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**Section: 1.4 Department Uniform**

Effective Date: 01/01/2011

Revision Date: 04/02/2014

Approved by: Chief M. Pott 04/17/2014

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**SCOPE:**

This procedure applies to all uniformed members of the South Metro Fire Department.

**PURPOSE:**

To create a professional appearance that establishes the identification and authority of department personnel.

**GUIDELINE:****Wearing of Uniform and Appearance**

All personnel shall wear proper fitting uniforms which are maintained in a neat and clean appearance. Shoes and/or boots shall be kept polished. Personnel shall as often as necessary, or as directed, examine, replace, clean, repair or update their uniform so it is in a presentable condition, failure to do so may result in disciplinary action.

**Replacement or Repairs**

The replacement or repair of uniform items is the responsibility and the expense of each firefighter from his/her uniform allowance or personal funds. Excluded are those items furnished by the Department, *example – bunker gear*.

**Prescribed Uniforms**

The Fire Chief and/or officer in charge will prescribe the uniform of the day with considerations given to seasons. During times of severe weather, personnel may be authorized by the officer in charge to wear other items not covered by this policy. Personnel shall not wear unauthorized items such as emblems, pins, badges, or patches on the prescribed uniform, or deviate from the authorized supplier(s) without authorization from the Fire Chief.

**Uniform Classes****Class A, Formal**

**Purpose:** To be worn for formal department functions or when authorized by the Fire Chief.

**Items to include the following:** Jacket **19A**, overcoat **19B**, trouser **1A**, shirt **2B**, cap **17B**, tie **6**, belt (leather) **7A**, shoes **8B**, socks **9A**, and appropriate Uniform Hardware **14, 15, or 16**.

**Class B, Formal/Semi-Formal**

**Purpose:** To be worn for formal/semi-formal functions or when authorized by the Fire Chief and/or the officer in charge

**Items to include the following:** Shirt long sleeve **2A, 2B** (chiefs only), trouser **1B/1D**, tie **6**, belt **7**, shoe **8A**, socks **9** and appropriate Uniform hardware **14, 15 or 16**.

**Class C, Semi-formal**

**Purpose:** To be worn for semi-formal functions or when authorized by the Fire Chief and/or the officer in charge.

**Items to include the following:** Shirt long sleeve **2A, 2B** (Chiefs only), Shirt short sleeve **3A, 3B**, trouser **1B,1C,1D**, belt **7**, shoe **8A**, socks **9** and appropriate uniform hardware **14,15 or 16**.

**Class D, Daily Duty Uniform**

**Purpose:** To be worn by station- staffing personnel while performing standard station duties, emergency response, business inspections and scheduled station tours.

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**Items to include the following:** Trousers **1B, 1C, or 1D**, Shirt **2A, 2B (chiefs only), 3A,3B, 4B or 4C**, Belt **7**, Shoes **8**, and Socks **9**, Job Shirt **10**, Jacket **11A, 11B and 11C** may also be worn. T-Shirt **18B and 18C** may be worn after 4:00 PM on weekdays, all day on weekends and Holidays, or as directed by Officer in charge.

**Work-out Uniform, Physical fitness**

**Purpose:** To be worn during work-outs and physical fitness training only. Bunker pants or coveralls 13A must be worn if going on emergency response.

**Items to include the following:** T-shirt 18B/18C. Short pants or long pants, solid blue or black in color.

**Clerical Uniform**

**Purpose:** Optional attire to be worn by clerical staff with SMFD logo.

**Items to include the following:** Short sleeve or long sleeve collared shirt with SMFD embroidered logo on left chest. Colors shall be solid in color and range from, blue, black, red, white or in variations approved by the Fire Chief.

Clerical uniform may be purchased from any vendor.

**Plain Clothes Uniform**

At their discretion, chief officers are authorized to wear plain clothes during the course of their duties. This may include other SMFD logo items as approved by the Fire Chief. These logo items may be approved for wear by other members of the department while attending department business while not on duty.

