



GUAM FIRE DEPARTMENT
PO BOX 2950
HAGÁTÑA, GUAM 96932

D.M. CRESPO

PAGE 1 OF 18

GENERAL ORDER:	Effective: 01/16/02	No.: 2002-01
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Index As: GUAM FIRE DEPARTMENT - UNIFORM STANDARDS		

SUBJECT: Uniform Standards

PURPOSE: To establish Standard Uniform regulations, specifications, dress and personnel appearance policy and procedures.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I POLICY**
- II OBJECTIVE**
- III AUTHORIZED UNIFORM AND SPECIFICATIONS**
- IV STANDARDS FOR WEARING**
- V AUTHORIZED UNIFORM ACCESSORIES**
- VI DRESS AND GROOMING STANDARDS**
- VII RESPONSIBILITY**
- VIII PENALTY FOR VIOLATIONS**

UNIFORM STANDARDS

PURPOSE: To establish Standard Uniform regulations, specifications, dress and personnel appearance policy and procedures.

I. POLICY

It shall be the policy of the Guam Fire Department that all employees maintain a high standard of uniform attire, grooming and personal appearance.

All uniform shift personnel shall have one complete set of Class "A" uniform available at assigned work station at all times.

"Approved or Duly Approved" is when the Fire Chief initiates or approves a change in writing to any part of this document. Within thirty (30) days, if the purpose of such change still exists, the Fire Chief shall cause the specific amendment to be inserted into this General Order. Should any part of this policy be found void or not applicable, all others shall remain valid and unaffected.

II OBJECTIVE

- A. To establish appropriate departmental standards, uniform regulations, specifications, dress, personnel appearance policies and procedures for uniformed and civilian personnel of the Guam Fire Department.
- B. To conform as a condition of employment to good taste and discretion in selecting and wearing prescribed attire and maintaining a desirable personal appearance and grooming.
- C. To enhance personnel dignity, professionalism, and pride in their service to the public and representation of the Guam Fire Department.
- D. To maintain or enhance public trust of the Guam Fire Department employees' abilities to preserve and protect life and property.

III AUTHORIZED UNIFORM AND SPECIFICATIONS

A. Formal Wear

1. **Jacket/Coat:** Black long sleeve with accessories. Sleeve braid will be on both sleeves and will be worn according to rank. **Length of Service Insignia.** One ½" silk embroidered maltese cross shall be gold for Chief Officer and silver for all other ranks. Each cross signifies five (5) years of Fire Department service. The crosses shall be worn on the left sleeve only and will be positioned in a row of up to four (4). Additional crosses may be positioned 1/4" above the first row of four and balance.
2. **Shirt:** Light blue long sleeve shirt. Tailoring same as Class "A".
3. **Undershirt:** Plain white crew neck tee shirt with no design or logo.
4. **Trouser:** Plain black long trouser. Tailoring same as Class "A".
5. **Belt:** Black leather basket weave belt with plain silver buckle.

6. Socks: Plain black socks with minimum length to mid calf. White socks may be worn when prescribed by a medical physician. Medical prescription shall be forwarded to the Fire Department Headquarters for verification and filing.
7. Hat: White saucer cap.
8. Shoes: Shoes shall be rubber or leather soled black Oxford (low quarters). Shoe shall be patent type. Shoes must be kept clean at all times.
9. Neck Tie: Plain dark blue without design or sheen. 3" band tapered to 2" pointed at the ends with tie clip with Maltese cross design on center (See 11e).

