



SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2109	
	SECTION: 2100 Safety		
	SUBJECT: UNIFORMS		
	DATE APPROVED: 07/21/2022		
APPROVED:			

Purpose: To provide a uniform standard for the Scotts Valley Fire Protection District (SVFPD).

Scope: Applies to all SVFPD personnel.

Procedure:

1. SVFPD Issued Uniforms

- A. Uniforms shall be issued by the SVFPD as per the current Memorandum of Understanding (MOU).
- B. All personnel shall wear only SVFPD issued uniforms while on duty.
- C. All personnel shall be in the appropriate uniform by the beginning of the shift.
- D. Administrative personnel shall wear the "duty uniform" or the proper business attire for the day.

2. Cleanliness and Appearance

- A. Uniforms shall be clean and neat in appearance. It is the responsibility of the employee to ensure these standards are met prior to the start of the shift.
- B. SVFPD will pay for cleaning and maintenance as identified in the current MOU.
- C. Employee should wear overalls or old uniforms when conducting apparatus maintenance or vehicle services where uniforms could be heavily soiled or ruined.

3. Inspections


- A. Employees are responsible for inspecting their uniforms periodically to ensure serviceability and cleanliness. If uniforms are found to be in disrepair employees shall notify their supervisor and new ones will be issued as per MOU.
- B. Periodic inspections of uniforms will be conducted by supervisors. Any uniform that is unkempt, in disrepair, or unserviceable will be immediately taken out of service and repaired, or replaced. This includes any and all articles of issued clothing and accessories.

Duty Uniform Standards

1. T-shirts

A. Short/Long Sleeve t-shirt

- Navy blue, 100% cotton with SVFPD logo. Design and color must be approved by the Fire Chief.
- T-shirt may be worn while conducting physical training, during equipment or vehicle maintenance, or during work projects. A Class B uniform shirt shall be worn where business contact is anticipated with the public. Example:

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public education, pre-plan inspections, meetings, classroom environment, shopping, etc.

- **Exception: Company officer discretion based on weather and type of work.**

B. SVFPD approved and Union purchased Cancer awareness t-shirts

- Design and color approved by the Fire Chief to be worn for the month of October only (100% cotton t-shirt).

2. Class B uniform shirt (see attached images 2109A)

A. Navy blue shirt (short/long sleeve)

- Dark Navy based on CAL FIRE Specifications
- Patches: SVFPD patch on left and right shoulder. **Exception: County EMT/Paramedics patch right shoulder**
- Badge: Pinned to holder above left breast pocket indicating the appropriate rank. Silver Badge: Firefighter, Engineer and Captain. Gold Badge: Chief Officer
- Name plate: Worn over the right pocket, tight to the top seam of pocket
- Collar brass: Approximately one inch in from the point of collar, centered and ends facing towards the point of the collar

3. Uniform pants

A. Duty pants navy blue

- Nomex or Tecasafe dark navy boot cut pant

B. Wildland tactical pants navy blue

- Nomex or Tecasafe wildland dark navy boot cut pant


4. Boots

A. Station boot

- Line personnel shall wear safety boots as issued by the SVFPD. The boots shall meet Cal OSHA standards for safety boots. The SVFPD will pay up to \$500.00 (total) per pair of boots. The employee will be responsible for any costs in excess of the SVFPD \$500.00 contribution. Duty boots will be provided and replaced on an as needed basis after inspection from company officer or battalion chief. The SVFPD recommends a dual wildland/station boot. All invoices for boot purchases will be uploaded to F: drive > Boots.

B. Wildland/dual compliant boot

- Wildland boots may be worn as a duty boot during declared fire season.
- The SVFPD will pay up to \$500.00 (total) per pair of boots. The employee will be responsible for any costs in excess of the SVFPD \$500.00 contribution. Wildland boots will be provided and replaced on an as needed basis after inspection from company officer or battalion chief. The SVFPD recommends a dual wildland/station boot. All invoices for boot purchases will be uploaded to F: drive > Boots.

