



HORRY COUNTY
FIRE RESCUE DEPARTMENT
PROUD * PREPARED * PROFESSIONAL



STANDARD OPERATING GUIDELINE

APPROVED BY GARRY B ALDERMAN, FIRE CHIEF:

DATE: 09/25/11

SOG 406

UNIFORM POLICY

PURPOSE OF THIS STANDARD

To establish procedures for issuing, maintaining, replacing, and wearing of uniforms and related uniform accessories.

SECTION 1 – APPLICABILITY

This policy applies to all career and volunteer uniformed operations. The Fire Chief or his designee reserves the right to authorize changes to any uniform requirement found herein, as may be dictated by a given event or situation.

SECTION 2 – POLICY

1. Uniforms will be purchased and provided to career employees by Horry County Fire Rescue.
2. All personnel (career and volunteer) in violation of this policy will be subject to disciplinary action consistent with County Policy. Personal appearance is addressed in County Policy, and should reflect favorably the county image.
3. Individuals, individual stations and specialty teams may purchase uniform items at their expense.
4. All department uniforms not purchased by the individual or station are the property of Horry County Fire Rescue.

5. Personnel must not wear or use any uniform clothing, or accessory except those approved by this policy.
6. The Fire Chief or his designee must approve any alterations to the uniforms. The exception to this is for fitting alterations (i.e. hems).
7. Personnel who are on official business, including training, representing the department, and who have been provided advanced notice of the detail, must wear an appropriate uniform.
8. Personnel shall not carry/display any firearm while in uniform. This includes any clothing or items, which has Horry County Fire Rescue written on it or displays any Horry County Fire Rescue insignia.

SECTION 3 - ACCOUNTABILITY

1. All personnel are required to produce, upon request by the Fire Chief or designated representative, any issued uniforms or accessories. An inventory of all issued uniforms and accessories is to be on file with Horry County Fire Rescue Materials Management Division.
2. All personnel must report the loss or damage of any uniform items to their supervisor. The lost or damaged item will be replaced at the department's expense, if such loss is found to be either service connected or not resulting from negligence. If the loss or damage is found to result from gross negligence, the item will be replaced at the employee's expense. The Fire Chief or his designee will make the final determination as to who is responsible for replacement.

SECTION 4 - UNIFORM ALLOTMENTS

Uniforms will be issued in accordance with the Appendix A of this policy. Dependent upon assignment, variations approved by the Fire Chief may occur.

SECTION 5 - RESPONSIBILITIES

1. It is the responsibility of all personnel to be neat and presentable at all times. The favorable public image of the department depends, in part, on the appearance of each individual member. This includes keeping all shirts tucked in at all times, leather duty boots clean, and in serviceable order. (if the leather is worn on the boots, and the boot cannot be polished, they are to be replaced).
2. Personnel who have been issued uniforms and uniforms accessories are responsible for the care and maintenance of each item.

SECTION 6 – CLASSES OF UNIFORMS

1. **Class A**: The class A uniform is the full dress uniform. The class A uniform shall be worn at formal department activities (if issued). The Class A uniform consists of the following:

- A. **Shirt**

- 1) White long sleeved button down shirt (All Officers/Staff Members)
- 2) Navy blue long sleeved button down shirt (Firefighter/EMT/Paramedics)
- 3) White t-shirt will be worn underneath the Button Down shirt

- B. **Dark Blue Blouse**: See Section 8 of this policy for further guidance on the dress blouse.

- C. **Pants**: Dark Blue dress pants that match dark blue blouse shall be worn.

- D. **Belt**

- 1) Black leather, metal open latch in good working order, not faded or worn.
 - a) Gold clasp for Captains and above
 - b) Silver clasp for Lieutenants and below (to include PIO and Public Ed. Officer)
- 2) Belt must not exceed 2" in width

- E. **Gloves**: White dress gloves may be worn for memorial or ceremonial events

- F. **Dress Cap**: See Section 9 for further guidance.

- 1) The dress cap is to be worn at all times while outdoors.
- 2) The dress cap is not to be worn indoors unless the member is participating in the color guard or honor guard.

