





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

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I. PURPOSE

- A. The purpose of this Standard Operating Procedure is to provide consistency in the selection of uniforms.

II. SCOPE

- A. This Standard Operating Procedure applies to all Northern Wake Fire Department personnel.

III. GENERAL

- A. Uniform Distribution

1. Full-Time Members

- a) Class A Uniform and Accessories
- b) Class B Uniform and Accessories
- c) Class C Uniform Shirt – Short Sleeve
- d) Class D Duty Polo Shirt
- e) Class D Duty T-Shirts – Short Sleeve
- f) Class D Duty Job Shirt or Jacket
- g) Class D Duty Pants or Shorts
- h) Class D Duty 1 ½" Belt
- i) \$100 Shoe Allowance
- j) Duty Hat

2. Part-Time Members

- a) Class D Duty Polo Shirt
- b) Class D Duty T-Shirts - Short-Sleeve
- c) Class D Duty Job Shirt or Jacket
- d) Class D Duty Pants or Shorts
- e) Class D Duty Belt
- f) \$100 Shoe Allowance
- g) Duty Hat

3. Volunteer Members
 - a) Class A Uniform and Accessories
 - b) Class B Uniform and Accessories
 - c) Class C Uniform Shirt – Short Sleeve
 - d) Class D Duty Polo Shirt
 - e) Class D Duty T-Shirts - Short-Sleeve
 - f) Class D Duty Job Shirt or Jacket
 - g) Class D Duty Pants or Shorts
 - h) Class D Duty 1 ½” Belt
 - i) \$100 Shoe Allowance
 - j) Duty Hat

B. Uniform Types

CHIEF - CLASS A

1. White Bell Top Hat
 - a) w/ Black Hat Band
 - b) w/ Gold Cloth Hat Strap
 - c) w/ Gold FD Buttons
 - d) w/ 1 ½” Gold Disc Hat Badge w/ Five Crossed Bugles
 - e) w/ Gold Scramble on Hat Brim
2. White Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Gold Serving Since
 - e) w/ Gold 1” Collar Insignias w/ Five Crossed Bugles
 - f) w/ Gold 2 ¼” Badge w/ Red Seal/Gold Crossed Bugles w/ the following Arches: “CHIEF” – “Northern Wake” - “FIRE DEPARTMENT”
3. Midnight Navy Tie (Regular or Velcro, Size TBD)
4. Midnight Navy Dress Pants
5. 1 ½” Black Patent Leather Belt
 - a) w/ Gold Buckle
 - b) w/ 4-Row Stitch
6. Midnight Navy Double-Breasted Dress Coat
 - a) w/ Five ½” Gold Braids Around Each Sleeve Cuff
 - b) w/ Gold Service Crosses on Left Sleeve (One Cross Per Five Years)
 - c) w/ Gold FD Coat Buttons (Two Rows of Five)
 - d) w/ Department Patches on the Left and Right Sleeve Shoulder
 - e) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - f) w/ Gold Serving Since
 - g) w/ Gold 1 ¼” Lapel Discs w/ Five Crossed Bugles
 - h) w/ Gold 2 ½” Badge w/ Red Seal/Gold Crossed Bugles w/ the following Arches: “CHIEF” – “Northern Wake” - “FIRE DEPARTMENT”
7. Black Patent Leather Shoes
 - a) w/ Dark Navy/Black Socks

