

S.O.P. #: PERSONNEL-01

SUBJECT: UNIFORM POLICY AND PERSONAL APPEARANCE

DIVISION: CAREER PERSONNEL

Objective: To identify the three (3) classes of uniforms worn by the Baltimore County Fire Department members and to designate the wearing of each class of uniforms for assigned duties and functions. Company Commanders are expected to maintain a standardization of uniforms for all members, while on duty, under their command. Individual members and the overseeing company commanders will be held responsible for the proper wearing and condition of the departmental uniforms in accordance with this S.O.P. and all other relative rules, regulations, and S.O.P.s.

Purpose: This policy establishes the standard for personal appearance and grooming for uniformed members. It recognizes safety concerns as well as physical differences in uniformed members while maintaining the high professional image of the BCoFD. While on duty, members of the department shall be neat, clean, and always maintain a professional appearance. Uniforms shall be clean, properly maintained, and comply with specifications as outlined in the Uniform Policy. All members shall comply with the grooming standards as outlined in this directive. Members are encouraged to wear the same uniforms as their co-workers who are assigned to the same unit to promote esprit de corps and to maintain a uniform appearance.

Additional Resources:

A Uniform Guidebook that includes detailed diagrams/pictures is available and accessible to all members as a reference and shall be referred to when questions arise relative to uniform appearance.

Section I: Class ‘A’ Uniform

A. Clothing Articles – Class ‘A’ Uniform (Dress Uniform):

1. Fire Department issued:
 - a. Blouse coat
 - b. Dress trousers
 - c. Long sleeve button down shirt
 - d. Regulation hat
 - e. Black tie
 - f. Topcoats – (optional)
2. Footwear shall be well-polished issued station shoes, or black patent leather shoes. Refer to the Uniform Guidebook on styles and specifications.
3. Ties, black socks and belts, as specified in Section IV of this S.O.P.
4. Topcoat:
 - a. May be purchased at the member’s expense and worn with the Class ‘A’ uniform only.
 - b. Members purchasing a topcoat shall request the current specification through the Logistics Bureau and shall purchase the garment that meets current specifications.

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- B. Class A Uniform Identification Devices shall be Fire Department issue and worn as depicted in the Uniform Guide Book:
1. Shoulder patch shall be positioned as depicted in the Uniform Guidebook.
 2. Shirt collar pins shall be worn by all members as depicted in the Uniform Guidebook.
 3. Shoulder rank pins shall be worn by all members issued them and positioned as depicted in the Uniform Guidebook.
 4. Shirt badges shall be worn by all members issued them and positioned as depicted in the Uniform Guidebook.
 5. Lapel Rank Pins shall be worn by all officers on their blouse coats as depicted in the Uniform Guidebook.
 6. Commendations awarded to members by the Fire Department shall be worn on the blouse coat as depicted in the Uniform Guidebook.
 7. Name Plates shall be worn by all members on shirts and blouse coats.
 - a. Shirt position as depicted in the Uniform Guidebook.
 - b. Blouse coat position as depicted in the Uniform Guidebook.
 8. County Service wreath shall be worn by all members as depicted in the Uniform Guidebook.
 9. The IAFF union pin, an American flag pin or approved pins of affinity groups not supplied by the Fire Department, may be worn on the Class A uniform. These pins can be worn as a tie tack or on the right lapel of the blouse coat as depicted in the Uniform Guidebook.
- C. Maintaining the Class "A" Uniform:
1. Members shall be fitted for a Class A uniform at the time of graduation from recruit school.
 2. All members are required to keep their Class A uniform in their station while on duty.
 3. The uniform shall be tailored according to Fire Department specifications, and shall be clean, pressed, well-fitting and in a serviceable condition.
 4. Blouse coat and dress pants shall be dry-cleaned only.
- D. Officers shall be held responsible for the condition of their own uniform and those of their subordinates.
- E. Wearing the Uniform:
1. All members shall maintain a professional appearance and bearing that displays a high level of pride in themselves and the department.
 2. No article shall be omitted or discarded. It shall be worn in its entirety.
 3. The blouse coat and shirt shall be completely buttoned.
 4. Shirts will be neatly tucked into pants and will not be bloused out.
 5. Shoes, buttons and identification devices shall be well - polished.