B. Class "A" (Dress Uniform)

1. Shirts:

- a. **Color:** Light blue for officers (Fire Captain, Battalion Chief, Assistant Fire Chief, Deputy Fire Chief and Fire Chief). Navy blues for Fire Fighter I, Fire Fighter II and Fire Service Specialist.
- b. **Tailoring:** Uniform dress shirts are to be long tailored, full Fire Service style with pressed on military crease. Sewn on military crease is prohibited. Two (2) in front, three (3) on back and one (1) on each sleeve.
- c. **Sleeves:** Shirt sleeves shall be long, extending from the shoulder seam to the wrist joint.
- d. **Pockets:** Shirts shall have two standard pockets with flap covers. The flaps shall be buttoned in the center. The left pocket shall have a 1" pen slot on the right corner of the flap cover.
- e. **Collar:** Shirt shall have a permanent collar.
- f. **Buttons:** Shirts shall have an equally spaced seven (7) buttons front. Buttons shall be the same color as the shirt. All button eyelets shall be strongly reinforced. Buttons shall be strongly secured to withstand heavy wear and stresses.
- g. **Workmanship:** All cuts and seams must be straight, reinforced and evenly stitched. Any discrepancies in workmanship shall be cause for rejection.
- h. **Material:** Shirt construction material shall be made of 65% polyester and 35% cotton.

2. Trousers/Pants

- a. **Color:** Navy blue.
- b. **Tailoring:** Trousers shall be long and straight legged or boot cut, with two (2) vertical back pockets and two (2) hip pockets without flaps. Pleats, peg, bell-bottom or cuffs are prohibited. All pocket and zipper lining must not be visible. There shall be seven (7) belt loops. Trousers shall be neatly tailored

and loose enough to allow complete freedom of movement. Material gathering around the waistline of the trouser due to poor fitting shall be cause for rejection.

- c. **Workmanship:** All cuts and seams must be straight, reinforced and evenly stitched. Uneven cuts on the fly, pockets, waistline, belt loops, or cuffs shall be cause for rejection.
- d. **Material:** Trouser construction material shall be made of 65% polyester and 35% cotton.
- e. **Findings:** The thread used for seams or reinforcements shall be made of J&P coat appropriate and same color to material of the trouser. Zipper color shall be same as trouser shade. Pockets shall be good quality Dacron-cotton skirting. Waistband shall be properly treated rubber or felt. All findings must have "wash and wear" qualities that do not cause bunching, shrinking or wrinkling upon washing.

3. **Skirt (Women): Optional**

- a. **Material:** The skirt shall be of the same material and color as Class A trouser, to be worn no shorter than two (2") inches above the knee cap or no longer than two (2") inches below the knee cap. Pockets shall be good quality Dacron-cotton skirting. Waistband shall be properly treated rubber or felt.
- b. **Style:** "A" line skirt with full lining hidden waistband.

4. **Shoes:** Shoes shall be rubber or leather soled black Oxford (low quarters). Shoes shall be of patent type.

5. **Badge:** GFD issued badge with appropriate rank.

6. **Hat:** White saucer cap with appropriate Fire Department rank emblem.

- a. **FFI, FFII and Fire Service Specialist:** white top, black visor and silver metal band.
- b. **Fire Captain:** White top, black visor and gold metal band.
- c. **Fire Battalion Chief:** White top, black visor and gold velvet strap.
- d. **Assistant Fire Chief:** White top, black visor with gold "clover leaf" design on top of bill with gold velvet strap.
- e. **Deputy Fire Chief:** White top, black visor with gold "clover leaf" and red "flame" design on top edge of bill and gold velvet strap.
- f. **Fire Chief:** White top, black visor with gold "clover leaf" and red "flame" design on top edge of bill and red "flame" design around cap and gold velvet strap.

7. **Hat Insignia:** GFD issued hat insignia appropriate to rank.
8. **Undershirt:** Undershirt shall be a plain white crew neck tee shirt without designs or logo.
9. **Belt:** Black leather basket weave belt with silver buckle only.
10. **Socks:** Plain black socks with a minimum length to mid calf. White socks may be worn when prescribed by a medical physician. Medical prescription shall be forwarded to the Fire Department Headquarters for verification and filing.
11. **Accessories:**
 - a. **Gloves:** Plain white dress uniform cotton gloves. To be used only during funeral detail and by Color Guards.
 - b. **Neck Ties:** Plain Navy Blue without design and without sheen. Three (3") inch tapered to two (2") inch, pointed at the ends with tie clasp.
 - c. **Webbed Duty Belt:** Plain white, four (4") inch wide with chrome buckle. To be used only during funeral detail and by Color Guards.
 - d. **Collar Insignia:** GFD issued collar insignia with appropriate to rank.
 - e. **Tie Clip:** Metal tie clip 1/4" width by 2" length with Maltese cross design on center.
 1. Silver (Fire Fighter I, Fire Fighter II and Fire Service Specialists)
 2. Gold (Fire Captain, Fire Battalion Chief, Assistant Fire Chief, Deputy Fire Chief and Fire Chief).