DEPUTY CHIEF – CLASS A

1. White Bell Top Hat
 - a) w/ Black Hat Band
 - b) w/ Gold Cloth Hat Strap
 - c) w/ Gold FD Buttons
 - d) w/ 1 ½" Gold Disc Hat Badge w/ Four Crossed Bugles
 - e) w/ Gold Scramble on Hat Brim
2. White Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Gold Serving Since
 - e) w/ Gold 1" Collar Insignias w/ Four Crossed Bugles
 - f) w/ Gold 2 ¼" Badge w/ Red Seal/Gold Crossed Bugles w/ the following Arches: "DEPUTY CHIEF" – "Northern Wake" - "FIRE DEPARTMENT"
3. Midnight Navy Tie (Regular or Velcro, Size TBD)
4. Midnight Navy Dress Pants
5. 1 ½" Black Patent Leather Belt
 - a) w/ Gold Buckle
 - b) w/ 4-Row Stitch
6. Midnight Navy Double-Breasted Dress Coat
 - a) w/ Four ½" Gold Braids Around Each Sleeve Cuff
 - b) w/ Gold Service Crosses on Left Sleeve (One Cross Per Five Years)
 - c) w/ Gold FD Coat Buttons (Two Rows of Five)
 - d) w/ Department Patches on the Left and Right Sleeve Shoulder
 - e) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - f) w/ Gold Serving Since
 - g) w/ Gold 1 ¼" Lapel Discs w/ Four Crossed Bugles
 - h) w/ Gold 2 ½" Badge w/ Red Seal/ Gold Crossed Bugles w/ the following Arches: "DEPUTY CHIEF" – "Northern Wake" - "FIRE DEPARTMENT"
7. Black Patent Leather Shoes
 - a) w/ Dark Navy/Black Socks

DIVISION CHIEF – CLASS A

1. White Bell Top Hat
 - a) w/ Black Hat Band
 - b) w/ Gold Cloth Hat Strap
 - c) w/ Gold FD Buttons
 - d) w/ 1 ½" Gold Disc Hat Badge w/ Three Crossed Bugles
 - e) w/ Gold Scramble on Hat Brim
2. White Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Gold Serving Since
 - e) w/ Gold 1" Collar Insignias w/ Three Crossed Bugles
 - f) w/ Gold 2 ¼" Badge w/ Red Seal/Gold Flat Gold Crossed Bugles w/ the following Arches: "ASSISTANT CHIEF" – "Northern Wake" - "FIRE DEPARTMENT"

3. Midnight Navy Tie (Regular or Velcro, Size TBD)
4. Midnight Navy Dress Pants
5. 1 ½" Black Patent Leather Belt
 - a) w/ Gold Buckle
 - b) w/ 4-Row Stitch
6. Midnight Navy Double-Breasted Dress Coat
 - a) w/ Three ½" Gold Braids Around Each Sleeve Cuff
 - b) w/ Gold Service Crosses on Left Sleeve (One Cross Per Five Years)
 - c) w/ Gold FD Coat Buttons (Two Rows of Five)
 - d) w/ Department Patches on the Left and Right Sleeve Shoulder
 - e) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - f) w/ Gold Serving Since
 - g) w/ Gold 1 ¼" Lapel Discs w/ Three Crossed Bugles
 - h) w/ Gold 2 ½" Badge w/ Red Seal/Gold Flat Gold Crossed Bugles w/ the following Arches: "ASSISTANT CHIEF" – "Northern Wake" - "FIRE DEPARTMENT"
7. Black Patent Leather Shoes
 - a) w/ Dark Navy/Black Socks

BATTALION CHIEF – CLASS A

1. White Bell Top Hat
 - a) w/ Black Hat Band
 - b) w/ Gold Cloth Hat Strap
 - c) w/ Gold FD Buttons
 - d) w/ 1 ½" Gold Disc Hat Badge w/ Two Crossed Bugles
 - e) w/ Gold Scramble on Hat Brim
2. White Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Gold Serving Since
 - e) w/ Gold 1" Collar Insignias w/ Two Crossed Bugles
 - f) w/ Gold 2 ¼" Badge w/ Red Seal/Gold Flat Gold Crossed Bugles w/ the following Arches: "BATTALION CHIEF" – "Northern Wake" - "FIRE DEPARTMENT"
3. Midnight Navy Tie (Regular or Velcro, Size TBD)
4. Midnight Navy Dress Pants
5. 1 ½" Black Patent Leather Belt
 - a) w/ Gold Buckle
 - b) w/ 4-Row Stitch
6. Midnight Navy Double-Breasted Dress Coat
 - a) w/ Two ½" Gold Braids Around Each Sleeve Cuff
 - b) w/ Gold Service Crosses on Left Sleeve (One Cross Per Five Years)
 - c) w/ Gold FD Coat Buttons (Two Rows of Five)
 - d) w/ Department Patches on the Left and Right Sleeve Shoulder
 - e) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - f) w/ Gold Serving Since
 - g) w/ Gold 1 ¼" Lapel Discs w/ Two Crossed Bugles

