

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2109
	SECTION: 2100 SAFETY	
	SUBJECT: UNIFORMS	

Purpose: To provide uniform standards that meet the professional and safety criteria of the district.

Scope: This procedure shall apply to all members of the district.

Procedure:

1. Uniforms shall be provided by the district as per the current Memorandum of Understanding (MOU).
2. All personnel shall wear only district issued clothing while on duty.
3. All personnel shall be in the appropriate uniform by the beginning of the work shift. *Exception: Administrative staff personnel shall wear the "duty uniform" or the proper business attire for the day.*
4. Uniforms shall be clean and neatly pressed. It is the responsibility of the employee to assure neatness and cleanliness of the uniform prior to the shift starting.
5. Periodic inspections of uniforms shall be conducted by supervisors. Any uniform article that is unkempt or in disrepair shall be taken out of service immediately and repaired or replaced. This is to include shoulder patches, T-shirts, caps, duty jackets or any other uniform clothing.
6. The district will pay for cleaning and maintenance as identified in the current MOU.

Duty Uniform Standards:

1. Uniform Shirts
 - A. Firefighters, driver/operators, and captains shall wear dark blue shirts with matching badge holders.

DATE: 5/01/98	APPROVED: 	PAGE 1 OF 5
-------------------------	---	--------------------

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2109
	SECTION: 2100 SAFETY	
	SUBJECT: UNIFORMS	

- B. Chief officers and administrative staff shall wear white shirts with matching badge holders.
- C. The badge holder shall be sewn over the left shirt pocket, where the badge shall be worn.
- D. Two badges shall be issued to each employee by the fire chief. One shall be worn on the uniform shirt and the other on the dress or duty uniform jacket. Only those badges as issued by the fire chief shall be worn.
- E. Two name plates shall be issued to each employee by the fire chief. One name plate shall be worn over the right shirt pocket. The other name plate shall be worn on the duty or dress jacket in the same location as the shirt name plate. Only those name plates issued by the fire chief shall be worn.
- F. Fire captains and chief officers shall be issued collar brass. The configuration of the collar brass shall be determined by rank. The collar brass shall be worn in the center of each collar edge, approximately one inch from the point and shall be worn on both sides. The center of the cluster shall be facing the point of the collar. The bugles of the collar brass shall generally face the point of the collar.

2. Uniform Pants

- A. Pants shall be navy blue in color. They shall be made of a fire retardant material and issued consistent with the current MOU.
- B. A black uniform belt, as issued by the district, shall be worn with a uniform buckle or buckle issued by the district.
- C. Administrative staff personnel shall wear pants or a skirt, navy blue in color.

DATE: 5/01/98	APPROVED: 	PAGE 2 OF 5
-------------------------	---	--------------------

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2109
	SECTION: 2100 SAFETY	
	SUBJECT: UNIFORMS	

3. Boots/Shoes

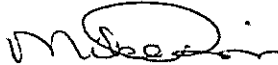
- A. Line personnel shall wear safety boots as issued by the district. The boots shall meet Cal OSHA standards for safety boots and shall have zippers for easy removal (to change into turnouts). The district will pay up to \$225.00 per pair of boots. Cost in excess of \$225.00 will be the responsibility of the employee.
- B. Administrative staff personnel shall wear black shoes with a plain toe.
- C. All personnel shall keep their boots/shoes clean and well shined.

4. Under Garments

- A. Under garments shall be made of 100% cotton to reduce the hazard of burn injuries.
- B. Navy blue T-shirts shall be issued by the district. Any T-shirt design shall be approved by the fire chief. T-shirts may be worn while conducting physical training or during work projects. A uniform shirt shall be worn where business contact is anticipated with the public; i.e., pre-plans, inspections, shopping.
- C. Personnel who are designated to wear white uniform shirts shall wear plain white T-shirts under the uniform shirt. Any T-shirt where the pattern will show through will not be allowed.
- D. Personnel who are designated to wear dark blue uniform shirts may wear the navy blue T-shirts as issued by the district, provided the pattern does not show through.

5. Caps

Only caps issued by the district shall be worn. They may be worn while conducting training or work projects and not while wearing a dress uniform.

DATE: 5/01/98	APPROVED: 	PAGE 3 OF 5
--------------------------	---	--------------------

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2109
	SECTION: 2100 SAFETY	
	SUBJECT: UNIFORMS	

6. Duty Jacket

Duty jackets shall have a badge name plate as identified above under *Uniform Shirts*. Only those duty jackets issued by the district shall be worn.

Dress Uniform Standards:

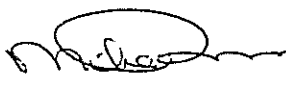
1. Dress Uniform

A. Dress Jacket

- 1) The dress jacket shall be issued by the district. A badge, as issued, shall be worn on the left side. A name plate, as issued, will be worn on the right side.
- 2) Collar brass, if appropriate, shall be worn as described above.
- 3) The Scotts Valley Fire District (S.V.F.D.) insignia shall be worn on the lapel.
- 4) One Maltese cross insignia shall be worn on the left sleeve for each five (5) years of service. For fire captains, driver/operators, and firefighters, the Maltese crosses shall be silver in color. Chief officers shall wear gold Maltese crosses.
- 5) Sleeve stripes shall be worn on both sleeves of the dress jacket. The number and color as follows (based on rank):
 - Fire Chief: 3 gold stripes
 - Deputy/Division Chiefs: 2 gold stripes
 - Fire Captain 2 silver stripes
 - Driver/Operator, Firefighter 1 silver stripe

B. Shirt

A uniform shirt, as identified above, shall be worn as part of the dress uniform.

DATE: 5/01/98	APPROVED: 	PAGE 4 OF 5
-------------------------	---	--------------------

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2109
	SECTION: 2100 SAFETY	
	SUBJECT: UNIFORMS	

C. Neck Wear

A black tie (either clip-on or tie type) shall be worn as part of the dress uniform. A tie clip of matching color to the badge may be worn. Open collar as part of the dress uniform is *unacceptable*.

D. Pants

Dress pants of material and color that match that of the dress jacket shall be worn. A belt, as issued by the district, with appropriate buckle shall be worn.

E. Shoes/Boots

When available, dress shoes with a well-shinned plain toe shall be worn. If not available, district issued boots with a well-shined toe shall be worn.

DATE: 5/01/98	APPROVED: 	PAGE 5 OF 5
-------------------------	--	--------------------