



Division 10

Logistics and Supply

Chapter 01- Career Uniforms

January 2009

POLICY

This General Order shall establish procedures for the issuance, replacement, maintenance, use, and composition of career uniforms.

DEFINITIONS

Approved - Complies with all published specifications of the Prince George's County Fire/EMS Department and/or has been specifically authorized by the County Fire Chief or his/her designee.

Seasonal Wear - Between March 1st and October 31st of each year, the summer uniform shall be worn.

Uniform Allowance - The uniform allowance is disbursed in accordance with the negotiated labor contracts.

Footwear - The approved footwear must be black, plain-toed, leather, low cut or high top, oxford-type uniform shoes. Black leather boots with zipper or other quick release system may also be worn, provided they are worn zipped at all times. All footwear must have a composite non-skid sole. Boots must not be worn in conjunction with the Dress uniform. All footwear shall be clean and polished at all times, laced through all the eyelets, with no excessive overhangs of laces. Personnel are not to wear any type of open-toed shoes, sandals or flip flops while on duty, either in the station or on emergency calls.

Caps for field wear - An approved navy-style watch cap or baseball cap may be worn.

The caps must be plain navy blue or may have the approved Departmental logo on it.

Jacket - The only approved jacket that may be worn is the Department's issued jacket.

Sweaters - The approved sweaters are the navy blue Air Force V-neck sweater with the Departmental insignia on the left shoulder, or the cardigan-style sweater with approved Departmental insignia on the front left pocket.

Sweatshirts - The approved sweatshirt is a navy blue crew neck sweatshirt. It should be plain navy blue or have the approved insignia on the front and back. Personnel are not to wear collared sweatshirts.

T-Shirts - The approved T-shirt is to be the same color as the uniform shirt being worn. The T-shirt shall be plain or have the approved Departmental markings on the front and back.

Blouse - The approved blouse is the standard, dark blue fire service blouse with the Departmental insignia on the left shoulder, decorated as follows:

- **County Fire Chief** – Double-breasted blouse, with gold buttons, five ¼” gold sleeve bands spaced ¼” apart. Gold Eagle pins are to be worn on the shoulder epaulets. County-issued badge and name tag. Awards can be worn centered ½” above name tag.
- **Lieutenant Colonel** – Double-breasted blouse, with gold buttons, four ¼” gold sleeve bands spaced ¼” apart. Silver leaf pins are to be worn on the shoulder epaulets. County-



issued badge and name tag. Awards can be worn centered 1/2" above name tag.

- **Major** - Double-breasted blouse, with gold buttons, three 1/4" gold sleeve bands spaced a 1/4" apart. Gold leaf pins are to be worn on the shoulder epaulets. County-issued badge and name tag. Awards can be worn centered 1/2" above the name tag. Refer to Diagram #? for the above illustration.
- **Battalion Chief** - Double-breasted blouse, with gold buttons, two gold sleeve bands, (1) 1/4" on the bottom, (1) 3/8" on the top, spaced 1/4" apart. County-issued badge, name tag and collar insignia designating rank. Awards can be worn centered 1/2" above the name tag.
- **Captains** – Single-breasted blouse, with gold buttons, two 1/4" gold sleeve bands spaced a 1/4" apart. County-issued badge, name tag and collar insignia designating rank. Awards can be worn centered 1/2" inch above the name tag. Refer to Diagram#? for the above illustration.
- **Lieutenants** – Single-breasted blouse, with gold buttons, one 1/4" gold sleeve band. County-issued badge, name tag and collar insignia designating rank. Awards can be worn centered 1/2" above the name tag.
- **Fire Technicians, Firefighters and Paramedics** – Single-breasted blouse with silver buttons. County-issued badge, name tag and collar insignia designating rank. Awards can be worn centered 1/2" above the name tag.

Dress Hat - The approved cap is a standard navy blue fire service dress cap, decorated as follows:

- **County Fire Chief and Lieutenant Colonels** - Gold strap, appropriate gold badge, velvet band and gold visor decoration known as the "Holbrook" flame.
- **Major** - Gold strap, appropriate gold badge, velvet band, and gold visor decoration known as "scrambled eggs," three on each side.
- **Battalion Chief** - Gold strap, appropriate gold badge, velvet band and gold visor decoration known as "scrambled eggs," two on each side.
- **Captain** - Gold strap, appropriate gold badge and velvet band.
- **Lieutenant** - Gold strap and appropriate gold badge.
- **Fire Technicians, Firefighters and Paramedics** - Black strap and appropriate silver badge.

