


East Lake Tarpon Special Fire Control District		
	<i>SOG 226 Uniforms</i>	
	Implementation Date: 11/2000	Revision Date(s): 04/23/2019
		Reviewed Date(s): 02/19/2019
	Forms or Attachments: None	

226.1 Uniforms and Personal Property

Purpose

This directive will outline the uniform and appearance standards set by the East Lake Tarpon Special Fire Control District for uniformed members.

Standard

Members must present themselves in a professional manner when representing East Lake Tarpon Special Fire Control District. The first impression of our organization should be one of professionalism and competence whether at the scene of an emergency, interacting with the public at large, or representing East Lake Tarpon Special Fire Control District among other agencies.

226.2 Guidelines

- A. All issued uniforms are property of East Lake Tarpon Special Fire Control District.
- B. All members are required to produce, upon demand by the Fire Chief, or his/her designee, any issued uniform items and/or official equipment.
- C. At no time will any member of the department wear his/her uniform or parts thereof during off-duty hours except as follows:
 - 1. All or part of the department uniforms may be worn to special events by department personnel when approved by the Fire Chief or his/her designee.
 - 2. Personnel may wear a Class A, B, C, D, or E uniform to and from work. Short stops for personal business while in uniform are permitted as long as this activity is not considered contrary to the department's public image.
- D. Members assigned to station locations, will dress in the same class of uniform whenever feasible.
- E. As a general rule, members assigned to station locations shall dress in Class "D" uniforms; however, they may choose other attire based on their scheduled activity.

- F. As a general rule, administrative officers shall dress in Class “C” uniforms; however, they may choose other attire based on their scheduled activity.
- G. All staff may choose to wear business or business casual attire to attend outside county training or meetings if they desire.
- H. During work hours, members are required to dress and groom themselves in such a manner as to reflect a positive professional image of the department. Any manner of dress or personal hygiene that is disruptive shall be considered inappropriate.
- I. Uniforms or protective clothing shall be maintained in a neat, clean and operational state, free of rips, tears, and holes.
- J. Members shall not remain in any state of undress or semi-undress during working hours.
- K. Shirt tails shall be tucked in and boots completely laced/zipped.
- L. The logo(s) of the department are considered proprietary and may not be affixed to anything or reproduced in any manner without the expressed written approval of the Fire Chief.
- M. Any issued part of clothing is considered to be the property of the department and may not be worn except when performing assigned duties unless special permission has been granted. For example, members playing in a charity golf tournament may seek permission from the Fire Chief to wear department golf shirts in an effort to promote unity/comradery among members.
- N. At no time while wearing any East Lake Tarpon Special Fire Control District identifying article of clothing, issued or otherwise, will a member conduct themselves in any manner that would not be appropriate if on duty.
- O. Each employee is responsible for his or her own uniforms. Each employee shall ensure that adequate uniform items are possessed for the appropriate shifts throughout the work year.
- P. Should a uniform item become damaged or contaminated please notify your on-duty supervisor for the proper replacements.
- Q. All department uniforms must have the department patch, department insignia, EMS certification, and names removed prior to disposal.

226.3 Uniform Classifications:



1. Class "A": Formal Uniform

Dress coat with approved department patches, badge, and collar pins.

White long sleeve shirt with necktie, approved patches, badge, and name plate.

"T" shirt is worn, white in color.

Navy trousers with black belt.

Black shoes/polished, w/black socks.

Dress Hat, as needed.

Personnel: Chief Officers and Lieutenants.

Events: Funerals, court, ceremonies, presentations, or as directed.



2. Class "B": Dress Uniform

Long sleeved/short sleeved white / blue shirt with approved department/EMS certification, department patches, name plate, and badge.

Black necktie, as needed.

Black trousers with black belt.

Black boots/shoes polished w/ black socks

"T" shirt is worn, red/white in color.

Dress Hat, as needed.

Personnel: Chief Officers, Lieutenants, Driver-Engineers, and Firefighters.

Events: Funerals, court, ceremonies, presentations, indoor events involving the public, fire inspections, indoor

	<p>training events, and official events, or as directed.</p>
	<p>3. Class "C": Office Uniform <i>(required as of October 1, 2019)</i></p> <p>Department red golf shirts with black embroidery.</p> <p>Embroidered department rank, EMS certification level, name, and badge.</p> <p>Black trousers with black belt.</p> <p>Black boots/shoes polished w/black socks.</p> <p>Personnel: Administrative staff.</p> <p>Events: Meetings, office work, incident response, special events, and public appearance as directed.</p>
	<p>4. Class "D": Duty Uniform</p> <p>Red department issued tee-shirts.</p> <p>Black trousers or shorts with black belt.</p> <p>Uniform jumpsuit worn (weekdays between 1700 - 0730 hours and weekends/holidays between 0730 - 0730 hours).</p> <p>Black boots/shoes w/black socks, polished.</p> <p>*During some training exercises, a prescribed uniform could be required and may include firefighter turn out gear and other dress as may be deemed appropriate.</p> <p>Personnel: Administrative staff, Lieutenants, Driver-Engineers, and Firefighters.</p>

Events: Assigned physical duties, vehicle or building maintenance, incident response, special events as directed.