- h) w/ Gold 2 ½" Badge w/ Red Seal/Gold Flat Gold Crossed Bugles w/ the following Arches: "BATTALION CHIEF" – "Northern Wake" - "FIRE DEPARTMENT"
- 7. Black Patent Leather Shoes
 - a) w/ Dark Navy/Black Socks

CAPTAIN – CLASS A

- 2. White Bell Top Hat
 - f) w/ Black Hat Band
 - g) w/ Gold Cloth Hat Strap
 - h) w/ Gold FD Buttons
 - b) w/ 1 ½" Gold Disc Hat Badge w/ Two Upright Bugles
- 8. White Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Gold Serving Since
 - e) w/ Gold 1" Collar Insignias w/ Two Upright Bugles
 - f) w/ Gold 2 ¼" Badge w/ Red Seal/Gold Flat Gold Upright Bugles w/ the following Arches: "CAPTAIN" – "Northern Wake" - "FIRE DEPARTMENT"
- 9. Midnight Navy Tie (Regular or Velcro, Size TBD)
- 10. Midnight Navy Dress Pants
- 11. 1 ½" Black Patent Leather Belt
 - a) w/ Gold Buckle
 - b) w/ 4-Row Stitch
- 12. Midnight Navy Double-Breasted Dress Coat
 - a) w/ Two ½" Gold Braids Around Each Sleeve Cuff
 - b) w/ Gold Service Crosses on Left Sleeve (One Cross Per Five Years)
 - c) w/ Gold FD Coat Buttons (Two Rows of Five)
 - d) w/ Department Patches on the Left and Right Sleeve Shoulder
 - e) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - f) w/ Gold Serving Since
 - g) w/ Gold 1 ¼" Lapel Discs w/ Two Upright Bugles
 - h) w/ Gold 2 ½" Badge w/ Red Seal/Gold Flat Gold Crossed Bugles w/ the following Arches: "CAPTAIN" – "Northern Wake" - "FIRE DEPARTMENT"
- 13. Black Patent Leather Shoes
 - a) w/ Dark Navy/Black Socks

LIEUTENANT AND ENGINEER – CLASS A

- 1. Midnight Navy Bell Top Hat
 - a) w/ Black Hat Band
 - b) w/ Silver Cloth Hat Strap
 - c) w/ Silver FD Buttons
 - d) w/ 1 ½" Silver Disc Hat Badge w/ One Upright Bugle
- 2. Light Blue Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Silver Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Silver Serving Since

- e) w/ Silver 1" Collar Insignias w/ One Upright Bugle
- f) w/ Silver 2 ¼" Badge w/ Red Seal/Silver Upright Bugle w/ the following Arches: "LIEUTENANT or ENGINEER" – "Northern Wake" - "FIRE DEPARTMENT"
- 3. Midnight Navy Tie (Regular or Velcro, Size TBD)
- 4. Midnight Navy Dress Pants
- 5. 1 ½" Black Patent Leather Belt
 - a) w/ Silver Buckle
 - b) w/ 4-Row Stitch
- 6. Midnight Navy Double-Breasted Dress Coat
 - a) w/ One ½" Silver Braid Around Each Sleeve Cuff
 - b) w/ Silver Service Crosses on Left Sleeve (One Cross Per Five Years)
 - c) w/ Silver FD Coat Buttons (Two Rows of Five)
 - d) w/ Department Patches on the Left and Right Sleeve Shoulder
 - e) w/ Silver Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - f) w/ Silver Serving Since
 - g) w/ Silver 1 ¼" Lapel Discs w/ One Upright Bugle
 - h) w/ Silver 2 ½" Badge w/ Red Seal/Silver Upright Bugle w/ the following Arches: "LIEUTENANT or ENGINEER" – "Northern Wake" - "FIRE DEPARTMENT"
- 7. Black Patent Leather Shoes
 - a) w/ Dark Navy/Black Socks

