

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.213	Effective Date:	8/6/2024
Title:	Dress Code	# of pages:	6
Category:	Personnel	Classification:	Green

1. **PURPOSE:** To provide consistency in dress within the South Portland Fire Department.
2. **POLICY:** It is the responsibility of all personnel to be familiar with the Dress Code. Personnel shall wear only clothing purchased, authorized, or issued by the Fire Department. No garb other than what is addressed in this Dress Code or the Contract shall be worn on duty. In this Dress Code, Fire Department shall mean South Portland Fire Department, and Contract shall mean Command Officers and/or Privates' Collective Bargaining Agreements. Any clothing in disrepair shall be put out of service when so directed by an officer.

- **General Dress Code**

The General Dress Code for the South Portland Fire Department is “business casual.” During normal business hours when members are scheduled to, or expected to have formal interaction with the public, appropriate business casual dress is required. Examples of activities requiring such attire are inspections, meetings, and public education and outreach events. Staff assigned to traditional office hours will be required to adhere to business casual dress at all times.

Jewelry is permitted providing that earrings shall be of a simple stud design or small loops and shall not present a hazard of protruding through a hood. For the safe operation of SCBA face pieces, the wearing of facial jewelry, such as eyebrow rings, is not permitted.

- **Uniform Types**

Class A Dress Uniform: The dress uniform shall be of the type and style issued by the Fire Department, to include: dress shirt and pants, white T-shirt (not issued), insignia, uniform bell cap, dress shoes, blouse coat, black necktie, black belt. No dress uniform shall be worn or used when not on duty without the consent of a chief officer. Dress uniforms shall be kept clean, pressed, and stored at the regularly assigned station and available for use upon demand.

Class B Uniform: The class B uniform is considered “business casual” and shall be of the type and style issued by the Fire Department, to include: full button-front shirts with collar brass and badge, pants, work footwear, and approved belt. NOTE; sweatshirts, t-shirts, vests, and similar items are not a replacement for collared shirts. When personnel have sufficient work uniforms, a clean Class B uniform shall be stored at the assigned station, well maintained, pressed and in good order for inspections or as a backup

in case of contamination or being soiled while on duty.

Work Uniform: The work uniform is considered “business casual” and shall be of the type and style issued by the Fire Department, to include: approved shirt (polo or full button-front), pants, work footwear, and approved belt. Department approved sweatshirts may be worn as part of a Work Uniform. When personnel have sufficient uniforms, a clean Work Uniform shall be stored at the assigned station, well maintained, and in good order for inspections or as a backup in case of contamination or being soiled while on duty.

- The hours of 0800 and 1600 (Monday-Friday) shall be considered **business hours** and a Class B or work uniform, as listed above, is the minimum required during this period.
- A Class B or work uniform is required for any paid OT detail (football game, band competition, public education, etc.).
- A Class B or work uniform is required for any training attended on duty.

Requirement Exceptions

- **Summer:** The period between June 1 and September 30 each year will be considered Summer. During this period and at the sole discretion of company officers, the Work Uniform may consist of department approved T-shirt and department approved shorts. Shorts must be worn with low, black shoes and low, black socks. Shorts may be worn with a polo, but will not be worn with full button-front shirts. The summer uniform will *not* be considered business casual for the purposes of aforementioned activities.
- **Physical Activity:** Physical activities such as PT, yardwork, and hands on training are occasions that an Officer can allow other than the require work uniform to be worn for the duration of the event.

Insignia/Collar Brass

Insignia shall be worn at all times on all uniforms with full button-front shirts and shall be of the style issued by the Fire Department. Firefighters shall have the letters S.P.F.D. with S.P. shall be worn on the right lapel and F.D. shall be worn on the left lapel. Officers shall wear lapel pins, one on each side with bugles designating rank.

Nametags

Nametags may be worn on dress uniforms directly over the right side pocket of the uniform shirt and shall be of the style and type issued by the Fire Department.

Breast Badges

Breast Badges shall be worn by officers at all times with full button-front shirts.