PROCEDURES

1. General Provisions

The County Fire Chief and/or his/her designee is authorized to change the uniform standards found within this General Order, whenever, deemed appropriate. Such cases may include, but are not limited to, events that require Departmental participation, fiscal restrictions or at his/her discretion.

All Departmental uniforms not purchased by the individual are the property of Prince George's County.

All personnel are required to produce, upon demand by the County Fire Chief, or his/her designee, any issued uniform items and/or official equipment.

Non-usable shirts, trousers, and belts must be returned to Logistics and Supply.



On-duty personnel must wear or use only issued or approved uniforms, clothing equipment or insignia approved by this General Order.

Personnel who are on official business with a chief officer or representing the Department, and who have been provided advance notice of the detail, must wear an appropriate class uniform, as determined by the assigning authority.

All uniforms issued must meet the specifications approved by the County Fire Chief.

The County Fire Chief may limit the number of items issued in accordance with the budget allocations.

When an employee is issued clothing that does not fit properly, the clothing must be returned to Logistics and Supply within two weeks of receipt.

2. Issuance

Upon appointment to the Department, personnel shall be issued the follow clothing items:

- Navy blue work trousers
- Navy blue long sleeve work shirts
- Navy blue short sleeve work shirts
- Navy blue winter jacket
- Black garrison-type belt
- Silver belt buckle
- Name plates for uniform

Personnel may be issued additional items based on assignment or promotion.

Personnel are responsible for purchasing their own shoes, black socks and t-shirts, as outlined in the definitions section of this General Order.

3. Replacement

Personnel must complete a Clothing Request (P.G.C. Form 1362) and submit it, along with the items to be replaced, to their station officer for a replacement evaluation. Clothing Request Forms presented to Logistics and Supply must have a battalion chief's signature. Items for replacement will be exchanged on a one-for-one basis.

All personnel must report the loss or damage of any uniform items and official equipment to their supervisor. To receive replacement uniforms, a Loss/Damage Report (P.G.C. Form 556) must be completed, signed by the Battalion Chief in the individual's chain-of-command, and brought to Logistics and Supply. Stolen badges, identification cards, or items valued at \$50 or more replacement cost, must be reported to the County Police Department. The supervisor will be responsible to investigate the incident and forward their findings via the chain-of-command to the appropriate Lieutenant Colonel or his/her designee. If the loss or damage is found to be a result of negligence, the item will be replaced at the employee's expense.

Uniform items issued by the Department will be issued directly to the employee from Logistics and Supply personnel, and will require the employee to sign an Equipment Custody Receipt (P.G.C. Form #1890A) before removing the issued items.

4. Separation from the Department

Personnel who are terminated, retired, or have resigned must return all Department-issued uniforms and accessories to Logistics and Supply prior to the employee's official sign-off. The County Fire Chief, or his/ her designee, will determine items to be



surrendered and items that may be retained by these personnel.

5. Provisions for wearing the Department Uniform

The wearing of the appropriate class of uniform is authorized only when on actual duty, at Departmental functions, when attending Fire/EMS classes or at other times as approved by the County Fire Chief.

When traveling to and from duty stations, personnel may wear partial uniforms, as long as the articles of clothing are neat, clean and do not reflect unfavorably on themselves or the Department.

The work uniform must be worn while on duty and/or when completing Fire/EMS Department inspections, fire prevention programs, training classes held by other jurisdictions, by all Emergency Operations Command personnel assigned to fire and/or rescue stations, except as follows:

The officer-in-charge may authorize the removal of the work uniform shirt during work details, physical training, while sleeping or when the Council of Governments issues a Code Orange Alert or greater. Whenever uniform shirts are removed, personnel must wear an approved t-shirt displaying the Department insignia or a plain, solid colored t-shirt that is the same color as their work uniform shirt. T-shirts must be tucked in at the waistband. The officer-in-charge may authorize the use of issued or approved navy blue sweaters or sweatshirts during cold weather. Sweaters or sweatshirts may only be worn with the uniform shirt.