**Uniform Combinations**

Fire personnel are prohibited from wearing combination civilian clothes and the departmental uniform until the uniform item is no longer serviceable and has been modified as directed (i.e. patch removal). Exception to this rule may include wearing shirt **4D** for representation of SMFD while at training or meetings with civilian trousers or call back duties as directed by the Fire Chief.

**Badges and Credentials**

Fire personnel shall not lend or permit the use of their uniform, credentials, or badges to unauthorized persons. Fire personnel shall not use their uniform, credentials, or badges except in the course of their duties for authorized purposes.

**UNIFORM ITEMS:****Trousers****All personnel**

**1A – Class A Trouser** – Dark navy trouser to match **19A** dress jacket. (To be worn as part of formal function class A uniform.)

**Manufacturer:** Newport 230

**Supplier:** Aspen Mills

**1B** – Shall be navy blue in color, of poly-rayon blend. Trouser shall have two hip and two rear pockets. Trousers to have belt loops, plain cuffs, and zipper fly.

**Manufacturer:** Aspen Mills # Poly-rayon pant 06-(waist size) / 5-11 RR-74338-DN

**Supplier:** Aspen Mills / Streicher's

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**1C (optional)** - Shall be navy blue in color, of poly-rayon blend. Trouser shall have two hip, two rear, and two PD style thigh pockets. Trousers to have belt loops, plain cuffs, and zipper fly. **(1C trousers to be worn for class C & D uniforms only.)**

**Manufacturer:** Aspen Mills # Poly-rayon pant 06-(waist size) / 5-11 RR-74326

**Supplier:** Aspen Mills / Stretcher's

**1D – (Ladies Trousers)** - Shall be navy blue in color, of poly-rayon blend. Shall have two hip and two rear pockets. Trousers to have belt loops, plain cuffs, and zipper fly.

**Manufacturer:** Newport 230 / 5-11 RR-74338-DN

**Supplier:** Aspen Mills / Streicher's

### Shirt -- Long Sleeve

#### All personnel

**2A** – Shall be navy blue in color, of poly-cotton blend. Shirt shall have two breast pockets, w/ pencil division in left pocket, stitched creases front and back, shoulder epaulets, and badge area on left chest. Shirt shall have a South Metro Fire patch on center of left arm 1" below seam, and a South Metro EMT patch on center of right arm 1" below seam. **(Optional undershirt shall be matching in color and sleeve length shall not protrude 2A sleeve length).** *2A is acceptable to be worn by Chief officers on their discession.)*

**Manufacturer:** Elbeco #874

**Supplier:** Aspen Mills / Streicher's

**2B** – Shall meet all specifications of 2A shirt with the exception of shirt color, which shall be white.

**Manufacturer:** Elbeco #877

**Supplier:** Aspen Mills / Streicher's

### Shirt -- Short Sleeve

#### All personnel

**3A** – Shall meet all specifications of 2A with the exception of sleeve length. **(Optional undershirt shall be matching in color and sleeve length shall not protrude 3A sleeve length).**

**Manufacturer:** Elbeco #864

**Supplier:** Aspen Mills / Streicher's

**3B** – Shall meet all specifications of 2B with the exception of sleeve length. **(3B shirt is only for chief officers of department)**

**Manufacturer:** Elbeco

**Supplier:** Aspen Mills / Streicher's

### Shirt – Polo

#### All personnel

**4B** – Shall be short sleeved, dark navy in color, have pen slots on left sleeve. South Metro Fire logo will be embroidered on the left chest, and rank and name to be embroidered on the right chest. **(Optional undershirt shall be matching in color and sleeve length shall not protrude 4B sleeve length).**

**Manufacturer:** 5.11 71182SM / 61164(woman)

**Add 5.11 or Elbeco poly option**

**Supplier:** Aspen Mills / Streicher's / MES

**4C** - Shall be long sleeved, dark navy in color, have pen slots on left sleeve. South Metro Fire logo will be embroidered on the left chest, and rank and name to be embroidered on the right chest.

