

# STANDARD UNIFORM POLICY

Fire Department Town of Menasha  
Department Policies  
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Effective January 2010  
Originally Adopted July, 1995

## **Scope:**

The Fire Department uniform identifies members of the organization, insures a measure of uniformity, and promotes professionalism. This policy identifies the uniform classes and provides guidelines for wearing the Department uniforms as approved by the Chief of the Department.

It is the policy of the Town of Menasha Fire Department to provide all members with one short sleeve shirt and pants necessary in order to present a professional appearance and be easily identified as Fire Department members. Other components of uniform wear shall be identified in this policy but are the sole responsibility of the firefighter to purchase and maintain in a wearable condition. Examples of items not purchased but allowed by the fire department are department logo t-shirts, sweatshirts, fleece work shirts, polo shirts, TMFD logo caps (knit and baseball type). Dark blue ties, plain (not weaved pattern) black belt and shoes, black or navy socks are to be part of the uniform whenever a dress uniform is required, although the department will not furnish any of these items.

Additionally, at no time during a fire department function or incident shall t-shirts, hats or clothing depicting sexually explicit messages or illustrations be worn and items that suggest racial, alcohol or discriminatory concepts shall not be tolerated. Example- "Coed Naked Fire Fighting" or "Big Johnson" - t-shirts. If an alarm is received while wearing such apparel, it must be turned inside-out or covered with another shirt before responding or getting on any apparatus. Firefighters are encouraged to wear clothes that are neat in appearance at all times even when responding to the station on emergency calls or to resident's homes when responding on EMS calls. Clothing that is dirty, torn, ragged or in poor condition does not exhibit a professional image of the fire department. At no time should tank tops with narrow shoulders or excessively loose fitting shirts be worn when performing any emergency operation.

Four classes of uniforms are recognized as appropriate. The Officer in charge of an official event shall designate the Class of uniform to be worn:

## **Classification of Uniforms:**

### **Class "A" Uniform:**

Dress Uniform Shirt (department issued short sleeve), Dark Blue Dress Pants (department issued), Dark Blue tie, Black Belt and Black Boots or Dress Shoes. Officers shall wear dress jackets as appropriate. Officers with gold badges should wear open gold tone buckle belts. Firefighters with silver badges should wear open silver tone buckle belts.

### **Class "B" Uniform:**

Same as Class "A" but without a tie.

### **Class "C" Uniform:**

TMFD Coveralls or combination of dept. issue pants and TMFD T-shirt/Sweatshirt/Golf-Shirt or fleece work shirt.

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## **Class “D” Uniform:**

The Class D uniform is designed for physical exercise activities and may consist of athletic shorts or sweatpants, T-shirt/sweatshirt, white socks, and athletic shoes. The Class D uniform may be worn only for physical exercise or as sleeping attire (The Class C uniform may be optional sleeping attire if a member chooses). If dressed in the Class D attire, bunker pants shall be donned prior to responding to an emergency call.

## **Uniform Standards:**

All uniforms shall be clean, neat, and free of tears, stains, wrinkles, or holes.

Department T-Shirts - Dark Navy Blue department t-shirts should be worn beneath uniform, golf or fleece work shirts when the top button is not closed.

NOTE: Shorts, Blue Jeans or sneakers are NOT to be worn with TMFD Uniform shirts.

## **Full-time Staff Attire:**

At the discretion of the fire chief, full-time staff may wear business casual attire provided the attire has some sort of department logo or the uniform badge is displayed on the belt. On Fridays or as allowed by the Town Administrator, full-time staff may “dress-down” on Fridays and wear jeans and other appropriate shirts that may have the Town or other fire service associated logo or Packer related attire.

## **Event Attire:**

Class “A” – Funerals, Court appearances or any other time the Chief deems appropriate.

Class “B” – Department presentations in homes or businesses, Safety Day, Parades, or any other time the Fire Chief or officer in charge of event deems appropriate.

Class “C” – Dailey station wear.

Class “D” – Night-time or while exercising.