C. **Class "B" (Work Uniform)**

A. **Shirts**

1. **Color**
 - a. **Light Blue:** Fire Captain, Battalion Chief, Assistant Chief, Deputy Fire Chief and Fire Chief.
 - b. **Navy Blue:** Fire Fighter I, Fire Fighter II and Fire Service Specialist.
2. **Tailoring:** shirt shall be highly pressed and without military creases.
3. **Sleeves:** Sleeves shall be short to extend from the shoulder seam to the elbow joint and creased on center.
4. **Pockets:** Shirt shall have two standard pockets with flap covers. The flap shall be buttoned in the center. The left pocket shall have a one (1") inch pen slot on the upper right corner of the flap.

5. **Collar:** Shirt shall have permanent collar.
6. **Buttons:** Shirt shall have an equally spaced seven (7) button front. Buttons shall be the same color as the shirt. All button eyelets shall be reinforced. Buttons shall be secured to withstand heavy wear and stress.
7. **Workmanship:** All cuts and seams must be straight, reinforced and evenly stitched. Any discrepancies in workmanship shall be cause for rejection.
8. **Material:** Shirt construction material shall be heavy duty type and made of 65% polyester and 35% cotton.

B. Trouser/Pants

1. **Color:** Navy Blue
2. **Tailoring:** Trouser shall be long and straight legged or boot-cut with two (2) vertical pockets and two hip pockets without flaps. Pleats, peg, bell bottoms and cuffs are prohibited. All pocket and zipper linings must not be visible. There shall be seven (7) belt loops. Trouser shall be neatly tailored and loose enough to allow complete freedom of movement. Material gathering around the waistline of the trouser due to poor fitting shall be cause for rejection. Length shall be one (1") inch from the top of the shoe heel sole.
3. **Workmanship:** All cuts and seams must be straight, reinforced and evenly stitched. Uneven cuts on the fly, pockets, waistline, belt loops or cuffs shall be cause for rejection.
4. **Material:** Trouser/Pants construction material shall be heavy duty type and made of 65% polyester and 35% cotton.
5. **Findings:** The thread used for seams or reinforcements shall be made of J & P coat appropriate and same color to material of the trouser. Zipper color shall be same as trouser shade. Pocket shall be good quality Dacron cotton skirting and shall be properly treated rubber or felt. All findings must have "was and wear" qualities that do not cause bunching, shrinking or wrinkling upon washing.

C. Shorts (Sea Rescue Units Only, See standard for wearing)

1. **Color:** Navy Blue
2. **Tailoring:** Shorts shall be with two (2) vertical pockets and two (2) hip pockets without flaps. Plain front and all pocket and zipper linings must not be visible. There shall be seven (7) belt loops. Shorts shall be neatly tailored and loose enough to allow complete freedom of movement. Material gathering around the waistline of the shorts due to poor fitting shall be cause for rejection.
3. **Workmanship:** All cuts and seams must be straight, reinforced and evenly stitched. Uneven cuts on the fly, pockets, waistline, belt loops or cuffs shall be cause for rejection.