CHAPLAIN – CLASS A

- 1. White Bell Top Hat
 - a) w/ Black Hat Band
 - b) w/ Gold Cloth Hat Strap
 - c) w/ Gold FD Buttons
 - d) w/ 1 ½" Gold Disc Hat Badge w/ White Enamel Center and Centered Gold Cross
- 2. White Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Gold Serving Since
 - e) w/ Gold 1" Gold Cross Collar Insignias
 - f) w/ Gold 2 ¼" Badge w/ White Enamel Center and Centered Gold Cross with the following Arches: "CHAPLAIN" – "Northern Wake" - "FIRE DEPARTMENT"
- 3. Midnight Navy Tie (Regular or Velcro, Size TBD)
- 4. Midnight Navy Dress Pants
- 5. 1 ½" Black Patent Leather Belt
 - a) w/ Gold Buckle
 - b) w/ 4-Row Stitch
- 6. Midnight Navy Double-Breasted Dress Coat
 - a) w/ Gold Service Crosses on Left Sleeve (One Cross Per Five Years)
 - b) w/ Gold FD Coat Buttons (Two Rows of Five)
 - c) w/ Department Patches on the Left and Right Sleeve Shoulder
 - d) w/ Gold Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - e) w/ Gold Serving Since

- f) w/ Gold 1 ¼" Gold Cross Lapel Discs
 - g) w/ Gold 2 ½" Badge w/ White Enamel Center and Centered Gold Cross with the following Arches: "CHAPLAIN" – "Northern Wake" - "FIRE DEPARTMENT"
7. Black Patent Leather Shoes
- b) w/ Dark Navy/Black Socks

FIREFIGHTER – CLASS A

1. Midnight Navy Bell Top Hat
 - a) w/ Black Hat Band
 - b) w/ Black Cloth Hat Strap
 - c) w/ Silver FD Buttons
 - d) w/ 1 ½" Silver Disc Hat Badge w/ FD
2. Light Blue Long Sleeve Dress Shirt
 - a) w/ Department Patch on the Left Sleeve
 - b) w/ US Flag on the Right Sleeve (Stars Forward)
 - c) w/ Silver Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - d) w/ Silver Serving Since
 - e) w/ Silver 1" Collar Insignias w/ FD
 - f) w/ Silver 2 ¼" Badge w/ Red Seal/Silver FD Scramble w/ the following Arches: "FIREFIGHTER" – "Northern Wake" - "FIRE DEPARTMENT"
3. Midnight Navy Tie (Regular or Velcro, Size TBD)
4. Midnight Navy Dress Pants
5. 1 ½" Black Patent Leather Belt
 - a) w/ Silver Buckle
 - b) w/ 4-Row Stitch
6. Midnight Navy Double-Breasted Dress Coat
 - a) w/ Silver Service Crosses on Left Sleeve (One Cross Per Five Years)
 - b) w/ Silver FD Coat Buttons (Two Rows of Five)
 - c) w/ Department Patches on the Left and Right Sleeve Shoulder
 - d) w/ Silver Name Bar w/ Black Capital Letters (First Initial. Middle Initial. Last Name)
 - e) w/ Silver Serving Since
 - f) w/ Silver 1 ¼" Lapel Discs w/ FD Insert
 - g) w/ Silver 2 ½" Badge w/ Red Seal/Silver FD Scramble w/ the following Arches: "FIREFIGHTER" – "Northern Wake" - "FIRE DEPARTMENT"
7. Black Patent Leather Shoes
 - a) w/ Dark Navy/Black Socks

