

 <p><b>TOWN OF CLAYTON</b> <b>FIRE DIST.</b></p>	<p>TOWN OF CLAYTON FIRE DISTRICT STANDARD OPERATING PROCEDURES</p>	
<p>TITLE: Uniform Policy</p>	<p>ISSUE DATE: 06/26/2024</p>	
	<p>REVISION DATE: 10/1/2024</p>	
<p>PREPARED BY: Fire Chief Josh Reome Commissioner Scott Johnson</p>		

### 1.0 Scope

This standard operating policy shall apply to all members of the Town of Clayton Fire District. This policy should be implemented for every uniform donned by members of the Town of Clayton Fire District. Any member that receives all or a portion of the Town of Clayton Fire District uniform shall be subject to the same uniform guidelines. This policy applies to uniforms, but does not address protective clothing intended to be worn while performing duties on the scene of an emergency

### 2.0 Purpose

To establish a standardized and uniform appearance for the members of the Town of Clayton Fire District during formal, informal, and official business conducted on behalf of the Town of Clayton Fire District. This policy shall act as a guide to maintain a professional appearance and conduct for all personnel representing the Town of Clayton Fire District

### 3.0 Enforcement

The District Fire Chief and all Town of Clayton Fire District Officers are ultimately responsible for ensuring the adherence to this policy. A professional appearance and demeanor must be maintained by all personnel officially representing the Town of Clayton Fire District during emergency and non-emergency activities.

### 4.0 General

All members shall appear and conduct themselves in a professional manner while on official Town of Clayton Fire District business to create and maintain positive relationships within the community. Members shall follow this policy during any formal, informal, or official detail

while representing the Town of Clayton Fire District or one of the companies that make up the Town of Clayton Fire District.

Light-weight, button-down Class B uniform shirts may be worn for special events such as public education and community contacts.

Black shoes/boots shall be worn with Class A or B uniforms, black socks that go past the ankle shall be worn.

For Planned Public Contacts, all personnel shall wear a designated department uniform, as determined by the officer in charge. If an officer is not present, the ranking member with highest Department seniority shall decide which uniform is appropriate.

## 5.0 Uniform Classes

1) Classes of Uniforms – All uniform items shall be department issued unless otherwise stated.

A. Class “A” or Dress uniform shall consist of:

- i. Hat with Badge
- ii. White short sleeve shirt with the TCFD the left sleeve and the American flag on the right sleeve.
- iii. Navy Tie
- iv. Tie clasp
- v. Navy dress uniform jacket
- vi. Navy dress uniform pants (no striping)
- vii. Black leather shoes/boots with a polished toe (member supplied)
- viii. Black dress socks (member supplied)
- ix. Badge
- x. Collar pins for officers (rank insignia)
- xi. Approved citation or award bars
- xii. White gloves

B. Class “B” uniforms shall consist of:



- i. Button up short or long sleeve shirt with TCFD or Company Patch on the left sleeve and the American flag on the right sleeve
- ii. Collard polo shirt with Fire district. TCFD, company logo embroidered on the left upper chest
- iii. Black duty boots (member supplied)
- iv. Blue duty pants
- v. Badge (button up shirts only)
- vi. Name Plate (optional button up shirts only)
- vii. Black Belt

## 6.0 Class A Uniform

**Hat** – Fire Department Bell style hat with hat badge and other designation and color appropriate to rank. Blue for Lieutenants and Firefighters. White for Captains and Chiefs.

**Jacket** – Navy-Blue Double-Breasted dress style jacket. TCFD patch on the left sleeve and a American flag on the right sleeve. A single badge according to rank shall be on the upper left chest.

*Line Officers (Lieutenant & above) shall wear collar insignias according to rank 7/8-inch bugle disc style*



**Sleeve Striping** - Both arm sleeves shall have stripes encircling the sleeve to be 2 inches, beginning from cuff. Stripes for members shall be white and blue. Captains and above shall be gold, 1/2 inch and have 1/4-inch separation between stripes.



Firefighter	Single white and blue stripe
Lieutenant	Single white and blue stripe
Captain	2 gold stripes
Assistant Chief	3 gold stripes
Deputy Chief	4 gold stripes
District Chief	5 gold stripes

**Buttons** – Captains and firefighters' buttons shall be silver, Captains and above shall be gold

**Shirt** - White Short Sleeved button up dress shirt. Town of Clayton Fire Department patch on left sleeve and a American flag on the right sleeve. Patches will be centered on sleeve and one inch below shoulder seam. Shirt shall always remain tucked in.

