



## Policies & Procedures

Article: 2.1

Effective Date: 08/30/2012

Revised Date:

### UNIFORM REGULATIONS

#### Scope:

All Career Members of Valencia County Emergency Services.

#### Purpose

To ensure that all members of VCES are in proper uniform and appearance.

### 1. General Requirements:

#### a. All Personnel.

- i. Members shall maintain proper personal hygiene while on duty.
- ii. Members who are on-duty, or are representing the Department, i.e. training, shall dress in a professional manner that is appropriate for the occasion.
- iii. All attire shall be neat, pressed and clean.
- iv. At no time while on duty shall a member wear jewelry, pins, ribbons, buttons, or articles of clothing that constitute an advertisement, political, social viewpoint, or a message that may be offensive to anyone.
- v. Articles of clothing not part of the uniform specifications shall not be allowed without the approval of the County Fire Chief.
- vi. The standard attire for Chief Officers, and civilian members may be altered to include tee-shirts, athletic shoes, sweatshirt or blue jeans in the following circumstances when appropriate.
  - (1) When a member is called to respond while off-duty and their attire does not pose a scene safety issue.
  - (2) Cleaning days.
  - (3) During designated "Casual days" upon the approval of the Chief.
- vii. Jewelry worn by members shall be in moderation and appropriate to the individual's work assignment.
- viii. A supervisor, upon determining that the attire of a member is inappropriate, may direct that member to change the attire and may require the member to leave the work area until the change is made.



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#### b. Non Uniformed Personnel

- i. Members not required by assignment to dress in work/duty clothes shall dress professionally.
- ii. No athletic shoes, sandals, tank tops, T-shirts, sweatshirts, blue jeans, shorts or other attire not appropriate for business are acceptable in the work setting.
- iii. Sleeveless shirts are permissible only if a jacket is worn over them.
- iv. Excessively short, tight or revealing clothes are not appropriate.
- v. Socks or hosiery must be worn.
- vi. Skirts and dresses shall be of an appropriate length for the individual.

#### c. Uniformed Personnel

- i. Members shall wear **NO** portion of the regulation uniform when not on duty with the exception of traveling to and from work.
- ii. Members shall keep themselves properly uniformed at all times while on duty.
- iii. All members shall maintain an extra uniform, at the station, in the event that the one being worn is soiled, contaminated, or damaged. Any exception to this must be approved by the Chief or the Chief's designee.
- iv. When appearing in public, a member's uniform shall be neatly pressed and clean. Buttons, badges, and shoes polished. Tie properly adjusted and dress coat fully buttoned, when worn.
- v. No badge, emblems or insignia of any kind shall be worn except those specified in the uniform specifications.



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- vi. Any officer has the authority to condemn any part of the uniform that is unfit for service. The member shall then be required to replace the condemned part of the uniform as soon as possible. Fatigue shirt and trouser will be replaced thru the approved vendor.
- vii. The Fatigue shirt and trouser is provided by Valencia County thru an approved vendor.
- viii. Members may purchase uniform items other than the Fatigue shirt and trousers wherever they wish. It is the duty of each member to ascertain that the uniform items he/she purchases are approved VCES uniform items according to department uniform specifications.
- ix. The uniform specifications shall contain the exact description for the approved items referenced in these regulations.
- x. Members shall limit their use of jewelry to a wrist or pocket watch only. Rings, earrings, ear studs, bracelets, neck chains shall not interfere or cause a safety concern. Nose jewelry, tongue jewelry and eyebrow jewelry are prohibited.
- xi. Hair shall be kept clean and well groomed, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment. All hair below shoulder length shall be worn in a manner that controls the hair such as ponytail, braided, in a bun, etc.
- xii. Neatly trimmed sideburns, mustaches, and a labret patch (a small patch of hair below the lower lip that does not extend to the chin) are permitted provided they do not interfere with the use of protective clothing or equipment.



