


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

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|  | SECTION: General SUBJECT: Uniforms | S.O.P: 103.14 |
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| | Approved By: | Effective Date: December 1, 2012 Revision Date: |

Purpose:

To facilitate the display of a neat and professional appearance by members of the Shelbyville Fire Department.

Scope:

1. Provide fire department personnel with identification.
2. Establish uniformity of dress for all members of the fire department.
3. Establish guidelines for the placement of uniform accessories and guidelines on work shoes furnished by the department.

Procedure:

1. All uniform clothing worn by Fire Department members shall meet Shelbyville Fire Department specifications and shall be neat in appearance.
2. Fire Department members shall maintain, at least, the minimum amount of uniform clothing necessary to meet the standards set forth.
3. Those uniforms, which are listed within this policy, shall be the only officially recognized uniforms of the Shelbyville Fire Department.


I. Authority & Responsibility:

1. The Fire Chief shall have the authority to establish or change Fire Department uniform standards and policies.
2. All members are responsible for maintaining a neat and professional appearance within the guidelines of this policy.
3. All officers are responsible to insure that those, whom they supervise, comply with this policy.

II. General:

1. Fire personnel shall wear and maintain their uniform in such a manner so as to present a neat and clean appearance.
2. Uniforms shall be clean and free of rips, tears, holes, and shall not be missing any required parts such as buttons, patches, nameplates, badges, and other accessories approved by the Chief.
3. Only those uniform accessories which are listed within this policy are approved to be worn with the Fire Department uniform.
4. The uniform or dress uniform shall not be worn by anyone for the purpose of personal gain. This includes potential courtesy discounts offered at local business and restaurants.
5. Employees must wear their full uniforms at all times during on-duty working hours.
 - a. Exceptions may be made by the shifts Officer-in-Charge at the station.
 - b. At any given time, all shift members shall be in the same uniform unless otherwise specified by the shifts Officer-In-Charge.
6. Members may change into civilian clothes at the discretion of the Officer-In-Charge if they are leaving their normal tour of duty.

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7. Members of the department will report for normal duty in a clean uniform. Members who are not on duty while attending training at the Shelbyville Fire & Rescue Department shall wear a department approved T-shirt.
8. No part of the dress uniform or any garment with the Shelbyville Fire & Rescue logo or name on it shall not be worn under the following conditions.
 - a. The consuming of any alcohol or in the presence of any drug activity.
 - b. The entering of any establishment deemed “adult” in nature.
 - c. The entering of a bonafide liquor store.
 - d. Any activity or establishment that may be considered to shed a poor representation of the professional and moral standards set forth by the City of Shelbyville or the Shelbyville Fire & Rescue Department.
9. Upon resignation or termination of any personnel from the Shelbyville Fire & Rescue Department., any and all department issued apparel shall be forfeited and returned to the Shelbyville Fire & Rescue Department.
10. The T-shirts issued by the Shelbyville Fire & Rescue Department may be worn as casual wear with casual bottoms for day-to-day activities outside the department. All members should be mindful of their responsibility to positively represent the department while wearing apparel.