4. **Material:** Shorts construction material shall be of heavy duty type and made of 65% polyester and 35% cotton.
 5. **Findings:** The thread used for seams or reinforcements shall be made of J & P coat appropriate and same color to material of the shorts. Zipper color shall be the same as the trouser shade. Pocket shall be good quality Dacron cotton skirting. Waistband shall be properly treated rubber felt. All findings must have "wash and wear" qualities that do not cause bunching, shrinking or wrinkling upon washing.
- D. **Shoes:** Shoes shall be all black, low quarter, ankle high or boot. Leather or synthetic leather in construction with rubber sole. Shoes shall be plain toe (Safety toe is recommended).
- E. **Socks:** Plain black socks with minimum length to mid-calf. White socks may be worn when prescribed by a medical physician. Medical prescription shall be forwarded to the Fire Department Headquarters for verification and filing.
- F. **Belt:** GFD issued black leather basket weave with silver buckle.
- G. **Hat:** All navy blue baseball cap with approved design embroidered or silkscreen printed on front. Solid material with solid headband. (See attachment for design.)
- H. **Undershirt:** Undershirt shall be crew neck tee shirt without pockets. (Fire Captain and above: Plain white without logo; Fire Service Specialist and below: Navy Blue with official GFD logo (See attachment)). Any other Tee shirt with any kind of design or logo is prohibited.
- D. **Class "C" (Physical Training Uniform)**
1. **Tee Shirt:** Same as Class B undershirts (Section III, C-8)
 2. **Shorts:** Plain Navy Blue shorts, appropriate for activity.
 3. **Shoes:** Athletic shoes/footwear appropriate to type of physical fitness activity.
 4. **Socks:** Plain white or black heavy duty socks with minimum length to mid-calf.
- E. **Fire Recruit Uniform:** Refer to General Order pertaining to guidelines for Academy staff and fire recruits.
- F. **Vehicle Maintenance Personnel Work Uniform:** Uniform for GFD civilian personnel assigned to the vehicle maintenance shall consist of a one (1) piece dark green short sleeve coverall, with the GFD shoulder patches sewn to both shoulder sleeves embroidered. Name tag shall be sewn on above the left breast pocket. Shoes shall be heavy duty safety type, steel toe recommended.

IV STANDARDS FOR WEARING

All uniformed GFD personnel shall wear the appropriate class of uniform in the performance of official duties..

- a. **Formal Wear:** For special occasions as directed by the Fire Chief.
- b. **Class "A" Dress Uniform**
1. Special assignments, funeral detail, honor guard, escort, **command inspections**, promotion board, award ceremonies, or any other occasion deemed appropriate and directed by the Fire Chief.
 2. Standard Fire Service Cap (Saucer Cap) shall be worn with **Class "A" uniform**.
 3. Uniforms shall be worn with all GFD collar insignias, award pins and ribbons, nameplate, shoulder patches and badge.
 4. Accessories not authorized by the Fire Chief shall not be worn with the uniform.
 5. Pagers, cellular phones, keys, combs protruding from the pockets, or any other items not authorized are not to be worn with **Class "A" uniform**.
 6. Non-prescription eye wear is not to be used with **Class "A" uniform**.
- c. **Class "B" Work Uniform**
1. **Class "B" work uniform shall be worn by all Fire Department personnel during regular duty hours.**
 2. **Class "B" uniform for Fire Service Specialists and below, shall be a Navy Blue Tee Shirt with the attached authorized Fire Department logo. (See attachments A&B) Note: The Fire Department needs to be consistent with the uniform standards, therefore, personnel wearing the light blue shirts shall refrain from wearing the authorized logo under it. Any other Tee shirt with any kind of design or logo is prohibited.**
 3. **Class "B" uniforms shall be worn with approved navy blue baseball cap with screen printed or embroidered Maltese Cross and Guam Fire Department on front.**
 4. **Class "B" uniform shall be worn with appropriate rank, badge and shoulder patches.**
 1. **Name Plate: Fire Captains and above.**
 2. **Name tape: Fire Service Specialist and below.**
 5. **Award pins and ribbons shall not be worn with Class "B" uniform.**
 6. **Only Sea Rescue Units on missions or emergency alarms requiring work in the water will use Class "B" shorts. At no other time is Class "B" shorts to be worn by Rescue personnel or any other personnel.**
 7. **Class "C" uniform shall be used only during physical fitness activity.**
- d. **Vehicle Maintenance Personnel Work Uniform:** Vehicle Maintenance work uniform shall be worn while on duty.

