



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Personnel Apparel & Appearance
Reference Number:	SAP-DEP-003
Effective Date:	1 January 2004
Last Revision Date:	31 March 2008

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to establish a standard for the wearing of issued apparel, the procedures for requesting apparel and turnout gear, the procedures required for gear maintenance, and to establish policy governing one's appearance while on duty or representing the Albemarle County Department of Fire Rescue.

Background:

This policy is designed to provide Albemarle County Department of Fire Rescue personnel with protective clothing and equipment to prevent injuries when involved in activities while on duty. It has been determined that uniformity is important, so the following will provide a set standard for the wearing of uniforms, procedures in requesting apparel, and turnout gear, and the procedures required for gear maintenance. It has also been determined that one's appearance is essential in keeping a professional image while representing Albemarle County Fire Rescue.

Policy:

A. Uniform Classes

1. Insignia/Regalia: Only department-issued insignia/regalia may be displayed on uniforms.
 - a. Nametag: the bottom of the nametag shall rest along the top stitching of the right pocket.

VIRGINIA WARREN

SUSAN FONTIS

Officers – Gold
Staff – Silver

- b. Badge: the badge will be pinned to the designated badge placement area of the shirt/blouse, above the left pocket (as shown):



Senior Staff Officers – Gold with Commonwealth Seal
Officers – Gold with Rank Insignia
Staff – Silver with Rank Insignia
Prevention Staff – Silver with Commonwealth Seal



c. Collar Insignia

Dress Shirt	
	Chief
	Deputy Chief
	Assistant Chief
	Battalion Chief
	Captain
	Firefighter

Dress Blouse/Jacket	
	Chief
	Deputy Chief
	Assistant Chief
	Battalion Chief
	Captain
	Firefighter

d. Dress Hat: the badge will be pinned to the designated placement area of the hat (as shown):



e. Commendation Medals & Ribbons & Regalia

- a. Commendation medals, ribbons, and award regalia will be placed on the uniform in accordance with SAP, TBD.

2. Class A: This uniform shall be worn at all formal events or as directed by the Chief or Officer-in-Charge (OIC).
 - a. Dress Uniform Blouse/Jacket
 - b. Long-Sleeve Button-Down Dress Shirt (Chief Officers – White and Operations Staff – Dark Blue)
 - c. Navy Blue Dress Uniform Pants
 - d. Black Dress Belt
 - e. Black Tie
 - f. Black Uniform Shoes
 - g. Black or Navy Socks
 - h. Dress Hat(at the discretion of the OIC)
 - i. Issued Insignia, Regalia

 3. Class B: This uniform shall be worn during inspections, public education activities, public demonstrations, and any other informal public event as directed by the Chief or OIC.
 - a. Button-Down Uniform Shirt (Chief Officers – White and Operations Staff – Dark Blue)
 - b. Navy Blue Uniform Pants
 - c. Uniform Belt
 - d. Station Boots or Issued Footwear
 - e. Sweatshirts, Workshirts, Jackets may also be worn.
 - f. Issued Insignia, Regalia

 4. Class C: This uniform shall be worn at the discretion of the OIC.
 - a. Navy Blue Polo Shirt
 - b. Navy Blue Uniform Pants
 - c. Uniform Belt
 - d. Station Boots
 - e. Sweatshirts, Workshirts, Jackets may also be worn.

 5. Class D: This uniform shall be worn during normal station operations/activities
 - a. Navy Blue Tee Shirt
 - b. Navy Blue Uniform Pants
 - c. Uniform Belt
 - d. Station Boots
 - e. Coveralls (issued to protect and maintain the cleanliness of the uniform while performing station duties)
 - f. Sweatshirts, Workshirts, Jackets may also be worn.

 6. Class E: This uniform shall be worn during physical training activities and during rest hours or while sleeping in station dormitories.
 - a. Grey Tee Shirt
 - b. Navy Blue Sweat Shorts or Sweat Pants
 - c. White Socks
 - d. Personal Footwear Appropriate for Physical Training
 - e. Sweatshirts, Workshirts, Jackets may also be worn.
- B. Hats
1. Issued ball caps may be worn during normal station activities.
 2. During foul weather or during colder months, department-issued navy blue and black stocking caps may also be worn.
- C. Uniform Cleanliness
1. All issued apparel shall be clean and in good repair whenever worn.
 2. Apparel deemed not suitable for use shall be turned in and replaced or repaired as soon as possible.
- D. Non-Issued Uniform/Gear Items
1. Personnel may wear non-issued items with the approval of the Operations Chief and/or Quartermaster.
 2. Personnel will incur all costs associated with non-issued items, including but not limited to; initial purchase, replacement, and repair.

E. Requesting Apparel and Turnout Gear

1. Personnel requesting issued apparel or turnout gear shall complete a uniform request and forward to his/her supervisor.
2. The supervisor will approve or deny the uniform request, then forward the request to the quartermaster for the distribution of the supplies.

F. Turnout Gear Maintenance

1. Each member will be responsible for inspecting his/her protective clothing each day during morning checks.
2. If he/she feels their turnout gear doesn't provide adequate protection due to physical or chemical damage, personnel shall have the gear replaced immediately by following the procedures listed in *Section E* above.
3. Turnout gear will be cleaned at least two (2) times per year.
4. Personnel are responsible for ensuring that their gear is cleaned when required.

G. Protective Gear Inspection

1. The quartermaster or designee will conduct two (2) gear inspections annually.
2. During the inspections, a Protective Gear Inspection Form (Attachment A) will be used and the following disposition will be determined at the conclusion of the inspection:
 - a. Satisfactory
 - b. Clean
 - c. Repair
 - d. Replace
 - e. Missing Item
3. All forms will be forwarded to the Quartermaster.
4. Personnel shall not wear unsafe gear that is not issued or approved by the Department of Fire Rescue Quartermaster.

H. Personal Hygiene

1. Hair shall be neat and clean in appearance. Hair shall be worn so that it doesn't extend below the collar, and so that it doesn't interfere with the performance of the job or the wearing of safety apparatus.
2. Beards are not allowed. Personnel shall report to work clean-shaven and mustaches shall be neatly trimmed and not interfere with the seal of the mask. Sideburns will not extend below the bottom of the earlobe and shall be kept neatly trimmed.
3. Post-type earrings are permitted; one per ear lobe and necklaces of any kind shall not be visible to the public. Jewelry will not interfere with personal safety.
4. Use of make-up and perfumes/cologne should be kept to a minimum and moderately applied.

References:

Attachment: [Protective Gear Inspection Form](#)