

## Chapter 4-2

### Standard Operating Guideline for Uniforms, Grooming & Hygiene

#### 1. Purpose

This SOG details the items that PVFD members will wear as a uniform and how they will be worn. Also addressed in this SOG are basic standards of grooming and hygiene.

#### 2. Scope

This SOG applies to all PVFD members while they are representing PVFD.

#### 3. Introduction

A uniform is worn to show that members have a common identity in an organization. It also symbolizes the pride a member has in the organization, and shows civilians that they should respect the formality of the organization. The type of uniform varies with the formality and ceremony that is occurring when the uniform is worn. Formal occasions call for formal uniforms. Informal or chore-oriented occasions call for uniforms that are made for these types of activities.

PVFD members wear uniform apparel to distinguish them from civilians or members of other agencies while the member is performing PVFD duties. Likewise, if a PVFD member is wearing any clothing items that bear the PVFD logo, it is assumed that they are representing PVFD.

PVFD members must use good grooming and hygiene practices at all times. Failure to do so will cause other people to have a negative perception that will affect the reputation of the member and their association with PVFD.

#### 4. Class A uniform

The class A uniform is to be worn during ceremonial occasions or when a member is representing PVFD in a formal manner. It consists of the following items:

- Hat: FDNY bell style dress cap, white top for Chief officers,  
Navy top for Company Officers and firefighters  
Decorative chinstrap; gold for officers, silver for firefighters  
Hat badge with rank-appropriate symbol; gold bugles for officers, silver  
FD scramble for firefighters
- Pants: Dark navy, polyester blend with 4 pockets  
Pressed-in crease on each leg front and rear
- Shirt: Officers: White, polyester blend, long sleeved  
Firefighters: Light Blue, polyester blend, long sleeved  
Epaulets on top of shoulders  
Sewn-in military creases  
Metal buttons with FD scramble on buttons  
Silver buttons for firefighters, gold buttons for officers  
Metal pin-on badge, nametag, collar brass,  
PVFD patch sewn on left shoulder  
US flag sewn on right shoulder
- Undershirt: White, poly/cotton blend T-shirt  
\*V-cut T-shirt is acceptable, Tank Top is not allowed

- Tie: Dark navy
- Shoes: Black, low-cut or chukka, plain-toe, high gloss
- Socks: Black, ankle-length
- Blouse/Jacket: Dark navy, polyester blend, must match pants, suit length
  - Double Breasted
  - Epaulets on top of shoulders
  - Metal buttons with FD scramble on buttons
  - Silver buttons for firefighters, gold buttons for officers
  - Metal pin-on badge, nametag, collar brass, EMS rank
  - PVFD patch sewn on both shoulders
  - Rank-specific gold bands circling each cuff
    - Chief: 5 wide bands
    - Deputy Chief: 4 wide bands
    - Asst. Chief: 3 wide bands
    - Major: 1 wide & 1 thin band
    - Captain: 2 thin bands
    - Lieutenant, Fire Marshal, Chaplain: 1 thin band
  - Gold years-of-service bars sewn onto outside of left sleeve, mid-way between cuff and elbow, each bar represents 5 years of service (including time outside of PVFD)

## **5. Class B uniform**

The class B uniform is worn for semi-formal occasions such as outside meetings or classroom trainings. It consist of the following items:

- Pants: Dark navy, poly/cotton blend with 4 pockets
  - Pressed-in crease on each leg front and rear
- Shirt: Dark navy, poly/cotton blend, must match pants
  - Epaulets on top of shoulders
  - Sewn-in military creases
  - Sewn-on badge, nametag, collar brass, EMS rank
  - PVFD patch sewn on left shoulder
  - US flag sewn on right shoulder
- Undershirt: Dark navy, poly/cotton blend
- Shoes: Black, low-cut, plain-toe, medium gloss or
  - Black, work boot (any height), plain-toe, solid black sole, medium gloss
- Socks: Black, ankle-length (for low-cut shoes)
  - Black or white, ankle-length (for use with boots)

## **6. Class C uniform**

The class C uniform is to be worn during events where PVFD recognition is appropriate and the member will be engaging in light work. Examples include weekly

training sessions, fund raising events, etc. The class C uniform consists of the following items:

- Pants: Option 1: Dark navy, poly/cotton blend with 4 pockets  
Pressed-in crease on each leg front and rear  
Option 2: Dark navy, BDU style, 100% cotton or poly/cotton blend
- Shirt: Beige pullover with collar, short sleeves, 3 button V-neck  
PVFD logo embroidered on left chest
- Undershirt: White, poly/cotton blend; or no undershirt  
If no undershirt, the pullover should have the bottom button fastened
- Shoes: Black, low-cut, plain-toe, medium gloss or  
Black, work boot (any height), plain-toe, solid black sole, medium gloss
- Socks: Black, ankle-length (for low-cut shoes)  
Black or white, ankle-length (for use with boots)

## **7. Class D uniform**

The class D uniform is designed for use during PVFD events that involve heavy work or the likelihood of getting dirty. Examples include hands-on training, weekly truck checks, and events occurring during hot weather. It is most important for this uniform to be comfortable and functional. The following are the components of a class D uniform:

- Pants: Option 1: Dark navy, poly/cotton blend with 4 pockets  
Pressed-in crease on each leg front and rear  
Option 2: Dark navy, BDU style, 100% cotton or poly/cotton blend  
Option 3: Blue jeans (for very informal occasions only)  
Option 4: Shorts, dark navy, straight leg, poly/cotton blend or 100% cotton, leg length of shorts must be equal or lower than fingertips of wearer when arm and fingers are fully extended next to wearer's side
- Shirt: T-shirt with PVFD patch screened on left chest, dark navy or ash gray shirt color
- Undershirt: n/a
- Shoes: No set standard
- Socks: No set standard

## **8. Outerwear**

PVFD uses several types and styles of outerwear, including sweatshirts, job shirts, and casual jackets. All of these are suited for use with any class of uniform except Class A.

## **9. Grooming and Hygiene**

Proper grooming and hygiene are as important to the public's perception of PVFD and the firefighter as the uniform itself. Therefore, PVFD members should not let their personal appearance degrade their uniform presence. The following basic rules

are to ensure that neither the PVFD nor the individual member suffers a negative opinion from the public or other members due to poor grooming or hygiene.

1. All members shall bathe as necessary and be free from unpleasant body odor. Members may wear cologne/perfume as long as it is not overpowering. Underarm odor, regardless of the member's cultural background, shall not be acceptable.
2. Members shall wear their hair so that it does not interfere with the use of SCBA. Hair must also be able to be fully covered by the PPE hood in a timely manner.
3. No beards or facial hair that interferes with the SCBA mask seal are permitted.
4. Teeth shall be brushed regularly, and the member shall strive to keep their breath odor-free.
5. Members shall wear their uniform clean and free from stains or excessive wrinkles.
6. Members shall wear their uniform shoes clean and polished.
7. Members may wear facial make-up as long as it does not interfere with the SCBA facepiece seal, and is compatible with the seal material.
8. Members may wear visible piercings in their ears only. Earrings must not be ornate, and must not interfere with the use of PPE.
9. Members may not wear any other pins or symbols as part of their PVFD uniform without the approval of a Chief Officer.