V **AUTHORIZED UNIFORM ACCESSORIES**

- a. **Belt:** Black basket weave leather waist belt (1½" wide with silver buckle).
- b. **Duty Belt:** White 4" wide duty belt (web) with chrome buckle.
- c. **Gloves:** Plain white dress uniform gloves, cotton or cotton blend material.
- d. **Patches:**
 - 1. **GFD Shoulder Patches:** Sewn centered, 1" below seams of shoulders. (See Attachment "C" for approved design and specification).
 - 2. **EMT Patch:** Sewn and centered ½" below right GFD shoulder patch. 3"x3" square, blue border with blue "Star of Life" on white background. Gold serpent on white staff.
 - 3. **Note: Logo on Tee Shirts shall be approved by the Fire Chief.** For authorized Fire Department Logos, please see Attachments "A" and "B".
- d. **Name Plate:** Light blue colored plastic 5/8" width by 3" length, with white letterings. (1/4" block type) indicating first and middle initials with full last name. Name plate must be worn 1/8" and centered above the flaps of the right breast pocket.
- e. **Name Tape:** Fire red cotton tape, 1" width by 5" length, with white letterings (3/4" block type), indicating full last name. Personnel in navy blue uniform shirt must wear name tapes grounded above the flaps of the right breast pocket only.
- f. **Badge:** Appropriate to rank. Centered and 3/4" above the left breast pocket.
- g. **Collar Insignia Pins:**

1.	Fire Fighter I	None
2.	Fire Fighter II	One (1) Silver Bugle
3.	Fire Service Specialist	One (1) Gold Bugle
4.	Fire Captain	Two (2) Parallel Gold Bugles
5.	Fire Battalion Chief	Two (2) Crossed Gold Bugles
6.	Assistant Fire Chief	Three (3) Crossed Gold Bugles
7.	Deputy Fire Chief	Four (4) Crossed Gold Bugles
8.	Fire Chief	Five (5) Crossed Gold Bugles
- i. **Neck Tie:** Plain Navy Blue neck tie without any design or sheen, 3" band and tapered to 2", to be worn only with the Class "A" and formal wear uniforms.

- j. **Neck Tie Clip:** Metal tie clip 1/4" width by 2" length with Maltese cross design on center.
 - 1 Fire Service Specialist and below: Silver
 - 2 Fire Captains and above: Gold

- k. **Award Pins:** Authorized award pins, ribbons, medal and other uniform decorations shall be mandatory with Class "A" wear. Single medal or decoration shall be worn 1/8" and centered above the name plate. Multiple medals or decorations shall be evenly centered and 1/8" above the name plate. Award medals shall be worn without spacing and not to exceed three (3) per row. Additional rows of medal must be centered and grounded above the previous row of medals. Ribbons, medals or pins awarded to individuals for GovGuam services are authorized to be worn on the right pocket flap below the name plate, centered and evenly spaced.

- l. **Identification Cards:** I.D. cards with laminated plastic. The I.D. card shall be worn by uniform personnel when conducting official business using civilian attire. Civilian personnel shall wear the I.D. card at all times while on duty. I.D. cards shall be worn on the upper right chest area. Should there be an occasion that name plate or name tape is not available or visible for identification (only on Class B), uniform personnel shall wear the I.D. Card on the flap of the right breast pocket and centered. All personnel shall wear the I.D. card with the employee picture facing out.

- m. **EMT Certification Card:** Certification card is authorized to be worn behind the I.D. Card and in the same manner. Card must be laminated.

VI DRESS AND GROOMING STANDARDS

- a. Both uniform and civilian employees are expected to wear clothing appropriate to maintaining a professional appearance.

- b. All personnel wearing civilian attire shall report to work neatly dressed in a conservative and tasteful ensemble. Clothes shall be clean and neatly pressed. Shoes shall be of dress or business wear type.

- c. All uniformed personnel performing duty in uniform shall report for duty in the regulation uniform neatly tailored, laundered and pressed. All classes of uniform shall be maintained in good condition.

- d. Both civilian and uniformed personnel are expected to present a clean, neat and conservative appearance.

- e. **Uniform Exemption:** The following exemptions are hereby approved:
 - 1. **Fire Chief:** general prerogative to wear any of the uniform class or civilian attire.
 - 2. Personnel whose special assignment requires civilian attire appropriate to job task authorized by the Fire Chief.
 - 3. **Civilian Employees:** Daily, however, civilian personnel must conform to all provisions and requirements of civilian wear.

