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# Organization

Book:	1- Organization
Chapter	IV- General Administration
Subject	1- Uniforms
Code	1-IV-1
Revised	11/12/2003

## 1.01 Purpose

- a. To facilitate the display of a neat and professional appearance by employees and members of the Jersey Village Emergency Services by establishing policy and guidelines concerning departmental uniforms.
- b. To provide command, company, and functional identification for Jersey Village Emergency Service employees and members and the public.
- c. To establish the uniformity of dress for all employees and members of the Jersey Village Emergency Services.
- d. To establish the guidelines for the type and placement of uniform accessories and insignias on the various uniforms.
- e. To identify the different types of uniforms in the Jersey Village Emergency Services.

## 1.02 Policy

- a. All uniform clothing worn by employees and members shall meet Jersey Village Emergency Services specifications and shall be neat in appearance.
- b. Employees and member shall maintain the minimum amount of uniform clothing necessary to meet the standards set forth in this policy.
- c. Employees shall not remain in any state of undress or semi-undress during working hours.
- d. Those uniforms, which are listed within this policy, shall be the only officially recognized uniforms of the Jersey Village Emergency Services.
- e. Any part of an employee or member's uniform inventory that becomes unsuitable for wear shall be turned into the Quartermaster for replacement and destroyed in such a manner that it cannot be worn by anyone else.
- f. All uniform clothing remains the property of the city of Jersey Village and must be returned to the city when any employee/member leaves the department for any reason.

## 1.03 Scope

This policy covers those uniforms worn by employees and members of the Jersey Village Emergency Services.

#### **1.04 Authority and Responsibility**

- a. The Fire Chief shall have the authority to establish or change uniform standards and policy.
- b. The Quartermaster shall be responsible for issuing all uniform items and maintaining a record of such.
- c. All members are responsible for maintaining a neat and professional appearance within the guidelines of this policy.

#### **1.05 General**

- a. Employees and Members shall wear and maintain their uniforms in such a manner so as to present a neat and clean appearance.
- b. 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.
- c. Uniforms shall be worn as issued and shall not be modified without the permission of the Fire Chief
- d. Only those uniform accessories, which are listed within this policy, are approved to be worn with the uniforms. (See Item 1.17 - Uniform Accessories)
- e. Uniforms as listed in this policy can be worn at any time when a member can be considered to be on-duty for JVES emergency responses, training, or when representing the department at a sanctioned event.
- f. Uniforms shall not be worn when representing another agency, organization, or employer.
- g. All members are encouraged to be cautious regarding potential damage or wear to uniforms worn during personal activities that occur while the member is available for duty.
- h. When reporting to normal duty, Staff Employees shall wear a regulation uniform (Class C). Approved sweatshirts may be worn on the outside of the Class C shirt.
- i. Staff Employees shall remain in uniform during working hours except during times of physical fitness training.

#### **1.06 Class D Uniform**

The Class D uniform consists of blue coveralls. The Class D uniform may be worn for training and emergency responses or other occasions as designated by the Fire Chief.

#### **1.07 Class C Uniform**

All staff employees shall wear the Class C uniform during work periods. The following items comprise the Class C uniform:

- a. Blue golf shirt
- b. Dark navy pants
- c. Black belt
- d. Black or dark blue socks
- e. Black shoes/boots

### **1.08 Class B Uniform**

The Class B uniform shall be worn by all members while attending meetings or special functions as directed by the Fire Chief. The Class B uniform shall consist of the following:

- a. Short sleeve white shirt
- b. Dark navy pants
- c. Black belt
- d. Black or dark blue socks
- e. Black shoes/boots
- f. Appropriate accessories (see item 1.17)

### **1.09 Class A Uniform**

The Class A uniform shall be worn by all members while attending meetings or special functions as directed by the Fire Chief. The Class A uniform shall consist of the following:

- a. Long sleeve white shirt
- b. Shoulder epaulets
- c. Black tie
- d. Dark navy pants
- e. Black belt
- f. Black or dark blue socks
- g. Black shoes/boots
- g. Appropriate accessories (See item 1.17)

### **1.10 Shoe/Boots**

Black shoes/boots will be worn with Class A, B, and C uniforms.

- a. Shoes/boots will be kept clean and polished.
- b. Athletic type shoes shall be all black in color.
- c. Shoes/boots shall have no ornate buckles.

### **1.11 Socks**

Socks worn with Class A, B, and C uniforms shall be black or dark blue in color if socks are visible.

### **1.12 T-Shirts**

- a. Employees may wear issued T-shirts, blue in color, during daily clean up or physical fitness training period.
- b. T-shirts issued by the department may be worn with civilian clothes while off-duty
- c. Blue T-shirts shall not be worn under the Class A or B uniform shirt.

- d. T-shirts may not be worn as an outer garment while representing the Jersey Village Emergency Services on occasions where the main purpose is personal contact with the public.
- e. T-shirts worn as the outer garment during clean up or physical fitness training must be tucked in.

### **1.13 Golf Shirts**

- a. Only issued blue Golf shirts will be worn by employees while on duty.
- b. If a T-shirt is worn under the golf shirt it shall be blue in color.
- c. Golf shirts shall have the employee/member's name embroidered on the right chest and the EMS certification on the Left sleeve.
- d. Golf shirts shall not be worn for personal use.
- e. Golf shirts must be tucked in.

### **1.14 Sweat Shirts**

- a. Only issued blue sweat shirts may be worn while on duty.
- b. Issued blue sweat shirts may be worn in lieu of a jacket during cool weather.
- c. Sweatshirts may be worn with civilian clothes while off-duty.

### **1.15 Winter Jackets**

Winter (all-weather) jackets shall be issued as available through the quartermaster.