The uniform shall be kept in a neat and clean manner. The uniform shirt must be kept tucked in and have all but the top button fastened.

6. Physical Training Uniform

The Physical Training Uniform may be worn as follows:

Personnel shall change into the approved P.T. uniform just prior to the beginning of the physical training activity. Personnel must promptly change into the work uniform at the end of the physical training activity. The uniform shall consist of a navy blue t-shirt, navy blue shorts or sweatpants. The clothing shall have the approved Departmental markings or be plain navy blue. Personnel must not wear any identifiable part of the issued uniform in such a manner that would reflect unfavorably on themselves or the Department.

7. Personal Jewelry Items

Personal jewelry items may be worn with the various uniforms, although the wearing of jewelry while on duty is discouraged for safety reasons. On-duty personnel should restrict such jewelry to simple, conservative wedding bands, a watch, medic alert bracelets, earring and necklaces. Earrings must be small post-type that do not extend beyond the ear lobe or dangle from the ear in any fashion. Necklaces must be concealed under the t-shirt or uniform shirt at all times.

8. Classes of Uniforms

Dress Uniform

The dress uniform shall consist of the appropriate dress hat, blouse, white long-sleeved uniformed shirt for officers and light blue long-sleeved shirt for non officers, black tie, dress trousers, black Garrison belt, black plain-toed uniform shoes and solid black socks. Also includes breast badge, appropriate collar insignia, PGFD lapel pins



and name tags. Only battalion chiefs and above or anyone else deemed necessary by the County Fire Chief will be issued a Dress Uniform. All others must purchase one at their own expense and must be consistent with this General Order.

Administrative Uniform

The Winter Administrative Uniform shall consist of the same components as the Dress Uniform with the exceptions of the dress blouse and dress hat. Chief Officers will exercise appropriate discretion for the use a tie.

The Summer Administrative Uniform shall consist of a short-sleeved shirt (Fire Technicians and below, light blue; Lieutenants and above, white), dress trousers, black Garrison belt, plain-toed uniform shoes, solid black socks. The summer administrative uniform will also include the appropriate breast badge, collar insignia and name tag.

Work Uniform

Firefighters, Paramedics, Fire Technicians, Fire and Paramedic Lieutenants and Fire Captains:

- Short sleeved navy uniform shirt, navy trouser, navy blue t-shirt, with approved markings, solid black socks, black Garrison belt and name tag. Lieutenants and captains will also wear the appropriate badge and collar insignia. Shoes and boots must be black leather. White socks may be substituted as outlined in Section II, Definitions. An approved sweater or sweatshirt may be worn, providing it is in accordance with the standards set forth in this General Order.

Battalion Chiefs and Paramedic Captains:

- Short or long-sleeved white shirt, black tie, white t-shirt with approved markings, navy trousers, solid black socks, black Garrison belt, collar insignia, breast badge and name tag. Shoes and boots must be black leather. White socks may be substituted as outlined in Section II, Definitions.

Majors and above:

- Short or long sleeved shirt, black tie (as appropriate), dress trousers, breast badge, appropriate gold collar insignia and name tag. Shoes must be black plain toed leather.

Apparatus Maintenance

Non-uniformed personnel, whose primary function is to effect mechanical maintenance repairs, shall wear the rented "Industrial Laundry" type uniforms and coveralls with sewn on name tag. Sewn on name tag shall contain the employee's first and last name and job title. At the employee's option and own expense, they may wear a dark blue insulated vest and /or approved cap with the rented uniform while engaged in activities within the shop or effecting repairs in the field.

Non-uniformed personnel whose primary function is within the office shall wear business attire deemed appropriate by the uniformed supervisor or non-uniformed manager for the office. Personnel not in a Department uniform will be required to wear a Prince George's County Government-issued identification badge at all times.

Uniformed Personnel shall wear the issued work uniform.



Logistics and Supply

Non-uniformed personnel shall wear business attire deemed appropriate by the uniformed supervisor or the non-uniformed manager for the office. Personnel not in a Departmental uniform will be required to wear a Prince George's County Government- issued identification badge at all times.

