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OPERATIONS MANUAL

STANDARD INSTRUCTION 07 UNIFORM GUIDELINES

SECTION 02 REQUIREMENTS FOR WEAR

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I. PURPOSE

The purpose of this policy is to provide employees and supervisors with guidelines for the proper selection and wearing of San Diego Fire-Rescue (SDFD) uniforms. Non-approved variations to the uniforms described must be approved in advance by the fire chief or designee.

Individual sections or divisions of the Department may vary from this policy subject to the approval of the fire chief or designee.

II. SCOPE

This policy shall apply to all SDFD personnel (with the exception of Lifeguards and civilian administrative staff).

III. AUTHORITY

The fire chief authorizes the information in this policy.

IV. POLICY

A. General Requirements

1. Overview:

- a. The class B or C uniform is to be worn while on-duty (administrative or operations) and during paid training assignments. The class B or C uniform may also be worn while traveling to and from these assignments and when specifically requested (promotional interviews, etc.) The class A, B or C uniform may not be worn off-duty unless approved the by fire chief or his/her designee.
- b. All personnel must be in one of the approved uniforms at all times while on duty, with the exception of showering and/or occupying individually assigned sleeping area.
- c. Personnel are prohibited from entering the common areas of the fire station with any form of visible undergarment.
- d. An approved uniform includes all required components of that uniform as described in Operations Manual Standard Instruction 07, Section 01.

2. Reporting for duty requirements:

- a. Personnel shall report to any duty assignment with a minimum of one full Class "B", "C", and "D" uniform.
- b. Employees should have spare uniforms at their duty station or when working relief or overtime assignments in the event their uniform(s) become soiled or contaminated.
- c. Personnel who report to their designated work assignment without the proper uniform(s) may be subject to discipline.

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- d. Individuals who report for overtime assignments without the required uniform(s) may be sent home and will forfeit any overtime that may have been assigned.
 3. Company officers may allow personnel to vary uniform requirements in certain circumstances, such as inclement weather, hose test, hose drills, etc.
- B. Class "A" Uniform Requirements
1. The Class "A" uniform will be worn for the following occasions:
 - a. When deemed appropriate by the fire chief or designee
 - b. When appearing in court as a representative of SDFD
 - c. At funerals of active or retired members
 - d. At department graduation, promotional, and award ceremonies
 - e. Approved department functions
 - f. When requested by chief officers
 - g. No alcoholic beverages are to be consumed while in any SDFD uniform. Personnel may remove their Class "A" jacket if alcoholic beverages are to be consumed.
 2. Operations personnel shall have their Class "A" readily available at their work site at all times unless it is being used, altered, repaired or cleaned.
- C. Class "B" Uniform Requirements
1. General Hours: 0800-1700 hours or longer if desired by the employee
 2. Occasions when Class "B" uniform shall be worn (when practical):
 - a. At lineup/morning meeting
 - b. Raising or lowering the flag
 - c. While interacting with the public
 - d. While grocery shopping except when shopping after returning from code 9
 - e. During mandatory training classes (i.e. in-service training, paramedic continuing education) in which the employee is being paid to attend. Grant funded classes generally fall into this category, however exceptions may be approved by the instructor and/or the training chief.
 - f. All members are to wear the Department approved and appropriate footwear while on duty.
 - g. Under special circumstances, at the discretion of the officer, employees may be required to wear a Class "B" or Class "C" uniform past 1700 hours when making public contact.
 3. General Wear Requirements:
 - a. Class "B" uniforms shall be worn in a professional manner, clean and presentable.
 - b. The Class "B" uniform shirt must be worn:
 - 1) Tucked into the pants
 - 2) With all front snaps fastened

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3) With the top button left open (unless wearing a tie)

D. Class “C” Uniform Requirements

1. General Hours: When Class “A” or Class “B” uniforms are not required
2. Occasions:
 - a. When responding to selected emergencies (refer to PPE chart)
 - b. Grocery shopping when returning from code 9
 - c. All members are to wear the Department approved footwear while on duty
 - d. Under special circumstances, at the discretion of the officer, the employee may be required to wear a Class “B”, or Class “C” uniform past 1700 hours when making public contact

E. Station T-Shirts

1. The Department supports the practice of placing station identity logos on the back of class “C” T-shirts. This practice allows the station to identify with their respective community, increases department pride and station esprit de corps.
2. The station captain shall coordinate any request for a station identity T-shirt logo. This includes:
 - a. Obtaining written confirmation of the support of a majority of the permanently assigned personnel of the station.
 - b. Submitting request for approval to the assistant chief of emergency operations via the battalion chief supervising the station captain.
 - c. Ensuring that artwork is in good taste and reflects the norms and values of the City of San Diego and the SDFD.
 - d. A sample of the final artwork.
 - e. A description of location, method of application, size and material to be used.
 - f. An explanation of any symbolism used.
 - g. Ensuring that the T-shirt logo is of professional quality appearance.
 - h. The assistant chief of emergency operations will have final approval of all logos.
3. Personnel are responsible for the upkeep of the T-shirt logo. In order to maintain a professional appearance, personnel are responsible for replacing the T-shirt if it becomes damaged or is worn out.
4. Once approved, written approval must be obtained before any modifications are made to the T-shirt logo.
5. One standardized logo shall be approved for each station at any given time. At no time shall there be personnel wearing more than one variation of the station logo T-shirt on duty.
6. Any approved Class “C” T-shirt with a station logo may be worn while on duty at any SDFD facility or fire station.

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F. Station or Knit Caps

1. The station captain shall coordinate any request for a station identity cap/hat logo. This coordination shall include:
 - a. Written confirmation of the support of a majority of the permanently assigned personnel of the station.
 - b. The cap/hat logo proposal shall be coordinated through the battalion chief supervising the station captain.
 - c. Submit request for approval to the assistant chief of emergency operations via the chain of command.
 - d. Artwork must be in good taste, and reflect the norms and values of the City of San Diego and the San Diego Fire-Rescue Department.
 - e. A sample of the final artwork.
 - f. A description of location, method of application, size and material to be used.
 - g. An explanation of any symbolism used shall be included in the request.
 - h. The cap/hat logo must be of professional quality appearance.
 - i. The assistant chief of emergency operations will have final approval of all logos.
2. Personnel are responsible for the upkeep of the cap/hat logo and must replace the cap/hat if it becomes damaged or is worn out in order to maintain a professional appearance.
3. Written approval must be obtained before any modifications are made to the cap/hat logo.
4. One standardized logo shall be approved for each station at any given time. At no time shall there be personnel wearing more than one variation of the station logo cap/hat on duty.
5. Any approved Class "C" cap/hat with a station logo may be worn while on duty at any San Diego Fire-Rescue facility or fire station.

G. Class "D" Uniform Requirements

1. General Hours:
 - a. 1700-0800 hours
 - b. When actively participating in the physical fitness program
2. Occasions:
 - a. Daily physical fitness program
 - b. After 0700 hours, off-going personnel may wear a Class "D" uniform until properly relieved or until 0800 hours
 - c. Off going personnel, who have not been relieved, shall be in the Class "B" uniform by 0800 hours