

## Falmouth Fire-EMS Operating Guideline

### Uniform Guidelines / Dress Code

**Purpose:** To provide consistency in dress within Falmouth Fire-EMS.

General Information: On duty personnel shall wear only clothing authorized or issued by the Fire-EMS Department.

**Officer Discretion:** Officers shall utilize discretion daily to ensure that the dress is comfortable, functional, appropriate, and consistent. Consideration may be given to weather and its extremes, appearance in public, work and training assignments, etc. When more than one person is assigned to a detail, crews should try to wear similar attire.

#### Procedures:

##### 1. Dress Uniform

- a. Regular dress uniform shall be used for outside details, special assignments, and activities. The dress uniform shall be of the type and style issued by the Fire Department, to include: dress shirt and pants, white T-shirt (not issued), insignia, uniform bell cap, dress shoes, blouse coat, black necktie, black belt. The Fire Department patch will be on the left shoulder of the dress shirt and blouse coat. No dress uniform shall be worn or used when not on duty, without the consent of a chief officer. Dress uniforms shall be kept clean, pressed. Members are responsible for cleaning dress uniforms.

##### 2. Work Uniform

- a. Work uniform shall be worn for all Fire Department activities except those requiring turnout gear or dress uniform. For football games and other coverage events "Employees shall be dressed in their regular work uniform."
- b. The work uniform shall be of the type and style approved by the Fire Department, to include: work shirt and pants, T-shirt, insignia, work footwear and approved belt. Additional items include hat/cap, sweater, and EMS coat or approved department wind shirt as appropriate. Optional clothing that may be worn with the work uniform: shorts at the Chief's discretion, sweatshirt, red t-shirt
- c. The Fire Department patch shall be worn on the left sleeve and the approved American Flag patch may be worn on the right sleeve of the work shirt. The work shirt shall be navy blue. Other items and buttons not addressed in this Dress Code shall not be permitted on the uniform unless approved by the Chief.
- d. Employees are responsible for cleaning their work uniforms.

### **3. Belt**

- a. Belts shall be black leather. A navy blue or black web belt may be worn with a work uniform.

### **4. Dress Shoes**

- a. Dress shoes shall be black, smooth, and round toe. They shall be low cut and laced. Dress shoes shall be clean and polished at all times.
- b. All Employees shall always maintain an acceptable pair of dress shoes.

### **5. Work Shoes**

- a. Work shoes shall be a low cut, smooth, round toe shoe to include a high tech shoe.

### **6. Work Boots**

- a. Work boots shall be any "Wellington" type boots, round toe combat style, or round toe high tech style.

### **7. Hats and Caps**

- a. Uniform bell caps with hat badge shall be worn with the dress uniform.

### **8. Watch caps**

- a. Watch caps shall be black or navy blue wool or nylon knit caps. Watch caps may be worn during the cold weather on outside work details.

### **9. Baseball caps**

- a. Baseball caps shall be Navy Blue with Falmouth Fire-EMS on the front as issued by the Department. Name, rank, unit or other approved information may be embroidered on the rear of the cap. Baseball caps may be worn on duty except for the following circumstances in which their use shall be prohibited:
  - i. Whenever a dress uniform is being worn.
  - ii. In any situation that requires the use of a firefighting helmet or any other protective headgear.
  - iii. Caps shall be kept clean and serviceable, not faded or frayed.

### **10. Neckties**

- a. Neckties shall be black and shall be worn with the dress uniform when a long sleeve shirt is worn and when a blouse coat is worn.

#### **11. Embroidered Uniform Shirts**

- a. Embroidered uniform shirts shall be provided to fulltime and per diem employees to be worn during normal working days from 0700 hours to 1900 hours.
- b. Employees are responsible for cleaning their embroidered uniform shirts.

#### **12. Shorts**

- a. Shorts may be worn as part of the work uniform between May 1<sup>st</sup> and October 1<sup>st</sup>.

#### **13. Sweaters**

- a. Approved black commando sweaters are permitted with the work uniform.

#### **14. Job Shirts**

- a. Job shirts shall be a Fire Department authorized pullover with a collar and short zipper. The job shirts shall be made of 100% cotton. Sweatshirts with hoods or any other style are not permitted. The approved job shirt may be worn over a uniform shirt or in lieu of a uniform shirt from 1800 – 0800 hours.

#### **15. Wind Shirts**

- a. Wind shirts shall be a Fire Department authorized V-neck pullover with no zipper or buttons. When worn, the wind shirt shall be worn over a uniform shirt. Officers and firefighters working staff or administrative positions may wear the wind shirt over a dress shirt.

#### **16. Tee Shirts**

- a. Tee shirts shall be approved Fire Department authorized design navy blue in color. Firefighters may wear T-shirts after 1900 hours and at the Chief's discretion.
- b. Red T-shirts may be worn on Fridays.
- c. Alternate color T-shirts may be worn at the Chief's discretion.

#### **17. Turnout Clothing**

- a. Turnout Clothing shall be of the style and color issued or approved by the Fire Department. Turnout gear shall consist of: bunker coat, bunker pants, boots, suspenders, helmet with approved eye protection, gloves and approved Nomex hood. When any substandard turnout clothing is replaced by the Fire Department, the item being replaced shall be destroyed.
- b. Turnout clothing will be washed at the fire station.
- c. Repairs to torn turnout clothing will be paid for by the department.

**18. Insignia**

- a. Insignia shall be worn at all times on all uniforms with full button-front shirts.

**19. Collar Brass**

- a. Collar Brass shall be of the style issued by the Fire Department and shall be worn on the dress uniforms.

**20. Nametags**

- a. Nametags shall be worn at all times on dress uniforms directly over the right side pocket of the uniform shirt and shall be of the style and type issued by the Fire Department. Name tags may also be worn on the work shirt directly over the right pocket.

**21. Breast Badges**

- a. Breast Badges shall be worn by officers at all times on dress and work uniforms. Firefighters shall wear breast badges on dress uniform and may wear same on work uniform. Breast badge shall be worn on blouse coat.

**22. Initial Gear Issued**

- a. Initial issued gear is as follows:

- i. **Uniform Clothing**

- 1. One department T-shirt
    - 2. One department job shirt

- ii. **Protective Clothing**

- 1. One pair of bunker pants and suspenders
    - 2. One bunker coat
    - 3. One pair of turnout boots
    - 4. One helmet with shield
    - 5. One pair of firefighting gloves
    - 6. One Nomex Hood

- b. Members may purchase the following:

- i. Department T-shirts
  - ii. Department Job shirts
  - iii. Other clothing offered and approved by the Fire Chief

**23. Cleaning**

- a. Members are responsible for cleaning their assigned dress uniforms, work uniforms, job shirts, wind shirts and T-shirts. Washing machines are provided at each station to be used as needed.

- b.** The department will wash turnout gear in the gear washer and dry them on the gear dryer at Central Station. Members are responsible for bringing their gear in to be washed as required.

#### **24. Repairs**

- a.** If a work or dress uniform is damaged a member must notify their assigned officer to inquire about replacement of damaged item.
  - b.** The department will repair any torn or damaged turnout gear.

#### **25. Termination**

- a.** All uniforms, turnout gear, badges, collar brass and insignia must be returned to the department upon termination of service.

These guidelines may be changed or altered by the Fire Chief at any time.