

# Hyattsville Volunteer Fire Dept.

## Policy Documentation

### Policy Name: Uniforms

**Purpose:** This policy shall establish the policy of the HVFD as pertains to the proper wear of HVFD uniforms and uniform items.

**Applicability:** All HVFD personnel.

**Supersedes:** This policy supersedes all previous uniform policies of the HVFD.

**Authority:** This policy is issued by the authority of the Board of Directors. Oversight of the policy shall be the responsibility of the Board of Directors. Enforcement shall be the responsibility of the President or his designee.

#### 1.0 Insignia

Only insignia specifically mentioned in this policy shall be authorized for wear on HVFD uniforms without the prior authorization of the President. No appliance, insignia, device, badge, aiguillette, etc... shall be affixed in any way to any HVFD uniform without the express authorization of this policy or the President of the HVFD.

#### 1.1 Shoulder Patches

The only patch authorized for wear on the left sleeve of any HVFD uniform is the official patch of the Hyattsville Volunteer Fire Department. The current patch is pale blue in color with a gold stylized Maltese cross in the center and white edging. Examples of this patch are shown in the appendix of this policy. The patch shall be worn on the left sleeve of all HVFD shirts, jackets, coats, blouses, or parkas and shall be affixed in line with the yoke seam of the garment one inch below the shoulder seam. Should the garment not have a yoke seam, the center line of the sleeve shall be used as a point of reference. Should the garment not have a shoulder seam, the patch shall be affixed one inch below the natural shoulder break of the garment.

Medical or specialty qualification patches are authorized for wear on all uniforms on the right sleeve. All members must submit copies of qualified certifications to the Secretary prior to the member wearing any right sleeve patches. The patch shall be worn on the left sleeve of all HVFD shirts, jackets, coats, blouses, or parkas and shall be affixed in line with the yoke seam of the garment one inch below the shoulder seam. Should the garment not have a yoke seam, the center line of the sleeve shall be used as a point of reference. Should the garment not have a shoulder seam, the patch shall be affixed one inch below the natural shoulder break of the garment.

Patches authorized for wear on the right sleeve include:

- a) Maryland EMS certifications or licensures.
- b) Maryland Fire Service Professional Qualifications Board patches.
- c) Rescue 3 International Swiftwater Rescue Technician patches.
- d) PADI, SSI, NAUI or NASAR Rescue Diver patches (for dive team members).
- e) EMT-Tactical patches.
- f) Maryland Fire/Rescue Institute patches.
- g) Duty shift or unit "spirit" patches that have been approved in writing by the President.

Other patches and/or rockers may be authorized from time to time by the President. Unauthorized patches shall not be worn.

## **1.2 Breast Badges**

The currently authorized badge of the Hyattsville Volunteer Fire Department shall be model QS-B5417 from Hookfast Specialties Inc. Officers (including Sergeants) shall wear a gold badge. Probationers, Firefighters, Firefighter/EMT's, Paramedics, and Firefighter/Paramedics shall wear a silver badge. The top line of text shall read "HYATTSVILLE" in all capital block letters with a black enamel inlay. The bottom line of text shall read "MARYLAND" in all capital block letters with a black enamel inlay. The center seal shall be determined by the rank of the member wearing the badge. The center of each badge shall be adorned as follows:

Probationer: QS-3324 - "FIRE DEPT" - in silver  
Firefighter: QS-3599 - "FIREFIGHTER" - in silver  
Emergency Medical Technician: QS-5290 - Star of Life - in silver  
Firefighter / Paramedic: QS-9964 - "FIREFIGHTER PARAMEDIC" - in silver  
Paramedic: QS-5290 - Star of Life - in silver  
Sergeant: QS-3324 - "FIRE DEPT" - in gold  
Lieutenant: QS-3407 - "LIEUTENANT" - in gold  
Captain: QS-3433 - "CAPTAIN" - in gold  
Assistant Chief: QS-3272 - "ASST. CHIEF" - in gold  
Deputy Chief: QS-3271 - "DEPUTY CHIEF" - in gold  
Fire Chief: QS-3405 - "CHIEF" - in gold

The badge shall be worn just centered above the wearers left chest pocket on all shirts and on the Class A blouse. If the uniform has badge tabs, they shall be used. For female members and those members issued uniforms without chest pockets, the badge shall be worn in the same position that it would occupy if the members uniform had chest pockets.

