



Carroll County Department of Fire & EMS

Standard Operating Procedure: 1.13	Effective Date: 05/01/24
Subject: Uniform Policy	Section: Administration
Authorized: Chief Michael W. Robinson/MWR	Revision Date: 4/12/24

I. PURPOSE

The Carroll County Department of Fire and EMS (DFEMS) shall provide all career personnel with the equipment and uniform components necessary to perform their duties. DFEMS uniforms identifies members of the organization, ensures a measure of uniformity, and promotes professionalism. Employees are responsible for the proper care and maintenance of all issued equipment and uniforms. Supervisors are responsible for inspecting employees to ensure equipment and uniforms are kept in good working order. This policy establishes a procedure for the issuance, replacement, use, and composition for career employee’s uniforms.

II. DEFINITIONS

Uniform - Issued or authorized clothing articles and accessories to be worn by members when on duty and as specified for various levels of work.

Class A Uniform - The dress uniform consisting of an issued blouse coat, dress pants, dress hat, and related devices/insignia to be worn at specific fire department or public events.

Class B Uniform – The official work uniform typically worn by staff officers and can be worn by field personnel.

Class C Uniform – Fatigue Uniform that is the minimum required for field personnel. This may include polo, t-shirt, or summer configurations.

Class D Uniform - Athletic attire utilized for physical training or while utilizing dormitory areas.

III. PROCEDURES

A. General

1. The department shall be responsible for obtaining and issuance of career employee uniforms. This excludes uniforms for reasons such as special events listed below.

2. Specification of the uniform shall be approved by the Director/Chief of Fire & EMS.
 3. The Director/Chief shall have the authority to make changes to the uniform standard whenever deemed appropriate. Such cases may include, but not limited to:
 - a. Special events such as Breast Cancer Awareness, Autism Awareness, etc.
 - b. Fiscal restrictions.
 - c. Safety driven changes.
 - d. Significant weather event.
 4. The Director/Chief may authorize the individual procurement of optional uniform items not issued by DFEMS.
 5. Appropriate cleaning and maintenance shall be the responsibility of the employee.
 6. All career employees shall secure uniforms to prevent loss from damage or theft.
 7. Employees of DFEMS who, through malice, negligence, or carelessness, damages' or loses any DFEMS property may be required to reimburse DFEMS for the cost of replacing the property.
- B. Issuance of Uniforms
1. Upon appointment to the department, personnel shall receive the initial issuance as described in Attachment A.
 2. Personnel may be issued additional items based on assignment or promotion.
 3. Personnel shall sign and acknowledge receipt of uniforms.
 4. Uniforms may be requested to be returned upon separation of employment.
 5. Uniform Footwear shall be black shoes or boots in accordance with Risk Management Policy and Procedure: Foot Protection Program.
 6. Class A Uniforms are issued to uniformed employees upon completion of the probationary period.
- C. Uniform Replacement Request:
1. Uniforms will be replaced on a one-for-one, as-needed basis.
 2. Station Officers and Shift Commanders shall monitor personnel uniform requests.
 3. Station Officer or Shift Commander shall reserve the right to inspect any uniform item prior to authorizing a replacement.
 4. Employees shall complete a Loss/Damage Report and submit it, along with the uniform item to be replaced, to their assigned supervisor for a replacement uniform item.
 5. All requests need to be evaluated and pre-approved by the employee's supervisor prior to being issued a replacement uniform item.
 6. The employee shall sign the uniform request form acknowledging receipt of the uniform item.
 7. Lost or stolen uniforms
 - a. Documentation shall be completed by the employee for any uniform item that is unaccounted for prior to replacement.

- b. Supervisor shall sign the Loss/Damage Report and complete an investigation into the incident.
- c. If the item was lost or stolen due to negligence the employee may be required to purchase the replacement uniform item.
- d. Any uniform item to include badges, identification cards, or items over \$150.00 in value must be reported to the Carroll County Sheriff's office for an official report to be taken for a stolen uniform item.
- e. Uniform items that are essential to perform job duties can be replaced through an emergency request and the Training, Safety and Health Chief can authorize the Shift Commander to issue the uniform item in the absence of the Quarter Master.