6. The Class A uniform shall be worn by all sworn member in its entirety for:
 - a. Special details and public functions such as funerals, awards ceremonies, and Fire Department religious services. Exception: During adverse weather events, at the discretion of the Chief Officer in charge of the event, the Class B uniform with dress pants may be substituted as the uniform of the day.
 - b. Any other time, as directed by the Company Commander.
 7. Members who elect to wear the Fire Department uniform, between home and their duty station, may wear the Class A, B, or C uniform.
- F. Honor Guard:
1. Shall be issued 2 pairs of Honor Guard Class A pants (tuxedo stripe).
 2. Shall be issued white shirt (short or long sleeve).
 - a. Non-officers shall only wear the white shirt in conjunction with the Honor Guard Uniform.
 3. Shall be issued patent leather shoes in addition to station safety shoes.
 4. Shall be issued Honor Guard shirt/hat badges and collar pins.
 5. Shall have gold roping on Class A hat.
 6. Shall be issued a topcoat with Honor Guard rocker/patches.
 7. Once assigned to the Honor Guard, members shall request Honor Guard patches/insignia to be added to the Class A uniform.
 - a. This request is made through the DC/BC overseeing the Honor Guard using the current ordering process established by the Logistics Division.
 8. Members who resign or are removed from the Honor Guard shall return all items issued as part of the Honor Guard to Logistics and have all Honor Guard patches/insignia removed from blouse coat, which shall be requested through the Logistics Bureau.
 9. The Honor Guard Uniform differs from the standard Class A Uniform. Refer to the Uniform Guidebook for specification information.
- G. Retired Class A Uniform:
1. Clothing Articles shall be the Class A uniform as specified in Section I. A. of this S. O. P.
 2. Identification Devices shall be Fire Department issue and worn as follows:
 - a. As directed in Section I of this S.O.P.
 - b. A retirement patch, supplied by the Fire Department, shall be attached to the blouse coat as depicted in the Uniform Guidebook. To obtain a retirement patch, email the request to Logistics (firesupply@baltimorecountymd.gov) to include a tentative pick-up date.
 - c. Shirt and hat badges shall be issued by the Fire Department, either retiree badges or the member's last badges issued to them in lieu of retirement badges.
 3. Maintaining the Class A Uniform – Retirees:
 - a. Retired members shall maintain their Class A uniform as stated in Section 1 of this S. O. P.
 - b. All maintenance and/or replacement of the Retired Class A uniform shall be at the expense of the

retired member.

H. Retired members shall comply with Section I of this S.O.P. when wearing the Retired Fire Department uniform.

1. The Fire Department reserves the right to recall the retirement uniform from any/all member at any time for just cause.

Section II: Class B Uniform

A. Clothing Articles - Class B Uniform

1. Fire Department issued:
 - a. Dress, staff or fatigue pants
 - b. Short or long sleeve dress uniform button-down shirt
 - c. 3-in-1 Fatigue jacket (Blauer coat)
 - d. Dress hat
 - e. Black tie
 - f. Baseball hat – only when operating fire department apparatus and shall be removed prior to exiting the apparatus
 - g. Issued safety shoes or patent leather shoes
2. Individually purchased items (must comply with this S.O.P.):
 - a. Black Socks
 - b. Belt
 - c. Optional blue turtleneck
 - d. Optional V neck sweater

B. Identification Devices shall be Fire Department issue and worn as follows:

1. Shirt collar pins worn by all members positioned as depicted in the Uniform Guidebook.
2. Shoulder rank pins will be optional on shirts as depicted in the Uniform Guidebook.
3. Wearing of lapel rank pins on the inner liner of the 3-in-1 fatigue jacket is optional for all officers.
4. Badges shall be worn by all members as follows and as depicted in the Uniform Guide Book:
 - a. Shirts – Shall be worn on the class B shirt for all members
 - b. Outer layer of 3-in-1 fatigue jacket for members issued two (2) badges
5. Name plates shall be worn by all members on the dress shirt-as depicted in the Uniform Guide Book.
6. Commendation awards are optional and worn as depicted in the Uniform Guide Book.
7. The following pins are approved for wear on the inner liner of the 3-in-1 fatigue jacket:
 - a. Local 1311 pin
 - b. ATR pin
 - c. HazMat pin
 - d. OEP pin
 - e. Affinity Groups (i.e. International Assoc. of Black Professional FF's (IABPPF) pin, Guardian Knights pin, Women in the Fire Service pin, etc.)

C. Maintaining the Class B Uniform

1. All members are required to keep a Class B uniform with them while on duty.
 2. The uniform will be cleaned per the manufacturer's recommendations, pressed, well-fitting and in serviceable condition.
- D. Wearing the Class B Uniform
1. Members shall maintain a professional appearance and attitude.
 2. No article shall be omitted or discarded. The uniform shall be worn in its entirety. *V-neck uniform sweater, turtleneck, and 3-in-1 fatigue jacket are thermal/weather garments and not basic uniform requirements.*
 3. The dress hat and black tie will be worn at the discretion of the Chief Officer or Company Commander when they deem it to be appropriate. The tie/hat can be worn with short or long sleeve button down dress shirts.
 4. Shirt pockets shall be buttoned.
 5. Shirts will be neatly tucked into pants and will not be bloused out.
 6. Shoes, buttons and identification devices shall be well polished.
 7. The Class "B" uniform shall be worn by:
 - a. All sworn members to honor the legacy of the Fallen, on September 11th and the day of the Annual BCoFD Memorial Service in September. The class B uniform shall be worn the entire shift for members assigned to day-work (0700-1700), M1 & M2 shifts. Members assigned to night-work (1700-0700) shall wear the Class B uniform from 1700-2100.
 - b. Sworn members at the discretion of the Chief Officer or Company Commander.
 8. Members should use due caution in situations that may confuse citizens as to their appearance mimicking law enforcement personnel. Removing badges or changing to a Class C uniform should be considered for responder safety.
- E. Members may elect to wear the Class B uniform as their on-duty uniform (without hat/tie).

