

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**GENERAL ADMINISTRATION**

**SOP#:** GA 7.00

**Title:** Uniforms

**Effective Date:** 01/01/2009

**Revised Date:** 11/3/2025

  
\_\_\_\_\_  
Fire Chief's Signature

  
\_\_\_\_\_  
City Manager's Signature

**UNIFORMS**

**I. PURPOSE**

To facilitate the display of a neat and professional appearance by members of the Fire Department by establishing policy and guidelines concerning Fire Department uniforms.

To provide command, company, and functional identification for Fire Department personnel and the public.

To establish the uniformity of dress for all uniformed members of the Department.

To establish guidelines for the placement of uniform accessories and guidelines on work shoes furnished by the Department.

This SOP is not all-inclusive and cannot encompass all situations which may be encountered.

**II. RESPONSIBILITY**

All members are responsible for maintaining a neat and professional appearance within the guidelines of this policy.

All officers are responsible to ensure that those whom they supervise comply with Departmental uniform standards.

This policy covers those uniforms worn by members of the Poquoson Fire/Rescue Department.

The Fire Chief shall have the authority to establish or change Fire Department uniform standards and policies.

### **III. POLICY**

All uniform clothing worn by Fire Department members shall meet Poquoson Fire/Rescue specifications and shall be neat in appearance and professionally groomed at all times while on duty, when reporting to and from duty, and while operating at incidents. No department issued uniforms or parts thereof will be worn except in an official capacity or while attending a designated function authorized by the Fire Chief.

Fire Department members shall maintain, at least, the minimum amount of uniform clothing necessary to meet the standards set forth in this policy.

Members shall not remain in any state of undress or semi-undress in any public area.

Those uniforms, which are listed within this policy, shall be the only officially recognized uniforms of the Poquoson Fire/Rescue Department.

### **IV. PROCEDURES**

**The Department uniform, or any part thereof, will not be worn by other than Poquoson Fire/Rescue members or by off duty members except in travel to or from duty or unless approved by the Fire Chief.**

Nothing will be worn on the uniform or the person that will be distracting to the uniform or the person as a member of the Poquoson



Fire/Rescue Department. Unapproved caps or hats (except protective headgear required for riding motorcycles to and from duty) will not be allowed. Normally, hats will be removed when entering a building.

Long sleeved undershirts will not be worn under short sleeve uniform shirts. All uniform shirt tails will be neatly tucked in trousers, all shirt buttons buttoned except collar button.

No member of the Poquoson Fire/Rescue Department will consume or purchase alcohol or other intoxicating substances while wearing the department uniform or any identifying part thereof.

No uniforms or parts thereof will take the place of protective clothing.

All uniforms or any identifying part thereof issued to volunteer members of the Poquoson Fire/Rescue Department will be worn in accordance with this SOP. When called upon to appear with the Poquoson Fire/Rescue Department, the standards established within this policy will be followed to include personal appearance, grooming, and behavior.

Fire personnel shall wear and maintain their uniforms in such a manner so as to present a cleanly pressed and neat appearance. Uniforms shall be clean and free of rips, tears, and holes and shall not be missing any required parts such as buttons, patches, and accessories. Only those uniform accessories, which are listed within this policy, are approved to be worn with Fire Department uniforms. (See (G) Uniform Accessories)

When reporting for normal duty, personnel shall wear a clean wrinkle-free regulation uniform.

Employees shall wear their full uniforms at all times during on-duty working hours.

- The shift's Battalion Chief or Officer-in-Charge may make necessary exceptions as the situation dictates.

- At any given time, all shift members shall be in the same uniform unless otherwise specified by the shift's Battalion Chief or Officer-in-Charge.