## **1.3 Name Plates**

The authorized name plate of the HVFD shall be Hookfast Specialties Inc. model QS-6, measuring 3" wide by 3/4" high. Name plates for officers shall be gold in color. All other ranks shall wear silver name plates. Name plates shall have two lines of text centered on the plate, all caps, in block letters with a black inlay. The top line shall bear the members first and middle initials, separated by periods, and shall be followed by the members last name. In instances where a member does not have both a first and middle name, only the members first initial shall appear. The use of name suffixes (i.e., Jr., 2<sup>nd</sup>, MD, etc...) shall be limited to a single suffix. The second line shall read "SERVING SINCE XXXX" where the XXXX indicates the year the member joined the Hyattsville Volunteer Fire Department. No seals or other indicia shall be worn on the name plate.

The name plate shall be worn just above the wearers right pocket on all shirts and centered on the right pocket flap on the Class A blouse. For female members and those members issued uniforms without chest pockets, the name plate shall be worn in the same position that it would occupy if the members uniform had chest pockets.

## **1.4 Special Devices**

Special devices are a means by which members may display their special qualifications, professional achievements, or discrete expressions in a professional manner. A member shall be authorized to wear no more than two "special devices" above the name plate on the members uniform shirt. Special devices shall be no more than 1" square in size and shall be worn 1/2" above the name plate. When one device is worn, it shall be centered above the name plate. When two devices are worn, they shall be evenly spaced above the name plate in a manner that prevents either end from extending past the ends of the nameplate and both devices shall be centered in height to one another. Authorized devices are listed in the appendix of this policy, and additions or deletions may be made by order of the President.

Members are responsible for exercising judgement in choosing special devices to be worn on their uniforms. Certain types of devices shall be prohibited under all circumstances. Prohibited devices shall include:

- a) Political devices. For example, campaign buttons, party symbols, referendum stances, etc...
- b) Union insignia. No device bearing the name or logo of any union or labor group shall be worn.
- c) Profane or vulgar depictions or words.
- d) Racially charged insignia.
- e) Military marksmanship badges.
- f) Any device of a sexual nature, to include devices proclaiming ones sexual preferences or proclivities.

Devices of a faith-based nature shall be permitted, but shall not be of such type so as to defame or cast aspersions towards any religious group. For example, a small cross, crescent, or Star of David would be appropriate when worn with regard to the size limits of this policy.

The President and/or Board of Directors shall have final authority to determine which devices are authorized or prohibited for wear on the HVFD uniform. Any device barred by the President and/or Board shall be immediately prohibited for wear by the member while in uniform. The President and/or Board may bar specific devices or entire types of devices at their sole discretion.

## **1.5 Collar Insignia**

### **1.5.1 Class A Blouse Insignia**

Class A blouse collar insignia shall be worn on the upper lapel peaks of the HVFD Class A or "dress" uniform. The insignia shall be centered on the upper peak of the lapel and placed on an imaginary line between the epaulet button and the top button of the blouse. The axis of the insignia shall be centered to this line. Axis shall be determined by the center most feature of the insignia (i.e., axe or bugle) that points directly from top to bottom. In the case of officers insignia, it shall be the center of any upright bugle(s). For Sergeants, it shall be the top point of the chevrons through the center "V" of the chevrons. For Firefighters and Probationers, it shall be the center of the bugle in the firefighters scramble. For EMS personnel, it shall be the center of the Star of Life.

Should the member be issued or purchase a double breasted blouse, the imaginary line of alignment shall be from a point one inch distal to the collar long the yoke seam to the point at which the two sides of the blouse join above the top buttons.

Class A blouse insignia shall be disk shaped with clutch backs and without enamel. Officers shall wear gold insignia. Other members shall wear silver insignia. The following are approved styles and model numbers from Hookfast Specialties:

- a) Fire Chief. QS-4415F in gold.
- b) Deputy Chief. QS-4230F in gold.
- c) Assistant Chief. QS-4316F in gold.
- d) Captain. QS-4318F in gold.
- e) Lieutenant. QS-4319F in gold.
- f) Sergeant. QS-4413F in gold.
- g) Board Members. QS-4413 in gold. (See BOD uniform policy for specific standards.)
- h) All other members. QS-4413F in silver.

### **1.5.2 Shirt Insignia**

Shirt insignia shall be worn on the collars of the members shirt centered 1/4" between the seams of the collar points with all uniforms. The axis of the insignia shall be centered to the point of the collar. Axis shall be determined by the center most feature of the insignia (i.e., axe or bugle) that points directly from top to bottom. In the case of officers insignia, it shall be the center of any upright bugle(s). For Sergeants, it shall be the top point of the chevrons through the center "V" of the chevrons. For Firefighters and Probationers, it shall be the center of the bugle in the firefighters scramble. For EMS personnel, it shall be the center of the Star of Life. Approved insignia from Hookfast Specialties Inc. for the Class A shirt are:

- a) Fire Chief. QS-3405 in gold.
- b) Deputy Chief. QS-3271 in gold.
- c) Assistant Chief. QS-3406 in gold.