Section III: Class C Uniform

- A. Clothing Articles – Class C Uniform. The Class C uniform provides members with the option of purchasing approved items that meet the outlined specification, at their own cost, to wear while on-duty in lieu of the Class B uniform (without hat/tie).
1. Fire department issued:
 - a. BDU, or fatigue pants
 - b. Previously issued Utility jacket (one time issue)
 - c. Station wear safety shoes
 - d. 3-in-1 fatigue jacket
 - e. BCoFD baseball hat
 2. Individually purchased items (must comply with specification in this S.O.P.):
 - a. Golf Shirt

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- b. Shorts
 - c. T-shirt
 - d. Sweatshirt/Job Shirt
 - e. BDU/Tactical Style pants
 - f. Belt
 - g. Maternity Uniform items
 - h. Black Socks
 - i. Knit hat
 - j. Baseball hat
 - k. Utility Jacket
 - l. Approved tennis “style” shoes

B. Maintaining the Class C Uniform

1. The uniform will be clean per the manufacturer’s recommendations, pressed, well-fitting and in serviceable condition (i.e., without holes, rips, tears, broken zippers, stains, etc.).

C. Wearing the Class C Uniform

1. The following shall be followed when wearing the Class “C” while on-duty. Members must ensure the Class “C” uniform is presentable and worn in a professional manner. The garments must be wrinkle-free, non- faded, clean, and free of any holes, rips or tears. The Chief Officer or Company Commander shall have the authority to direct members to wear the Class B uniform. Members may elect to wear the class B uniform (hat/tie not required) at any time while on duty. Chief Officers may allow T-shirts in lieu of golf shirts during excessive heat days.
 - a. From the hours of 0700-1700 the following is the expected uniform:
 - i. Golf Shirt
 - ii. Issued fatigue/approved BDU pants
 - iii. Shorts
 - iv. Belt
 - v. Black socks
 - vi. Issued, or approved, footwear
 - b. From the hours of 1700-0700:
 - i. T-shirt
 - ii. Issued fatigue/approved BDU pants
 - iii. Shorts
 - iv. Belt
 - v. Black Socks
 - vi. Issued, or approved, Footwear
2. Shirts must be neatly tucked in.
3. Department issued footwear must be securely fastened while being worn to assure proper ankle support. **Unzipped or loosely tied boots pose a risk of ankle injury and are not permitted.** Pant legs shall not be tucked into, or fall into, boots. If shorts are being worn, members must wear with issued safety shoes that do not exceed 6” height. Not to be worn with the department issued Haix boots.
 - a. Issued or Approved Safety Shoes
 - i. Must be worn when responding to emergency and non-emergency calls
 - ii. While conducting official fire department business
 - iii. While conducting training
 - iv. While performing pre-trip inspections or anything involving apparatus
 - v. While in the apparatus bay performing any tasks around equipment

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- b. Tennis “Style” Shoes
 - i. Are allowed to be worn while inside the firehouse living quarters and dorm areas.
 - ii. Shoes shall be black in color. They are to be plain in style and not gaudy. Permitted to be worn in any area when performing physical fitness training. Not permitted to be worn outside of the station or on emergency/non-emergency calls or for any other reason.
 4. Black socks and belts as listed in Section V-subsection g. Black socks must be no higher than 2” over the top of the issued/approved safety shoe when wearing shorts.
 5. Uniform Identification Devices shall be Fire Department issued and worn as follows:
 - a. Badges and name plates:
 - i. Affixed to Class B uniform shirt
 - b. Wearing of lapel rank pins is optional for all officers on the following items:
 - i. Inner layer of the 3-in-1 fatigue jacket
 - ii. Job shirt
 - iii. Golf Shirt
 - c. Thermal items are always permitted to be worn in addition to the Class C uniform to protect the member from adverse weather. This includes:
 - i. Job Shirt
 - ii. Sweatshirt
 - iii. Issued jackets (fatigue/Utility)
 - iv. Beanie
 - v. Baseball hat – Baseball hats must be worn properly and shall not be worn backwards.
 6. The following optional Class C items may be purchased at the expense of the employee:
 - a. Approved items:
 - i. T-shirt
 - ii. Job shirt
 - iii. Beanie hat – shall only be worn for protection from adverse weather
 - iv. Baseball hat
 - v. Sweatshirt
 - vi. Flat pocket BDU pants
 - vii. Shorts
 - viii. Utility Jacket
 - b. Any item purchased by the employee to wear on-duty must meet the specification (including decal/color requirements) outlined in this S.O.P. No variations or substitutions will be permitted.

