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Duty Uniform Standard Operating Procedure



This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies:

Applicable HI Statutes:

I. PURPOSE

To establish the accepted professional appearance and minimum standards for the proper wear and maintenance of uniforms for the employees of the Hawai'i Fire Department (HFD).

II. APPLICABILITY

This duty uniform policy and operating procedures shall apply to all members of the department, including Volunteers and to all civilian employees of the department. It shall have the same authority as Departmental Rules and Regulations and shall not be canceled, amended or issued without the specific approval of the Fire Chief.

It is the responsibility of the member to be aware and adhere to this policy. In addition, Company Commanders shall be responsible for ensuring daily compliance with HFD's Duty Uniform policy and standards. Furthermore, Battalion Chiefs are responsible for ensuring compliance of all employees under their command and any deviance from this policy shall be cause for disciplinary action.

This Policy does not apply to the Ocean Safety Division and the Fire Dispatch Section at this time. The inclusion of the Ocean Safety Division and Fire Dispatch Section shall be addressed during the next update to this policy.

III. PROCEDURES

As representatives of the Hawai'i Fire Department and County of Hawai'i, personnel are expected to present a clean, neat, uniformed and professional appearance. All personnel are expected to take pride in their appearance, maintain a positive public image, and enhance personal safety through the uniform standards outlined in this policy. Revisions to this policy may be made when deemed necessary by the Fire Chief.

A. AUTHORIZED ITEMS OF UNIFORM

The Hawai'i Fire Department lacks the budget to pay for 100% reimbursement to convert the department to a new uniform. However, it is the opinion of the Fire Chief that moving to a fire resistive uniform is the right thing to do to improve safety for our personnel. As such this policy shall set forth the authorized specifications of a new uniform, while still allowing the

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use of our existing uniform until such a time that the department has been fully converted over to Nomex fire resistive uniforms. It is recognized that this will not always have the best appearance to the public, but this is currently the only path forward seen to providing a safer uniform at this time. As such the following are the approved items of uniforms for the Hawai'i Fire Department until further notice:

1. Authorized HFD Items:

- a. Chief Officers (40-hr Schedule)
 - i. 5ea. Navy Blue Nomex Short Sleeve Dress Shirts
 - ii. 5ea. Navy Blue Nomex Dress Trousers
Or existing uniform:
 - iii. 5ea. White Short Sleeve Dress Shirts
 - iv. 5ea. Black of Blue Dress Trousers
- b. Chief Officers (56-hour Schedule) Operations
 - i. 3ea. Navy Blue Nomex Short Sleeve Dress Shirts
 - ii. 3ea. Navy Blue Nomex Dress Trousers
Or existing white uniform:
 - iii. 3ea. White Short Sleeve Dress Shirts
 - iv. 3ea. Black of Blue Dress Trousers
- c. Operational Fire Personnel, (40-hr Schedule)
 - i. 5ea. Navy Blue Nomex Short Sleeve Dress Shirts
 - ii. 5ea. Navy Blue Nomex Dress Trousers
Or existing light blue uniform:
 - iii. 5ea. Light Blue Short Sleeve Dress Shirts
 - iv. 5ea. Navy Blue Dress Trousers
- d. Operational Fire Personnel (56-hour Schedule)
 - i. 3ea. Navy Blue Nomex Short Sleeve Dress Shirts
 - ii. 3ea. Navy Blue Nomex Dress Trousers
Or existing light blue uniform:
 - iii. 3ea. Light Blue Short Sleeve Dress Shirts
 - iv. 3ea. Navy Blue Dress Trousers
- e. Firefighter Recruit (40-hr Schedule)
 - i. 3ea. Navy Blue Nomex Short Sleeve Dress Shirts