- d) Captain. QS-3433 in gold.
- e) Lieutenant. QS-3407 in gold.
- f) Sergeants shall wear standard US Army-type gold E-5 chevrons with a high gloss finish.
- g) Firefighter. QS-3599 in silver.
- h) EMT / Paramedic. QS-5290 in silver. Firefighter / Paramedics may wear QS-9964 in silver if desired.
- i) Board Members. QS-3324 in gold. (See BOD uniform policy for specific standards.)
- j) All other members shall wear QS-3324 in silver.

When wearing the blue Class C shirt, non-officers are not required to wear collar insignia. Officers shall wear name plates and collar insignia at any time they are wearing the Class C shirt. With the Class C shirt, officers may elect to wear either the collar insignia specified above or military style rank. Military rank insignia appropriate to officers while wearing the Class C shirt are as follows:

- a) Fire Chief. O6 (Colonel) eagles.
- b) Deputy Chief. O5 (LT Colonel) silver oak leaves.
- c) Assistant Chief. O4 (Major) gold oak leaves.
- d) Captain. O3 (Captain) bars.
- e) Lieutenant. O1 (2<sup>nd</sup> Lieutenant) bars.
- f) Sergeant. E5 (Sergeant) chevrons.

When military style ranks are chosen by the officer, either standard US Army or "knurled" styles may be worn. With the exception of Sergeant, all rank shall be worn in line with the front edge of the collar, centered on the collar and set back ½" from the front seam. Sergeants shall wear chevrons with the center angles aligned to the point of the collar, centered on the collar, and set back ½" from the point seams.

#### **1.6 Hat Insignia**

While wearing the Class A uniform hat, members shall affix to the front of the hat through the manufacturers provided eyelet(s) round disk type hat device. This device shall be a Hookfast Specialties Inc. model identical in design to the Class A blouse insignia but in a 2" size. Officers shall wear gold and enlisted personnel shall wear silver.

#### **1.7 Service Stars**

Service stars shall be worn centered on the left sleeve one inch above the braid for officers and three inches above the cuff for enlisted members. Each service star shall be 3/4" in size, highly shined metal, and bear five points. Service stars shall represent five year periods of service to the HVFD. The first star shall be awarded upon the members fifth anniversary of service to the HVFD. The second star shall be awarded after ten years of service to the HVFD. The third star shall be awarded after fifteen years of service. The fourth star shall be awarded after twenty years of service. The fifth star shall be awarded after twenty-five years of service. Service stars shall be gold in color for all members regardless of rank.

#### **1.8 Awards**

Any member to whom an award has been issued by the PGFD, MSFA, or HVFD shall be authorized to wear that award on all classes of uniforms. This shall include ribbon awards, bar awards, or stars. Full sized medals shall not be worn except on the Class A uniform. Ribbon awards and bar awards shall be worn immediately above the name plate on any uniform and below any special devices the wearer may display. Medals shall be worn on the left chest pocket flap of the Class A blouse. When the member wears the Class B or C uniform, medal bars may be centered below the badge on the wearers left chest in place of the medals.

## **2.0 Classes of Uniforms**

### **2.1 Class A Uniform**

The Class A uniform shall be comprised of the following components:

#### **2.1.1 Class A Blouse**

The Class A blouse shall be of a poly/wool blend, navy blue in color, and with a US Army cut. The blouse shall be single breasted with two chest and two apron pockets. The blouse shall have "FD" buttons on the placket and pockets. Officers shall wear gold buttons and enlisted members shall wear silver buttons. Buttons shall be of a highly shined metal. The blouse shall have buttoned epaulets on the shoulders and may have one, two, or no vents in the back. The blouse shall be unbelted.

Line officers, beginning with the rank of Lieutenant or above shall wear a single gold braid for each bugle assigned to their respective rank around the wrists of the blouse. The braid shall be 3/8" wide, 3" up from the cuff of the sleeve. Braids shall be as follows for line officers:

Fire Chief: Five gold braids.

Deputy Chief: Four gold braids.

Assistant Chief: Three gold braids.

Captain: Two gold braids.

Lieutenant: One gold braid.

Corporate officers shall wear a combination of gold and silver braids. The lowest braid shall always be gold. The second braid shall always be silver. Subsequent braids for corporate officers shall be worn as follows:

President: Three gold braids above the silver braid for a total of five braids.