**(Optional undershirt shall be matching in color and sleeve length shall not protrude 4C sleeve length).** **Manufacturer:** 5.11 72360SM

**Add 5.11 or Elbeco poly option**

**Supplier:** Aspen Mills / Streicher's / MES

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**4D** – Shall be long or short sleeve, dark navy in color, have pen slots on left sleeve. South Metro Fire logo will be embroidered on the left chest, NO embroidery on right chest. **(4D can be worn with a combination of civilian clothing to represent SMFD while training or at a meeting outside of the department, but is not to be worn while on shift.)**

**Manufacturer:** 5.11 71182SM or 72360SM

**Add 5.11 or Elbeco poly option**

**Supplier:** Aspen Mills / Streicher's / MES

**Tie  
All personnel**

**6** – Shall be navy blue in color, 4" band. May be full length or clip-on type / Cross-Over tie, navy blue (optional for women). To be worn with class B uniform.

**Supplier:** Aspen Mills

**6A – Class A** - Shall be navy blue in color, 4" band. Must be full length type / Cross-Over tie, navy blue (optional for women). To be worn with class A uniform.

**Supplier:** Aspen Mills

**Belt  
All personnel**

**7 – Duty** - Shall be black, basket weave, uniform style with buckle. Buckle style shall have square style buckle of silver or gold color, **(Gold buckle for chief officers only)** Black webbing style rescue belt, or black, basket weave uniform style belt with Velcro closure will be acceptable Class D uniform.

**Supplier:** Aspen Mills / Streicher's

**7A – Class A** - Shall be black, smooth leather, dress style belt 1 ¼" wide. Square style buckle of silver or gold. **(Gold buckle for chief officers only)** Shall be worn with class A uniform for formal functions.

**Supplier:** Aspen Mills

**Shoes  
All personnel**

**8A – Duty** - Shall be plain black tennis shoes, work boots, or work oxfords with a plain toe. Preference should be given to non-marking heels and soles.

**8B – Class A** - High gloss black oxford, to be worn with class A formal dress uniform.

**Manufacturer:** Rocky RK510

**Supplier:** Aspen Mills

**Socks  
All personnel**

**9** - Shall be plain black or dark navy in color. White socks may be worn with boots, or if medical requirements necessitate white socks. **(Medical evidence and approval from Fire Chief is required.)**

**9A** – Black dress socks, to be worn with class A formal function uniform.

**Job Shirt  
All personnel**

**10** – Shall be Navy blue in color, and have ¼ zip collar. South Metro logo will be embroidered on the left chest, and rank and name to be embroidered on the right chest. **(This is acceptable to**

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*wear with class C & D uniforms.) When wearing this item, a department t-shirt may be worn under the job shirt in lieu of a collared shirt. However, a collared shirt must be worn in the event the job shirt is removed during the hours of 8:00 AM to 4:00 PM Monday thru Friday.*

**Manufacturer:** 5.11 RR 72314**Supplier:** Aspen Mills / Streicher's**Jacket****All personnel – Daily wear / EMS**

**11A – Parka** - Shall have an outer shell in Midnight Navy color, and lined and taped to resist liquid and blood-borne pathogens. Jacket shall have removable, quilted Thinsulate liner. Jacket shall have reflective material on arms and front and back chest. Jacket shall have the words "SOUTH METRO FIRE" in reflective letters on center of back.

**Manufacturer:** Gerber – Chicago 2000(30K1)**Supplier:** Aspen Mills

**11B – Fleece**- Shall have an outer shell in Midnight Navy color, made of a combination of nylon and fleece material. South Metro logo will be embroidered on the left chest, and rank and name to be embroidered on the right chest. Jacket shall have the words "SOUTH METRO FIRE" in reflective letters on center of back.

**Manufacturer:** Spiewak – S327**Supplier:** Aspen Mills / Streicher's

**11C – Soft Shell**- Shall have an outer shell in Midnight Navy color, made of nylon water resistant material. South Metro logo will be embroidered on the left chest, and rank and name to be embroidered on the right chest. Jacket shall have the words "SOUTH METRO FIRE" in reflective letters on center of back.