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- ii. 3ea. Navy Blue Nomex Trousers
 - iii. Prior to the start of training, recruits shall be required to purchase **two** HFD "Navy Blue" Fire Resistant Duty Uniform sets (excluding patch and embroidery) at their own expense and shall be issued an HFD authorized nametag and "RECRUIT" t-shirt for identification purposes. (Training Bureau shall refer to HFD Uniform Policy & Procedures - Section III.C.2 - "Class B Uniform" to minimize unnecessary wear and tear to duty dress shirts.)
 - iv. Upon successful completion of training, recruits will be required to purchase a **third** uniform set (including patch and embroidery) for graduation and shall be eligible then for reimbursement.
- i. Fire Administration Staff (40-hr Schedule)
 - i. **5ea. Navy Blue Short Sleeve Polo Shirts**
Or existing attire:
 - ii. Acceptable business attire for workplace

2. Patch, Insignia & Embroidery

a. Patch

- i. The approved HFD patch shall be (*mandatory*) and worn on all Duty dress shirts and sewn centered on the *left* outer sleeve, 1 inch below the shoulder seam.
- ii. The approved State of Hawai'i Paramedic patch shall be (*mandatory*) and worn on all Duty dress shirts and sewn centered on the *right* outer sleeve, 1 inch below the shoulder seam of all State of Hawai'i licensed paramedics.
- iii. The approved Hawaii Fire Department volunteer patch shall be (*mandatory*) and worn on all Duty dress shirts and sewn centered on the *right* outer sleeve, 1 inch below the shoulder seam of all Hawaii Fire Department volunteer firefighters.
- iv. The approved State of Hawaii EMT patch (*optional*) shall be sewn centered on the *right* outer sleeve, 1 inch below the shoulder seam for those personnel in possession of a valid State of Hawai'i EMT license.
- v. Patches shall have heat sealed backing to secure threads in place.

b. Rank Insignia

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- i. Placement: Chief Officers and Captains shall have one (1) eyelet or reinforced hole on each side, which is sewn into the center of the shirt collar, 2 inches from the collar tips.
- ii. Design: Standard collar insignias are as follows:



Fire Chief: Gold w/5 trumpets, red background, 1 1/16" in diameter.



Deputy Chief: Gold w/4 trumpets, red background, 1 1/16" in diameter.



AC: Gold w/3 trumpets, blue background, 1 1/16" in diameter.



BC: Gold w/two trumpets, blue background, 1 1/16" in diameter.



Fire Captain: Silver w/two trumpets, 1 1/16" in diameter.

c. Embroidery

- i. Color: Embroidery shall be done in **yellow** for the ranks of Captain and below and **gold** for all Chief Officers.
- ii. Placement: Embroidery shall be directly on the uniform material. For the embroidered name and rank, the letters shall be centered *over* the right pocket of the dress uniform shirts. The member's rank shall be 1/4 inch *above* the top of the pocket. The member's name shall be 1/4 inch *above* the rank.
- iii. Name: The member's name shall consist of the first initial, a period after the first initial and the full last name. All letters shall be in capital and shall be 3/8" high, in Helvetica type style, with the letters evenly spaced. However, should the member state that the lower-case letters must be used in order that the name be spelled correctly (i.e., a name such as "DeAguiar", where the "e" is not in caps), the member's name may be spelled using lower case letters where appropriate.
- iv. Rank: The member's rank shall consist of all capital lettering and shall be 3/8" high, in Helvetica type style, with the letters evenly spaced.

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- v. Service Stars (optional): Purchase and embroidering of service stars shall be the member's responsibility and are available from the uniform vendor. Service stars shall be embroidered directly onto the shirt with two (2) points down and centered 1/2 inch *above* the personnel's name. Stars shall be worn in a straight line and shall be centered point to point. If six (6) or more stars are requested, a second row of stars shall be embroidered with two (2) points down and centered 1/4 in. above the first row of *five* (5) stars.
- vi. It is authorized to have a service star added up to 2 ½ years in advance of earning it if ordering shirts for the future.

B. DUTY UNIFORM

Authorized Duty uniforms shall consist of prior issued uniforms based on previous specification or the newly HFD approved duty dress shirt, duty dress trousers, duty T-shirt, jacket (optional), black boots/shoes, black belt, socks, hat/cap (optional), issued chest badge, embroidered name or nameplate, collared rank insignia (as applicable) and shoulder patch listed below. Any other uniform accessories may be included or added at the Fire Chief's discretion.