Vice President: Two gold braids above the silver braid for a total of four braids.

Secretary: One gold braid above the silver braid for a total of three braids.

Treasurer: The Treasurer shall only wear one gold and one silver braid, for a total of two braids.

#### **2.1.2 Class A Trousers**

Class A trousers shall be of the same fabric as the Class A blouse and shall be flat front with a standard straight legged cut. Duty pants shall not be worn with the Class A uniform. Members should wear a standard 1" wide black cotton web belt with the Class A trousers. Officers belts should have gold tips and buckles. Enlisted belts should have silver tips and buckles. The web belt should be cut to the appropriate length so as to assure the tip does not protrude past the buckle of the belt. At the wearers discretion, a 2 ½" wide plain black leather garrison belt may be worn with the Class A trousers. If the garrison belt is worn, it must be polished so that the leather is completely black, without cracks and the buckle must be shined. Officers shall wear a gold belt buckle. Enlisted members shall wear a silver buckle.

#### **2.1.2 Class A Hat**

The Class A hat shall be navy blue in color and of a fabric similar in type to the Class A blouse. The hat shall be round and have a sturdy stiffener in both the crown and the bonnet. The hat shall have a black crown band that fully surrounds the wearers head. The hat shall have a chin strap above the brim, black in color for enlisted members and gold for all officers. The buttons on the chin strap shall match the buttons on the epaulets of the Class A blouse. The brim of the Class A hat shall be unadorned clarino or patent leather for all members other than chief officers or the President. Chiefs and the President shall be authorized to wear a felt covered brim with "flames" embroidered into it. Scrambled eggs, "farts and darts" and other adornments on the brim are not permitted.

The hat is to be worn so that it is exactly parallel to the ground on the wearers head. At no time should the hat be worn cocked, tipped, or pitched to either side, the front, or the back. The hat should never be worn sideways, backwards, upside down, or in any way other than as the manufacturer intended it. The Class A

hat is only authorized for wear with the Class A uniform.

Members should exercise appropriate military courtesies while in the Class A uniform. Members should remain covered while outside, performing Honor Guard duties, performing Color Guard duties, on a casket watch, or in a parade. Members should uncover whenever they cross the threshold to enter a building and should cover whenever they cross the threshold to leave a building. Hats should not be worn in vehicles. While covered, members should render a hand salute to the colors as opposed to a civilian salute.

#### **2.1.3 Class A Footwear**

While wearing the Class A uniform, members shall wear plain black leather oxfords. Members may elect to wear a high-gloss, patent, or clarino leather oxford. Plain leather shoes must be shined to a high gloss with black polish and in such a way as to cover any cracks or gouges. Artificial finishes (high-gloss, Corfam, clarino, patent, etc...) must be wiped clean, without water spots, and free of gouges or scrapes. Shoes must be lace-up shoes, not slip-ons. While in the Class A uniform, boots of any type except for a valid medical reason shall not be permitted.

#### **2.1.4 Class A Shirt**

While wearing the Class A uniform, members shall wear a long sleeved oxford uniform shirt. The shirt should be sewn with a double button cuff and have gauntlet buttons on the sleeves. The shirt shall have buttoned flaps on two upper pockets, and the pockets shall be pleated. The shirt should be of a poly/cotton blend or 100% cotton fabric. Officers shall wear white shirts and enlisted members shall wear powder blue shirts. All shirts shall be highly pressed and starched. Military creases may be pressed into the shirt at the members discretion. Shirts with sewn in creases should not be military pressed.

#### **2.1.5 Class A Tie**

All members shall wear a black polyester or poly/silk blend necktie while in the Class A uniform. The tie should be of a standard oxford or pinpoint style weave and should not have any sheen to the fabric. Male members shall have their neckties tied with either an oxford or four-in-hand knot and shall be snugly tightened around the wearers neck. Female members may wear either a standard necktie or a collar tab style tie. Clip-on ties and bow ties shall not be permitted.

#### **2.1.6 Overcoat**

At the members discretion, they may wear a navy blue overcoat over their Class A uniform when the weather dictates such apparel. The coat shall be a military or duty style and shall be hemmed so as to fall between the knee and the mid-point between the knee and ankle. The coat shall be belted, and when worn, the belt shall be fastened. Open style rank, as shown in the appendix, shall be worn by officers on the epaulets of the overcoat.