D. Wear Requirements

- 1. The wearing of uniform items is authorized:
 - a. When on duty.
 - b. Approved department functions.
 - c. Attending department sanctioned classes.
 - d. Any other time approved by the Director/Chief.
- 2. Personnel shall not wear any part of the uniform in a manner that would bring disrepute upon the department while in the public's eye. This includes but not limited to:
 - a. Wearing a Class B button up shirt not tucked into trousers.
 - b. Wearing a baseball style hat backwards.
 - c. Wearing authorized protective footwear untied or unzipped.
 - d. Wearing trousers tucked into protective footwear.
- 3. Uniformed employees on Modified duty may wear other appropriate clothing with the approval of the supervisor.
- 4. Shift Commander may authorize their employees to wear uniform articles or additional clothing items suitable for the task at hand or extreme weather conditions.
- 5. Uniformed employees shall wear only the uniform items issued or authorized by the Director/Chief.
- 6. Uniformed employees shall wear a Class B uniform when attending administrative meetings or details involving the public, i.e., inter-departmental meetings, disciplinary hearings, fire prevention, public relations, etc.

E. Uniform for Daily Operations of Field Personnel

- 1. Daily uniform shall consist of Class B or Class C with polo.
- 2. Alterations to the daily uniform can be made by the Shift Commander and communicated to members.
- 3. Wearing of a Class D uniform is authorized while members are actively involved in fire or physical training. At no time shall the Class D uniform be worn during incident response.
- 4. Class C uniforms with department issued tee shirt are authorized while on duty after 17:00 daily.
- 5. Any other deviation from the Daily Uniform shall require authorization by the Shift Commander.

6. All uniformed personnel are required to have their Class B uniform accessible while on-duty in the case operations or the occasion requires it.

F. Types of Uniforms

1. Class A Uniform

- a. Considered the department's full-dress uniform and shall be worn when members attend departmental funerals, awards presentations, graduation ceremonies, or special occasions authorized by the Director/Chief or his designee. Class A Uniforms are issued to uniformed employees upon completion of the probationary period.
- b. Class A uniform consist of the following items:
 - i. Navy blue uniform 4-pocket, single-breasted coat.
 1. Ranks up to Station Lieutenant wear silver buttons.
 2. Ranks from Shift Commander and above wear gold buttons.
 - ii. Department patch is positioned on the left sleeve at the shoulder.
 - iii. Individual volunteer companies shall wear company patch on left sleeve at the shoulder.
 - iv. Maryland EMS certification or other patch approved by the Director/Chief shall be worn on the right sleeve position at the shoulder.
 - v. Sleeve stripes are worn 2.5 inches above the cuff according to rank.
 1. Station Lieutenants wear a single silver stripe.
 2. Shift Commanders and above wear gold striping.
 - a. 1 stripe – Shift Commander Lieutenant
 - b. 2 stripes – Captain
 - c. 3 stripes – Battalion Chief
 - d. 4 stripes – Assistant Chief
 - e. 5 stripes – Director/Chief
- c. Navy blue dress trousers (Females may substitute an approved uniform skirt).
- d. White or dark-navy long-sleeve dress uniform shirt (appropriate for rank).
 - i. All personnel at or above the rank of Lieutenant shall wear White dress uniform shirt.
- e. Black necktie with tie tack or bar matching brass color.
- f. Plain white t-shirt style under shirt. Under shirts with writing, screen printing or any other marking that can be seen through the dress shirt are prohibited.
- g. Badge, Name plate, collar pins, and lapel insignia. In all cases a name plate shall be worn centered on the flap of the right breast pocket. The top edge on the name plate shall be worn even with the top of the seam flap.
- h. Service wreath pins, union pins and/or award ribbons are optional.
 - i. Service wreath pins are worn on the right sleeve, 2.5" above the cuff or last stripe.