No civilian clothing will be worn over the top of any Fire Department uniform at any time or Fire Department clothing over civilian clothing

#### **A. CLASS A DRESS UNIFORM**

The dress uniform (Class A) uniform is worn by Fire Department Chief Officers in staff positions. The following items comprise the full dress uniform:

1. Dress navy blue trousers
2. Dress uniform coat
  - a. Chief Officers – Gold buttons and gold rank braids
  - b. Line Officers and Firefighters – Silver buttons and appropriate silver rank braids
3. Long or short sleeve button-down shirt
4. Dress uniform hat
5. Black tie with tie tack
6. Black belt with buckle
7. Black shoes
8. Black or dark blue socks
9. Appropriate accessories (See Item G)



## **B. CLASS B UNIFORM**

1. This uniform shall be the standard work uniform for Chief officers or any staff in an Acting Battalion Chief role.
2. Short or long sleeve blue button-down for Fire Fighters and Volunteer personnel. Gray for Lieutenants. White for Chief Officers.
3. Navy blue trousers (4-pocket).
4. Winter navy coat.
  - a. Chief Officers – Gold buttons and gold rank braids
  - b. Line Officers and Firefighters – Silver buttons and appropriate silver rank braids
5. Black belt with buckle.
6. Black shoes/boots made of leather or similar material.
7. Black, dark blue socks (white bottoms or toes acceptable).
8. Dress sweater (optional).
9. Appropriate accessories (See Item G).

## **C. WORK UNIFORM**

The work (class C) uniform is worn by all personnel attached to the Fire Department who hold the rank of Lieutenant through Fire Fighter. The work uniform is an optional uniform for Chief Officers depending upon the type of activities in which they may be engaged. The following items comprise the work uniform:

1. Short or long sleeve polo shirt, navy blue for Fire Fighters, Lieutenants, and Volunteer personnel, White for Administrative personnel.
  - Navy blue T-shirts are acceptable for Volunteer personnel.
  - Navy blue T-shirts may be worn by Firefighters and Lieutenants at the Battalion Chief's discretion based on assigned work duties.
2. Navy blue trousers (4-pocket or EMS Tactical).
3. Winter navy coat.
4. Black belt with buckle.
5. Black shoes/boots made of leather or similar material.
6. Black, dark blue socks (white bottoms or toes acceptable).
7. Job shirt/Hoodie.
  - Navy for Firefighters, Lieutenants, and Volunteer personnel
8. Navy blue shorts (If forecasted high temperature is 65 degrees Fahrenheit or greater)

#### **D. SHOES/BOOTS**

Black work shoes/boots approved by the Fire Chief will be worn while on duty. Dress shoes approved by the Fire Chief will be worn with the Class A and Class B uniform.

1. Shoes shall have a safety sole and boots shall have a safety sole/safety toe.



2. Shoes/boots will be kept clean, polished and zipped/tied at all times while on duty.
3. Uniform pants are to be worn out of the boot and rest on the foot portion of the boot. All upper portions of the boot will be hidden by the pants.
4. Shoes with rips, tears, and/or holes will not be worn on duty.
5. Black sneakers or mid height boots must be worn with uniform shorts. Sneakers shall be entirely black.

#### **E. SOCKS**

Socks worn with either Class A or B uniform will be black, white bottoms or toes acceptable.

Socks worn with uniform shorts will be black socks.

#### **F. T-SHIRTS**

T-shirts, dark blue with department logo, may be worn while on duty in lieu of uniform shirt, during training or certain station duties, with officer's approval.

T-shirts worn as the outer shirt of the work uniform must be tucked inside the uniform pants.

#### **G. UNIFORM ACCESSORIES**

The basic uniform accessories issued to all personnel are listed in (H).

Patches, badges, insignias or any other type of accessories shall be worn only if approval has first been obtained from the office of the Fire Chief.

**1. Patches.**

- a) State or National EMS patches may be worn on the right sleeve of the uniform (Class A/Class B) shirt and winter coat one (1) inch below the shoulder seam.
- b) Only one (1) patch with rockers of appropriate level of training may be worn per uniform.

**2. Collar Insignia**

- a) Collar insignias issued will be worn one (1) inch above the tip or point of the uniform shirt collar and centered on the collar and run parallel to the edge of the collar.
- b) Collar insignias as issued will be worn on the lapel of a Class "A/B" blouse as described.
- c) Collar insignias on the blouse will be placed with the trumpet(s) opening to the corner of the collar.
- d) Collar insignias will be worn on the lapel one (1) inch from the outside seam of the winter coat.
- e) Collar insignias on the winter coat will be worn as prescribed in this section.

