department issued/approved black safety shoes or boots in a clean and polished condition (patent leather shoes are permitted where protective footwear is not required). If a long sleeve dress shirt is worn, a necktie and appropriate tie clip (gold for officers, silver for others) shall be worn, clipped between the 3rd and 4th button of shirt. The Class B uniform is worn when representing the FCDPS at meetings and events that do not require the more formal Class A uniform, but require more formal attire than a Class C uniform; examples may include meetings with directors of partner agencies, interview panels, attending meetings at the Government Center, etc.



Class A Uniform

Class B Uniform

### **Class C Uniform**

The Class C uniform consists of the department issued navy blue polo shirt navy blue pants, issued or approved navy-blue t-shirt, black belt, black socks, and department issued/approved black safety shoes or boots. The Class C uniform is the standard uniform for the FCDPS personnel in both staff and field operations. The Class C uniform shall be worn by station personnel who are performing special assignments, public events, meetings, when attending a wake or funeral on duty, and assigned to light duty. The Class C uniform may be worn by station personnel for routine station activities. All personnel in a fire station are responsible for having the Class C uniform available when they are on duty. The Class C uniform shirt may be removed prior to donning structural firefighting clothing.

Personnel are authorized to purchase long and/or short sleeve navy blue button shirts to wear as part of the class C uniform. The shirt color, FC logo, and last name must appear as pictured below.



Class C Uniform

## Class D Uniform

The Class D uniform is the work uniform for field operations personnel on duty in a fire station. It consists of the department issued or approved navy-blue t-shirt and/or sweatshirt, FR pants, or approved shorts, black belt, black socks, and department issued/approved black safety shoes or boots.

### Uniform Shorts

Approved shorts may be worn with the Class C or D uniform but may not be worn when attending a funeral, wake, or other formal occasions. The shorts must be navy blue in color, extend to just above the knee, and may include one pocket on each leg. Black low top safety shoes (no boots) and black ankle cut style socks shall be worn when wearing shorts (no crew or knee high socks).

### Approval Process of Company Level Logo

Individual stations or groups (SOT, FMO, etc.) are authorized to submit requests for station logo designs, patches, or identification pins that are unique to the section or group. A majority of the employees assigned to the station or group must endorse a petition requesting approval of the identification logo/patch. These designs are the legacy of the section or group and will not be considered for change without a compelling reason for a period of at least ten years. The request shall be forwarded through the chain of command for consideration to the Deputy Chief of Operations. The FCDPS Chief will provide the final approval or denial to ensure appropriate representation of the department and to evaluate copyright considerations. If approved, personnel can include the logo on the back of a navy blue t-shirt (FC logo must be on the front of the shirt). In addition, patches may be worn on job shirt sleeve, Class A jacket sleeve, Class C button up shirt sleeve, or navy blue ball and/or winter cap. If request is denied, the reason will be provided to bring the design into compliance for resubmission. All costs associated with the design, development, manufacture, and application of these designs shall be the responsibility of the individual members of the section or group.

### Winter Cap/Ball Cap

Navy blue winter or ball caps with approved logos may be worn with the logo positioned front center. Only hats with approved logos shall be worn on duty. Personnel not required to utilize protective

clothing may wear them during inclement weather. Winter caps shall not be worn during routine public contact such as pre-planning exercises, building inspections, or public education activities.

### **Emergency Medical Technician Certification Patch**

Personnel are authorized to attach one of the approved Emergency Medical Technician (EMT) patches (below) on the right sleeve of the Class A, B, or C uniform shirt. The patch shall be placed on the right with the top center of the patch one inch below the center of the shoulder seam. If the EMT patch is attached, no unit or station patch shall be attached to the same garment. The EMT patch shall display the certification level that reflects the level of care the employee is authorized to provide by the FRD.



