

LOW RISK/HIGH FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 100.24

SUBJECT: UNIFORM GUIDELINE

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

This guideline establishes a consistent uniform dress code with standards to ensure a professional appearance whenever possible and to ensure appropriate and professional conduct while wearing the approved uniforms(s).

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

GUIDELINE

A. Class A Dress Uniform

To be worn as requested by the Chief for formal functions of the Fire Department including but not limited to: Funerals, Memorial Services Honor Guard, Dinners, as part of a marching ensemble for parades.

Class A Dress Uniform shall consist of:

Issued Uniform Coat – Black	Black Belt
Issued Uniform Pants – Black	Black Socks
Issued Uniform Shirt – White (Seasonal)	Black Tie
Issued Gloss Black Dress Shoes	Issued Hat
Issued White Gloves (Honor Guard)	Award Pins
Badge and Name Plate, Collar Brass if applicable	

B. Class A Uniform

Class A Uniform will be worn for occasions including but not limited to department business meetings, public functions, public education events, parades or any other event the fire chief deems necessary.

Class A Uniform shall consist of:

Issued Uniform Dress Shirt (White)	Black Socks
Issued Black Pants	Black Shoes
Tie (optional) except for Inspector	Award Pins
Issued Badge, Name Plate, Collar Brass if applicable.	

C. Class B Casual Uniform and Inspector Uniform

To be worn but not limited to functions such as: daily wear, visits to other fire stations, fire department meetings outside of HFD business meetings, training sessions outside of HFD or where the fire chief deems appropriate.

Class B Casual Uniform will consist of:

Quarter Zip Work Shirt	Black belt (Optional)
Blue jeans, casual slacks, shorts	Casual shoes (black if possible)
Baseball cap with department approved logo (optional)	
Issued Jacket with approved department logo	
Issued Polo/Golf style shirt with department approved logo (black)	

D. Class B Work Uniform / Pub Ed

Class B work uniform shall be worn for training sessions, work details, or everyday wear.

Class B Work Uniform shall consist of:

Blue jeans, shorts	Black belt (optional)
Quarter Zip pull over work shirt	Tennis Shoes
Issued Black T-Shirt or Sweatshirt with department approved Logo	

PROCEDURE

A. Uniform Committee

A committee made up of some members of the department will be formed to review and recommend specifications for the department's uniforms. The committee will evaluate this guideline annually or as needed. Recommendations will be submitted to the Chief for approval.

B. New Recruits

1. New recruits will be presented a Class B work T-shirt, Class B work sweatshirt.
2. Upon completion of Firefighter I, the recruit will turn in their recruit badge and receive a Firefighter badge.
3. Upon completion of Firefighter I, the firefighter will receive a State Certified Firefighter pin.
4. Upon completion of Firefighter II, the firefighter will receive a State Certified Firefighter pin.
5. After 1 year from start date and completion of Firefighter I recruit will be issued quarter zip work shirt, Class A Uniform, and Class A Dress Uniform

C. Miscellaneous

1. Each member shall maintain clothing for presentable appearance.
2. If any component of the department's uniform, issued or not, is worn "off duty", the member is required to maintain a professional appearance with respectable conduct as a representative of the Hudson Fire Department.
3. A firefighter with less than 5 years with the department shall turn in all department issued clothing and hardware upon resignation.
4. A firefighter with 5 or more years with the department shall be entitled to keep department issued clothing.
5. If a firefighter is dismissed because of disciplinary action, all department issued clothing and hardware will be returned.
6. The "serving since" pin will be awarded after five years of service.
7. Only Hudson Fire Department logos that have been approved by the Fire Chief and the membership will be allowed.
8. Logos that have not been approved by the Fire Chief and membership will not be placed on any uniform or paraphernalia.