Section IV: When Not to Wear the FD Uniform

- A. It is generally inappropriate to wear the fire department uniform, or any portion or item that identifies the member as being affiliated when:
 1. Off duty or when engaged in activities not work-related, events, and proceedings.
 2. Representing personal interests and not those of the fire department or Baltimore County.
 3. Doing so may cause disrepute to the fire department or Baltimore County.
- B. In such a manner as to bear influence or to received favoritism or enforcement from any official, agency, or establishment. Examples include, but are not limited to:

1. Personal, civil, or traffic court proceedings
 2. Administrative judge hearings
 3. Worker's compensation hearings
 4. When working secondary employment
- C. Physical fitness gear and athletic shoes are permitted to be worn outside of the station, only while engaged in physical fitness training. Members are expected to have their issued safety shoes with them to wear on all responses.

Section V: Specifications of uniform clothing (Class B & C)

A. Shirts

1. Class B shirt:
 - a. Issued by Logistics
 - b. Color
 - i. Officers – White
 - ii. Non-Officers – Blue
 - a) Members assigned to PIO, Recruitment, Honor Guard, and the FMO are permitted to wear a white class B shirt.
 - c. Optional right arm patch at the member's expense
 - i. EMS certification patch - Upper arm – 1" down from shoulder sleeve. Patches shall not exceed 4" diameter
2. Golf Shirt:
 - a. Purchased at the member's expense
 - b. Color
 - i. Line Officers & non-officers – Navy Blue
 - ii. Chief Officers – Navy Blue or White
 - iii. Current FRA Staff – Navy Blue or Red
 - c. Identification and Insignia
 - i. Left Chest Options – 4"
 - a) Embroidered Color BCoFD patch
 - b) Embroidered white maltese with station number in the center. EMS officers, BC/DC may have their assignment (ie. EMS4, BC31)
 - c) Embroidered approved color station morale patch that is on file
 - ii. Right Chest
 - a) Name – Optional for all ranks. The first initial and last name on the right chest in 1/2" letters - Goudy Bold or comparable block letter with serifs font.
 - b) Rank – Mandatory for Lieutenant and above. The rank must be in letters no higher than 1/2" just above the name or in the same location as the name if the name is omitted and the same color as outlined in letter c. below.
 - c) Color
 - i. Lieutenant – Silver embroidery
 - ii. Captains and above – Gold embroidery
 - iii. Collar - The bugle insignia for the rank of Lieutenant and above is permitted to be embroidered on each side of the collar.

- a) The bugle insignia will be silver for Lieutenant.
- b) The bugle insignia will be gold for the rank of Captain and above.
- iv. Short or long sleeve golf shirts are permitted throughout the year.
 - a) If wearing a short sleeve golf shirt, long sleeve t-shirts are not authorized.

3. Job Shirt:

- a. Purchased at the member's expense
- b. All ranks Navy in color
- c. May be with or without hood
- d. May be full zip, or ¼ zip
- e. Identification and Insignia
 - i. Left Chest
 - a) Embroidered color BCoFD patch.
 - b) Embroidered white maltese with station number in the center. EMS officers, BC/DC may have their assignment.
 - c) Embroidered approved color station morale patch that is on file.
 - ii. Right Chest
 - a) Name – Optional for all ranks. The first initial and last name embroidered on the right chest in 1/2" letters - Goudy Bold or comparable block letter with serifs font.
 - b) Rank – Mandatory for Lieutenant and above. The rank must be in letters no higher than 1/2" just above the name or in the same location as the name if name is omitted and the same color as outlined in letter c. below.
 - c) Color
 - i. Lieutenant – Silver embroidery
 - ii. Captains and above – Gold embroidery
 - d) Collar - The bugle insignia for the rank of Lieutenant and above is permitted to be embroidered on each side of the collar.
 - i. The bugle insignia will be silver for Lieutenant.
 - ii. The bugle insignia will be gold for the rank of Captain and above.
 - iii. Upper arm – 1" down from shoulder sleeve. Patches shall not exceed 4" diameter:
 - a) IAFF Patch
 - b) EMS certification patch
 - c) Approved station morale patch
 - d) Embroidered Station number
 - e) American Flag – shall only be on right arm (Stars front facing)

4. T-shirt:

- a. Purchased at member's expense.
- b. Navy in color.
 - i. Members assigned as instructors, or support instructors, at the FRA may wear red t-shirts during their assignment at the FRA. The t-shirt shall have the academy insignia on the chest with "INSTRUCTOR" on the back in 4" white letters.
 - ii. Chief Officers may wear white t-shirts with blue silkscreen.
- c. Identification and Insignia.
 - i. Left Chest:
 - a) BCoFD patch silkscreened in white or official patch colors.
 - b) White maltese cross – 4" with station number in center silkscreened. EMS officers, BC/DC may have their assignment.
 - c) Approved Station morale patch in white or multi-color – 4" silkscreened
 - ii. Back of shirt:
 - a) BCoFD in 4" white or red letters on the back.

- b) Chief officers, white shirts will use blue in lieu of white silk-screen.
- iii. Upper arm 1" down from shoulder sleeve. Silkscreen shall not exceed 4" diameter:
 - a) American Flag – shall only be on right arm (Stars front facing).