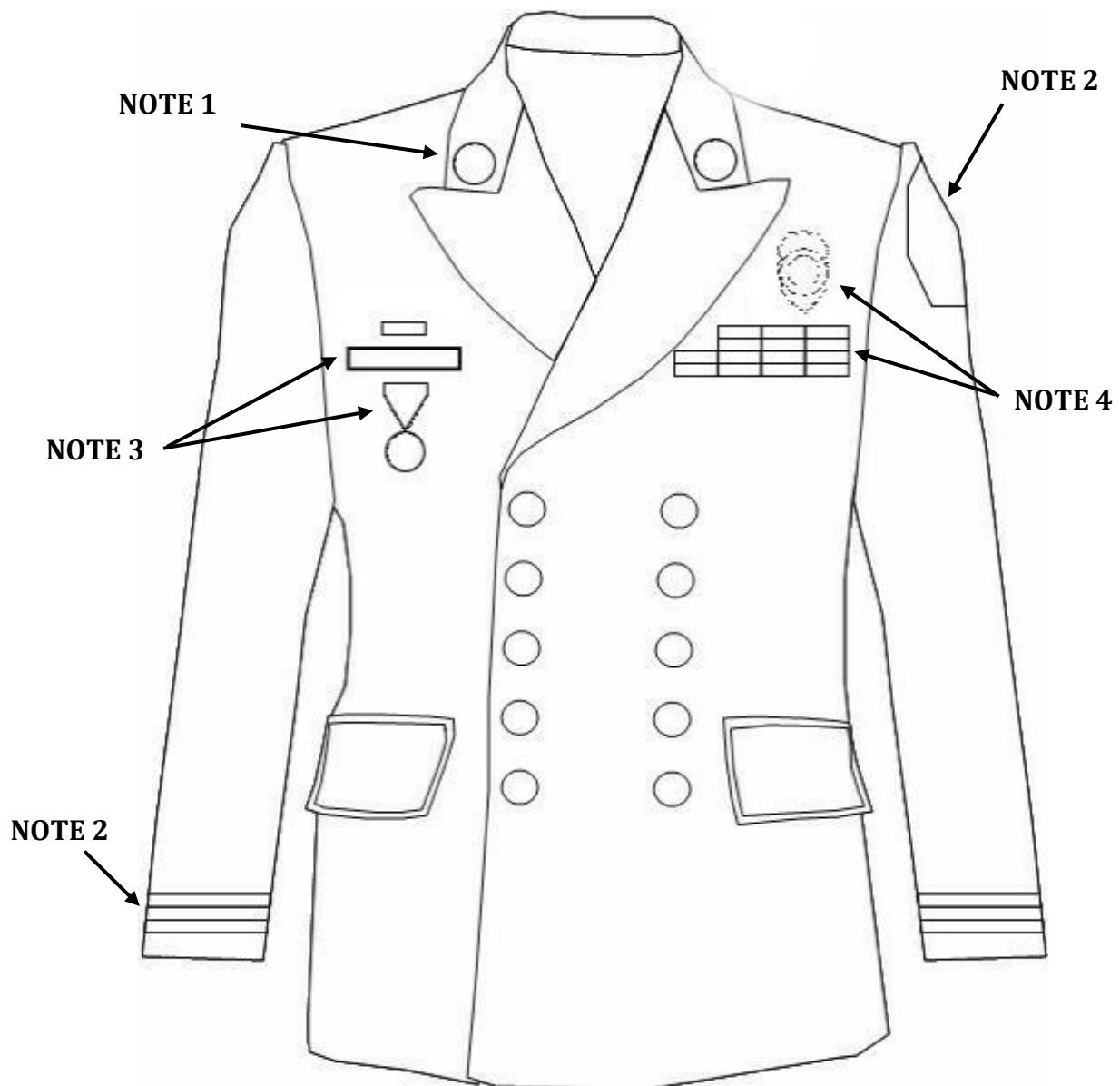
Class A Coat Notes

NOTE 1: 1 ¼" round lapel discs will be worn halfway up each lapel, resting on but not over the seams. The bottom of the lapel disc insignias should appear to be horizontal to the ground.