## **Uniform Accessories:**

Collar Insignias: Department issued insignias shall be worn with tips pointed at the collar corner, close to the corner. Chief Officers shall wear, crossed bugles representative of their rank (Chief-5 crossed bugles; Deputy Chief-4 crossed bugles; Division Chiefs-2 crossed bugles). Other officers collar insignias are Captains 2-parallel bars and Lieutenants 1 bar. (TMFD Collar Insignia-individual option but if worn, should be parallel to collar edge)

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Patches: Only the TMFD Patch is allowed on the left shoulder. Only the American Flag is allowed on the right shoulder. Other department approved patches such as certification patches may be worn on the right shoulder sleeve of an outside jacket but not on any approved uniform apparel (i.e., work shirts, sweatshirts, coveralls, etc.).

Name Tag:

Department issued. Place directly above the top of the right pocket seam.

Service Award Pins:

Department issued. Wear only one and place it centered, above the nametag.

See following page(s) for an illustration of proper collar brass, patch location, etc.

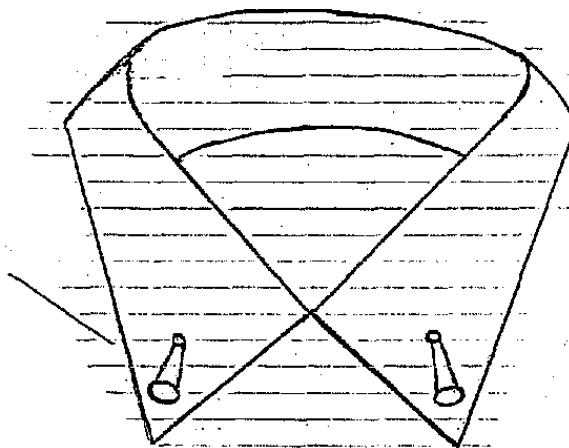
Department t-shirts:

Department t-shirts shall be dark navy blue in color and have the approved department patch silk screened on the left chest position. The back of the shirt shall have an approved logo silk screened in the upper back position. The department t-shirts should be worn beneath fire department uniform shirts, golf shirts sweatshirts or fleece work shirts.

Firefighters may purchase t-shirts for family members however family members may not wear the dark navy blue t-shirts. Other colors of t-shirts may be purchased for family members but may NOT have the logo on the back.

Illustration:

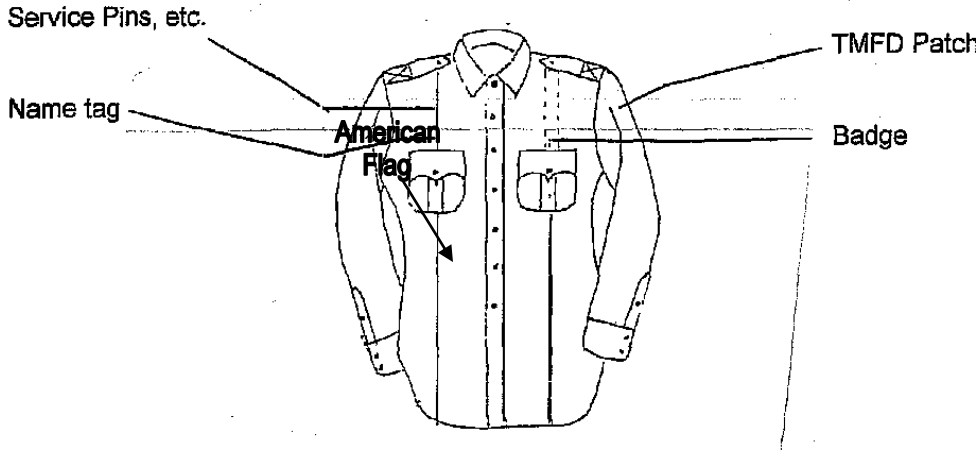
All collar brass shall be pointed directly at the corners at the same angle as the tip.



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T-Shirt Front

(shirt color: dark navy blue)



T-Shirt Back