Uniformed Personnel shall wear the issued work uniform.

Public Education Division

While participating in the delivery of general public fire safety presentation, the work uniform shall be for non-uniformed personnel, business attire deemed appropriate by the uniformed supervisor or non-uniformed manager of the office. Personnel not in a Department uniform will be required to wear a Prince George's County Government-issued identification badge at all times.

For uniformed personnel, either the administrative or work uniform at the discretion of the manager or battalion level supervisor.

Fire/EMS Training Academy

Non-uniformed personnel shall wear business attire deemed appropriate by the uniformed supervisor or non-uniformed manager for the office. Personnel not in a uniform will be required to wear a Prince George's County Government-issued identification badge at all times.

Uniformed personnel shall wear either the administrative or work uniform.

Fire Prevention

Inspectors, Code Enforcement and Special Hazards:

While conducting official Departmental inspections, shall wear business attire deemed appropriate by the uniformed supervisor or non-uniformed manager for the office. Personnel not in a Departmental uniform will be required to wear a Prince George's County Government identification badge at all times. Sworn Fire Prevention personnel may also wear the work uniform.

Fire Investigations

While on duty, investigators shall wear business attire deemed appropriate by the uniformed supervisor or non-uniformed manager for the office. While operating in an unsafe environment or structure, issued personal protective equipment shall be worn.

Special Operations Division

Special Operations Division personnel shall wear the issued utility uniform in accordance with FBI Hazardous Device School Standard Operating Procedure. The uniform shall consist of 100 percent cotton, golf-style shirt with approved insignia and 100 percent cotton BDU pants.

Maternity

As stated in General Order 5-11, employees may continue to wear the official uniform until it becomes uncomfortable. At that time, the employee may request, in writing through the chain-of-command, to wear maternity clothing. The maternity clothing shall consist of:

- Dark blue maternity slacks or skirt.
- Appropriate color shirt/smock (light blue for firefighter and paramedics, white for officers).



- Black shoes and socks.
- Uniformed personnel will be permitted to wear maternity attire that is appropriate for an office setting. If personnel choose to wear the attire they must wear a Prince George's County Government identification badge at all times. At no time will personnel be permitted to wear jogging/sweat suit outfits.

9. Insignia and Badges

The exact placement and positioning of the insignia must be in accordance with the diagrams and descriptions in the Diagrams section of this order. The appropriate insignia or rank on collar pins must be worn on both collar tips of all uniform shirts, (lieutenants and above), regardless of whether an outer garment is worn. The following symbols correspond with ranks and/or positions for all appropriate insignia:

- **County Fire Chief** – Gold Eagle
- **Lieutenant Colonel** – Silver Maple Leaf
- **Major** – Gold Maple Leaf
- **Battalion Chief** – 2 Crossed Trumpets
- **Captain** – 2 Gold Bars
- **Lieutenant** – 1 Gold Bar

Officers will be required to wear the appropriate Departmental badge on the left side of the uniform shirt, jacket and dress uniform blouse and on the dress hat.

The Departmental shoulder patch is worn on the left side of the uniform shirt, jacket and blouse. A patch on the right side sleeve identifying special training or team membership, approved by the County Fire Chief, may be worn. Only one patch may be displayed on the right sleeve at a time. However, members of the Honor Guard are

authorized to wear a rocker on the left sleeve of their ceremonial uniforms below the Departmental patch. Other modifications to the guard's ceremonial uniforms are permitted with the County Fire Chief's approval.

Name tags are to be centered and placed above the top edge of the right pocket on the dress administrative and work uniform shirt. Name tags shall be no more than 2 and 3/8" long and 1/2" wide.

Service pins are optional and worn on the left sleeve of the dress blouse, centered and 1/4" above the top officer stripe for officers and 4" from the edge of the sleeve for firefighters and paramedics.

The official International Association of Firefighters pin or U.S. Flag pin (maximum size 1/2") is optional and worn centered, 1/2" above the name tag. This may be worn on the dress uniform blouse and/or on the dress, administrative and work shirt.

Meritorious service pins are optional and worn over the name tag on the dress uniform blouse, centered 1/2" above the name tag.