NOTE 2: Departmental patches will be worn on both sleeves of the coat. The patches will be centered on the shoulder, one inch below the seam. Sleeve braids will be worn on both sleeves.

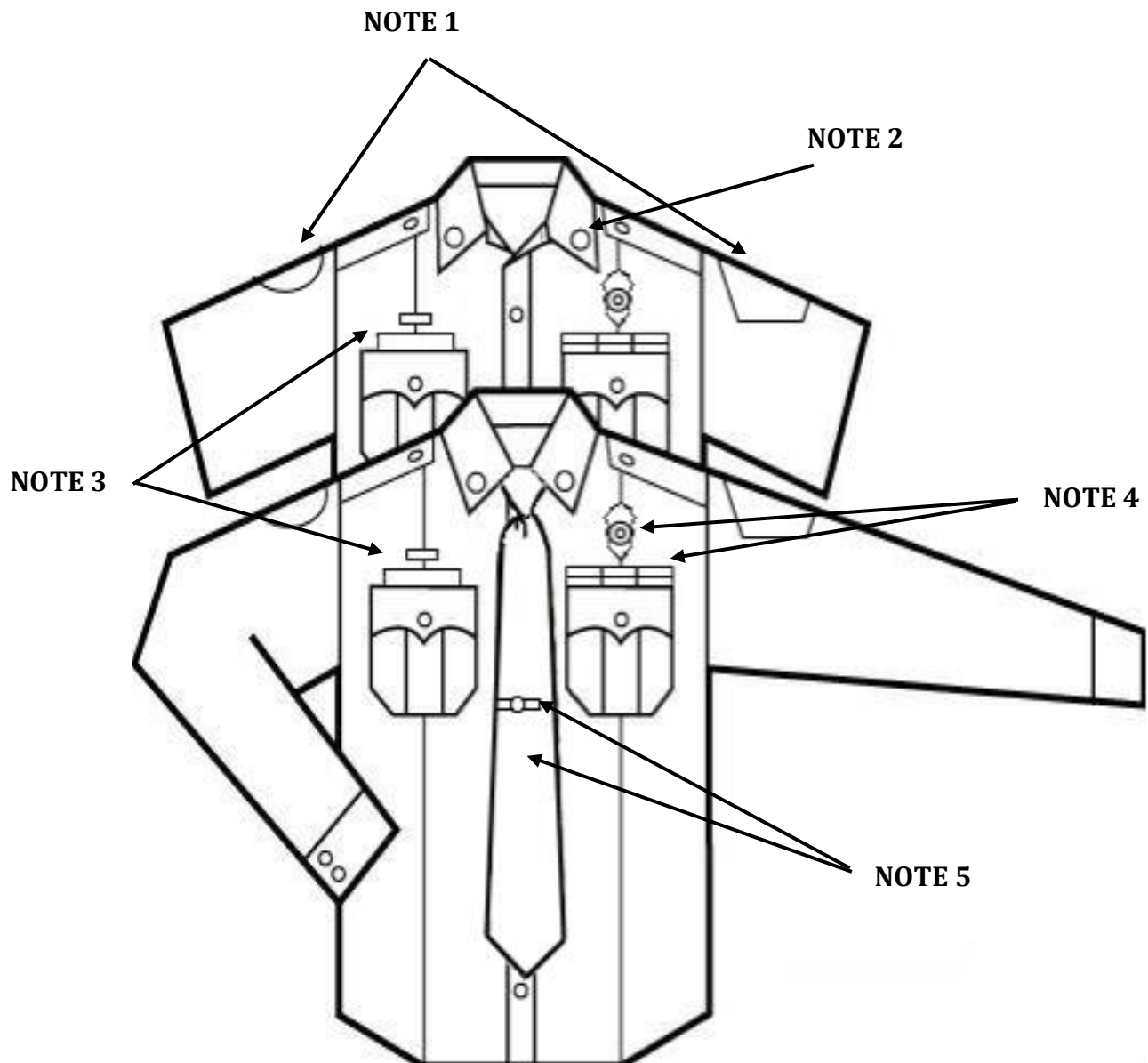
NOTE 3: A name tag with the capitalized first initial, middle initial and last name will be worn on the right breast. Placement will be centered between the arm seam and lapel, no higher than three inches above the top button or even with the top of the welt pocket.