5. Sweatshirt:

- a. Purchased at member's expense.
- b. Navy in color.
- c. May be pullover or zipper type, with or without a hood.
- d. Identification and Insignia.
 - i. Left Chest:
 - a) Embroidered color BCoFD patch
 - b) Embroidered white maltese with station number in the center. EMS officers, BC/DC may have their assignment.
 - c) Embroidered approved color station morale patch that is on file.
 - ii. Right Chest
 - a) Name – Optional for all members. The first initial and last name embroidered on the right chest in 1/2" letters - Goudy Bold or comparable block letter with serifs font.
 - b) Rank – Mandatory for Lieutenant and above, and optional for other ranks. The rank must be in letters no higher than 1/2" just above the name or in the same location as the name if the name is omitted and the same color as outlined in letter c. below.
 - i. Lieutenants – Silver embroidery
 - ii. Captain and above – Gold embroidery
- e. Upper arm 1" down from shoulder sleeve. Patches shall not exceed 4" diameter:
 - i. IAFF Patch
 - ii. EMS certification patch
 - iii. Approved station morale patch
 - iv. Embroidered Station number
 - v. American Flag – shall only be on right arm (Stars front facing)

6. Uniform V-neck sweater:

- a. Shall be black or navy blue in color.
- b. Are purchased at the expense of the member.
- c. Shall be slip-over with a V neck, button or zippered.
- d. Are approved for wear for the following positions.
 - i. All members assigned to administrative services.
 - ii. All members assigned to support services.
 - iii. All field members detailed to administrative or support service duties.
 - iv. May be worn by field operations in conjunction with Class B uniform (hat/tie not required). Shall not be worn with Class C uniform.

7. Turtleneck:

- a. Shall be navy in color.
- b. BCoFD embroidered on the neck in white letters no more than 1" tall as depicted in the Uniform Guide Book.

B. Pants

1. Fatigue:

- a. Issued by Logistics.
- b. Navy in color.

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- c. Wash and wear style.
 2. BDU/Tactical style pants with side pockets:
 - a. Purchased at member's expense.
 - b. Flat style thigh pockets.
 - c. Navy in color.
 3. Shorts:
 - a. Flat front shorts, no "cargo" style shorts.
 - b. Navy blue in color, with or without "BCoFD" insignia.
 - i. BCoFD will be embroidered on front of left leg, no higher than 2" up from bottom hem of shorts in red – block lettering - no larger than 1" – See Uniform Guide Book
 - c. Must maintain a height at the knee and not more than 2" above the knee.
 - d. Members must wear a low/mid-top safety shoe that meets current specifications either purchased by the member at their expense or issued to them by the department.
 4. Staff Pants:
 - a. Issued by Logistics.
 - b. May be worn by Chief Officers as part of the Class B uniform.
 - c. Shall be worn with patent leather or highly polished black leather shoes.
 5. Maternity pants:
 - a. Purchased at the member's expense.
 - b. Navy in color.
 - c. May be worn by female members who are remaining in field operations during pregnancy.
- C. Coats
1. Department issued 3-in-1 Blauer style jacket:
 - a. No alterations are permitted.
 2. Utility jacket:
 - a. This was a one-time issue and is not replaced at the department's expense. No new issues will occur.
 - b. If the members wish to purchase this style jacket, it must meet the specifications noted in the Uniform Guidebook.
 - c. Patches may be added at the member's expense. Upper arm 1" down from shoulder sleeve. Patches shall not exceed 4" diameter:
 - i. IAFF Patch
 - ii. EMS certification patch
 - iii. Approved station morale patch
 - iv. Embroidered Station number
 - v. American Flag – shall only be on right arm
 3. If the members wish to purchase this style jacket, it must meet the specifications noted in the Uniform Guidebook.
 - a. Purchased at member's expense.
 - b. Navy in color.
 - c. Identification and Insignia.
 - i. Left Chest
 - a) Embroidered color BCoFD patch
 - b) Embroidered white maltese with station number in the center. EMS officers, BC/DC may have their assignment.

- c) Embroidered approved color station morale patch that is on file
- ii. Right Chest
 - a) Rank – Mandatory for Lieutenant and above, and optional for other ranks. The rank must be in letters no higher than 1/2” just above the name in the same location as the name if the name is omitted and the same color as outlined below.
 - b) Color
 - i. Lieutenants –Silver embroidery
 - ii. Captain and above – Gold embroidery
- iii. Upper arm 1” down from shoulder sleeve. Patches shall not exceed 4” diameter
 - a) IAFF Patch
 - b) EMS certification patch
 - c) Approved station morale patch
 - d) Embroidered Station number
 - e) American Flag – shall only be on right arm (Stars front facing)