1. HFD "Navy Blue" Fire Resistant Duty Uniform Dress Trousers

- a. Shall be made from Nomex® IIIA or approved equal (7.5 oz/yd²) fabrics. Pants shall be designed for durability with triple-stitched, felled outer seams and seat seam.
- b. The pants shall have a uniform cut with four deep inverted pockets. The front pockets are slash dress style, and the back pockets are welt design. The waistband is fully finished with belt loops and the legs are permanently creased.

2. HFD "Navy Blue" Flame Resistant Tactical Ripstop Trousers (optional)

- a. Shall be made of 6.1 oz. /yd² Glenguard or approved equal Industrial Ripstop, Fire Resistant fabrics.
- b. Shall feature triple needle construction on the out seam for enhanced durability. The front pockets shall be slack style with utility notch, and the back pockets shall be a welt design with flaps featuring a hook and loop closure system. The legs shall have two cargo pockets on each thigh with flaps featuring a hook and loop closure system. The right cargo pocket shall feature an exterior storage pocket on center front with hook and loop closure. The waistband shall feature

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side elastic for added comfort and extra-side belt loops. The pant legs shall include a darted, articulated knee.

3. HFD "Navy Blue" Fire Resistant Rescue Duty Uniform Trousers

- a. Shall be made of 7.5 oz. /yd² Nomex® IIIA fabric.
- b. The pants are designed for durability with triple-stitched, felled outer seams and seat seam. The front pockets are slash dress style, and the back pockets are welt design with flaps featuring a snap closure system. The legs shall have two cargo pockets on each thigh with flaps featuring a snap closure system. The waistband shall feature side elastic for added comfort with belt loops, the legs are permanently creased. The pant legs shall include reinforcement at the knee.

4. HFD "Black" Duty Uniform Dress Trousers (Administration Chiefs)

- c. Shall be made of a polyester/wool blend fabric.
- d. The pants shall have a uniform cut with four deep inverted pockets. The front pockets are slash dress style, and the back pockets are welt design. The waistband is fully finished with belt loops and the legs are permanently creased.

5. HFD "Navy Blue" Fire Resistant Duty Uniform Dress Shirt (short and long sleeve)

- a. Shall be made from Nomex® IIIA or approved equal (7.5 oz. per yd²) fire resistant fabrics.
- b. The Fire Fighter short and long sleeve shirt is a dress style shirt, with a front placket using decorative buttons and hidden snap fasteners for the closure to allow for quick removal.
- c. The shirt has two large double-stitched chest pockets with pocket flaps, a pencil slot in the left pocket, pocket flaps have hook and loop closure with decorative buttons and badge tab over the left chest pocket.
- d. The Fire Fighter shirt has two military creases on the front of the shirt and three military creases on the back of the shirt. The shirt will have set-in short sleeves with a snap cuff closure.
- e. The shirrtail length shall be proportionate to the shirt size and long enough to allow a member to raise their hands above their head and have the shirrtail

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remain in the trousers. The shirt will be finished with the autoclave process to ensure the best appearance retention over the life of the garment.

6. HFD "White" Duty Uniform Dress Shirt (Administration Chiefs)

- a. Shall be made of fabric that is 100% polyester, minimum 9.5 oz. per linear yard, tropical weave.
- b. The shirt shall have two large double-stitched chest pockets with pocket flaps, a pencil slot in the left pocket and badge tab over the left chest pocket.
- c. The shirt shall have two military creases on the front of the shirt and three military creases on the back of the shirt. The shirt will have set-in short sleeves with a snap cuff closure.
- d. The shirrtail length shall be proportionate to the shirt size and long enough to allow a member to raise their hands above their head and have the shirrtail remain in the trousers. The shirt will be finished with the autoclave process to ensure the best appearance retention over the life of the garment.

