



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

The uniform policy establishes a comprehensive uniform standard for all personnel. This policy dictates the classes and description of uniforms and personal grooming standards.

## POLICY

All RFD personnel shall be responsible for knowing and adhering to all aspects of the Uniform and Grooming Policy. It shall be the responsibility of all fire department officers for keeping their personnel in appropriate uniform at all times.

The policies, as described, shall be the only apparel approved to wear by RFD personnel while on duty.

Uniform maintenance and grooming standards are prescribed by the Fire Chief. Requiring uniforms, and grooming standards to be maintained and kept in an acceptable condition, contributes to the Department's ability to accomplish its mission. Each member has a responsibility to personally contribute to the overall image of the Department.

## Uniforms

### General:

Officers shall ensure that the appropriate uniform is worn, predicated upon the event, function or detail that the member(s) of his/her command will be attending. Officers shall ensure the proper wearing, material condition and appearance of uniforms worn by members under their command.

Members will wear the uniform which has been approved for the particular activity in which they are engaged. Members of a fire company will all wear the same uniform classification unless otherwise designated by a chief officer.

Officers shall condemn those uniform items, worn by members under their command, which are in need of repair or replacement. Officers shall exercise common sense and good judgment in evaluating the status of a member's uniform. Condemned uniforms shall be submitted to the Battalion Chief in charge of uniforms for proper disposal.

Shift-work members shall be in complete uniform by 07:30. Day staff/administration may be subject to uniform/non-uniform or civilian wear at any given time, upon notice, as may be required by their duties.

### Wearing Of Uniform:

Members shall wear the proper uniform at all times when on duty, and as specified when engaged in official Departmental activities while off duty. This includes:

1. Special details and events
2. Temporary filling in for another member

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Fire Chief



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Prohibited Use:

Wearing any part of the uniform off duty, and not in connection with Departmental activities is prohibited.

Non-Issued Items:

The wearing of non-issued garments, insignia or other items shall not be worn while on duty or with the uniform. This shall include ball caps, T-shirts, sweat shirts, pins, patches, ornaments or any other items not officially associated with the Department.

Maintenance:

All Department issued uniform items shall be maintained in a presentable way and kept clean at all times. The wearing of dirty, soiled, frayed or worn items such as ball caps and T-shirts are prohibited. Sleeveless T-shirts are prohibited at all times.

Badges:

Members shall not carry their Russellville Fire Department badge on their person while off duty unless assigned by the Fire Chief or in uniform and participating in an approved off-duty Department function or activity.

NOTE: The above shall not apply to those members who drive or ride in Department vehicles which are stored away from assignment, nor does it apply to those members who drive between fire stations when working overtime, trades, etc.

**Uniform Availability**

Members shall keep available an adequate supply of uniforms to meet the needs of their assignment. Members that have been issued personal protective clothing shall have it available at their assigned station. All members shall keep a dress uniform available at their assigned station for immediate wear.

**Wearing of Department Uniforms**

Uniform Specifications:

All uniforms shall comply with the requirements of this policy and the uniform specifications of the Department, which are on record under direction of the Fire Chief. When specifications are changed, a changeover period will be specified to provide a wear-out period for uniforms in use.

Footwear Specifications:

Safety Boots/Shoes: Only approved safety footwear issued by the Department shall be worn while on duty. Footwear shall not be worn off duty.

Dress Shoes: Black, low quarter military style, plain toe lace up shoes.

Athletic Shoes (Not issued): Any type of athletic shoe that is suitable for physical fitness related activities is acceptable.

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**Class A – Dress Uniform**

General:

Each member shall maintain a dress uniform in good condition, to be worn exclusively as a dress uniform.

Chief Officer & Captain Class A – Dress Uniform: Shall consist of:

Black, all wool trousers  
Black, all wool double breasted dress coat with gold FD buttons, collar ornaments, and gold piping. Piping specifications:  
Chief – One (1) solid 2 inch or five (5) ½ inch strip  
Assistant Chief – One (1) solid 1 inch strip and one (1) ½ inch strip  
Battalion Chief – Three (3) ½ inch  
Captain – Two (2) ½ inch  
White long sleeve shirt (No collar ornaments)  
White-top uniform cap  
Low quarter dress shoes  
Black socks (not issued)  
Black web belt and gold buckle  
Black tie (with approved tie clasp) Note: When members are standing in a natural upright position, the tie should reach within 1" of the belt buckle.  
Badge  
Gold nameplate

Firefighter & Firefighter/Driver Class A – Dress Uniform: Shall consist of:

Black all wool trousers  
Black all wool long sleeve shirt  
Black uniform cap  
Low quarter dress shoes  
Black socks (Not issued)  
Black web belt and silver buckle  
Black tie (with approved silver tie clasp) Note: When members are standing in a natural upright position, the tie should reach within 1" of the belt buckle.  
Badge  
Silver nameplate

Wearing Of Class A – Dress Uniform: The dress uniform shall be worn under the following conditions:

During periodic inspections by the Fire Chief or Battalion Chief.  
At official appearances before the City Council and Civil Service Commission.  
At official appearances before the Fire Chief.  
When appearing in court when the City is a party in the court action.  
At any other time as directed by a superior officer or the Fire Chief such as attending or making presentations to the City Council.  
During promotional ceremonies, parades, official social gathering events or other activities as directed by the Fire Chief.

NOTE: Department issued ball cap shall not be worn with the Class A uniform at any time.

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### **Class C – Daily Uniform**

#### Administrative Personnel:

The Division Chiefs, Battalion Chiefs, and Deputy Fire Marshals shall wear the Class C uniform during normal daily duties. The Class C uniform shall consist of nomex navy blue shirt with metal badge, sew on name tag, matching nomex pants, black web belt with appropriate silver or gold buckle, Department issue safety boot and ball cap (optional). Officers shall wear appropriate closed collar ornaments as part of the Class C uniform. During winter months the Class C uniform may be worn with a Department issued jacket, job shirt or sweat shirt. The jacket shall be zipped up to the level of the pocket level so as to present a professional image.