2. **Class B**: The class B uniform is identical to the class A uniform without the blouse and dress cap. The class B uniform shall be worn at all semiformal department activities or when a class A uniform has not been issued. Such events include Fire Prevention Week demonstrations, and as directed for special assignments. A tie will always be worn with this uniform. The class B uniform consists of the following:

- A. **Shirt**

- 1) White long sleeved button down shirt with white t-shirt (All Officers/Staff Members)

- 2) Dark blue long sleeved button down shirt with blue t-shirt (Firefighter/ EMT/ Paramedic)
- 3) Dark blue tie shall be worn.
- 4) Insignia are to be placed as follows
 - a) Rank insignia / collar pins are to be worn on the collar.
 - b) A department badge is to be worn on the left chest.
 - c) An issued nametag is to be worn over the right chest parallel to the badge.
 - d) When displaying two or less ribbons, the ribbons shall be displayed above the Fire/Rescue Name Tag. When displaying three or more ribbons, the ribbons shall be displayed above the right breast pocket with the bottom edge of the lower row of ribbons resting on the top seam of the pocket. The Fire/Rescue Name Tag shall be worn above the ribbon bar for three or more ribbons.
 - e) A department patch shall be worn on the left sleeve A department patch may be worn on both sleeves if employee has no medical certification.
 - f) A medical certification patch shall be worn on the right sleeve
 - g) Any other insignia worn on the uniform shirt must receive prior approval of the appropriate Deputy Chief or Assistant Chief.

B. Pants: Dark blue dress pants or HCFR issued dark blue work pants can be worn.

C. Belt:

- 1) Black leather, metal open latch in good working order, not faded or worn.
 - a) Gold clasp for Captains and above
 - b) Silver clasp for Lieutenants and below (to include PIO and Public Ed. Officer)
- 2) Belt must not exceed 2" in width

D. Cap/Gloves: Cap and gloves are NOT authorized with the "Class B" uniform

3. Class C: All personnel must keep a clean Class C uniform shirt, with all required uniform accessories, at their assigned station while on duty. The Class C uniform consists of the following:

A. Shirt

- 1) White, short sleeved button down (All Officers/Staff Members)
- 2) Navy blue, short sleeved button down (Firefighter/EMT/Paramedics)
- 3) Collar insignia shall be worn as stated under the “Class B” uniform

B. Pants: Navy blue work style pants

C. Belt: Belt may not exceed 2” in width and can be either of the two following types:

- 1) Black web type (Last Chance[®])
- 2) Black leather, metal open latch in good working order, not faded or worn.
 - a) Gold clasp for Captains and above
 - b) Silver clasp for Lieutenants and below (to include PIO and Public Ed. Officer)

D. Cap/Gloves

- 1) HCFR issued Baseball style cap may be worn
- 2) White uniform gloves will not be worn

4. **Class D**: The class D uniform is worn by all field employees assigned to operations and officers/instructors assigned to the training division. This is the uniform that is to be worn to all classes that you are on duty while attending and also for when conducting business at the administration building. The class D uniform consists of the following:

A. Polo Shirt

- 1) Short sleeved white HCFR issued polo style shirt for Battalion Chief and above.
- 2) Battalion chiefs assigned to operations will wear the white HCFR issued polo style shirt
- 3) Short sleeved gray HCFR issued polo style shirt for Lieutenants and Captains
- 4) Short sleeved dark blue HCFR issued polo style shirt for Firefighter/EMT/Paramedic
- 5) Short sleeved maroon/red HCFR issued polo style shirt for training officers
- 6) HCFR issued “Job Shirt” can be worn in place of the polo style shirt during cold weather. A gray HCFR issued job shirt shall be worn by Lieutenants and above. A navy blue HCFR issued job shirt shall be worn by Firefighter/EMT/Paramedic.

B. T-shirt

- 1) White HCFR issued t-shirt shall be worn by Battalion Chief and above.
- 2) Battalion chiefs assigned to operations may wear the gray HCFR issued t-shirt.
- 3) Gray HCFR issued t-shirt shall be worn by Captain and Lieutenant.
- 4) Navy blue HCFR issued t-shirt shall be worn by Firefighter/EMT/Paramedic.
- 5) The t-shirt may only be worn without the polo shirt during the following exceptions.
 - a) Vehicle or Building maintenance
 - b) Physical training
 - c) After 1800 hrs
 - d) During training when bunker gear or issued extrication type gear is worn
 - e) As part of the Summer Uniform period from May 1st to September 30th as outlined in Section 16, Paragraph 2 of this policy..
 - f) Personnel assigned to training as a “recruit” will wear the issued blue recruit t-shirt
- 6) The HCFR issued polo shirt must be put on whenever leaving the station for any reason other than an *emergency response*.

C. Pants

- 1) Dark blue work style pants.
- 2) Pants shall be in good working order, not faded with no tears or holes.
- 3) Cargo shorts may be worn in substitute for pants as part of the Summer Uniform period from May 1st to September 30th.