7. HFD "Navy Blue" Duty Uniform T-Shirt (short & long sleeve)

- a. T-shirt shall be **Navy Blue** and made of flame resistant fabric or 100% cotton.
 - i. No other Duty t-shirt color, other than Navy blue, is allowed to be used on-duty or as an undershirt to the Duty Dress shirt or in-station.
 - ii. Chief Officers shall use a white undershirt when wearing the white duty uniform dress shirt.
 - iii. At the discretion and approval of the Fire Chief, commemorative or memorial t-shirts may be allowed for in-station use and as an undershirt, provided the artwork design is conservative in style and does not deter from HFD's uniform and professional appearance standards.
- b. The word "**FIRE**" shall be silk screened in 2-1/8 inch yellow colored ink lettering (matching the existing shade used by the HFD), centered across the chest 5 1/2 inches from the top of the neckline. "FIRE" will also be silk screened as above, but centered across the back 6 inches from the top of the neckline.
- c. The name "**HAWAI'I FIRE DEPARTMENT**" shall be silk screened in 1/2" yellow colored ink lettering (matching the existing shade used by the HFD) and centered on the back, below the word "**FIRE.**"

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- d. The rank of "**Captain**" or "**Battalion Chief**" or other chief ranks shall be silk screened in 1 inch yellow colored ink lettering (matching the existing shade used by the HFD) and on the front above the "E" in "FIRE."
- e. A 3 inch stencil of the HFD patch shall be silk screened in yellow colored ink (matching the existing shade used by the HFD) and centered on the left outer sleeve with the bottom of the shoulder patch being 1 ½ inch from the hemline.
- f. Alternatives to "FIRE" **printed on the back of t-shirt** may be offered through special order: "DISPATCH", "VOLUNTEER", and/or "RECRUIT". These alternative duty shirts shall not be carried in standard stock or expected to be sold at the standard shirt price. Authorization for alternative duty shirts shall be initiated by the Battalion Chief of the Auxiliary Services Bureau or their designee and be offered during specific sales for limited times throughout the year as initiated by the Hawaii Fire Department. Ordering can be completed through a digital pop-up storefront, or through manual ordering processes. Shirts with pockets can also be offered through this special-order process.

8. Jacket (optional)

- a. There is no approved uniform jacket at this time. This will be addressed in the next update.

9. Belt & Buckle

- a. Shall be plain black leather and minimum 1" wide with the approved HFD buckle. Buckles for Chief Officers may be gold. Buckles shall be worn centered in the middle of the uniform's gig line.
- b. Shall be the standard at Class A "formation" events and ceremonies.
 - i. Tactical belts (*optional*) are acceptable, provided they meet the minimum requirements stated above with black buckle hardware (see example below) and shall not be used during Class A "formation" events and ceremonies.

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10. Boots/Shoes

- a. Operations personnel shall be issued black leather, high-cut, hardened toe, NFPA compliant work boots with soles that are oil and slip resistant.
- b. All other personnel not using boots as described above, shall be black leather, low-cut, and laced or unlaced. Tassels, buckles, or other accessories are not allowed.

11. Socks

- a. Black socks shall be worn with low-cut shoes. Any color socks may be worn with high-cut station boots provided they are not visible.

12. Dress Cap

- a. Chief Officers shall have dress caps with a **white bell crown cap and a 1 3/4" black visor. Front band strap shall be black with gold regulation fire department buttons.** The inner frame band shall be adjustable and covered with a cloth band. An issued gold Maltese cap badge shall be attached at the eyelet centered above the visor.
- b. Other Ranks shall have dress caps with a **black bell crown cap and a 1 3/4" black visor. Front band strap shall be black with silver regulation fire department buttons.** The inner frame band shall be adjustable and covered with a cloth band. An issued silver Maltese cap badge shall be attached at the eyelet centered above the visor. An issued silver captain rank cap badge shall be attached at the eyelet centered above the visor for Captains.
- c. Dress caps shall be worn when members are in formation, such as funerals or other ceremonies. Dress caps shall also be worn at events or ceremonies where

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other uniformed services are represented and in uniform, such as Memorial Day and 9/11 services.