10. Care and Maintenance

Each employee is responsible for the laundering or dry cleaning of issued uniforms and clothing.

Badges and other plated insignia must not be polished with an abrasive polish or cleaner, as this removes the plating. However, they should be periodically washed in soap and water, utilizing a soft brush if necessary.

11. Evaluation

The County Fire Chief may authorize the substitution of specific uniforms and



protective clothing for the purpose of evaluation. Those individuals who are in an evaluation group will be required to complete the appropriate documentation, etc. Personnel may request authorization to participate in specific item evaluation through the appropriate chain-of-command.

REFERENCES

N/A

FORMS/ATTACHMENTS

Loss/Damage Report – P.G.C. Form 556

Equipment Custody Receipt – P.G.C. Form 1890A

Clothing Request – P.G.C. Form 1362

Career Uniform Diagrams

PRINCE GEORGE'S COUNTY GOVERNMENT

NOTICE OF LOSS OR DAMAGE REPORT

DEPARTMENT FIRE	CODE NO.										
DATE OF LOSS OR DAMAGE	DO NOT WRITE IN THIS SPACE										
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%; text-align: left; padding: 5px;">PROPERTY AFFECTED</th> <th style="width: 40%; text-align: left; padding: 5px;">ESTIMATE OF LOSS</th> </tr> <tr> <td style="padding: 5px;">BUILDING OR STRUCTURE <input type="checkbox"/> \$</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">MOTOR VEHICLE <input type="checkbox"/> \$</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">OTHER PROPERTY <input type="checkbox"/> \$</td> <td style="padding: 5px;"></td> </tr> </table>	PROPERTY AFFECTED	ESTIMATE OF LOSS	BUILDING OR STRUCTURE <input type="checkbox"/> \$		MOTOR VEHICLE <input type="checkbox"/> \$		OTHER PROPERTY <input type="checkbox"/> \$		FILE NO.		
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BUILDING OR STRUCTURE <input type="checkbox"/> \$											
MOTOR VEHICLE <input type="checkbox"/> \$											
OTHER PROPERTY <input type="checkbox"/> \$											
DATE RECORDED											
COVERAGE PERIOD											
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TYPE OF LOSS											
FIRE, WINDSTORM, OR OTHER <input type="checkbox"/>											
ACCIDENT OR COLLISION <input type="checkbox"/>											
THEFT <input type="checkbox"/>											
CAUSE OF LOSS OR DAMAGE (Attach Supporting Information)											
DATE 8-3-05	SIGNED _____ TITLE Fire Lieutenant										
DO NOT WRITE – INFORMATION NOTES											
<p style="text-align: center;">FORWARD IN DUPLICATE TO: SAFETY AND INSURANCE MANAGEMENT DIVISION Room 5000, County Administration Building</p>											

**PRINCE GEORGE'S COUNTY, MARYLAND
EQUIPMENT CUSTODY RECEIPT**

Person Receiving Custody	Person Transferring Custody (Agency Representative)	FIXED ASSETS: YES <input type="checkbox"/> NO <input type="checkbox"/> PERIOD OF TRANSFER: <input type="checkbox"/> = PERMANENT <input type="checkbox"/> = TEMPORARY
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Dept./Agency/Sub Activity:		Dept./Agency/Sub Activity:	
FIXED ASSET NO.	DESCRIPTION	QUANTITY ISSUED	MFG. SERIAL NO.

I ACKNOWLEDGE RECEIPT AND RESPONSIBILITY FOR ITEM(S) SHOWN IN "QUANTITY ISSUED" COLUMN.