**Manufacturer:** AM-JSN-SMF**Supplier:** Aspen Mills

**11D – High Visibility** - Shall have an outer shell in high visibility yellow, made of nylon water resistant material. Jacket shall have the words "SOUTH METRO FIRE" in reflective letters on center of back & left chest.

**Manufacturer:** Spiewak SPW578V**Supplier:** Aspen Mills / Streicher's**Coveralls (optional)****All personnel**

**13A** – Shall be navy blue in color, made of a poly-cotton blend. Coveralls will be of a fitted, "flight suit" variety with utility pockets on each leg. Coveralls will have reflective material around arms, chest, and legs. Coveralls will have a South Metro Fire patch centered on left arm 1" below seam, and South Metro EMT patch centered on right arm 1" below seam. Coverall may be long or short sleeve. **(13A must be worn with shoes 8A.)**

**Manufacturer:** Aspen Mills**Supplier:** Aspen Mills**Uniform Hardware****All personnel**

***\*All new uniform hardware shall be manufactured by Smith & Warren. All items are to be ordered through Aspen Mills.***

**Breast Badge**

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**14A - Captains, Lieutenants, Firefighters, Inspectors, Engineers, Probationary** – Smith & Warren Style # S-153A: Silver, Rhodium, with black letter panels. Shall be worn on left chest centered above pocket flap. To be worn with **2A/B** and **3A/B** uniform shirts.

**14B - Chief Officers** – Smith & Warren Style # S-153A: Gold, Karatclad, with black letter panels. Shall be worn on left chest above centered pocket flap. To be worn with **2A/B** and **3A/B** uniform shirts.

**Name Tag**

**15A - Captains, Lieutenants, Firefighters, Inspectors** – Smith & Warren Style # C 511: Silver, with black, block letters. Name tag bear first initial followed by last name. Name tag shall be worn on right chest centered above pocket flap. To be worn with **2A/B** and **3A/B** uniform shirts.

**15B - Chief Officers** – Smith & Warren Style # C 511: Gold, with black, block letters. Name tag shall bear first initial followed by last name. Name tag shall be worn on right chest centered above pocket flap. To be worn with **2A/B** and **3A/B** uniform shirts.

**Collar Insignia****Firefighters**

**16**– CB-FD-0RS: FF scramble, red/silver. To be worn with Jacket **19A**.

**Inspectors** – None

**Lieutenants**

**16A** - Smith & Warren Style # C 115S: 1 bugle, silver, clutch back. Insignia to be worn with **2A/B** and **3A/B** uniform shirts.

**16A1** – CB-FD-1RS: 1 bugle, red/silver. To be worn with Jacket **19A**.

**Captains**

**16B** - Smith & Warren Style # C 116S: 2 bugles, silver, clutch back. Insignia to be worn with **2A/B** and **3A/B** uniform shirts.

**16B1** – CB-FD-2RS: 2 bugles, red/silver. To be worn with Jacket **19A**.

**Assistant Chief**

**16C** – Smith & Warren Style # C 122S: 4 bugles, gold, clutch back. Insignia to be worn with **2B** and **3B** uniform shirts.

**16C1** – CB-FD-4RG: 4 bugles, red/gold. To be worn with Jacket **19A**.

**Chief**

**16D** - Smith & Warren Style # C 121S: 5 bugles, gold, clutch back. Insignia to be worn with **2B** and **3B** uniform shirts.

**16D1** – CB-FD-5RG: 5 bugles, red/gold. To be worn with Jacket **19A**.

**Promotions**

The Employer will purchase 1 Breast Badge, 1 set of Collar Insignia & one helmet shield for any employee receiving a promotion.

**Assignments**

The Employer will provide one breast badge & one helmet shield for the assignment of inspector, engineer and probationary firefighter. At the end of the employee's assignment, the employee shall return the assignment badge and helmet shield to the employer. The employee has the option to

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retain the assignment badge and/or helmet shield with replacement cost being charged to the employee's uniform allowance.