D. Belt: Belt may not exceed 2” in width and can be either of the two following types:

- 1) Black web type (Last Chance[®])
- 2) Black leather, metal open latch in good working order, not faded or worn.
 - a) Gold clasp for Captains and above
 - b) Silver clasp for Lieutenants and below (to include PIO and Public Ed. Officer)

E. Cap/Gloves

- 1) HCFR issued baseball style cap may be worn
- 2) White uniform gloves will not be worn

SECTION 7 - UNIFORM ACCESSORIES

1. Badges:

A. The appropriate badge shall be worn on:

- 1) The Class A cap
- 2) Over the left breast pocket of the Class A blouse
- 3) Winter jacket (Not including embroidered jackets)
- 4) The Class A, B, and C uniform shirt.

B. The badge center emblem and colors for each rank is listed in Appendix B of this policy.

C. During special periods of mourning, a black band shall be worn over the badge. The fire chief or his designee will make this declaration.

2. Collar pins:

A. Collar pins shall be worn on the uniform shirt 1" from the corner of the collar to the center of the disk.

B. The center emblem and colors for each rank are listed in Appendix B of this policy.

3. Name Tags:

A. Nametags shall be worn on

- 1) The class A blouse
- 2) The winter jacket (Not including embroidered jackets)
- 3) The class A, B, and C uniform shirt.

B. The nametag shall be worn centered over the right breast pocket with the bottom of the nametag resting on top of the pocket seam.

- C. First name (when room permits) and last name shall be printed on first line, individual's rank or duty title shall be printed on second line.
 - D. Nametag can be either clutch-back or safety pin design.
 - E. Personnel may also use a "Time In Service" add on pin underneath their nametag.
4. Patches:
- A. The Horry County Fire Rescue patch is to be worn on:
 - 1) The class A blouse
 - 2) The class A, B, and C uniform shirts
 - 3) It is to be placed on the left sleeve 1 1/4" down from the shoulder seam.
 - B. A South Carolina EMT, EMT-I, or Paramedic Patch may be worn by medical trained personnel on
 - 1) The class A, B, and C uniform shirts
 - 2) Not to be worn on the class A blouse
 - 3) On the right sleeve 1 1/4" down from the shoulder seam

SECTION 8 - CLASS A DRESS BLOUSE

1. Accessories:
- A. All badges, name tags, pins, and patches worn on the class A dress blouse shall conform to the same standards as the class A uniform shirt.
 - B. In addition, insignia with "HCFR" shall be worn on the bottom blouse lapel.
 - 1) Captains and above will wear gold
 - 2) Firefighter/EMT/Paramedics, Lieutenants, and the Public Education Officer shall wear silver.
2. Dress Blouse Buttons:
- A. Lieutenants, Firefighter/Paramedics/EMT's, and the Public Education Officer wear silver buttons.
 - B. Officers (captains and above) wear gold

5. Award Ribbons and Medals:

- A. Ribbons shall be displayed above the Fire/Rescue Badge on the left breast.
- B. Medals, where appropriate, shall be worn in a row above any ribbon bars over the left pocket of the Class A uniform coat. Medals may not be worn on the uniform shirt.

6. Sleeve Markings:

- A. Sleeve markings shall be worn as a sleeve rank indicator and shall be worn above both sleeve cuffs of the class A blouse. The number and color of stripes to be worn are indicated in Appendix C of this policy.
- B. Service Crosse shall be worn above the left sleeve markings. One cross shall be worn for every 5 years of fire service. Color of service cross is as follows:
 - 1) Captains and above: Gold
 - 2) Lieutenants: Silver
 - 3) Firefighter/EMT/Paramedic: Red

SECTION 9 - CLASS A CAP

- 1. A white cap with a white cap band and gold strap are worn by the Fire Chief, Assistant Chiefs, Deputy Chiefs, and Battalion Chiefs.
- 2. Captains wear a white cap with a black cap band and gold strap.
- 3. Lieutenants and the Public Education Officer wear a white cap with a black cap band and silver strap.
- 4. Firefighter/Paramedics/EMT's wear a navy blue cap with a black cap band and silver strap.
- 5. Visor identification:
 - A. The Fire Chief and Deputy Chief visors are black with gold scramble and red flames.
 - B. The Assistant Chiefs' visors are black with gold scramble.
 - C. All other visors are black without marking.

SECTION 10 - BASEBALL CAP

- 1. Uniformed personnel may wear a department issued baseball cap while wearing the Class C and D uniform.