PARAMEDIC rocker above is to be worn with the Commonwealth of Virginia patch to the left, if applicable

### **Uniform Wearing and Maintenance**

1. While on duty, employees shall be in the proper uniform as specified in this SOG. Employees shall assume full responsibility to ensure their uniforms are clean, fitted, and in good condition (not faded, stained, torn, ripped, etc.). All shirts, except for job shirts, sweatshirts, PT clothing, and pregnancy related clothing, must be tucked into the work pants or shorts at all times.
2. Shoes and boots are to be clean and polished.
3. Uniformed personnel shall not intermix civilian clothing with department approved uniforms.
4. Uniformed personnel shall not wear the FCDPS uniform when making presentations if they are not representing the FCDPS in an official capacity.

### **Employee Responsibility for Off Duty and Civilian Attire**

Employees reporting to or preparing to leave the work location shall be dressed appropriately. Appropriate attire is defined as non-offensive and free of hostile, racial, social, or sexual commentary or displays. The standard applies on those occasions when an employee, or a guest of the employee, is on duty or in a work location for any reason. In cases where it is unclear what is offensive (i.e., offensive, hostile, racial, social, sexist or sexual in nature), the SMT in charge should attempt to resolve the

questions through discussion with those persons involved in the issue.

#### **IV. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

This section pertains to requirements for FCDPS staff. To establish regulations for wearing the Department of Public Safety PPE. Only department approved PPE and items identified in this Standard Operating Procedure (SOG) shall be worn. Failure to comply with this SOG may result in disciplinary action.

1. FCDPS staff and volunteers shall be issued the following PPE that confirms to NFPA 1971:
  - Turnout coat
  - Bunker Pants
  - Helmet with eye protection
  - Gloves
  - Boots
  - Hood
2. All issued PPE will be inspected in October by the Shift Management Team. The PPE inspection form is attached to this SOG and shall be maintained on file by the respective SMT.
3. No alterations or changes shall be made to the PPE ensemble.
4. Personnel are approved to purchase leather helmets that comply with current NFPA standards. The helmet must be in-date, black in color, red for officers, and white for chief officers.
5. Personnel may purchase shields for personal helmets. The shields must have a black background and an approved FCDPS logo or assigned station number. Personal shields and must be approved by the Deputy Chief of Operations.

#### **Medical Exemption (FCDPS)**

There may be times when an employee is unable to comply fully with this SOG because of a medical condition. The employee shall obtain documentation from the private physician indicating the specific reason(s) why it is detrimental to the individual's health to comply with a specific portion of this SOG. The request shall be sent to the Deputy Chief of Operations through the chain of command for consideration. If approved, the employee must have a copy of this exemption available for examination at all times while on duty.



### PERSONAL PROTECTIVE EQUIPMENT INSPECTION

<b>Employee Name</b>	
<b>Inspector Name</b>	
<b>Date of Inspection</b>	

Indicate date on expiration below:

Item	Expiration Date	Condition
Coat		
Pants		
Helmet		
Gloves		
Hood		
SCBA Mask		
Passports	N/A	Quantity:
TIC	N/A	

Notes:

**Uniform Station Boot Request Form**



**Rocky Alpha Force 8" Zippered Boot**

Size Requested \_\_\_\_\_



**Redback Boots**

Size Requested \_\_\_\_\_



**Under Armour Micro G MID**

Size Requested \_\_\_\_\_



**Thorogood T800 Nano-Toe Oxford Shoe**

Size Requested \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Uniform Pants Request Form**



Propper Kinetic Pants - size:

Quantity:



Carhartt Canvas Work Pants - size:

Quantity:

Name:

SMT Approval:

## FCDPS Uniform Request

Item	Size	Quantity	Comments
Baseball cap			
Stocking cap / beanie			
Short sleeve T-shirt			
Long sleeve T-shirt			
Polo shirt			
Pants			*see pants request form
Belt			
Station boots			*see boot request form
Job shirt			
Sweatshirt			
Rain Jacket			
Extrication Gloves			

Additional notes

Name

Date

SMT approval:

Date: