



Lexington County Fire Service

Standard Operating Guidelines
Uniform and Personal Appearance ADM-009
Duty Uniform ADM-009.001

EFFECTIVE: September 27, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: (Date of original policy - October 6, 2006)

SCOPE: This policy applies to all Lexington County Fire Service Employees

PURPOSE: This Standard Operating Guideline addresses standards for uniforms, grooming, and general appearance. Lexington County Fire Service personnel are required to exhibit professionalism in the performance of their duties. A professional image depends in large part upon personal appearance. This SOG describes the standards establish for Fire Service personnel in regards to grooming and appearance and the use of tobacco products while on duty.

POLICY:

I. DUTY UNIFORMS

Issue

Lexington County will provide a standard issue to all employees.

The employee may purchase additional items as long as they conform to the standard issue and are approved by the Fire Service Coordinator.

Uniform Appearance

Uniforms shall be clean and neat in appearance. If the uniform becomes dirty or soiled, the employee must change into a clean uniform. For this reason, employees are required to bring a spare set of uniforms each duty day.

Boots must be shined and neat in appearance.

T-shirts can be worn until 12:00 pm while performing daily duties, or unless otherwise instructed by a supervisor.

Uniform shirts are to be worn anytime you leave the station, with the exception of a fire call, regardless of the time of day.

County issued T-shirts **can** be worn under the **uniform** shirt **as long as the** T-shirt sleeves **do not** extend beyond the **sleeve of the uniform shirt.** White, gray, or navy blue T-shirts, turtleneck or thermal undershirts may be worn as long as they do not extend beyond the sleeves of the **uniform** shirt.

In cold weather, a County issued stocking cap may be worn. Full-face covers are **not** permitted.

Employees are responsible for the care and maintenance of each item.



Lexington County Fire Service

Standard Operating Guidelines
Uniform and Personal Appearance ADM-009
Class A Uniform ADM-009.002

EFFECTIVE: September 27, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: This policy applies to all Lexington County Fire Service Employees

PURPOSE: This Standard Operating Guideline addresses standards for the Class A uniforms. Lexington County Fire Service personnel are required to exhibit professionalism in the performance of their duties. A professional image depends largely in large upon personal appearance. This SOG describes the standards establish for Fire Service personnel in regards to appearance while on duty.

POLICY: The Class A uniform is a formal uniform and is to be worn in the utmost professional manner. The highest regard for care should be taken at all times. It shall be clean, pressed, and free of defects.

I. Contents:

The Class A uniform shall consist of the following uniform items:

- A) Black in color double breasted dress coat displaying the appropriate collar brass with gold buttons attached for personnel of captain rank or higher and silver in color buttons for personnel of apparatus operator and lower.
- B) Black in color dress slacks
- C) White in color long-sleeved dress shirt for personnel of captain rank or higher and blue in color for personnel of apparatus rank or lower with the Lexington County Fire Service Patch affixed to the left sleeve

and the American flag patch affixed to the right sleeve and displaying the appropriate collar insignias, badge and name tag.

- D) Plain black in color neck tie.
- E) White in color wheel type dress hat with a gold in color maltese badge attached and displaying the appropriate rank and the wording "Lexington County FD" for personnel of captain rank or higher. Black in color wheel type hat with a silver in color maltese badge attached and displaying the appropriate rank and the wording "Lexington County FD" for personnel of apparatus operator or lower.
- F) Gold in color breast badge for personnel of captain rank or higher or a silver in color breast badge for personnel of apparatus operator rank or lower with both displaying the appropriate rank, the wording "Lexington County Fire" and the South Carolina state seal centered.
- G) Pair of black in color chloroform style shoes.
- H) Black in color smooth leather belt with.

II. Wearing of Class A Uniform:

The Class A uniform shall be worn in accordance with the following guidelines:

- A. All items listed above in the uniform contents shall be worn.
- B. The uniform dress shirt shall be worn tucked in at all times.
- C. The breast badge shall be worn on the dress coat and attached by use of the badge tabs.
- D. Black socks shall be worn.
- E. Shoes shall be clean and shined at all times.
- F. The neck tie shall be worn and centered at all times.
- G. Collar brass shall be clean and shined at all times.

III. Wearing of Collar Brass, Nametag and Badge:

All collar brass, nametags and badges shall be worn in accordance to the diagrams shown below.

Captain and Above:



APPARATUS OPERATOR AND BELOW:



Nametag - The name tag shall be worn centered over the right breast pocket approximately 3/8 of an inch above the pocket's top seam and only on the dress shirt.

Badge- The badge shall be worn attached to both the dress shirt and the dress coat by use of the badge tabs affixed to the shirt and coat

Collar Brass - Dress Coat: Captain and above shall wear the appropriate rank affixed in the center of both lower collars as pictured above.

Apparatus Operator and below shall wear the silver in color firefighter scramble affixed in the center of both lower collars as pictured above.

Dress Shirt: Captain and above shall wear the appropriate rank affixed to the center of the right collar and a gold L.C.F.S. affixed to the left collar as pictured above

Apparatus Operator and below shall wear the silver in color firefighter scramble affixed to the center of the right collar and a silver in color L.C.F.S. affixed to the left collar as pictured above.



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Uniform and Personal Appearance ADM-009
Appearance ADM-009.003

EFFECTIVE: September 27, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: This policy applies to all Lexington County Fire Service Employees

PURPOSE: This Standard Operating Guideline addresses standards for grooming, and general appearance. Lexington County Fire Service personnel are required to exhibit professionalism in the performance of their duties. A professional image depends in large part upon personal appearance. This SOG describes the standards establish for Fire Service personnel in regards to appearance while on duty.

POLICY:

EMPLOYEE APPEARANCE

GENERAL

Cleanliness – Employees must report to work clean and neat in appearance. Perfume, cologne, etc., to include strong scents left by soaps or other substances must not be used. Strong scents or body odors can be irritating to many people and must be limited.

Neck Chains – if worn, must be tucked under the T-shirt. Chains dangling free are a safety hazard and if the employee cannot keep the chain secure he/she will be instructed to remove it.

Fingernails – are to be neat, clean, and trimmed to a short length for safety and are not to interfere with carrying out job duties. Colored nail polish or decorative additions are not permitted.

Tattoos or “body art” – must be concealed when in uniform.

Jewelry – excessive jewelry, as defined by the Department, which interferes with job duties, distracts from the professional appearance of the uniform, or is unsafe, will not be permitted.

Because of risk or injury while performing emergency duties, employees are prohibited from wearing any posts, loops, leather, string or other piece of body piercing jewelry or ornament while at work. The only exception will be that female employees may wear one pair of matching stud type earrings, placed in the earlobes. Medical alert bracelets will be allowed.

Because of infection control concerns while wearing rings, a single band, such as a wedding band may be worn while performing emergency care duties.

Makeup is to be minimal, in keeping with a professional image.

Sunglasses – **must look professional in appearance.**

GROOMING

Males

Hair length – above the collar and not beyond the ears, conservative in appearance, clean and neatly groomed.

Hair color – conservative in appearance, must be a color that could be considered natural in appearance.

Mustaches – neatly trimmed and not extended below the corners of the mouth. Beards, goatees and sideburns, extending beyond the midpoint of the ears, are not permitted.

Females

Hair length – regardless of length, is to be pulled back from the face and must not fall around the face or neck while performing patient care duties. Hair must be conservative in appearance, clean and neatly groomed.

Hair color – conservative in appearance, must be a color that could be considered natural in appearance. Only pins, combs, or barrettes similar in color to the individual’s hair color or nature in appearance may be worn.

TOBACCO USE

Tobacco products include chewing tobacco, dip, snuff, tobacco packets, cigarettes, cigars, and pipes.

Tobacco products are not to be used/consumed within any County building or vehicle. Tobacco products may only be consumed in areas designated as approved locations while on duty. **By-products are to be disposed of properly.**



Lexington County Fire Service

Standard Operating Guidelines
Uniform and Personal Appearance ADM-009
Working Class B Uniform ADM-009.004

EFFECTIVE: April 1, 2009

ISSUED BY: Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: This policy applies to all Lexington County Fire Service Employees

PURPOSE: The purpose of this uniform policy is to ensure clarity as to how the Working Class B Uniform is to be worn, as well as to ensure there is maximum uniformity of all personnel's dress while on duty.

POLICY:

- A) When and how to be worn:** The working Class B uniform is to be worn as described in this policy at **all** times while on duty between the hours of **07:00** and **19:00** hours. After the hours of 19:00 the uniform pants and t-shirt may be worn as the duty uniform. In the event it is required to don firefighting PPE the working class B uniform shirt may be removed and the uniform undershirt may be worn under the firefighting PPE. The working class B uniform is to be worn in a neat and professional manner with the shirt tucked into the issued uniform pant's waist band at all times with all front snaps closed with the exception of the one button located just adjacent to the neck line. The grey in color issued uniform T-shirt is to also be worn under the working class B uniform shirt at all times and a black in color belt shall be worn around the pant's waist band at all times. The remainder of the previous uniform policy will remain in effect in regards to facial hair and uniform boot maintenance.
- B) Uniform Brass Display:** Uniform brass shall be the color of silver for personnel holding the rank of Firefighter and Apparatus Operator and the color of Gold for personnel holding the rank of Captain or Chief Officer.

For all personnel the badge and name tag shall be displayed at all times and the display of rank / collar devices shall be worn only by those holding Captain or Chief Officer rank. The uniform name tag shall be displayed by being pinned to the uniform centered approximately 1/8 of an inch above the right front shirt pocket lapel as detailed in Fig. 4. The uniform badge shall be affixed to the uniform by use of the badge pinning lapel located above the left front shirt pocket lapel. For personnel holding the rank of Captain and Chief Officer the collar brass rank insignia shall be pinned in the center of the collar points on both collars as detailed in Fig. 3.



Figure 1 – FF / AO Uniform Shirt



Figure 2 – Capt. / Chief Officer Uniform Shirt



Figure 3 – Officer Insignia Placement



Figure 4 – Name Tag Placement

C) Uniform Maintenance : The issued working class B uniform is to be laundered, tailored or repaired solely by the uniform supplier and may never be tailored, altered or repaired by any other means other than that of the uniform supplier. Also any uniform issues are to be forwarded to the Logistics division immediately upon discovery.

Rev 03/26/09