## **2.2 Class B Uniform**

The Class B uniform shall consist of the same components as the Class A uniform with the exception of the blouse. The hat shall be at the discretion of the authority having control over the uniform of the day. The Class A pants may be worn with the Class B uniform or may be substituted at the wearers discretion. Boots may not be worn with the Class B uniform. At the discretion of the Chief or President, the tie may be waived with the Class B uniform when worn with short sleeved shirts. Short sleeved shirts shall be authorized from 01 April through 15 November each year.

If a jacket is worn with the Class B uniform, it shall be navy blue in color and of a duty style. If the jacket has buttons on it, they shall be of appropriate colored metal for the members rank. Examples of acceptable duty jackets are:

- a) Solar-1 New York (NY01)
- b) Solar-1 Duty Jacket (DJ02)
- c) US Air Force style MA-1 flight jacket
- d) Blauer Cruiser Jacket
- e) Spiewak Tactel Duty Jacket

Jackets with badge tabs should be worn with badges. Officers should wear rank on their epaulets if the duty jacket they have is manufactured with epaulets. Rank should be worn as shown in the appendix.

At the members discretion, they may wear a navy blue overcoat over their Class A or B uniform when the weather dictates such apparel. The coat shall be a military or duty style and shall be hemmed so as to fall between the knee and the mid-point between the knee and ankle. The coat shall be belted, and when worn, the belt shall be fastened. Open style rank, as shown in the appendix, shall be worn by officers on the epaulets of the overcoat.

## **2.3 Class C Uniform**

The Class C uniform shall be the standard working uniform of the HVFD and shall consist of:

- a) Navy blue shirt, poly/cotton twill blend, with a standard uniform cut and flapped chest pockets.
- b) Navy blue trousers, poly/cotton twill blend, with flat fronts and a straight legged cut.
- c) Black leather work shoes or boots. Athletic shoes shall not be permitted.
- d) Black leather garrison belt, 2 ½" wide with a gold or silver buckle appropriate for the members rank.
- e) Navy blue or white t-shirt, crew neck, worn under the uniform shirt.

At the discretion of the President, HVFD issued golf shirts (short or long sleeved) may be worn in lieu of the standard uniform shirt. No brass or insignia shall be worn on golf shirts. The Class C uniform shall be worn as the standard duty uniform and for all details when contact with the general public is likely. Short sleeved shirts shall be authorized from 01 April through 15 November each year. The uniform shall be clean, pressed, and in a serviceable condition at all times. At a minimum, the uniform shall have the HVFD patch and the members name plate affixed to it. Collar brass is optional for members below the rank of Sergeant.

BDU pants and riggers belts are acceptable modifications at the wearers choosing, but must conform to the color standards of the items they are used to replace. Job shirts, if cleaned and serviceable, may be worn in lieu of the standard uniform shirt. Job shirts must be from the HVFD or PGFD only. Job shirts bearing the names or patches of other departments or organizations, including other PGFD member companies or the IAFF, are not permitted. If the member chooses to wear a duty jacket with the Class C uniform, it should conform to the standards in 2.2.

## **2.4 Class D Uniform**

The Class D uniform is a work uniform to be worn when contact with the public is unlikely. It is also the accepted uniform for any day on which the humidity exceeds 90 degrees or the Metropolitan Washington Council of Governments declares a "Code Red" air quality advisory. The Class D uniform consists of:

- a) Navy blue trousers, poly/cotton twill blend, with flat fronts and a straight legged cut.
- b) Black leather work shoes or boots. Athletic shoes shall not be permitted.
- c) Black leather garrison belt, 2 ½" wide with a gold or silver buckle appropriate for the members rank.
- d) Navy blue or white t-shirt, crew neck, which must bear a Hyattsville patch or logo on it. T-shirts from other departments or organizations are not permitted and shall not be worn on duty.

BDU pants and riggers belts are acceptable modifications at the wearers choosing, but must conform to the color standards of the items they are used to replace. Job shirts, if cleaned and serviceable, may be worn. Job shirts must be from the HVFD or PGFD only. Job shirts bearing the names or patches of other departments or organizations, including other PGFD member companies or the IAFF, are not permitted. If the member chooses to wear a duty jacket with the Class C uniform, it should conform to the standards in 2.2.