**Award and Recognition Bars**

All to be worn as directed on shirts **2A, 2B, 3A, 3B**. See Award and Recognition Policy, Section 1.22

**Uniform Cap  
All Personnel**

**17A – Ball Cap** (optional) - Shall be navy blue with a solid back. Cap shall have fire department logo embroidered on front, optional name on back. Any changes in cap style must be approved by the chief. ***(The baseball style cap is not intended to be worn by Inspectors during inspections or by Firefighters during any occasion requiring a more professional appearance.)***

**Manufacturer:** Richardson**Supplier:** Aspen Mills

**17B – Class A Cap** - Navy bell crown cap with black band and black strap (silver strap for Captains and Lieutenants, white cap with gold strap for chief officers.) To be worn with class A formal function uniform. Cap device – Gold or silver dependent on rank, red center, bugles by rank.

**Manufacturer:** MC-SMFDw, MC-SMFDs, MC-SMFDb**Supplier:** Aspen Mills

**17B – Class A Cap Device – All Personnel** – Smith & Warren Style # F-143: Specify appropriate color when ordering (refer to sections 14A & 14B for color selection).

**17C – Winter Stocking Cap** (optional) - Shall be solid black or navy blue in color without non-SMFD logos.. Stocking cap may have embroidered SMFD on front, optional name on back. Cap may also be plain without embroidery. Stocking cap intended to be worn outside in cold temperatures.

**Suggested Manufacture:** CAP-K/SMFD**Supplier:** Aspen Mills**T-Shirts  
All Personnel**

**18B** – Shall be short sleeve, navy blue. T-Shirt will have South Metro Fire logo on left chest, and South Metro Fire screened on the back. These shirts may be worn M-F after 4:00 PM, all day on weekends and holidays, during physical exercise, during hose testing, maintenance, training, or as determined by the Fire Chief and/or officer in charge.

**Manufacturer:** 5.11 Professional Tee 71309**Supplier:** SMFD Quartermaster

**18C** – (optional) Shall be long sleeve, navy blue. T-Shirt will have South Metro Fire logo on left chest, and South Metro Fire screened on the back. These shirts may be worn M-F after 4:00 PM, all day on weekends and holidays, during physical exercise, during hose testing, maintenance, training, or as determined by the Fire Chief and/or officer in charge.

**Manufacturer:** 5.11 Professional Tee 72318**Supplier:** SMFD Quartermaster

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**Class A Jacket  
All Personnel**

**19A – Class A Jacket** - Dark navy double breasted jacket with silver or gold FD buttons and lower pocket flaps. Badge holder and SMFD patches on right and left shoulders. Sleeve trim as follows: Chief-5 gold metallic stripes per sleeve. Assistant Chief-4 gold metallic stripes per sleeve. Captain-2 silver metallic stripes per sleeve. Lieutenant-1 silver metallic stripe per sleeve. Years of service-1 maltese cross for each 5 years of service, gold or silver metallic dependent upon rank, left sleeve. **(To be worn as part of formal function class A uniform.)**

**Manufacturer:** Newport 211**Supplier:** Aspen Mills

**19B – Class A Overcoat** – SMFD patches on right and left shoulders with silver or gold FD buttons

**Manufacturer:** Anchor 716MT**Supplier:** Aspen Mills**Approved Uniform Allowance Purchases:**

All items required or listed under section 1.4, shoes (duty/workout), boots (duty/turnout), uniform socks, firefighting equipment such as flashlights, small hand tools, gloves, work out pants/shorts, station transfer bag/back-pack, dry cleaning and maintenance for items listed under section 1.4, or items approved by the Fire Chief.

**The Employer reserves the right to inventory, inspect, collect and retain any and all uniform items/hardware at any time.**

## **Authorized Uniform Suppliers**

Aspen Mills  
8201-C Central Avenue NE  
Spring Lake Park, MN 55432  
Phone # 763-785-1055  
FAX# 763-785-1395

Streicher's Police Equipment  
10911 W. Hwy 55  
Minneapolis, MN 55441  
Phone# 763- 546-1155  
Fax# 763- 546-6776

MES Inc.  
1880 East Military Ave.  
Freemont, NE 68025