- d. Dress caps shall be worn inside a building only when members are in formation.
- e. Members reporting for promotional assessments are not required to wear their dress caps.

13. Hat/Cap (optional)

- a. Members may wear an approved hat/cap to provide protection from the elements while attending drills, conducting water safety, conducting fire inspections, fire pre-planning or while at the scene of a medical, ocean, or mountain incident, as long as protective gear is not required.
- b. Hats/caps shall be uniform in color to the Hawai'i Fire Department uniform colors (Navy blue or black), must be conservative in style and not bear any advertisement or endorsement of a product not authorized by the Fire Chief.
- c. Hat/cap will fit snugly over the top of the head (tight fit) in line with the center of the forehead and in a straight line with the nose. Hats/caps will be adjusted so it will fit squarely on the head and shall be worn properly with the bill facing forward.
- d. Hat/caps are prohibited during any aircraft operations.
- e. A standardized hat is being developed and will be included in the next update to this policy.

C. DUTY UNIFORM CLASSES & USES

Uniforms identify the on-duty members of the Department when out in public and have an effect on personnel control during operations. While on-duty, members shall properly wear and keep themselves in the appropriate uniform attire as described below:

- 1. CLASS A - Formal Duty Uniform: Required for funeral details, or during other special events as determined by the Department. *(This Uniform Class has not yet been implemented, nor is it currently required, but is being built into the uniform contract for future implementation. If this Class A Uniform becomes a requirement, the uniform shall be provided in accordance with the BU11 CBA).*
 - a. White long sleeve shirt for chief officers or Navy Blue Duty Dress Shirt – Long sleeve (tucked in)

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- b. Duty “FIRE” T-shirt (or white undershirt for Chief Officers)
 - c. Duty Navy Dress Trousers (*at full length covering high-cut portion of station boots*) or black dress pants for Chief Officers
 - d. Belt (*Belt & HFD Buckle required at formation; e.g. funeral ceremonies*)
 - e. Black Socks
 - f. Polished Boots (*secured either zipped or tied when in use*) or polished dress shoes for chief officers
 - g. Badge
 - h. Collared Insignia (*Captains and Chiefs*)
 - i. Dress Uniform Cap
 - j. Dress Coat (*Chief Officers only*)
 - k. Black Matte Tie
2. CLASS B - Full Duty Uniform (out-of-station): Required at all times while in public, at community events, promotional assessments, during static displays, pre-planning, driver training, grocery shopping, classroom instruction (*e.g. HFD, NFPA, USFA, etc.*) or at any other time deemed necessary by the respective BC or the Fire Chief, and shall be defined as follows:
- a. Duty Dress Shirt – Short sleeve (*tucked in*)
 - b. Duty “FIRE” T-shirt (*tucked in*)
 - c. Duty Dress Trousers (*at full length covering high-cut portion of station boots*)
 - d. Belt (*Belt & HFD Buckle required at formation; e.g. funeral ceremonies*)
 - e. Socks
 - f. Boots (*secured either zipped or tied when in use*)
 - g. Badge

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7. Undershirt sleeves shall not extend beyond the sleeves of the Duty shirt.
8. Any long-sleeved t-shirt used as an undergarment to the short sleeve duty dress shirt is prohibited.
9. Members shall keep all HFD authorized uniforms and wear apparel in a secured locker or closet when not in use.
10. All uniforms (duty shirt, duty trouser, duty t-shirt, belt, boots) shall be fully serviceable and acceptable in appearance. Faded, worn, frayed, dirty, torn, spotted, stained, scuffed, damaged or mismatched parts of all uniforms will not be permitted.
11. Wearing of any authorized HFD duty uniform, including the duty "FIRE" t-shirt, or any part thereof which would identify a person as an official member of the Hawaii Fire Department while off duty is prohibited unless approved by the Fire Chief. Wearing of the duty uniform by members while suspended from duty is strictly prohibited.
12. Turnouts and wildland brush jackets shall not be worn outside of quarters, except in response to alarms and returning to quarters, for training evolutions or when permitted on details.
13. Turnouts are allowed in quarters for training and drill purposes. However, turnouts are prohibited in dorm and eating areas.
14. Maternity wear shall be authorized for official use by requesting, in writing, permission from the Fire Chief or his designated representative.