NOTE 4: A 2 ½" badge will be worn on the left breast. Placement will be centered between the arm seam and lapel, no higher than three inches above the top button or even with the top of the welt.



Class A Shirt Notes

- NOTE 1: Department patch on the left sleeve and US Flag on the right sleeve (Stars Forward). The patches will be centered on the shoulder, one inch below the seam.
- NOTE 2: 1" collar insignias will be placed 1" away from collar point and centered between collar edges, resting on but not over stitching. The bottom of the insignias should appear horizontal to the ground.
- NOTE 3: A name tag with the capitalized first initial, middle initial and last name will be worn on the right breast. Placement will be centered on but not over the pocket seam.
- NOTE 4: A 2 ¼" badge will be worn on the left breast. Placement will be centered, resting on but not over and no higher than ½" above the pocket seam.
- NOTE 5: The tie will be worn with the long sleeve shirt or when wearing a Class A coat. If a tie bar or pin is worn on the tie, placement shall be half way between the knot and the point when folded in half.



C. CLASS B

1. The Class B uniform will follow the same procedure listed for Class A with the following exceptions:
 - a) No Class A Coat
 - b) No Class A Hat

D. CLASS C

1. The Class C uniform will follow the same guidelines listed for Class A with the following exceptions:
 - a) No Class A Coat
 - b) No Class A Hat
 - c) No Tie
 - d) Short-Sleeve Uniform

D. CLASS D

1. The Class D uniform will consist of the following:
 - a) Duty Polo Shirt or T-Shirt
 - b) Duty Job Shirt or Jacket
 - c) Duty Pants or Shorts
 - d) Duty Belt
 - e) Dark navy/black socks
 - f) Duty Black Shoes or Boots
 - g) Duty Hat

IV. UNIFORM SELECTION

1. Class A uniforms will be worn at all formal events such as funerals, visitations, award ceremonies, and any other event deemed appropriate by a Chief Officer.
2. Class B and C uniforms will be worn at less formal events as deemed appropriate by a Chief Officer.
3. Class D uniforms will be when on-duty.

V. UNIFORM RULES

1. Uniforms and accessory items will be the responsibility of each member and must be kept clean and presentable at all times.
2. Any issued uniforms or accessory items that are determined to be unfavorable for wearing on duty, will be submitted to the Division Chief of Logistics or his/her designee for replacement approval.
3. All shirts will remain tucked-in when on-duty.
4. Polo shirts must be worn when attending public events and when visiting local restaurants for meals while on duty.
5. Only Dark navy/black socks may be worn with low cut duty shoes or shorts.

6. Duty boots over 6 inches may not be worn with shorts.
7. Duty pants may not be tucked into the top of duty boots.
8. Only issued Duty Hats may be worn when on-duty and must be clean and presentable.
9. Duty Hats must be removed while inside a restaurant or other similar type venue.
10. While wearing any Northern Wake Fire Department issued uniforms, no member shall consume or be under the influence of an intoxicating substance, participate in any illegal activity, immoral conduct, or other act of indecency, or wear apparel which reflects profanity, nudity, racial, ethnic, sexual, harassing, discriminatory, provocative, or distasteful nature.
11. The Company Officer may grant exceptions to the uniform procedure if warranted.