- ii. Award ribbons are worn centered, 1/8” above the name plate in rows of 3.
 - iii. See Attachment B for appropriate Class A coat configuration.
 - i. Dress Socks – Black
 - j. Dress hat with badge, dress hat shall be worn at all times when outside.
 - i. Silver band worn for Station Lieutenant
 - ii. Gold band worn for Shift Commander and above.
 - k. Black belt with silver or gold buckle depending upon rank.
 - i. See Attachment E for optional belt buckle.
 - l. Black shoes shall have a plain toe with clean, high gloss finish and not have an ornamental design. Dress shoes shall be tied at all times.
 - m. Optional all-weather raincoat/overcoat may be worn.
2. Class B Uniform
- a. The Class B uniform is considered a semi-dress uniform that consists of staff and fatigue versions.
 - b. Staff version shall include:
 - i. Winter- long sleeve shirt (color based on rank), tie, all issued insignia.
 - ii. Summer- Short sleeve shirt (color based on rank), all issued insignia.
 - c. Fatigue version shall include: a dark fatigue uniform shirt, all issued insignia.
 - d. Fatigue version shall be worn by field operation personnel in the following situations unless otherwise directed by an officer of DFEMS:
 - i. Field operations (if not wearing Class C with polo.)
 - ii. Details involving the public, such as fire prevention, inspections, community events, etc.
 - iii. Meetings involving entities outside of DFEMS.
 - iv. Administrative hearings.
 - v. Other times as directed by an officer of DFEMS.
 - e. Class B uniform consists of the following items:
 - i. Navy blue staff trousers or navy-blue duty trousers based on assignment.
 - ii. Navy fatigue/white long or short sleeve uniform shirt.
 - iii. Badge, Name plate, collar insignia.
 - 1. Ranks up to Station Lieutenant wear silver.
 - 2. Ranks from Shift Commander and above wear gold.
 - iv. Union Pins and other approved pins are optional.
 - v. Department issued black belt.
 - 1. See Attachment E for optional belt buckle.
 - vi. Department authorized black shoes or boots.
 - vii. Department issued baseball-style cap.

- viii. Other department issued apparel may be worn with the Class B uniform if approved by the Shift Commander.
- ix. See Attachment I for the List of Approved Optional Uniform Items.

3. Class C Uniform

- a. Navy blue duty trousers.
- b. Department issued tee shirt.
- c. Employee provided/approved polo shirt.
 - i. See Attachment D for authorized polo for on-duty wear to be purchased through approved vendors at employee expense.
 - 1. DFEMS logo/maltese embroidered on left chest.
 - 2. When practicable, Rank and Last Name embroidered on right chest.
 - a. FF, PM, FF/PM, FADO – red lettering.
 - b. Station Lieutenant – silver lettering.
 - c. Shift Commander and above – gold lettering.
- d. Department authorized black safety shoes or boots.
- e. Navy blue or black socks.
- f. Department issued belt.
- g. Other departmental issued items:
 - i. Job shirt.
 - ii. Reflective outer jacket.
 - iii. Winter watch cap.
 - iv. Baseball-style cap.
- h. Optional employee provided items:
 - i. Sweatshirt with logo
 - 1. Hoodies are not authorized.
 - ii. Uniform belt with custom buckle
 - 1. See Attachment E for authorized style.
 - iii. See Attachment I for the List of Approved Optional Uniform Items.

4. Class D Uniform

- a. This uniform is a physical training uniform and shall only be worn during physical training activities or retiring to the dormitory. Class D uniform shall not be worn during incidents.
- b. Class D uniform consist of the following:
 - i. Department issued navy blue long or short sleeve tee shirt.
 - ii. Navy blue shorts*.
 - iii. Navy blue sweatpants*.
 - iv. Athletic shoes*.

*Employee provided

G. Separation of Employment

- 1. All uniform items shall remain property of the department.
- 2. All uniform items may be requested to be returned to the department at separation of employment.

3. Retired employees shall maintain a Class A uniform to participate in formal departmental activities.
4. DFEMS employees shall be required to turn over to their commanding officer their badges and identification cards while under suspension or investigation that may lead to separation of employment.