4. Fire Captains assigned as Company Commander may use the approved navy blue crew neck tee shirt with GFD logo with the title "Captain" printed above the left chest area. Tee shirt may be used during periods of manual labor, physical fitness or when shirt is likely to become soiled as a result of task. This shirt shall not be used as an undershirt for any class uniform.

f. **Grooming**

1. **Male Employees (Uniformed Personnel)**

- a. Shall have facial hair cleanly shaven when reporting for duty or other assignments. Personnel shall maintain a cleanly shaven appearance throughout tour of duty.
- b. Hair on head must not touch the top of the ear or collar of shirt when groomed.
- c. Hair on head must not exceed 1 ½" in bulk or length. The bulk, length or style of hair shall not interfere or prevent the proper wearing of a uniform hat, helmet, or protective.
- d. Hair on the head must not be worn in any of the following ways: **Braids, Duck Tail, Pageboy, Undercut, Flip, Mohawk, Bulky** or any other radical hairstyle.
- e. Sideburns must be neatly trimmed in the same manner as the haircut, straight and of even width (not flared) and end in a clean shave horizontal line. The side burns must not extend below the lower tip of earlobes.
- f. Mustache, if worn, must not extend downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth. The length of the hair on the mustache shall not exceed 1/4".
- g. Beards, goatees, or other facial hair grown below the lower lip are absolutely prohibited while on duty.
- h. Wigs and hairpieces may be worn while on duty or in uniform only for cosmetic reasons to cover natural baldness or physical disfiguration. However, grooming standards shall apply.
- i. Hair dyes, tints and bleaches may be used to enhance or compliment your natural hair color and must present a professional image.
- j. Finger nails shall be clean and neatly trimmed so as not to interfere with performance of duty, detract from the professional image, or present a safety hazard.
- k. Necklaces must be worn underneath uniform tee shirt, wedding bands and watches may be worn while on duty. All other jewelry is prohibited.

1. Tattoos that are added to visible areas of an individual after employment shall not be sexually explicit, immoral, or express radical social statements. If you are unsure of the acceptability of a potential tattoo check with your immediate supervisor for a review in regards to image prior to the permanent artwork.

2. **Female Employee (Uniform Personnel)**

a. The hair shall be worn in a neat and presentable style, which does not include extreme hairdos.

b. The hair shall not fall over the eyebrows or extend below the shoulder. The bulk, length or style of hairdo shall not prevent or interfere with the proper wearing of uniform hat, helmet or protective equipment.

c. The use of facial make up, mascara, eyebrow pencil color or other cosmetics is allowable but must be applied in moderate amounts and in good taste. All types of facial make up or cosmetics must be of waterproof type.

d. Finger nails shall be clean and neatly trimmed so as not to interfere with performance of duty, detract from the professional image or present a safety hazard.

e. Tattoos that are added to visible areas of an individual after employment shall not be sexually explicit, immoral, or express radical social statements. If you are unsure of the acceptability of a potential tattoo check with your immediate supervisor for a review in regards to image prior to the permanent artwork.

f. Wigs and hairpieces may be worn while on duty or in uniform only for cosmetic reasons to cover natural baldness or physical disfiguration. However, grooming standards shall apply.

g. Hair dyes, tints and bleaches may be used to enhance or compliment your natural hair color and must present a professional image.

h. Necklaces must be worn underneath uniform tee shirt, wedding bands and watches may be worn while on duty. All other jewelry is prohibited.

i. Tattoos that are added to visible areas of an individual after employment shall not be sexually explicit, immoral or express radical social statements. If you are unsure of the acceptability of a potential tattoo, check with our immediate supervisor for a review in regards to image prior to the permanent artwork.

3. **Civilian (Non-Uniformed) Employees:**

a. All civilian employees are expected to present a clean, neat and conservative appearance with "traditional standards of good taste" regarded as that which is commonly expected of an official representative of the government.

- b. All personnel must be aware that they have a responsibility to present an appearance that generally does not offend anyone. All efforts shall be made to maintain or enhance public trust of the Guam Fire Department employees' ability to preserve and protect life and property.

4. **Hygiene and Body Grooming (Uniformed and Civilian Personnel)**

- a. All GFD personnel are expected to maintain good daily hygiene and clothing wear or attire so as not to discredit the department's overall appearance nor create a health hazard.
- b. Fingernails shall be clean and neatly trimmed so as not to interfere with the performance of assignment, duty or detract from professional image or present a safety hazard.