D. Hats

1. Dress Hat: Shall be Fire Department issue with the inside reinforcement band intact. The regulation hat shall be properly worn with the Class A uniform and when deemed appropriate with the Class “B” uniform. The dress hat shall never be worn with a Class C or PT uniform. The issued hat badge will be properly affixed to the hat at all times.
 2. Baseball Hat: The Fire Department issued hat, navy in color with BCoFD embroidered across the front panel in red with a thin white border, 1.5” tall.
 - a. Purchased at the member’s expense
 - b. Navy in color
 - c. Identification and Insignia
 - i. Front of the hat
 - a) BCoFD embroidered across the front in red with a thin white border, 1.5” tall. Unit identifier or rank will be permitted below BCoFD properly centered ½" high.
 - b) Station number 2” high. See Uniform Guidebook.
 - ii. Back of the hat - OPTIONAL
 - a) Last name in ½” white lettering which shall be in block lettering.
 - b) Rank in ½” white lettering which shall be in block lettering.
 - c) American Flag.
 - d. Members assigned to the Fire Rescue Academy are permitted to wear the fire department approved hat in red. Red hats shall only be worn when functioning as a representative of the Fire Rescue Academy and are not permitted for wear when the member is assigned to field operations.
 - i. Front of the hat
 - a) BCoFD embroidered across the front in white with a thin black border, 1.5” tall. Rank will be permitted below BCoFD properly centered ½" high.
 - ii. Back of the hat - Optional
 - a) Last name in ½” white lettering which shall be in block lettering.
 - b) Rank in ½” white lettering which shall be in block lettering
 - c) American Flag
3. Beanie Hats:
 - a. Purchased at the member’s expense
 - b. Navy in color
 - c. Identification and Insignia

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- i. Front of the beanie
 - a) BCoFD embroidered across the front in red with a thin white border, 1.5" tall. Unit identifier or rank will be permitted below BCoFD properly centered ½" high.
 - b) Station number 2" high. See Uniform Guidebook
 - ii. Back of the beanie - Optional
 - a) Last name in ½" white lettering which shall be in block lettering.
 - b) Rank in ½" white lettering which shall be in block lettering
 - c) American Flag
 - d. Members assigned to the Fire Rescue Academy are permitted to wear the approved beanie hat in red. Red beanies shall only be worn when functioning as a representative of the Fire Rescue Academy and are not permitted for wear when the member is assigned to field operations.
 - i. Front of the beanie
 - a) BCoFD embroidered across the front in white with a thin black border, 1.5" tall. Rank will be permitted below BCoFD properly centered ½" high.
 - ii. Back of the beanie - Optional
 - a) Last name in ½" white lettering which shall be in block lettering.
 - b) Rank in ½" white lettering which shall be in block lettering
 - c) American Flag
- E. Ties
1. Shall be black, fire department issue clip on or with breakaway collar. Ties shall not extend past the belt line or end prior to the level of the diaphragm.
- F. Socks
1. Plain black socks must be worn with the Class "A" uniform unless otherwise recommended through licensed health care provider's documentation and approved by the Fire Chief.
 2. Plain black socks will be worn with the issued/approved safety shoe when wearing the Class B, C, and PT uniforms.
- G. Belts
1. Plain black leather
 2. Black nylon webbing self-rescue style belts are approved with the Class B and C uniforms.
 3. Buckles with Fire Department or approved special fire service organization emblems are permitted. No belt buckle shall exceed 1 ¼ X 3 inches.
 4. Belts must be worn at all times with Class A, B, and C uniforms.
- H. Footwear
1. Safety Shoe: Must be the fire department issued, or approved, safety shoe, unless otherwise approved by the Bureau of Health & Safety as described in letter c below. This shoe shall be worn with the Class A or B uniform unless patent leather shoes are appropriate and must be worn with the Class C uniform. Daily uniform safety shoes are not permitted to be worn in conjunction with turnout pants or during suppression activities.
 2. Patent leather style shoes may be worn in lieu of the issued safety shoes only when wearing the Class A

uniform or by members assigned to staff and support functions while wearing a Class B uniform. Only black socks shall be worn with patent leather style shoes.

- a. Highly polished black leather shoes may be worn in place of patent leather.
3. Logistics will provide the current footwear on contract and alternatives for members who are unable to properly fit in the footwear. Employees are expected to properly maintain safety shoes per the manufacturer's instructions.
4. Members unable to wear the issued/approved footwear must request approval from the Bureau of Health & Safety to wear an alternative shoe. This request shall be submitted through the chain of command to the Bureau of Health & Safety and shall include clear medical documentation supporting the need for an alternative shoe along with the make, style number, and specifications of the requested shoe to ensure the item meets or exceeds current safety and departmental standards. Purchase of the shoes are at the member's expense.
 - a. Must meet ASTM F-2413 standards.
 - b. Must be completely black and capable of being polished.
 - c. Must provide ankle support.
5. Tennis shoes may only be worn during physical fitness activities. Tennis shoes or other footwear are not permitted to be worn in lieu of issued safety shoes, unless listed in section III.3.b.i above.

