



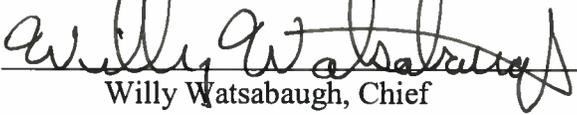
Jackson Hole Fire/EMS Operations Manual

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PURPOSE

The purpose of this document is to establish a guideline for a standard uniform and to set forth responsibilities governing the use and wear of these uniforms. Personnel are to use this guideline to determine the proper way to present their uniform and personal appearance. Department officers are to enforce the policies and guidelines set forth.

SCOPE

This guideline applies to all uniformed personnel.

GUIDELINE

Jackson Hole Fire/EMS is a highly visible department in the community. In order to project an image of professionalism and uniformity, the department has developed a uniform standard for all members of the department. To ensure that all members are knowledgeable of the types of uniforms issued and the regulations governing their use, the following guideline is established.

SECTION I - GENERAL UNIFORM STANDARDS

- A. Jackson Hole Fire/EMS members shall maintain a professional appearance and issued equipment shall be maintained in good condition.
- B. Uniforms allow the public to clearly establish that they are dealing with an official representative of Jackson Hole Fire/EMS. In many situations, the uniform may also be a safety factor for the public and the member.

- C. Uniforms, Patches and Insignia should be worn with pride, as these designations represent Jackson Hole Fire/EMS. Uniforms, Patches and Insignia pertaining to Jackson Hole Fire/EMS will not be worn while taking part in public consumption of alcohol.
- D. Items issued for use as part of the official Department uniform shall meet the specifications set forth by the Department in all respects. Unauthorized equipment, alterations or additions to the official uniform will not be allowed. A violation to this guideline shall bring disciplinary action as directed by any supervisor. Any employee wishing to seek exceptions to the standard uniform guideline must request approval in writing through the chain of command. Approvals will be issued in writing.
- E. Jackson Hole Fire/EMS personnel will maintain a high standard of dress and appearance. Uniforms will be fitted, pressed, clean, serviceable, and properly fastened.
- F. The Chief of the Department will be the final authority. Any approvals or exceptions issued by the Chief shall be inserted into this guideline for future reference.

SECTION II – CLASSES OF UNIFORMS

A. CLASS A UNIFORM – Issued to Chief Officers and Honor Guard

- a. USE
 - i. Formal Ceremonies including funerals, parades, graduations
- b. SPECIFICATIONS:
 - i. Dress Cap with Badge and Rank
 - ii. Dress Coat with Badge, Nameplate and Rank
 - iii. In time of mourning, black band worn over badge
 - iv. Service ribbons and pins
 - v. White Dress Shirt
 - vi. Black Tie
 - vii. Black Dress Belt
 - viii. Black Socks
 - ix. Black Patent Leather Shoes

B. CLASS B UNIFORM

- a. USE:
 - i. Fire Prevention personnel while on inspections, unless otherwise directed by Fire Marshall.
 - ii. Chief Officers unless otherwise directed by Fire Chief.
 - iii. Personnel attending ceremonies if directed by Fire Chief.
 - iv. All personnel during officer meetings (exception of summer months, see Class C Uniform), fire prevention and EMS week events, interviews, hearings, award/promotion ceremonies, and pre-scheduled station tours.
 - v. All instructors, including those representing the Department in outside classes.
- b. SPECIFICATIONS:
 - i. Dark Navy Buttoned Shirt with Badge, Nameplate and Rank
 - ii. Dark Navy Slacks
 - iii. Black Uniform Belt
 - iv. Black Leather Uniform Boots

C. CLASS C UNIFORM

- a. USE:
 - i. Daily uniform for Administrative and Fire Prevention Staff.

- ii. Chief Officers at discretion of Fire Chief.
- iii. All personnel assigned to light duty.
- iv. Personnel attending Conferences
- b. SPECIFICATIONS
 - i. Polo Shirt with Embroidered Rank and Fire/EMS Logo
 - ii. Dark Navy Slacks
 - iii. Black Uniform Belt
 - iv. Badge on Belt
 - v. Black Leather Uniform Boots
 - vi. Department Issued ¼ Zip Job Shirt (optional)

D. CLASS D UNIFORM

- a. USE:
 - i. Daily uniform for Operations Personnel (Fire Suppression and EMS).
 - ii. Uniform for all training, crew checks and meeting attendees.
- b. SPECIFICATIONS
 - i. Dark Navy T-shirt with Rank and Fire/EMS logo
 - ii. Dark Navy Slacks or “EMS Style” Navy Slacks.
 - iii. Black Uniform Belt
 - iv. Black Leather Uniform Boots
 - v. Department Issued ¼ Zip Job Shirt (optional)

SECTION III – UNIFORM BOOTS

Fire Administration will reimburse each member a onetime sum of money every 5 years for a pair of uniform boots. A receipt must be presented prior to reimbursement. Members serving 0-5 years will be awarded up to \$150.00. Members after 5 years will be awarded up to \$300.00. This money can be applied towards any of these three types of duty footwear.

Members holding Structural Firefighter, Wildland Firefighter and Emergency Medical Technician certifications are eligible for reimbursement as stated above every 3 years.

A list of pre-approved uniform boots will be on file with Fire Administration, created by the Equipment Task Force. All boots not on the pre-approved equipment list must receive approval from the member’s direct supervisor.

A. STATION BOOTS

- a. SPECIFICATIONS
 - i. All black boot, black leather or leather and Cordura with polishable toe.
 - ii. Minimum 6" upper.
 - iii. Treaded sole. (Recommended softer Vibram.)
- b. COLD AND INCLEMENT WEATHER
 - i. Personal cold weather boots are allowable per discretion of direct supervisor.
 - ii. Reimbursement for damaged personal cold weather boots will not be the responsibility of Jackson Hole Fire/EMS or Teton County

B. STRUCTURAL FIRE FIGHTING BOOTS

- a. Each member will be supplied a standard pair of rubber structural fire fighting boots in accordance with NFPA 1971
- b. Purchase of Personal Structural Fire Fighting Boots

- i. Purchased boots must be in accordance with NFPA 1971

C. WILDLAND FIRE FIGHTING BOOTS

- a. Each member will be supplied a standard pair of leather wildland fire fighting boots in compliance with NFPA 1977
- b. Purchase of Personal Wildland Fire Fighting Boots
 - i. Purchased boots must be in accordance with NFPA 1977
- c. SPECIFICATIONS
 - i. Lace-type exterior leather work boot
 - ii. Minimum 8" high.
 - iii. Non-slip, Vibram-type, melt-resistant sole