*Officers shall wear collar insignias according to rank 5/8-inch bugle die cut*  
**Collar Insignias** - for Lieutenants and above.



District Chief	5 bugles (gold)
Deputy Chief	4 bugles (gold)
Assistant Chief	3 bugles (gold)
Captains	2 Bugles side by side (gold)
Lieutenants	1 bugle (silver)

**Awards** – Shall be placed on the right upper chest of the Jacket in line with top of the badge

**Undershirt** – If worn shall be white. No lettering or insignia that is visible through uniform shirt.

**Tie** – Navy Uniform tie, non-glossy.

**Pants** – Plain Navy Blue 100% polyester style dress slacks (no striping)

**Belt** – Black leather standard buckle belt. Buckle color appropriate to rank

Firefighter	Silver
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Lieutenants	Silver
Captains	Gold
	Gold

SW-M5B - M5B  
DIMENSIONS: 1.75"W x 3"H

**Socks** – Black plain.

**Shoes** – Black leather



**Past Elected Officers** – Any TCFD elected line officer shall keep their uniform layout with highest rank held displayed.

**Badge** - A gold badge shall signify they are a past officer.

**Hat**- A navy blue Bell style hat with a gold band

**Hat badge** -Past elected TCFD officers shall wear the hat badge that was worn while in office.

**Collar Insignias** - are not permitted for past officers.

## 7.0 Class B Uniform

**Shirt** - Button up short or long sleeve shirt with TCFD or Company Patch on the left sleeve and the American flag on the right sleeve

Collard polo shirt with Fire district, TCFD, or company logo embroidered on the left upper chest

**Boots** - Black duty boots

**Pants** - Blue duty pants

**Name Plate** – A name plate shall identify name, rank, and date of membership may be worn on the right chest above the right pocket of the button up shirts (Model C600L\_2)

Firefighter	Silver
Lieutenants	Silver
Captain	Gold
Chiefs	Gold



**Black Belt** – Same as Class A uniform

## 8.0 Badge – Chiefs and Captains

*The TCFD badge spec for chiefs and captains is as follows:*

SW-M5B - M5B  
DIMENSIONS: 1.75"W x 3"H

model: M5B





finish: GOLD ELECTROPLATE  
 line1: RANK  
 line2: TOWN OF CLAYTON  
 line4: FIRE DEPARTMENT  
 line5: NY  
 center: Rank  
 center type: ONE COLOR BORDER  
 font type: BLOCK  
 enamel type: SOFT (REGULAR)  
 letter color: BLACK  
 attachment: CLUTCH  
 shape: CURVED  
 text separation: NONE

**9.0 Badge – Lieutenants and Firefighters**

*The TCFD badge spec for lieutenants and firefighters is as follows:*



model: M5B  
 finish: NICKEL ELECTROPLATE  
 line1: RANK  
 line2: TOWN OF CLAYTON  
 line4: FIRE DEPARTMENT  
 line5: NY  
 center: Rank  
 center type: ONE COLOR BORDER  
 font type: BLOCK  
 enamel type: SOFT (REGULAR)  
 letter color: BLACK  
 attachment: CLUTCH  
 shape: CURVED  
 text separation: NONE

**10.0 Badge – Past TCFD elected officers**

*The TCFD badge spec for past elected officers is as follows:*

model: M5B

finish: GOLD ELECTROPLATE

line1: PAST RANK

line2: TOWN OF CLAYTON

line4: FIRE DEPARTMENT

line5: NY

center: Rank

center type: ONE COLOR BORDER

font type: BLOCK

enamel type: SOFT (REGULAR)

letter color: BLACK

attachment: CLUTCH

shape: CURVED

text separation: NONE



## 11.0 Years of Service and Citation bars

Years of service bars will be issued in 5-year increments.

Chaplain, Safety Officer, Training Officer will be issued to the current members in title.

Firefighter of the year medal

Rookie of the year medal



SAB3\_406 - SAB3\_406



SAB3\_475 - SAB3\_475



SAB3\_72 - SAB3\_72



SW-C584LM - C584LM

SAB3\_108 - SAB3\_108