I. Identification devices

1. Name plate:
 - a. Shall be the fire department issued name plate.
 - b. Shall be worn on the Class A blouse coat and shall be positioned on the right breast, with the top edge two (2) inches below the large lapel point, centered between the lapel and shoulderseam.
 - c. When worn on the button-down uniform shirt, shall be centered above the right pocket with the bottom edge even with the top seam of the pocket flap.
2. Breast badges:
 - a. Members with only one issued breast badge will wear the badge as prescribed on the outer most garment.
 - b. Members with two issued breast badges will place on the dress button down shirt and the other on the outer garment.
3. Commendation awards:
 - a. Shall be worn on the Class "A" uniform.
 - b. Placed on the right breast, centered one-quarter (1/4) inch above the name plate.
 - c. If more than one commendation has been earned, they shall be side-by-side above the name plate in rows of two.
4. Fire Department Patches:
 - a. The Baltimore County Fire Department patch is to be sewn on the left shoulder of the following:
 - i. Outer shell of the 3-in-1 jacket
 - ii. Button down dress uniform shirt
 - iii. Utility jacket
 - iv. Class A coat
5. Other approved patches:
 - a. The following patches are approved to be worn as prescribed on the listed garments at the member's expense:
 - i. Maryland /National Registry Paramedic

- ii. Local – 1311
- iii. Fire Department approved station morale patches
- iv. American Flag – right arm only
 - v. Chief Officer’s patch
- b. Patches shall be sewn on, at the member’s expense, on the right shoulder, centered on the outside of the sleeve, one (1) inch from the shoulder seam on the following: garments:
 - i. Outer shell of the 3-in-1 jacket
 - ii. Utility jackets
 - iii. Class “A” blouse coat
 - iv. Button down dress uniform shirt
 - v. Job shirt
 - vi. Sweatshirt

Section VI: Personal Grooming

- A. All members are required to be well groomed and always present a neat and clean appearance while on duty.
 - 1. Management retains the right to use discretion in deciding if a particular hair style, facial hair or sideburns are acceptable. This is a management right and will not be grounds for a grievance.
 - 2. It is the responsibility of all officers to ensure that members under their command present a neat and orderly appearance.
- B. Hair
 - 1. In no case shall the bulk or style of a member’s hair interfere with wearing PPE, including but not limited to, hoods, helmets, SCBA facepiece, N-95 and/or simple face masks, nor shall the hair interfere with providing patient care.
 - 2. Shall not fall below the eyebrows.
 - 3. Extreme un-natural colors are not permitted – including, but not limited to: Blue, green, purple, orange, pink, etc.
 - 4. Hairstyles that extend below the top edge of the uniform collar should be secured in braid(s) or ponytail(s). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail that shall not extend beyond the bottom of the short sleeve (or the patch for long sleeve).
 - 5. Wigs are permitted. Wigs shall be of good quality and fit, present a natural appearance, comply with this S.O.P and shall not interfere with the proper wearing of any departmental garment or Safety PPE.
 - 6. While it is not possible to list all possible hairstyles, there are many hairstyles which are acceptable to the department, so long as a member's hair is kept in a neat manner and does not interfere with wearing PPE as outlined in letter a. above. There are occasions when a supervisor thinks a hairstyle is ragged, unkempt or extreme in appearance. In these cases, on notification from the supervisor, the member shall correct the violation. If the member disagrees, the member shall be allowed to appeal to the assigned Chief Officer, who will make a final determination.
- C. Facial hair
 - 1. Shall not be permitted except for mustaches and sideburns as defined by this S.O.P.
 - a. Refer to S.O.P 400-27A for members with physician documented dermatological conditions.

2. Mustaches must be neatly trimmed and shall not come in contact with any portion of the sealing surface of the SCBA facepiece (approximately 1/2" from the chin line). No hair is permitted to be grown on the chin line below the lower lip.
 3. Sideburns must be neatly trimmed, shall not extend below the tragus (middle of ear), and must end with a clean-shaven horizontal line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA face piece. "Muttonchops," "Ships Captain," or similar grooming styles are not permitted per OSHA. Refer to the Uniform Guidebook for examples.
- D. Non-invasive Jewelry (jewelry that does not penetrate the skin)
1. Shall not interfere with the proper wearing of departmental uniform garments or PPE.
 2. One necklace/chain may be worn and must be constrained by the shirt. No controversial, offensive, or obscene items are permitted.
 3. No more than two rings may be worn. Wedding and engagement rings are considered one ring. Due to the risk of de-gloving, the wearing of rings while on duty is not recommended.
 4. Wristwatches and medic-alert jewelry are permitted but shall not interfere with PPE.
 5. No other jewelry is permitted.
- E. Invasive Jewelry/body modification
1. Body Piercing:
 - a. One post style stud earring may be worn in each ear lobe which shall not be offensive. The earrings shall not extend past any portion of the ear lobe or dangle and shall not interfere with the proper wearing of any departmental garment or safety PPE. Due to the risk of puncture with wearing PPE, wearing of earrings is not recommended.
 - b. Clear or complexion matching hollow spacers may be worn for any exposed body piercing.
 2. Body modification, excluding piercing and tattoos, is prohibited in areas not covered by daily uniform garments. Examples include, but are not limited to:
 - a. tongue splitting or bifurcation;
 - b. abnormal shaping of the ears, eyes or nose;
 - c. abnormal filing of the teeth;
 - d. branding or scarification;
 - e. trans-dermal implantation of any object for aesthetic purpose (other than hair replacement)
- F. Cosmetics
1. May be moderately applied to present a professional appearance.
- G. Fingernails – As outlined by the CDC, natural fingernails extending beyond 1/4" of the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond 1/4" of the tip of the finger.
1. No artificial tips or extenders are permitted.
 2. Length: Natural nail shall not extend beyond 1/4" of the tip of the finger.

