

	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	Uniform Appearance
	<b>Section:</b>	Administration
	<b>Guideline Number:</b>	209
	<b>Effective Date:</b>	January 6, 2011
	<b>Revised Date:</b>	December 22, 2025
<b>Signature of Approval:</b>	Charles R. Pruitt Director of Public Safety 	

**PURPOSE**

The specific purpose of this guideline is to ensure a professional, uniformed appearance of the personnel in the organization.

**SCOPE**

This guideline applies to all uniformed members of the Accomack County Department of Public Safety.

**BADGES, PATCHES, & MEDALS**

The following items will be the initial issue for uniformed personnel. The appropriate items will be exchanged at the time of promotion or reassignment to a specialist position.

Only Department issued or approved badges, collar devices, name tags, identification cards and patches shall be worn or displayed on the uniform. No hardware, except identification card, will be worn on the informal uniform. Any other hardware not covered in this SOG will be issued and worn as designated and approved by the Director or his/her designee.

**Name Tags**

Full-time employees will be issued one name tag and serving since rocker. The Director, Battalion Chiefs and Captains will be issued an additional set. The name tag and rocker should be placed where the bottom of the name plate is even with the top of the pocket.

**Identification Cards**

Only the Department of Public Safety issued identification card shall be worn on the informal uniform. The identification card shall be clipped to the left collar of the polo shirt or displayed hanging on the belt. This identification card shall be worn at all times.

**Commendation Bars and Award Pins**

Only Department issued awards and bars allowed. Individuals who receive Department issued commendation bars may display them on their uniform above the name plate. The lighter color of the bar should be toward the outside of the body. It should be centered ¼” above the name tag. If you are a multiple award recipient, only one bar may be displayed. Multiple recipient commendation bars will be represented with a star in the center. Other commendation and award pins may be allowed at the discretion of the Director.

**Collar Devices**

Director 5 crossed gold bugles



Deputy Director 4 crossed gold bugles



Battalion Chief 3 crossed gold bugles



Captain 2 parallel gold bugles



Fire Medic II Hook & Ladder with designation  
Fire Medic I



**Item Numbers:**  
2 – A2890A  
1 – A2890

**SOCKS, SHOES, BELTS & HATS**

Dark blue (solid color) or black socks will be worn with all uniforms. White socks may be worn but must not be visible during daily operations.

Shoes will be ANSI compliant. All shoes/boots will have safety toe or steel toe and will be black and shined. New employees will be reimbursed up to \$100 then will fall into the annual uniform request cycle regarding the purchase of boots. Dress shoes will be black high gloss.

Employees must wear the Department issued belt or one that is approved by their Battalion Chief or Director.

Only Department issued baseball style hats or knit hats may be worn. Knit hats are issued only by request.

## **NON-AUTHORIZED USE OF UNIFORMS**

At no time will any member of the Department of Public Safety wear his/her uniform or parts thereof during off-duty hours, with the exception of approved headwear (baseball cap/knit hat). All or part of the Department uniforms may be worn to special events by Department personnel when approved by the Director or his/her designee. Only Department of Public Safety issued or approved uniform attire may be worn on-duty. Uniform shirts shall be tucked in.

## **WEARING OF UNIFORM TO AND FROM WORK**

Personnel may wear a Class A, B, C or D uniform to and from work. Short stops for personal business while in uniform are permitted as long as this activity is not considered contrary to the Department's public image.

## **WEARING OF UNIFORM TO COMPENSATED CLASSES**

Uniforms shall be worn to all classes held in Accomack County if the employee is being compensated to attend. If the compensated class is out of the county, it shall be at the Battalion Chief's or Director's discretion.

## **UNIFORM ISSUE**

Each individual is responsible for maintaining a sufficient supply of uniforms designated for their rank. Uniforms must be kept clean and in good condition. Annual uniform allotments will be established for employees to replace worn uniforms. This allotment will include boot replacement and dress shoes. It is the employee's responsibility to destroy any worn/deteriorated uniforms. Upon separation of employment, uniform items except those marked below with an asterisk should be returned clean & in good condition. Replacement costs of items not returned upon separation are subject to be withheld from your final paycheck.

### **Available Uniform Items**

- Class A Jacket (Captains & Higher)
- Dress Shirt – Long Sleeve
- Dress Shirt – Short Sleeve (Captains & Higher)
- Dress Pants
- Dress Belt
- Neck Tie
- Dress Shoes\*
- Work Pants
- Belt
- Job Shirt
- Short Sleeve Polo
- Long Sleeve Polo
- T-shirt Short Sleeve
- T-shirt Long Sleeve
- Navy Blue PT Shorts
- Dress Hat
- Baseball Cap\*
- Knit Hat\*
- Work Boots\*
- EMS Coat
- Station Jacket

## **UNIFORM CLASSIFICATIONS**

The Department of Public Safety recognizes the following uniforms for its personnel and members.

**Class A (Funerals, Court, Ceremonies, or as directed) – Issued to Captains and Higher**



- Dress Jacket w/badge, collar devices, name tag, and service since tab
- Long sleeve shirt w/badge, and collar devices, name tag, and service since tab
- Dress pants
- Belt with gold buckle
- Tie
- Dress shoes
- Dress Hat

**Class B (Presentations or as directed)**



- Long sleeve shirt w/badge, collar devices, name tag, and service since tab
- Dress Pants
- Belt
- Tie
- Dress Shoes

**Class C (Meetings or as directed) – Issued to Captains and Higher**



- Short sleeve shirt
- Work Pants
- Work shoes/boots
- Belt
- Coat badge, and collar devices, name tag, and service since tab

## Class D (Daily Uniform)



### Fire Medics & Captains:

- A t-shirt may be worn year-round.
- Collared shirt must be worn for public education, meetings, etc.
- Work Pants
- Work shoes/boots
- Belt
- Department ball cap or knit hat

### Battalion Chiefs & higher:

- Collared shirt must be worn daily 8 am – 6 pm
- Collared shirt must be worn for public education, meetings, etc.
- Job shirts & sweat shirts may be worn in the winter during cold weather
- T-shirts can be worn under PPE
- Work Pants
- Work shoes/boots
- Belt
- Department ball cap or knit hat

Long john shirts/pants may be worn but remain unseen under uniforms. Solid navy turtlenecks may be worn under uniform.

## Class E (Physical Training/Sleep Time)



May be worn during PT & sleep time only.

- Department t-shirt
- Department gym shorts or Navy sweatpants
- Black or Dark Blue Tennis shoes

Work uniforms or turnout clothing will be worn over P.T. gear at all emergency incidents. This also applies to the driver/operator of all apparatus.