DATE	SIGNATURE	OFFICE PHONE	ISSUED BY (SIGNATURE)
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CLOTHING REQUEST

Full Name/Rank _____ Date _____

I.D.# _____ Station _____ Authorized _____

A. Turn-Out Gear

	Size	Quantity
1. Coat, Bunker	_____	_____
2. Boots, 1/2 length	_____	_____
3. Helmet	_____	_____
4. Goggles/Liner	_____	_____
5. Gloves	_____	_____
6. Pants, Bunker	_____	_____
7. Suspenders	_____	_____
8. Nomex Hood	_____	_____

B. Uniform, Work

1. Pants, Work	_____	_____
2. Shirts, S. S. Dark Blue	_____	_____
3. Shirts, L. S. Dark Blue	_____	_____
4. Belt/Buckle	_____	_____
5. Parka, Winter Coat	_____	_____

C. Uniform, Dress

1. Pants, Dress Uniform	_____	_____
2. Pants, Dress (Office Only)	_____	_____
3. Shirts, S. S. Light Blue/White	_____	_____
4. Shirts, L. S. Light Blue/White	_____	_____
5. Blouse/Blazer (Insp. Only)	_____	_____
6. Hat, Dress/Cover	_____	_____
7. Raincoat	_____	_____

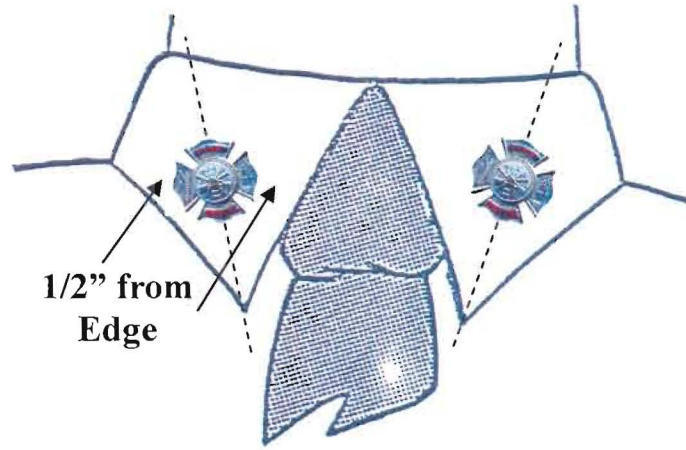
D. Insignia Request

1. Collar Pins _____ Badges, Breast _____ Cap _____ Tie Tac _____ PGFD Bar _____

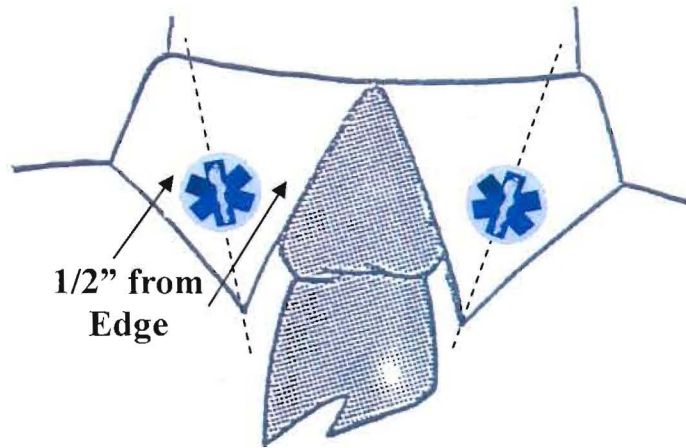
2. Name Plates _____ Rank _____

First Two (2) Initials & Last Name

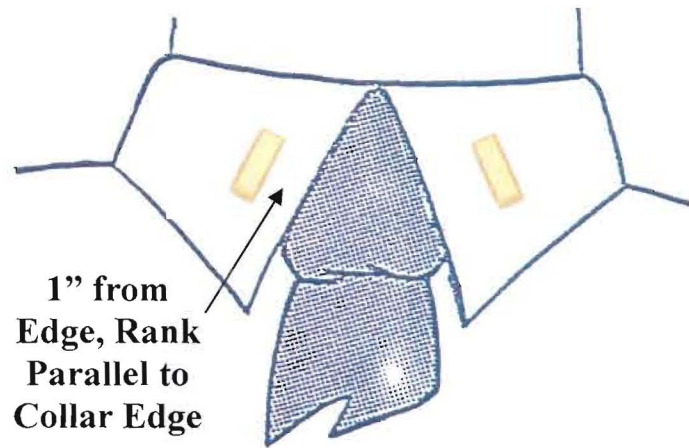
**Fire Fighter
Fire Fighter/Paramedic
Technician**