D. DUTY UNIFORM CARE AND MAINTENANCE

1. To maintain its fire-resistive capabilities, Duty shirts and trousers shall be maintained according to manufacturer's instructions and shall be laundered separately from all other household clothing. Flammable contaminants, such as lint, will cling to fabric and reduce the thermal protective qualities of the garment.
2. Contaminated Duty uniform shall be cleaned and washed according to OSHA & Hawai'i Fire Department decontamination protocols.
3. All members shall be responsible for the condition of their own uniforms and personal appearance. The Company Commanders shall be responsible to check at the start of each work shift for the compliance of these standards by members under their jurisdiction. Disagreements as to individual applicability or conformance with

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these standards of company personnel shall be referred immediately to the respective Battalion Chief for their decision.

4. The same applies to staff personnel, except that they shall be referred to the respective Assistant Chief. Any disagreement with the decision of the respective Assistant Chief shall be registered with the Deputy Fire Chief orally or in writing before the end of the tour of duty in which such infraction of non-conformance occurs. In all cases, the decision of the Deputy Fire Chief shall be final.
5. Uniforms shall conform to Hawai'i Fire Department specifications and shall be clean, well-fitting and properly worn. Members' shoes shall be polished, presentable and secured (zipped or tied) when in use.
6. No accessories or other apparel, other than what is stated and approved in this policy, shall be worn with the authorized uniform unless permission is granted by the Fire Chief.

E. UNIFORM ALLOWANCES

All classes of employees in the Hawai'i Fire Department are required to obtain and wear approved uniforms. All members, both newly-appointed and promoted, shall equip themselves with proper uniforms within **60 days** after appointment.

Participation by the County of Hawai'i in the cost of uniforms shall be determined by the CBA and limited to the allowable amounts and payment procedures as listed below.

1. Initial Allowance

- a. New Employees: The Administration will make arrangements for new employees entering the Hawai'i Fire Department.
- b. Employees Changing Positions: Employees who change to positions in the Hawai'i Fire Department that call for items of uniform not authorized in previous positions qualify for full reimbursement of the cost of the additional uniform items.

2. Application for Uniform Allowance

- a. Newly Appointed Firefighters: The Administrative Division Fiscal Branch shall prepare the form and obtain the required signatures.
- b. All Other Employees: Shall submit to the Administrative Division Fiscal Branch the Employee Uniform Allowance Claim along with an itemized receipt bearing

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the name of the seller, date of sale, quantity of items, a full description of item, cost, and signature of the employee.

3. Replacement Allowance

- a. Normal Replacement. One year after the date of hire in which the employee is qualified for the initial allowance, that employee becomes eligible for normal replacements. Thereafter, in the twelve-month period following each anniversary of this date, the employee may replace authorized items of uniform and receive 75% reimbursement of the purchase cost. Purchase must be from an approved uniform supplier.
- b. Replacement of Damaged or Destroyed Uniforms. When a uniform is damaged or destroyed in the performance of duty, it shall be laundered and turned into the Storeroom for condemnation determination. A *to-from* shall be completed and forwarded through channels upon replacement of the uniform articles. If there are witnesses, their signatures shall be obtained. The respective designated official shall determine after thorough investigation if the claim is justified. If any of the negotiated agreements with Union’s conflict with this language, the Union Agreement language shall be utilized.

4. Reimbursement Procedures

- a. Each employee shall obtain an itemized receipt from the seller. Receipt shall bear the name of seller, date of sale, quantity of items, full description of item, cost and signature of employee and shall be submitted together with one (1) copy of Employee Uniform Allowance Claim to administration after approved by the Assistant Chief.
- b. Reimbursement shall only be granted for approved purchases by a County of Hawai‘i authorized vendor.