- a. Priority of issue shall be for EMS members assigned to the ambulance.
- b. Jackets shall not be personalized.
- c. Jackets shall not be worn for personal use.

### **1.16 Ball Caps**

- a. Only issued ball caps may be worn while on duty or while in Class C or Class D uniform.
- b. Ball caps shall not be worn with Class A or Class B uniforms.
- c. Ball caps may be worn with civilian clothes while off-duty.

### **1.17 Uniform Accessories**

- a. The uniform accessories shall be issued to all members as listed below.
- b. Other types of accessories shall be worn only with the approval of the Fire Chief.

### **Patches**

- a. Jersey Village Emergency Services (Fire Dept.) Patch
  - 1. The Jersey Village Emergency Services (Fire Dept.) patch shall be worn on the left sleeve of the Class A, Class B, shirt and Class D coveralls, centered one (1) inch below shoulder seam.
  - 2. Only one (1) patch per uniform

b. Certification Level Tab

1. The member's current firefighter's certification level tab shall be worn immediately below the department patch on the left sleeve of the Class B shirt and Class D coveralls.
2. Only one (1) patch per uniform.

b. EMS Patch

3. The member's current skill level EMS patch shall be worn on the right sleeve of the Class B shirt and the Class D coveralls, centered, one (1) inch below the shoulder seam.
4. Only one (1) patch per uniform.

**Collar Insignias**

a. Class A Uniform

1. The collar insignias (JVES or JVFD) shall be worn on the Class A uniform collar parallel to the top of the collar and ¼" from the lower seam (fig 1).
2. Collar insignias for members shall be silver; collar insignias for officers shall be gold in color.

b. Class B Uniform

1. The collar insignias (JVES or JVFD) shall be worn on the Class B uniform collar parallel to the top of the collar and ¼" from the lower seam (fig. 1) for members.
2. The appropriate rank collar insignias for Officers shall be worn on the Class B uniform collar parallel to the top of the collar and ¼" from the lower seam (fig. 1).

**Epaulets**

Issued shoulder ornaments shall be worn with Class A uniforms only.

**Badge**

Issued badges shall be worn only on the Class A or Class B uniform shirt above the left breast pocket.

**Name Plate**

Nameplates shall be worn centered above and parallel to the top seam of the right breast pocket. The bottom edge of the nameplate should touch the seam of the pocket flap.

- a. Name Plate shall be worn only with the Class A or Class B uniform.
- c. Member's nameplates shall be metal, silver in color with black lettering
- d. Officer's nameplates shall be metal, gold in color with black lettering.

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## **Years of Service Pin**

- a. Years of service pins are issued at 5-year intervals but are not part of the Class A, B, or C uniform.
- b. Years of service pins may be worn on the Class D uniform or with civilian clothes.
- c. Wearing of the years of service pin is optional but when worn it must be the most recently issued pin.

### **1.18 Basic Uniform Clothing Issue (members)**

Members will be issued uniform clothing in the following manner and time frame:

Upon entering the department and attending four (4) regularly scheduled meetings.

- a. Two (2) departmental T-shirts
- b. One (1) ball cap

Upon successful completion of initial training (Cadet class or EMS certification)

- a. Class A uniform complete excluding shoes and socks- 1
- b. Class B shirt -1
- c. Class C shirt-2
- d. Class D coveralls-1
- e. One sweatshirt
- f. Winter jacket (if available)
- g. Appropriate uniform accessories

### **1.19 Basic Uniform Clothing Issue (employees)**

Staff employees shall be issued the following uniform items immediately upon hiring:

- a. Golf shirts (2)
- b. Blue/Black uniform pants (2)
- c. Black belt
- d. T-shirt (2)
- e. Ball cap (1)
- f. Winter (all-weather) jacket (1) if size available

### **1.20 Clothing Requests and Replacement**

- a. Employees and Members wishing to obtain additional or replacement uniform items shall complete a uniform request form and forward it to the Quartermaster.
- b. Clothing request shall contain a list of the clothing items desired, quantities of each and sizes.
- c. Employees and members shall not be issued more clothing items than listed in the "Basic Uniform Clothing Issue" (Section 1.18, 1.19) without approval of the Fire Chief.
- d. Employees and members shall turn in used items when requesting replacement items

**Uniform Request Form**

Name \_\_\_\_\_

Date \_\_\_\_\_

Item Requested

Item Issued

- T-shirt (2) \_\_\_\_\_
- Ball Cap (1) \_\_\_\_\_
- Class A uniform shirt (1) \_\_\_\_\_
- Class B uniform shirt (1) \_\_\_\_\_
- Class C Golf shirt (2) \_\_\_\_\_
- Sweatshirt (1) \_\_\_\_\_
- Class D coveralls (1) \_\_\_\_\_
- Winter Jacket (1) \_\_\_\_\_
- Dark navy pants (1) \_\_\_\_\_
- Black belt (1) \_\_\_\_\_
- Black tie (1) \_\_\_\_\_
- Badge (1) \_\_\_\_\_

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- Collar Insignias
- JVES silver (1 pair) \_\_\_\_\_
- JVFD silver (1 pair) \_\_\_\_\_
- JVES gold (1 pair) \_\_\_\_\_
- JVFD gold (1 pair) \_\_\_\_\_
- Lt bugles gold (1 pair) \_\_\_\_\_
- Capt bugles gold (1 pair) \_\_\_\_\_
- Deputy Chief bugles (1 pair) \_\_\_\_\_
- Asst. Chief bugles (1 pair) \_\_\_\_\_

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- Shoulder epaulets (member) \_\_\_\_\_
- Shoulder epaulets (officer) \_\_\_\_\_
- Nameplate (member) \_\_\_\_\_
- Nameplate (officer) \_\_\_\_\_

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