H. Optional Uniform Items

1. The procurement of optional uniforms shall be solely at the employee's discretion.
2. Only DFEMS approved vendors shall be used to obtain optional uniform items.
3. A list of optional vendors will be maintained by the Administrative Assistant assigned to the Director/Chief and is available upon request.
4. Optional uniform items shall be considered official uniform components.
 - a. See Attachment I for a list of approved optional uniform items.
 - b. See Attachment I for the process to propose additional optional uniform items.

I. Misuse of the Uniform

1. No employee of DFEMS shall, for any reason, allow any other person to use the employee's badge or other uniform insignia or device, and part of the employee's uniform, or the employee's identification.
2. Employees of DFEMS shall not sell, lend, exchange, pledge, or otherwise encumber or improperly dispose of their uniform or any part thereof, or any article of Department property.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Uniforms or similar content previously issued for personnel of the Carroll County Department of Fire & EMS Department.

ATTACHMENT A

The Carroll County Department of Fire & EMS is working to uphold a culture of teamwork and dedication in line with the core values of the Department. Likewise, your uniform and appearance are an outward expression of those core values to the communities we serve. DFEMS has put together a package of your initially issued equipment and uniforms.

Initial Issue:

1 – Turnout Coat	1 – Set of Turnout Boots	1 – Job Shirt
1 – Turnout Pants	1 – Scott SCBA Facepiece	1 - Badge
1 – Fire Helmet	1 – SCBA Facepiece Bag	1 – Set Collar Brass
1 – Fire Gloves	2 – Short Sleeve Class B Shirts	1 – Name Plate
1 – Work Gloves	2 – Long Sleeve Class B Shirts	1 – Belt
1 – Hood	2 – Pairs of Uniform Pants	1 – Tie
1 – Safety Glasses & Case	2 – Short Sleeve T-Shirt	1 – Baseball Hat
1 – Ear Protection	2 – Long Sleeve T-Shirt	1 – Winter Hat
1 – Reversible Jacket	1 – Gear Bag	

Attached is the form to take receipt of your uniforms and gear per Dept Policy. If you have a problem with your issued uniforms or gear after taking receipt, contact your Chain of Command to address the issue. You will be made aware if some items are to be issued at a later date.

You are responsible for everything that you are issued and it remains the property of CCDFEMS.

If after receipt of uniforms and gear, you damage, lose, or suspect stolen an issued item, refer to Dept. Policy.

Brass: After you are sworn in, you will receive 1 set of collar pins, 1 name plate, and 1 badge. These are to be worn on your Class B (Button Down) Shirts. Please see the next page for where to wear your brass/insignia on your uniform.

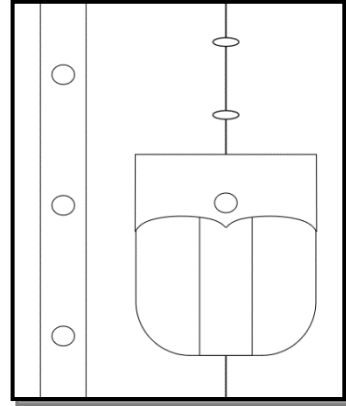
Boots: You are required to wear black boots with safety toes and black soles. Boots should be clean and polished. Reimbursement is available through the Risk Management Foot Protection Program.

Attachment B

How to Wear Your Class B Brass

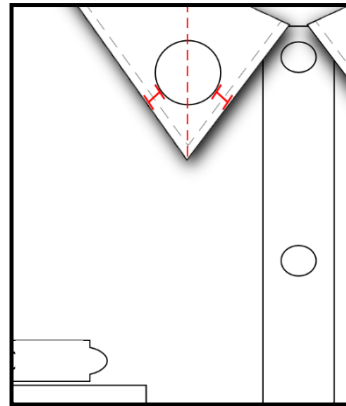
Badge:

Badges are to be worn on the left chest. The pin back of the badge goes through the 2 pre-set holes above the pocket.



