



Monroe Fire Department

Standard Operating Guidelines Department Uniform Use Policy

Purpose: To assure that all personnel are properly utilizing department issued uniform items.

Level of Performance: The uniform reflects your pride in this department. By wearing the uniform properly, it reflects our commitment to dress and perform as a team striving to achieve a common goal. This guideline will apply to all personnel participating in department sponsored functions.

As with any guideline, primary responsibility rests with each individual. Department supervisors are responsible for enforcement of this guideline within their respective companies or crews. Authority to deviate from this guideline rests with the supervisor who retains full responsibility for the results of any deviation.

For the purpose of this guideline, department uniforms will consist of the following ensemble:

- **Class A Formal Dress Uniform**
 - Black double breasted uniform blouse with appropriate hardware and patches properly affixed and matching black pants
 - White shirt with black tie
 - Department issued white crew neck t-shirt
 - Black belt
 - Black hi-gloss shoes with black socks
 - Color appropriate bell style cap with proper insignia affixed
 - White gloves as appropriate for the occasion
- **Class B Informal Dress uniform**
 - Gray short-sleeve shirt with all hardware and patches properly affixed
 - Black (*department issued*) dress slacks
 - Black belt
 - Black hi-gloss shoes with black socks
 - Caps (*if worn*) must be department issued
- **Class C Work or Training Uniform**
 - Long or short sleeve department issued t-shirt
 - Black BDU pants with belt
 - Black BDU shorts and belt (*if appropriate for activity and with prior approval*)
 - Black job shirt (*optional*)
 - Black safety toe boots
 - Caps (*if worn*) must be department issued
- **Class D Exercise Uniform**
 - Department approved t-shirt
 - Black athletic shorts
 - Tennis shoes

All department clothing will be issued or approved by the department. Alterations to any equipment, such as the removal or addition of patches or other items are prohibited without prior approval

Event Appropriate Uniform

When a department function is announced, either in person, via electronic media such as e-mail or text or by written invitation, the appropriate uniform choice will also be announced. The level of dress is determined by the senior officers or department administration however the following is a general guideline concerning various expected events.

- Funeral Visitations – Class A uniform
- Funeral Services – Class A uniform with Cap and gloves
- Department member weddings – Class A (*with approval of department member being married*)
- Fund-raising activities – Class B or MVFF dress (*according to instruction*)
- Department open houses, department hosted meetings of outside agencies, appearance at city council meetings – Class B
- Department in-house trainings or outside of department paid trainings, certification tests and classes – Class C
- Recruit Training classes – Class C
- Physical conditioning, testing or exercise – Class D

Uniforms should be kept neat and clean. The Class A uniform must be dry-cleaned only and only is worn as a complete set. This minimizes the wear factors that will occur if the pants, for example, are worn without the blouse. The department will reimburse each member for dry-cleaning the Class A blouse and pants if proper receipts are presented.

If part of the uniform is lost, damaged, or does not fit, report it immediately to the Chief.

All department issued uniform items remain the property of the City of Monroe and must be returned upon resignation, dismissal, termination or suspension from the department. A member who completes a total of 20-years' service to the department may retain the Class A uniform ensemble as a token of appreciation for service performed.

Implementation: This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety,

efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

Effective Date: December 2, 2014

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