3. Polish/gel overlay is permitted.

H. Tattoos

1. Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Indecent tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety, or shocks the moral sense, because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought. It is indecent if it tends reasonably to corrupt morals or incite libidinous thoughts.
2. Although members must take personal responsibility, company commanders are ultimately responsible for determining if the tattoo(s) need to be covered.

Section VII: Uniform Disposition

A. Retirement

1. Upon retirement, the following issued items may be retained by the member:
 - a. Helmet and helmet shield
 - b. Hat and shirt badges
 - c. Collar pins
 - d. Name plate(s)
 - e. Class A uniform
2. The Company Commander shall utilize the Items to be returned by Retired or Separated Members document found on BC Point to account for all items to be returned.
 - a. All items are required to be returned to Logistics within 7 business days of the member's retirement/separation date.
 - b. Retired/Separated members shall be held financially responsible for failing to return items required to be returned.
3. Retirees may request an ID card through the Office of Retirees.

B. Resignation or Dismissal

1. The Company Commander shall utilize the Items to be returned by Retired or Separated Members document found on BC Point to account for all items to be returned.
2. Once the member turns in all required items, the company officer will be responsible for returning the items to Logistics within seven (7) business days of the member's resignation/dismissal date.

C. Suspension

1. Upon suspension, the member is required to immediately turn in the following items to their OIC or to the Chief initiating the suspension:
 - a. All shirt and hat badges, collar pins, all insignia, and all name plates
 - b. Fire Department issued I.D. card and PAT tags

D. Death

1. Upon the death of an active member, the following items shall be returned to the OIC of Logistics:

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- a. All IDLH or rescue gear including face pieces and PAT tags – helmet may be retained by family.
 - b. Fire Department issued I.D. card.
2. The family may maintain:
 - a. Helmet and helmet shield
 - b. Hat and shirt badges
 - c. Collar pins
 - d. Name plate(s)
 - e. Class A uniform

Section VIII: Badge Disposition

- A. Members maintaining their same rank, who transfer to another duty assignment, shall retain their badges.
- B. Members who are transferred or promoted into or out of support areas will relinquish their badge and receive one appropriate to their new field assignment.
- C. A police report is required for any lost/stolen badge in addition to all internal documentation as identified by the Rules and Regulations. The report number and other internal documentation shall be sent through the chain of command and forwarded by the Chief Officer to the OIC of Logistics.

Section IX: Civilian Clothing for Uniformed Personnel

- A. Any uniformed member on special assignment may wear civilian clothing when approved by the Fire Chief, Assistant Chief or Deputy Chief.
- B. Acceptable civilian clothing includes:
 1. Business Casual: Suit/Sport Coat with or without tie, dress slacks/khakis/chinos, Collared shirts, polo shirts, sweaters and blouses that cover the shoulders
 2. Casual: Slacks, khakis or jeans (free of rips or tears), collared shirts, blouses, t-shirts, sweatshirts, sweaters (no offensive logos, rips or tears), sneakers, shoes or boots.
 3. Unacceptable civilian clothing includes open-toe, slides, flip flops/sandals, tank tops, sleeveless tops, crop tops, low cut blouses, yoga/sweat pants.
- C. All members wearing civilian clothing while on Fire Department property, or while conducting official department business shall have their fire department identification in their possession.
- D. Women on modified duty for maternity may elect to wear business casual clothing in lieu of the uniform.

Section X: Ordering New/Replacement Uniform Items

- A. Class A uniforms
 1. Replacement/repair requests shall be made through the chain of command, using the current ordering process established by the Logistics Bureau.
- B. Uniform items issued by Logistics

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1. Uniform items are ordered through the Operative IQ site and requires officer approval. Refer to the instruction on the Baltimore County LMS site for instructions.
 - a. The Chief Officer will be responsible for determining when, and if, the employee needs to have their 3-in-1 Coat (Blauer) replaced. An email from the chief officer will be sent to the fire-supply mailbox requesting a replacement coat with the reasoning for the replacement need. 3-in-1 Coats are a 1 for 1 item.

C. Safety Shoes

1. Shoes will be replaced on an as-needed basis with the approval of the BC/DC through the chain of command.
2. The Chief Officer will be responsible for determining when, and if, the employee needs to have their shoes replaced/repared.
3. An email from the chief officer will be sent to the fire-supply mailbox requesting replacement shoes.
 - a. The email should identify if the member will be requesting issued shoes or an approved style through the vendor on contract with Baltimore County.
 - b. Logistics will provide instructions via email on the process of being fitted for issued shoes or obtaining shoes through the vendor on contract.