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## 2. Uniforms

### a. Class "A" Uniform - Dress

- i. Class "A" Uniform must be clean, pressed, altered to fit, and kept in a manner ready for immediate use or inspection with three days notice.
- ii. Class "A" Uniform is to be worn:
  - (1) Funeral.
  - (2) Public speaking engagement.
  - (3) Promotional interview.
  - (4) Promotional and awards ceremonies.
  - (5) Any event ordered by the Chief of Fire & Rescue or the Chief's designee.
- iii. Class "A" Uniform consists of:
  - (1) Uniform Cap with medallion.
  - (2) Dress Coat with badge, department awards, and (for officers) Lapel Buttons.
  - (3) Dress Shirt with badge, nametag, and (for officers) collar insignias.
  - (4) Tie.
  - (5) Dress Trousers.
  - (6) Female personnel may wear dress skirt.
  - (7) Belt.
  - (8) Dark blue or black socks. Females wearing dress skirt shall wear tan colored nylons, sheer toe.
  - (9) Dress shoes.
  - (10) Dress over-coat is optional.



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b. **Class “B” Uniform – Dress**

- i. Class “B” Uniform is to be worn:
  - (1) Court proceedings when representing the department.
  - (2) Office duty.
  - (3) Any event ordered by the County Fire Chief or the Chief’s designee.
- ii. Class “B” Uniform consists of:
  - (1) Uniform Cap with medallion (optional).
  - (2) Dress Shirt with badge, nametag, and (for officers) collar insignias.
  - (3) Tie.
  - (4) Dress Trousers.
  - (5) Female personnel may wear dress skirt.
  - (6) Belt.
  - (7) Dark blue or black socks. Females wearing dress skirt shall wear tan colored nylons, sheer toe.
- iii. Dress shoes.
- iv. Commando sweater with badge and nametag is optional.
- v. Fechheimer Command Jacket is optional for Officers.
- vi. Dress over-coat is optional.

c. **Class “C” Uniform - Station**

- i. Class “C” Uniform is to be worn:
  - (1) Between the hours of 0700 and 1900.
  - (2) Formal classroom training.
  - (3) Roll Call.
  - (4) Company inspection.
  - (5) Station tours and public presentations.
  - (6) When responding to calls where other uniforms or personal protective gear are not otherwise required.



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- (7) Any time when out in the public view (i.e. food pick up or dining out).
    - ii. All shirts must be neat and orderly at all times and be tucked into trousers.
    - iii. At no time will a short sleeve shirt be worn over a long sleeve shirt.
    - iv. Class "C" Uniform consists of:
      - (1) Uniform Cap with medallion (optional).
      - (2) Fatigue Cap (optional).
      - (3) Fatigue shirt, with badge, nametag, and (for officers) collar insignia.
      - (4) Fatigue trousers.
      - (5) Belt.
      - (6) Work boots or dress shoes.
      - (7) Socks, dark blue, black, or white (white in boots only).
  - d. **Class "D" Uniform - Station**
    - i. Class "D" Uniform may be worn:
      - (1) Between the hours of 1900 and 0700, except when in view of public.
      - (2) While working on apparatus, equipment, or on station projects to prevent damage.
      - (3) While on emergency scenes while wearing structural or wildland PPE.
    - ii. Class "D" Uniform consists of:
      - (1) Fatigue Cap (optional).
      - (2) Fatigue T-Shirt or Fatigue Sweatshirt.
      - (3) Fatigue trousers.
      - (4) Belt.
      - (5) Work boots or dress shoes.
      - (6) Socks, dark blue, black, or white (white in boots only).
  - e. **Class "E" Uniform – Exercise**
    - i. The Class "E" uniform may be worn only:



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- (1) When working out in Valencia County facilities, during authorized exercise sessions.
- (2) Or with the approval of the Chief of Fire and Rescue or the Chief's designee.
- ii. Class "C" or "D" uniform must be donned when responding to a call.
- iii. Class "E" Uniform consists of:
  - (1) Fatigue T-shirt or Fatigue Sweatshirt.
  - (2) Shorts or sweatpants.
  - (3) Athletic shoes and socks.







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#### 4. Civilian Attire

- a. May be worn by members in support sections, with permission of the Chief of Fire & Rescue.

#### 5. Badges, Pins and Nametags

- a. The County shall furnish one badge.
  - i. Replacement of the badge will be at the member's expense.
  - ii. Member may purchase 2<sup>nd</sup> badge at their expense.
- b. All collar insignias worn by officers shall be worn with the bell of the trumpet pointing toward the corner (tip) of the collar, 1" from the collar end, and centered.
- c. Nametag shall be worn on the upper seam of the right breast pocket, centered, with the pins directly above the pocket seam.