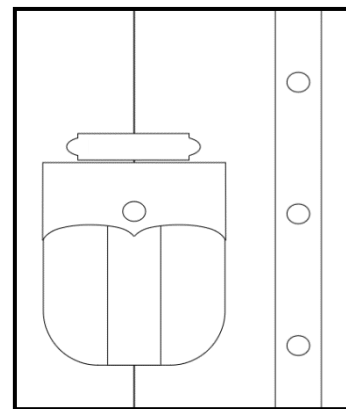
Collar Pins (Insignia):

Center the insignia $\frac{1}{4}$ inch from the front and lower edges of the collar. Position the vertical axis of the insignia along the imaginary line bisecting the angle of the collar point.



Name Plate:

Worn on the right chest above the pocket. Center the name plate on the pocket with the bottom of the name plate along the top edge of the pocket.



Attachment C

Class A Coat Configuration



ATTACHMENT D

DFEMS Polo for On-Duty Wear

In accordance with SOP 1.13 - Uniform Policy, the following polo is for on-duty wear for DFEMS uniformed employees. Per Policy, polos will be “employee provided” and worn as part of the “Class C Uniform with Polo” configuration. Polos are available to be purchased through approved vendors only and must meet brand/model and embroidery guidelines. “Class B Uniform” will remain required for any public detail, external meetings, etc. And therefore, required to be available while on-duty.



UnderArmour Tactical Performance Polo 2.0

Size: Small – 5XL

Cornerstone CS412 Snag-Proof Polo

Size: XS – 6XL

Embroidery Setup: (1/2” Arial Lettering)

- DFEMS Maltese on Left Chest
- Right Chest 1st Line - Rank
- 2nd Line – First Initial, Last Name
 - Red – FF/EMT, PM, FF/PM, FADO
 - Silver – Lieutenant
 - Gold – Shift Commander and above



Attachment E

Approved Uniform Belt with Custom Buckle

Irvin Hahn Belt Buckle B-4005 with 1 ½" black Garrison Belt

Finish – Silver for Station Lt and below.
Gold for Shift Commander and above.

“CARROLL COUNTY” on top line.

Appropriate Center Seal.

“FIRE EMS” or First Initial, Last Name on bottom line.



Attachment F

Class B Staff Uniform

The Class B Staff Uniform is considered a semi-dress uniform that is typically worn by staff officers. The uniform consists of a short or long sleeve button up shirt, all issued insignia, black tie (Winter configuration), undershirt, black belt with buckle, navy blue staff pants, navy blue or black socks, and black authorized shoes.

This configuration can optionally incorporate ribbons centered ¼” above the name plate on the right chest. See Attachment C and SOP – Awards and Recognition for further wear requirements.

Included Uniform Items

Insignia – Silver for Station Lieutenant and below. Gold for Shift Commander and above.

Badge – Worn on left chest through preset holes.

Collar Insignia – Center the insignia ¼ inch from the front and lower edges of the collar. Position the vertical axis of the insignia along the imaginary line bisecting the angle of the collar point.

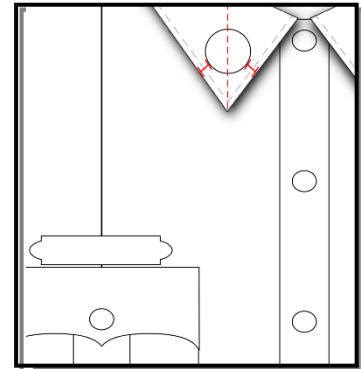
Name Plate – Worn on the right chest above the pocket. Center the name plate on the pocket with the bottom of the name plate along the top edge of the pocket.

Shirt Color – Navy Blue for Shift Commander and below. White for Battalion Chief (future) and above. Undershirt color matches button-up.

Summer Configuration – Short Sleeve Button-up, full issued insignia, no tie.

Winter Configuration – Long Sleeve Button-up, full issued insignia, black tie.

Pants – Navy blue staff pants (not tactical) with black belt and buckle (color according to rank), navy blue or black socks, and black authorized shoes.



Attachment G

Class B Fatigue Uniform

The Class B Fatigue Uniform is considered a semi-dress uniform that can be worn by field operational personnel. The uniform consists of a short or long sleeve button up shirt, all issued insignia, undershirt, black belt with buckle, navy blue staff pants, navy blue or black socks, black authorized shoes, and optional baseball-style cap.