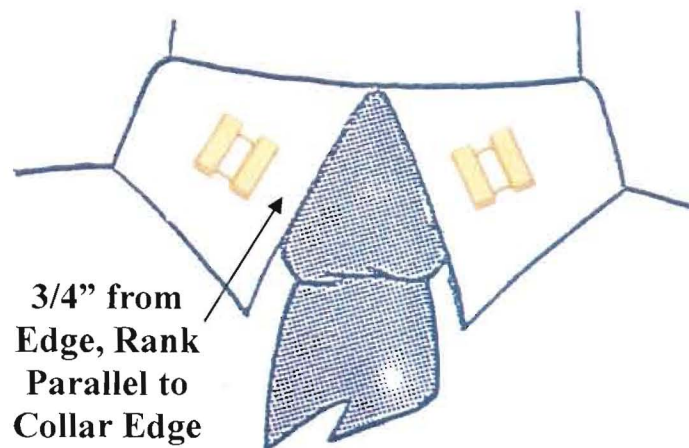
Paramedic



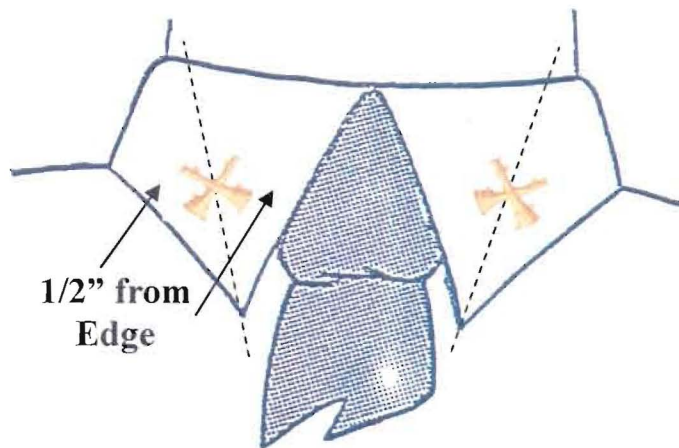
Lieutenant



Captain



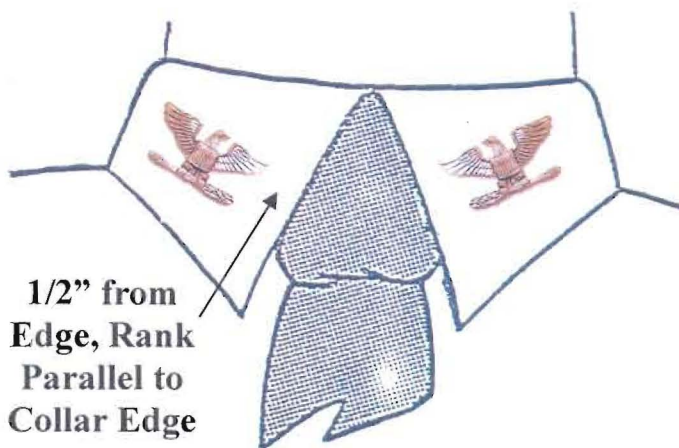
Battalion Chief



**Major
Colonel**



Chief



1/2" Below
Shoulder Seam

1/2" Below
Shoulder Seam



Top of Sleeve
Seam

Center

Center

4"

1/2" Below
Shoulder Seam

1/2" Below
Shoulder Seam



Top of Sleeve
Seam

Center

Center

4"