## **2.5 Physical Fitness Uniform**

The Physical Fitness uniform is worn while the member is actively engaged in exercise activities as well as during sleep hours. Sleep hours are defined as being from 2100 hours through 0700 hours on weekdays and from 2100 hours through 0900 hours on weekends. The Physical Fitness uniform consists of:

- a) Navy blue or white t-shirt, crew neck, which must bear a Hyattsville patch or logo on it. T-shirts from other departments or organizations are not permitted and shall not be worn on duty.
- b) Navy blue or grey sweatshirt which must bear a Hyattsville patch or logo on it or have no logos whatsoever. Shirts from other departments or organizations are not permitted and shall not be worn on duty.
- c) Athletic shoes, which must be clean, serviceable, and laced completely.
- d) Navy blue or gray sweat pants or sweat shorts which must bear a Hyattsville patch or logo on it or have no logos whatsoever. Shorts from other departments or organizations are not permitted and shall not be worn on duty.

## **2.6 Special Purpose Uniforms**

From time to time, the President may authorize special purpose uniforms for wear or modifications to existing uniforms for special purposes. These may include tactical uniforms, flight suits, bike uniforms, or special identification devices to be worn with civilian clothing. These special uniforms and uniform items shall adhere to the spirit and basic design cues of all other uniforms and their wear may be restricted by the President.

## **2.7 Board of Directors Modifications**

Members serving on the Board of Directors and who have an operational rank shall wear the uniform dictated by their operational rank. Board members who do not have an operational rank shall wear the uniform of a line officer but shall not wear line officers rank. Collar insignia and badges that normally bear a rank or title on them shall be replaced with an identical device that instead bears the title "DIRECTOR."

Board members shall also be authorized a pocket badge to be worn centered on the left chest pocket of Class A and Class B uniform shirts and/or blouses. Additionally, Board members shall modify their name plate to have "BOARD OF DIRECTORS" appear on the second line in place of a service year.

## **2.8 Corporate Officer Modifications**

Officers of the corporation (defined as President, Vice President, Secretary, and Treasurer) shall wear the uniform of a line officer regardless of their operational rank. Corporate officers shall wear devices, badges



and insignia stating their position in the corporation while official business as a corporate officer. Corporate officers shall refrain from wearing the uniform of a line officer while in an operation capacity so as to avoid confusion on emergency scenes or in interactions of a non-administrative nature. The President shall wear the hat of a chief officer while wearing the Class A or Class B uniforms.

## **2.9 Life Member Modifications**

Non-operational Life Members of the HVFD are entitled to wear the uniform of a firefighter while attending HVFD functions or on official HVFD business. The badge shall state the rank of Life Member, as shall the collar insignia.

## **3.0 Authorized Wear**

The wear of either a Class B, Class C, or Class D is mandatory for all members while on duty and available to respond to calls.

The wear of the Class A uniform is typically limited to details and assignments in which a formal appearance would be indicated. Such instances could include banquets, formal parades, funerals, weddings, graduation ceremonies, and high profile business meetings. The Class B uniform is typically worn for more routine administrative events, which could include City Council meetings, Fire Commission meetings, while teaching for the HVFD, or while functioning as a duty officer in a chase vehicle.

Class C and Class D uniforms are limited to duty shift wear. These are utility uniforms and are not intended to be worn for scheduled meetings or higher profile events. The Physical Fitness uniform shall not be worn outside of the station unless the member is involved in outdoor exercise or is dispatched on a call during sleep hours or while engaged in exercise activities.

Only members in good standing of the HVFD shall wear the uniform of the HVFD. At no time shall HVFD uniform items (including shirts, patches, blouses, badges, etc...) be worn by non-members. At no time shall uniforms or uniform items be worn by members in a place or manner that could be calculated to bring discredit to the HVFD. Violations of this section may cause the member to face disciplinary action, up to and including termination of membership.

This policy is effective <EFFECTIVE DATE> by my authority:

Jonathan A Ransom  
President, Hyattsville Volunteer Fire Dept.