Included Uniform Items

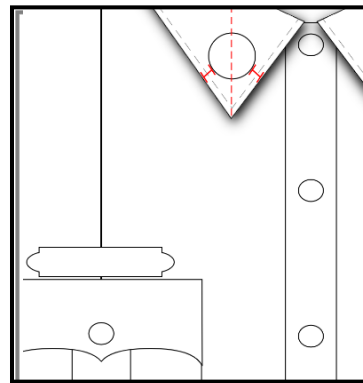
Insignia – Silver for Station Lieutenant and below. Gold for Shift Commander and above.

Badge – Worn on left chest through preset holes.

Collar Insignia – Center the insignia $\frac{1}{4}$ inch from the front and lower edges of the collar. Position the vertical axis of the insignia along the imaginary line bisecting the angle of the collar point.

Name Plate – Worn on the right chest above the pocket. Center the name plate on the pocket with the bottom of the name plate along the top edge of the pocket.

Shirt Color – Navy Blue for Shift Commander and below. White for Battalion Chief (future) and above. Undershirt color matches button-up.



Pants – Navy blue uniform pants with black belt and buckle (color according to rank), navy blue or black socks, and black authorized shoes.

Attachment H

Class C Fatigue Uniform

The Class C Fatigue Uniform is considered a work uniform that can be worn by field operational personnel. The uniform consists of an approved polo or DFEMS tee shirt, undershirt, black belt with buckle, navy blue uniform pants, navy blue or black socks, black authorized shoes and optional baseball-style cap.

Included Uniform Items

Polo Shirt Color – Navy Blue for Shift Commander and below. White for Battalion Chief (future) and above. Undershirt color matches button-up.

Polo Shirt – DFEMS Approved Polo. DFEMS maltese cross embroidered on left chest. When practicable, Rank and 1st Initial, Last Name embroidered on right chest (1/2" Arial Lettering). Red embroidery for FF/EMT, PM, FF/PM, and FADO. Silver Embroidery for Station Lieutenant. Gold Embroidery for Shift Commander and above.

DFEMS Tee Shirt – Navy blue DFEMS Tee Shirt, long or short sleeve variation. Tucked in.

Pants – Navy blue uniform pants with black belt and buckle (color according to rank), navy blue or black socks, and black authorized shoes.

Attachment I

List of Approved Optional Uniform Items

The following items are approved for employee purchase from approved DFEMS vendors and on-duty wear.

Department Approved Polo

UnderArmour Tactical Performance Polo 2.0

Cornerstone Snag-Proof Polo

See Attachment D for required embroidery.

Navy Blue FlexFit Baseball-Style Cap with DFEMS Maltese

Navy Blue Athletic Sweatpants – only for use with Class D Uniform

Navy Blue Athletic Shorts – only for use with Class D Uniform

Game “Bravest” Quilted Jacket with DFEMS Maltese on Left Chest

Submitting Optional Uniform Items for Approval

To submit proposed Optional Uniform Items for approval by the Director/Chief for on-duty wear, DFEMS uniformed personnel must:

1. Ensure uniform is widely available and is not in contradictory to general DFEMS uniform expectations already in practice.
2. Submit proposal and pictures of the proposed optional uniform item to immediate supervisor for approval up the DFEMS chain of command.
 - Proposal must be completed on DFEMS memo and include specific information on make, model, material, expected pricing and availability.
3. Quarter Master will review the proposal to ensure availability through approved vendors.
4. Once submitted to the Director/Chief through appropriate channels, the Director/Chief will decide on the proposed optional uniform item.
5. If the proposed optional uniform item is approved by the Director/Chief, it will be sent to the approved vendors to be made available for purchase and added to SOP 1.13 Attachment I – List of Approved Optional Uniform Items.

NOTE: Proposed Optional Uniform Items are not to be worn until approved by the Director/Chief in writing. Only items approved by the Director/Chief for testing can be worn prior to final approval.