1/2" Below
Shoulder Seam

1/2" Below
Shoulder Seam



Top of Sleeve
Seam

Center

Center

1/4" Above
Light Blue
Stripe

One 1/2" Stripe

1/2" Below
Shoulder Seam

1/2" Below
Shoulder Seam



Top of Sleeve
Seam

Center

Center

1/4" Above
Single Gold
Stripe

One 1/2" Stripe

1/2" Below
Shoulder Seam

1/2" Below
Shoulder Seam



Top of Sleeve
Seam

Center

Center

1/4" Above
Single Gold
Stripe

Two 1/2" Stripes

1/2" Below
Shoulder Seam

1/2" Below
Shoulder Seam



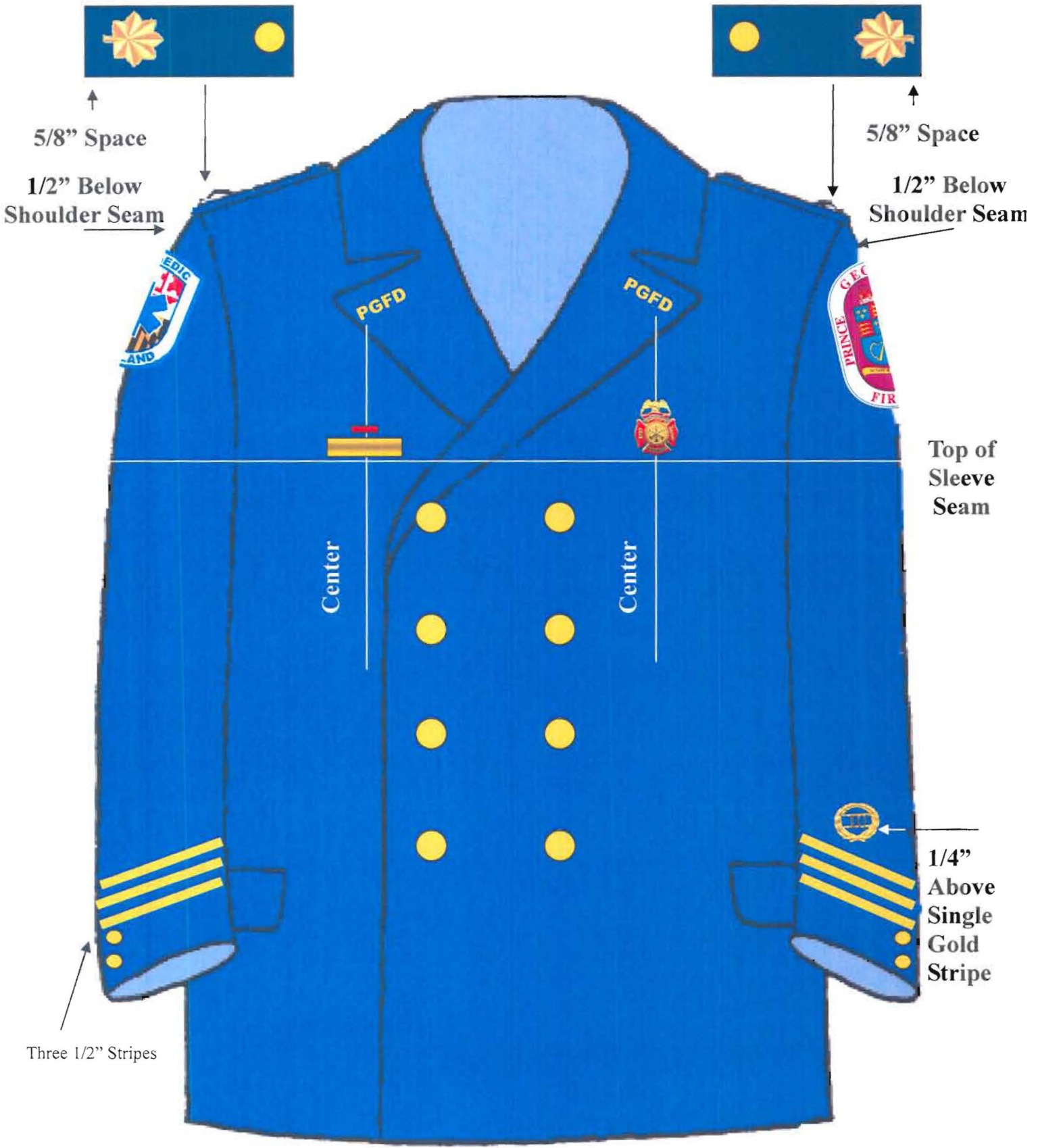
Top of Sleeve
Seam

Center

Center

1/4" Above
Single Gold
Stripe

One 1/2" Stripe,
One 1/4" Stripe



$5/8$ " Space

$1/2$ " Below
Shoulder Seam

$5/8$ " Space

$1/2$ " Below
Shoulder Seam

Top of
Sleeve
Seam

Center

Center

$1/4$ "
Above
Single
Gold
Stripe

Three $1/2$ " Stripes