5. Class “E”: Work-Out Uniform

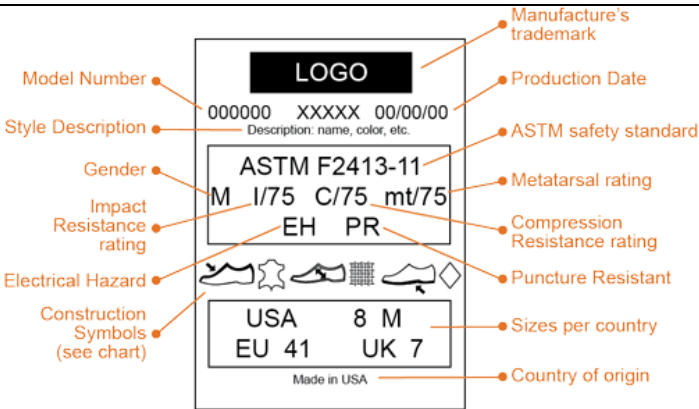
Red department issued tee-shirts.
 Department issued sweat pants/shorts.
 Appropriate athletic footwear.

This class of uniform should not be worn outside of the workout area/station.

Operational members may wear the Class E uniform to respond to calls that occur while dressed for performing physical training.

Personnel: Chief Officers, Lieutenants, Driver-Engineers, and Firefighters.

Events: Fitness related activities.



6. Socks, Shoes, Belts, & Hats

Black socks shall be worn with all uniforms except Class E.

Black boots/shoes shall be ASTM 2413 compliant [see picture]. *(required as of October 1, 2019)*

Employees must wear the department issued belt or one that is approved by the Fire Chief.

Only department issued baseball style hats, knit hats, or sweatshirts may be worn. Knit hats may be worn during winter months and must be centered over the head.

226.4 Department Insignias

Badges as issued will be worn on the uniform class “A” and “B” shirt or coat above the left breast pocket.

Name plates will be worn centered over the right breast pocket of uniforms shirts with the pin parallel to and touching the top of the pocket.

Collar insignias issued will be worn one (1) inch above the tip of the uniform shirt collar and centered on the collar.

Collar Devices

Fire Chief	5 crossed gold bugles
Deputy Chief/Assistant Chief/Division Chief	4 crossed gold bugles
Lieutenant	1 parallel gold bugle

Commendation Bars and Award Pins

Only department issued awards and bars allowed. Individuals who receive department issued commendation bars may display them on their uniform above the name plate.

Non-department issued pins and buttons may only be worn with prior approval.

Dress Coat: Rank and Years of Service Designation

Members may have the department uniform patch attached to the left and right sleeve.

One Maltese Cross per five years of service as a career and/or volunteer member.

All chiefs shall have gold rings around jacket sleeves.

Jacket Rings

Fire Chief	5 gold rings
Deputy Chief/Assistant Chief/Division Chief	4 gold rings
Lieutenants	1 Gold Ring

226.5 Uniform Issue

The following matrix covers the initial issue of uniforms for operational members. New issues due to promotion or reassignment will be governed by this matrix.

Description	Firefighters	Driver Engineers	Lieutenants	Chief Officers
Ball Cap	1	1	1	1 on request
SS T shirts	6	6	6	4
LS T shirts	3	3	3	2

Short Sleeve Polo's	N/A	N/A	N/A	4
SS Uniform Shirt	2	2	2	4
LS Uniform Shirt	1	1	1	4
Work Pants	1	1	1	5
Tactical Pants	2	2	2	2
Work Belt	1	1	1	1
Tactical Jacket	1	1	1	1
Tactical Shorts	2	2	2	2 on request
Sweatshirt	2	2	2	2
Sweatpants	1	1	1	1
Exercise Shorts	2	2	2	2 on request
Station Boots	1	1	1	1
Firefighting Boots	1	1	1	1
Badge	1	1	1	1
Name Plate	1	1	1	1
Serving Since Name plate	1	1	1	1
Collar Pins	N/A	N/A	2	2
Uniform Tie	1	1	1	1
Dress Coat	N/A	N/A	1	1
Dress Pants	N/A	N/A	1	1
Dress Shoes	N/A	N/A	1	1
Dress Hat	1	1	1	1
Hat Badge	1	1	1	1

226.6 Spare Uniform

Members shall maintain one clean/spare Class "D" uniform shirt and pants at their station while on duty.

226.7 Discontinued Uniform Issue

It shall be at the discretion of the Deputy Chief to either phase out old uniforms or make a full replacement of non-used or past issued items.

A. Discontinued use items

On October 1, 2019 the following items shall be discontinued for use:

Denim colored job shirt

B. Phased out items

These items may continue to be used or worn. They shall not be replaced at the end of the life cycle.

Short sleeve and long sleeve Dri Fit T-shirts

226.8 Uniform Ordering/Replacement

A. Uniform replacement ordering shall be completed annually, in a time frame determined by the Deputy Chief.

B. During the uniform order time frame, members in need of replacement uniforms shall complete a Uniform Order Form and submit the form via COC to the Office Administrator. Supervisors shall verify the need for uniform replacement before authorizing the uniform order request.

C. All personnel must report the loss or damage of any uniform items and official equipment to their supervisor. To receive replacement uniforms, an official lost/damaged request must be submitted via email to the assigned supervisor for replacement approval. This type of replacement shall be on an as needed basis.

D. Stolen badges, identification cards, or items valued at \$50 or more replacement cost, must be reported to the Pinellas County Sheriff's Office. The supervisor will be responsible to investigate the incident and forward their findings via the chain-of command to the Deputy Chief.

E. If the loss or damage is found to be a result of negligence, the item will be replaced at the employee's expense.

226.9 Separation from Service

Personnel who are terminated, retired, or have resigned must return all Department-issued uniforms and accessories to the Deputy Chief prior to the employee's official signoff.