Patches/Emblems

Any garment with a patch on the left sleeve will be the Department Patch only. Each Company (FT and Call) will be allowed to have one patch and emblem per company approved by the department. Company patches or Department EMS patches will only be allowed to be worn on the right sleeve of apparel and not on polo shirts or dress uniforms. Items such as polo, sweatshirt, vest, etc. may have either the Department Patch or the Union Patch (see below) for FT or Company Patch for Call Companies. This will be embroidered or silk screened on the left breast. Rank/Name may be embroidered on the right breast. Company apparel (t-shirts, patches, coats) shall only be allowed to be worn while working at the correct station, i.e. Central Station apparel will not be allowed when assigned to Cash Corner.



City Patch



EMS Patch

3. REFERENCES:

- None

By Order Of:

Phil Selberg
Chief of Department

Basic Clothing Descriptions

Socks (Dress and Work Uniform)

Socks are not provided by Clothing Allowance but shall conform to the following requirements. Socks shall be black, navy blue, or white. White socks shall not be worn with low cut shoes.

Belt (Dress Uniform)

Belts shall be black leather with silver buckle.

Dress Shoes

Dress shoes shall be black, smooth, and round toe. They shall be low cut and laced. Dress shoes shall be clean and polished at all times.

Dress Shirts

Dress shirts shall be button up (short or long sleeve) white for officers, light blue for privates. The Fire Department patch will be on the left shoulder of the dress shirt and blouse coat. Optional patch on the right sleeve.

Neckties

Neckties shall be black and shall be worn with the dress uniform when a long sleeve shirt is worn and/or when a blouse coat is worn.

Bell Caps

Uniform bell caps, with assigned hat badge, shall be worn with the dress uniform. White for Officers, blue for Privates

Work Shirt

Work Shirts shall be button up (short or long sleeve) and shall be navy blue for privates and officers. The Fire Department patch shall be worn on the left sleeve.

Polo Shirts

Polo shirts shall be Fire Department issued white for Chief Officers, navy blue for Officers and Privates. They shall have the department logo on the left chest and title on the right (Captain, Lieutenant, EMS Coordinator, or Firefighter/EMS license). There shall be no patches on the sleeves.

Belt (Work Uniform)

Belts shall be black leather with silver buckle. A navy blue or black web belt may be worn with a work uniform.

Work Shoes

Work shoes shall be a low cut, smooth, round toe shoe to include a high tech shoe black in color only. No open toe shoes shall be allowed.

Work Boots

Work boots shall be any round combat style, or round toe high tech style black in color only. Pant legs shall not be worn inside the boot shafts.

Accessories

Watch caps

Watch caps shall be black or navy blue wool or nylon knit caps. Watch caps may be worn during the cold weather with the same restrictions as baseball caps below.

Baseball Caps

Baseball caps shall be Navy Blue. The front will have SPFD, Badge #, or Company # embroidered in white lettering. Name, rank, unit, or other approved information may be embroidered on the rear of the cap in white lettering. Baseball caps may be worn on duty except for the following circumstances in which their use shall be prohibited:

- Whenever a dress uniform is being worn.
- In any situation that requires the use of a firefighting helmet or any other protective headgear.

Caps shall be kept clean and serviceable, not faded or frayed.

Work Uniform Shorts

Uniform shorts may be worn as an alternative option to pants as describe in summer. These shorts shall be Navy Blue and be a cargo/EMS style. When shorts are worn, low cut socks and black low cut shoes/ sneakers shall be worn.

Gym Shorts

Fire Department issued shorts may be worn only during PT and while resting at night.

Sweaters

Approved black commando sweaters are permitted with the work uniform.

Sweatshirts

Sweatshirts shall be a Fire Department authorized pullover. The sweatshirt shall be made of 100% cotton or similar material (no denim). When worn, the sweatshirt shall be worn over a collared shirt during business hours. Sweatshirts shall not be worn for public presentations. Station logo hoodies maybe worn on duty but may not be purchased with clothing allowance money.

Wind Shirts/Coats/Vests

Wind shirts shall be a Fire Department authorized navy in color and approved in the clothing book. When worn, it shall be worn over a collared shirt during business hours. Officers and firefighters working staff or administrative positions may wear the wind shirt over a dress shirt.

Tee Shirts

Tee shirts shall be approved Fire Department authorized design. Firefighters may wear T-shirts on duty during non-business hours and as described above, as well as at the discretion of their company officer while performing yardwork, maintenance and training.

Work (Rescue) Coat

A work coat shall be a Fire Department approved coat. Work coats shall not be worn where a turnout coat or blouse coat is required.