**3. Badges**

Badges as issued will be worn on the uniform shirt or coat above the left breast pocket.



4. Name plates

Name plates will be worn centered on the right breast pocket with the top of the name plate even with the seam of the flap of the pocket.

5. Hats

Only official Fire Department hats may be worn by on-duty personnel. This may include a “beanie” cap with department logo embroidered on the front center.

6. Sleeve Braid – these braids will be worn on the sleeve of the Class A jacket as follows:

- a. Fire Chief – 5 braids – Gold
- b. Deputy Fire Chief – 4 braids – Gold
- c. Battalion Chief – 2 braids – Gold
- d. Lieutenant – 1 thick braid - Silver

## **H. BASIC UNIFORM CLOTHING ISSUE**

1. New Recruit clothing issue. The following will be issued to all new recruits who are attending Academy training:

- a. Work pants (4 pocket) – 4
- b. T-shirts (Red Recruit) – 4
- c. Black belt with buckle
- d. Sweatshirt, if cold weather Academy (Red Recruit) – 1
- e. Long sleeve blue button-down shirt – 1
- f. Short sleeve blue button-down shirt - 1

2. New Hire clothing issue. The following will be issued to all new hire, currently certified, employees as part of their standard equipment:
  - a. Work pants/shorts – 3 pair, employee choice
  - b. Polo Shirts – 3 long or short sleeve, employee choice
  - c. T-shirts – 2
  - d. Winter work coat with removable liner **or** Job shirt
  - e. Black belt with buckle
  - f. 5.11 foul weather coat with nametag
3. Release from Probation: The following will be ordered for each employee upon their successful release from probation (if not previously issued to a recruit).
  - a. Long sleeve light blue class B shirt – 1
  - b. PFD Collar Insignia – 1 pair
  - c. Name plate – 1
  - d. Uniform badge – 1
4. The following items will be issued for newly promoted personnel:
  - a. Master Firefighter
    - i. Master Firefighter Collar Pin – 1
    - ii. Master Firefighter Badge – 1



- iii. Polo shirts – 3 (long-short sleeve, employee choice)

b. Lieutenant

- i. Long sleeve grey class B shirt – 1
- ii. Short sleeve grey class B shirt – 1
- iii. Polo shirts – 3 (long/short sleeve, employee choice)
- iv. T-shirt - 2
- v. Uniform badge, silver – 2
- vi. Uniform trumpets (single), silver – 2 pair

c. Battalion Chief

- i. White class B shirt – 3 (long/short sleeve, employee choice)
- ii. Polo shirt, white – 1 (long/short sleeve, employee choice)
- iii. Dress uniform pants – 2 pair
- iv. Uniform badge, gold – 2
- v. Uniform trumpets, two crossed, gold – 2 pair
- vi. Name badge, gold – 2

d. Deputy Chief

Uniform order as needed

e. Fire Chief

Uniform order as needed

**I. CLOTHING REQUEST**

Members wishing to obtain uniform items outside of normal ordering windows shall submit a request for such to their direct supervisor with the justification for such items.

Clothing request shall contain a list of the clothing items desired, quantities of each and sizes.

Request will then be forwarded to the Fire Chief or his designated representative.

All requests for new shoes, including those not issued by the department, must first be approved by the Fire Chief. Only shoes approved by the Fire Chief will be permitted while on-duty.

Uniform orders will be entertained at the request of the Fire Chief or his appointed representative.

Any employee who loses his/her uniform will be responsible for replacement of the uniform, with the amount deducted from the employee's next regular paycheck, in accordance with Section 36 of the City of Poquoson Policy Manual.

**J. APPROVED UNIFORMS**

A list of departmental approved uniforms will be maintained at Fire Administration. This list will show specific authorized items, vendors, and approved secondary items and vendors in the event the primary item is unduly delayed or unavailable.



**K. EMPLOYEE SEPARATION**

When an employee separates from employment with the City (either voluntary or involuntary), they are required to return all issued uniform items, unless any specific exemption is granted by the Fire Chief. The cost of any uniform items not returned may be deducted from the employee's final paycheck.