## APPENDIX

### Approved Collar Insignia, All Shirts

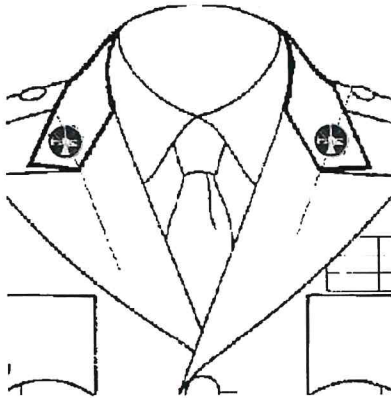


### Approved HVFD Breast Badge

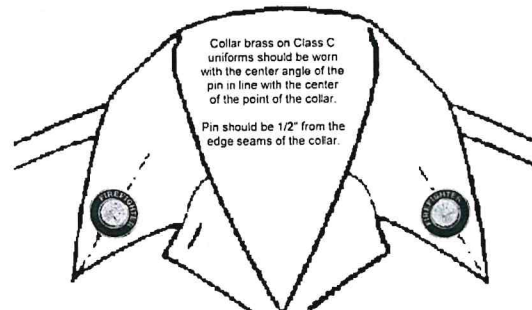


### Proper Alignment of Collar Insignia

#### Class A Blouse



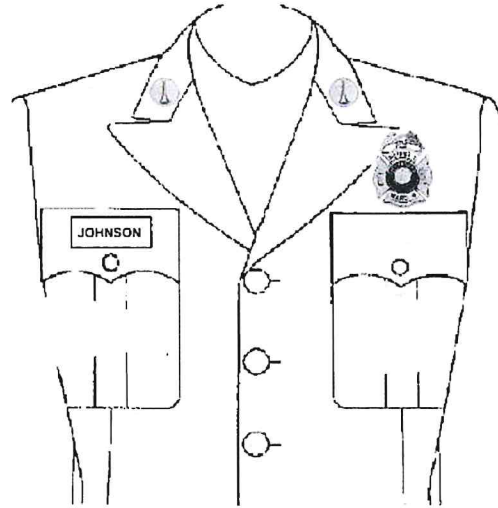
#### Class B (without tie) and Class C



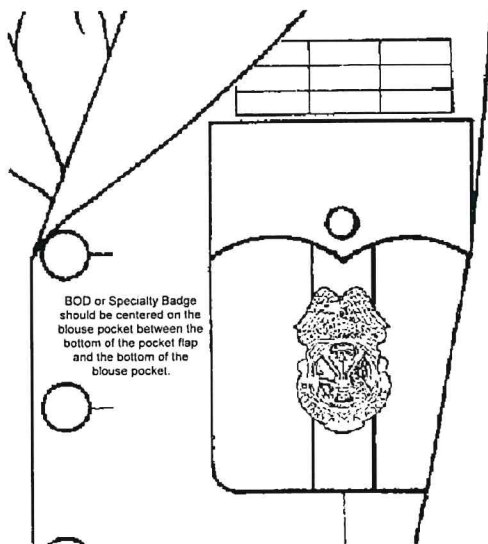
**Class A and Class B (with tie) Shirts**