#### Platoon Personnel:

All company officers and personnel under their command assigned to platoon duty shall wear the Class C uniform during normal daily duties. The Class C uniform for platoon personnel shall consist of nomex navy blue shirt with sew on department insignia and name tabs per RFD specifications, matching nomex pants, black web belt with appropriate silver or gold buckle, Department issued safety boot and ball cap (optional). Officers shall wear appropriate closed collar ornaments as part of the Class C uniform. The Class C uniform shall be worn during the complete tour of duty, the exception being during sleeping hours and during physical fitness and other activities as directed by the Fire Chief. At all other times the Class C uniform may be worn with a Department issued T-shirt. During winter months the Class C uniform may be worn with a Department issued jacket, job shirt or sweat shirt. The jacket shall be zipped up to the level of the pocket level so as to present a professional image. All uniforms are to be kept clean and neat. Shirts must be buttoned with the shirrtail tucked into the pants.

#### Ball Cap:

Only the Department issued ball cap may be worn with the Class C uniform, no other ball cap is acceptable. The cap shall be maintained in a clean and professional manner. Dirty and/or frayed caps, or caps with excessively shaped brims are not acceptable. Caps are to be worn facing forward only.

#### Knit Cap:

During cooler/cold weather the Department issued knit cap may be worn with the Class C uniform, no other knit cap is acceptable. The cap shall be maintained in a clean and professional manner.

### **Workout Fatigues & Night Wear**

#### Workout Fatigues:

Members engaged in physical fitness activities while on-duty may wear Department issued workout fatigues in place of the Class C uniform. Fatigues shall consist of Department issued T-shirt or job/sweatshirt, matching shorts, tennis shoes with athletic socks, and ball cap (optional). Workout fatigues may be worn during periods of scheduled physical fitness only.

#### After Hours Station Wear:

Department issued T-shirts or job/sweatshirts, matching shorts, tennis shoes with socks, and ball caps (optional). This represents minimum station wear in all access areas including hallways, dayroom/kitchen and fitness room.

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Attire Outside Of Fire Station:

At no time shall members of the Department present themselves dressed in workout fatigues outside their assigned fire station, the exception being while responding to emergency calls at which time they shall be dressed in the appropriate protective clothing. At no time shall members respond to emergency incidents with any part of their legs exposed, either full length uniform pants or turnout pants shall always be worn over shorts.

Sunglasses/Wrist Watches:

Sunglasses and wristwatches may be worn while on duty but shall be of a color that blends in with the Department uniform (example: black, brown, silver, gold, etc.). Gold or silver rimmed (based on rank) military style sunglasses are acceptable. Fluorescent or bright colors shall not be worn while on duty. Sunglasses shall not be of a type that restricts a member's peripheral vision.

Jewelry:

No facial jewelry of any kind shall be worn by any Russellville Fire Department personnel while they are on duty.

Facial jewelry includes, but is not limited to:

1. Earrings or ear studs
2. Nose rings or nose studs
3. Any combs, barrettes or other adornments

Jewelry or personal ornaments shall not be affixed to any part of the uniform or equipment.

Members shall not wear any unauthorized ornamentation such as earrings or flag pins.

Necklaces, religious and medic alert medals may be worn, providing they do not show outside of the uniform.

**Grooming**

General:

Members must maintain a high standard of dress and personal appearance in order to accomplish the objectives of maintaining personal safety, neatness and a professional public image. Members shall keep themselves clean and observe proper hygiene.

It is the responsibility of each member to be properly groomed while on duty.

Officers shall be accountable for the appearance of members under their direct supervision.

Hair Style:

There are many styles, which are acceptable in the Department. As long as the style does not lessen the protection of required safety equipment or expose the member to added personal injury, the acceptability of the style will be judged by the following criteria:

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While on duty or in uniform, the length and/or bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance. Hair styling (outward flip, teased, afro, perm, block, or tapered), shall not cause hair to exceed in length or bulk the standards described in this section.

Length of hair on back of the head shall not extend over the top of the collar of the uniform shirt when standing with the head erect.

Hair may be any color that naturally occurs in human hair. Any stripes or spots excluding any natural occurrence shall not be permitted.

Hair may cover part of the ear, but the lower one-inch of the ear (when measured from the bottom of the ear) must remain exposed. Hair bulk shall not exceed one and one-half inches in depth, tapering at the sides and back to a maximum depth of one inch at the top of the collar when in dress uniform and a maximum of one-fourth of an inch beyond the outer edge of the ear.

Hair on top of the head shall be neat and well balanced. Female employees will have their hair properly cut and trimmed. Hair will be worn in a manner or style that will not interfere with personal protective equipment, patient care, or become a hazard.

Sideburns:

Sideburns shall be well groomed, neatly trimmed, and shall not extend beyond the inner seal of a properly worn breathing apparatus face piece. Sideburns shall not extend below a horizontal line level with the bottom point of the ear when the head is erect.

Mustaches:

Mustaches shall be kept neat and shall not interfere with the face seal on a self-contained breathing apparatus. The mustached shall not extend below the jawline

Beards and Goatees:

Beards and goatees of any type are specifically prohibited.

Any other facial hair not described in this section is not permitted. All members shall be clean shaven by 0730 hours and at any other time when reporting for duty or when representing the Department.

Tattoos:

Visible tattoos are permitted as long as they are not offensive, disruptive or derogatory. Officers may require visible tattoos to be covered during formal department events.

Approved

Fire Chief