2. Training Officers may wear baseball caps during field training exercises.
3. Baseball caps are not to be worn by personnel while indoors.

SECTION 11 – FOOTWEAR

1. The Class A and B shoe must be black leather or patent leather in either high top or oxford style and shall be made with a non-porous material.
2. The Class C and D shoe must be black leather, high top boot made with a non-porous material. Approved black leather shoe with safety-toe may be worn with cargo shorts
3. Footwear must have a plain, rounded safety-toe with the heel of the shoe not exceeding 1 inch in height.
4. Black zippers may be substituted for shoelaces or sewn into sides of high-top boots.
5. Black recreational/tennis style shoes or soft leather shoes are not allowed.
6. Boots/shoes will be kept clean and polished; if possible.

SECTION 12 – SOCKS

1. Black/navy socks without design shall be worn with shoes.
2. White socks may be worn with high-top boots.
3. White shock may be worn as part of the Summer Uniform period from May 1st to September 30th.

SECTION 13 – EYEGLASSES

1. No faddish sunglasses or eyeglasses will be worn while in uniform.
2. Sunglasses will not be worn indoors while in uniform.

SECTION 14 – WINTER JACKET WITH LINER

1. Approved jacket must be dark-blue in color and match the color of the uniform trousers
2. All badges, nametags, pins, and patches worn on the jacket shall conform to the same standards as the Class B and C uniform shirt.
3. If an HCFR jacket is issued, personnel will wear that as their jacket

SECTION 15 – PHYSICAL TRAINING UNIFORMS AND T-SHIRTS

1. PT uniforms will consist of a plain or an approved department T-shirt and sweatshirt/work shirt, sweat pants or cargo shorts, white socks and athletic shoes. No cut off shorts will be allowed.
2. The PT uniform will be worn while participating in physical training activities.
3. Personnel must put on at least a Class D uniform before responding to a call unless bunker pants are worn over sweatpants or all shorts other than HCFR issued cargo shorts..

SECTION 16 - UNIFORM VARIATIONS

1. Personnel may substitute shorts or sweatpants for the duty trousers during sleeping periods (2100 – 0700 hours) and may only be worn in the bunkroom. Personnel must put on at least a Class D uniform before responding to a call unless bunker pants are worn over sweatpants or shorts.
2. Summer Uniform Period: The following items may be worn as the Class D uniform during the period of May 1st through September 30th:
 - A. An HCFR T-shirt may be worn in place of the polo shirt. Shirt color shall be compliant with Section 6, paragraph 4B of this policy.
 - B. HCFR issued cargo shorts may be worn in substitute for work pants.
 - C. Approved black leather shoes with safety-toe may be worn with cargo shorts
 - D. White socks may be worn with cargo shorts.
3. HCFR issued cargo shorts may be worn in place of the BDU style pants with the Class D uniform during a period from May 1st to September 30th.
4. Special Jacket/T-shirt/sweatshirt/work shirt design:
 - A. Members of specialty units and individual stations are authorized to submit request for their own unique jacket and T-shirt/sweatshirt/work shirt design.
 - B. Fifty-one (51) percent of the personnel assigned to the special unit or individual station must endorse a petition requesting approval of the design
 - C. The petition shall be forwarded to the Assistant Chief of Operations and Fire Chief for review and approval.

D. Personnel may only wear their specialty uniform apparel while stationed at the particular specialty station, while operating on the scene of an emergency incident with the specialty team, or participating in training with the specialty team.

SECTION 17 - OFF DUTY WEAR OF UNIFORMS

1. Career personnel are not allowed to wear uniform while off duty except while on the way to and from their designated work place or while on special assignment with prior approval from supervisor. Personnel who will be conducting personal business, either before or after their shift, will not wear any clothing displaying affiliation with Horry County Fire Rescue.
2. Personnel who are suspended from all activities of the department shall not wear any part of the uniform or display any department insignia.
3. Uniform items will be replaced at the individual's expense if they are lost or damaged while an individual is off duty.
4. All personnel (career or volunteer) wearing any clothing, purchased personally or by Horry County Fire Rescue, that display any affiliation with Horry County Fire Rescue will conduct themselves accordingly and in a manner as not to bring disgrace to the department. This includes individual station t-shirts and specialty team shirts.

SECTION 18 - RESIGNATION/TERMINATION OF EMPLOYMENT

1. In the event of resignation/termination from the department, all uniform clothing and uniform accessories not purchased by member must be returned to the Materials Management Division in clean condition.
2. Under no condition will an employee who is leaving the department exchange items issued by the department with other members.