**Insignia Placement, Class A Blouse**



**Proper placement for Board Member badge**



**Left Sleeve Alignment**



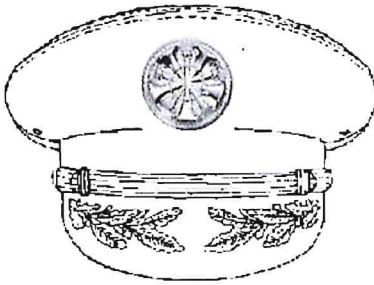
**Right Sleeve Alignment**



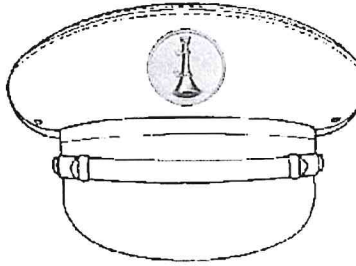


## Proper Hat Insignia Alignment

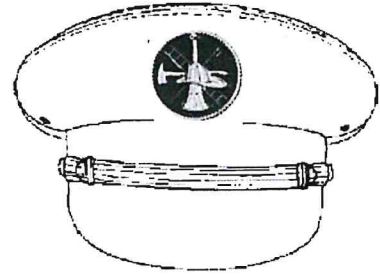
**Chief Officer**



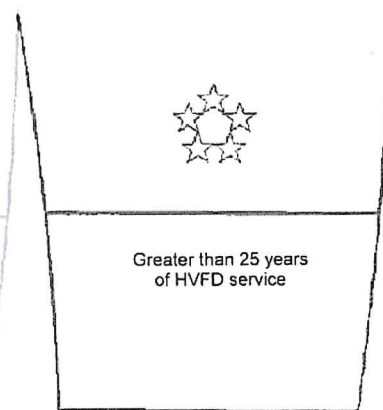
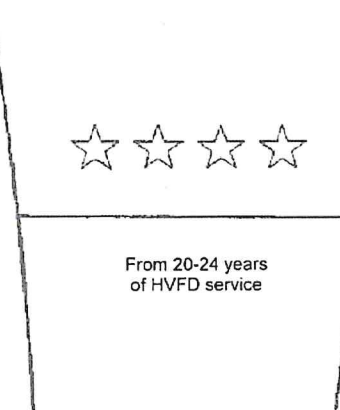
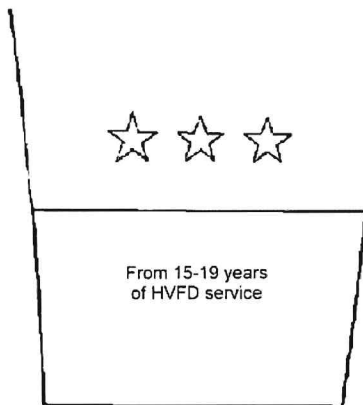
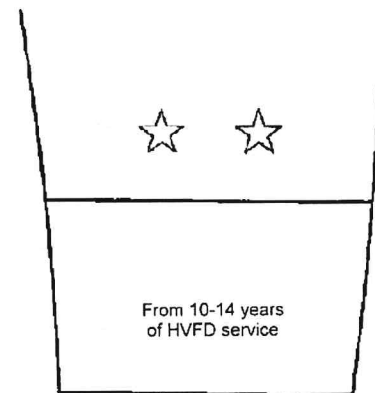
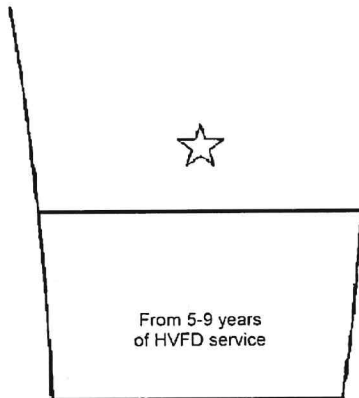
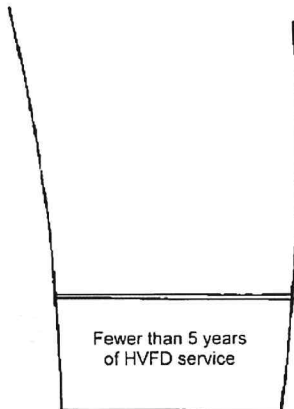
**Line Officer**



**All Other Members**

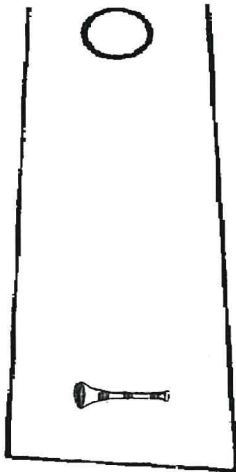


## **Proper Display of Service Stars on Left Sleeve**

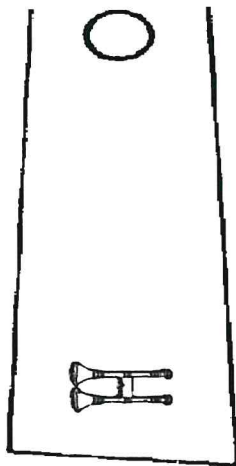


Proper Wear of Rank on Epaulets for Duty Jackets and Overcoats

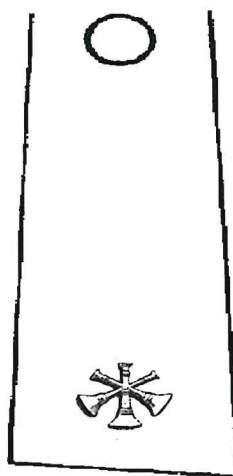
Lieutenant



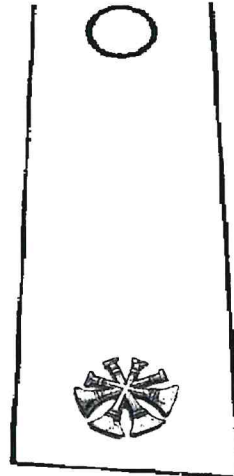
Captain



Asst. Chief

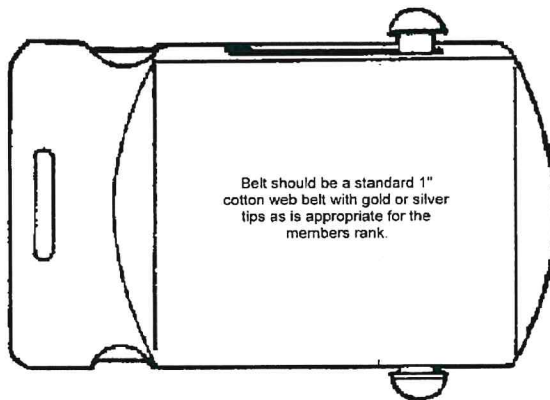


Deputy Chief



Acceptable Belts

Cotton Web Belt



Leather Garrison Belt