5. **Use of Uniforms:**

- a. While on duty, members shall be in proper uniform at all times. Uniforms identify the on-duty members of the department and have an effect on personnel control during operations. Members shall be in full uniform when reporting and securing from duty and when leaving assigned station for official business. Shirts must be worn when leaving the station. Fire fighters shall not use their uniform, badge or their official position to conduct any form of investigation or inquiry not officially required as part of their duty. Fire fighters shall not conduct or engage in such investigation or inquiring for private purposes on their own behalf, or for others. No specific number of dress uniforms is required. However, employees are expected to have adequate number to present a neat appearance at all times. This will include a change of uniforms in the individuals locker at the station.
- b. All members shall be responsible for the condition of his or her uniforms and personal appearance. Immediate supervisors shall ensure that daily inspection of personnel under their supervision conducted at the start of each work shift for compliance to uniform standards.
- c. Disagreements or grievances as to individual applicability of conformance to this policy shall be handled through the grievance procedures of the Department of Administration Rules and Regulations.
- d. Uniforms shall conform to Guam Fire Department specifications. Tight fitting uniforms are prohibited.
- e. All members, both newly appointed and promoted shall be responsible for acquiring the proper uniform immediately after effective date of appointment or promotion. Members shall not appear at any time in any part with borrowed uniform or accessories.
- f. The use or wearing of the duty uniform or any part thereof while on or off duty in an attempt to obtain personal benefits or favors is prohibited.
- g. Wearing of the GFD uniform or any part thereof is prohibited when performing outside of the employment (GFD duties).

- h. While on duty, the appropriate uniform shall be worn by all members for work outside of quarters (station). In response to emergency alarms, personnel shall don their appropriate personal protective equipment over clothing apparel immediately after receiving alarm. Supervisors may use discretionary judgment provided by policy, while never compromising safety in allowing personnel to remove personal protective gear during emergency operations.
- i. Proper caps/hats shall be worn at all times during tour of duty. Head covers may be removed when in quarters or indoors. On specific occasions, head covers may be removed by specific permission of the immediate supervisor, however, head covers should be left on.
- j. Uniforms shall be kept buttoned, zipped, metallic devices such as metal insignias, belt buckles and belt tips shall be kept in proper luster and must be free from scratches and corrosion. Medals and ribbons shall be clean. Shoes shall be cleaned and shined.
- k. Wearing of uniform is prohibited under any circumstance where discredit is brought upon the Department or the Government of Guam.
- l. Wearing of the duty uniform while under work suspension is prohibited.
- m. Personnel on LWOP/Leave status for a period of one (1) year, shall not receive a clothing allowance.

6. **Lost Uniform Accessories**

Any member losing uniform accessories provided by the department shall report the fact in writing to the Fire Chief through proper channels immediately on discovery of its loss. If the loss is due to carelessness, the member shall incur the replacement cost of the article.

VII RESPONSIBILITY

A. Uniformed Employee

- 1. Responsibility for conformance and compliance to proper dress and grooming standards rest with the employee and immediate supervisor.
- 2. The Academy staff shall apprise new uniform personnel on the Uniform and Grooming Standards.

B. Civilian Employees

Supervisors shall apprise new and existing employees on this policy and the importance of dressing cleanly, neatly and conservatively.

VIII PENALTY FOR VIOLATION

1. **Whenever** a GFD employee is found to be in violation of any of the provisions or requirements of **this** Order, the immediate supervisor shall take appropriate, corrective or disciplinary actions.
2. **Disciplinary** action will be taken against supervisors who fail to enforce **this** Order.

This order rescinds all previous orders and directives issued relative to Guam Fire Department Uniform Standards.

For your information and compliance.


FELIX C. SABLAN
Fire Chief

Attachments

ATTACHMENT "A" FRONT (Left Breast)

Navy Blue Tee Shirt

White Logo

50/50 Polyester/Cotton

Size: As shown



ATTACHMENT "B" REAR

White Letterings

*** 3" Letterings**

**** 2" Letterings**

GUAM *
FIRE DEPARTMENT**