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- C. Administrative personnel shall wear black shoes with a plain toe.
- D. All personnel shall keep their boots/shoes clean and neat in appearance.

5. Accessories

A. Hats

- SVFPD issued hat. Navy blue with SVFPD logo.
- SVFPD issued beanie. Navy blue with or without SVFPD logo. May be worn while conducting physical training, during equipment or vehicle maintenance, or during work projects. Will not be worn where business contact is anticipated with the public. For example: public education, pre-plan inspections, meetings, classroom environment, shopping, etc.

B. Belts

- Black basket weave or plain belt with approved buckle

6. Workout clothing

A. Shorts

- Issued navy blue workout shorts

B. Sweatpants

- Issued or personal navy blue

7. Cold weather clothing

A. Sweatshirt

- Issued ¼ Zip, navy blue with SVFPD logo.
- Issued hooded sweatshirt navy blue with SVFPD logo. May be worn while conducting physical training, during equipment or vehicle maintenance, or during work projects. Will not be worn where business contact is anticipated with the public. For example: public education, pre-plan inspections, meetings, classroom environment, shopping, etc.

B. Jackets

- Issued Medical Coat: To be worn on calls or in cold weather
- Medical Coat liner: To be worn on calls or in cold weather
- SVFPD Jacket: Duty jackets shall have a badge and name plate as identified under Class B uniform shirts. Only those jackets approved by SVFPD shall be worn.

Class A Uniform Standards


1. T-shirt

- A. White, 100% cotton t-shirt/undershirt

2. Class A Uniform shirt (*see attached images 2109A*)

A. White long sleeve uniform shirt

- Patching: SVFPD patch left and right shoulder
- Badge: Pinned to holder above left breast pocket

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- Name plate: Worn over the right pocket tight to the top seem
- Collar brass: One inch in from the point of collar, centered and facing towards the point of the collar

3. Class A Uniform pants

- A. Navy blue pant. Jacket/pant matched set

4. Class A Uniform jacket (*see attached images 2109A*)

- A. Navy blue jacket. Jacket/pant matched set
- B. Patching: SVFPD patch left and right shoulder
- C. Badge pinned to holder on left breast
- D. Name plate
 - Pinned on the right breast centered between the lapel and sleeve
 - Lined up with the top edge of the left breast pocket
- E. Collar brass: Pinned to top lapel and centered with collar brass or bugles facing downwards towards the lower lapel
- F. Maltese Cross
 - Each Maltese cross signifies the completion of five years of service
 - Maltese cross will be on left sleeve one inch above rank striping
 - Silver Maltese cross: Firefighter, Engineer and Captain
 - Gold Maltese cross: Chief Officers
- G. Sleeve strips
 - One black: Firefighter and Engineer
 - Two Silver: Captain
 - Two Gold: Battalion Chief
 - Five Gold: Fire Chief

5. Class A Uniform shoes

- A. Issued polished dress uniform shoes


6. Accessories

- A. Hat with affixed rank medallion. Banding stripe will match color of rank.
- B. Black Tie (clip-on or tied)
- C. Issued Tie bar color matched to rank
- D. Black basket weave belt and SVFPD buckle
- E. Black socks
- F. White gloves issued to Honor Guard Participants

7. Collar brass/rank insignia

- A. Fire Chief: 5 Gold crossed/clustered bugles
- B. Battalion Chief: 2 Gold crossed bugles
- C. Captain: 2 Silver straight/open bugles
- D. Acting Captain: 1 Silver bugle

8. Uniform Request and initial Issue

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A. Procedure:

- Fill out uniform request listing needs (*See attached form 2109B*)
- Submit to supervisor for approval and signature
- Submit copy to Administrative Office for CalPERS tracking
- Submit copy to uniform coordinator to receive uniform items requested
- Uniform coordinator or company officer will track items issued specific to each employee (*Excel Spreadsheet F:Drive*)