

New York Task Force - 2
Standard Operating Procedure

Subject: Uniforms

Section: 100 General

Procedure # 106 - A

Date: 05 January 2007 (supersedes SOP # 106 dated 09 April 2003)

Purpose: In the course of performing their duties, members of the New York Task Force - 2 (NY-TF2) may require access to secure environments not open to the public, including possible crime scenes, hazardous areas, etc. Identification as a member of the NY-TF2 is necessary to gain access to certain areas restricted for reasons of safety and/or security. It is also important that team members are identified as authorized and appropriate to enter an area. Accordingly, and in addition to issuing proper identification cards, the Office of Fire Prevention and Control (OFPC) has elected to provide work clothing to NY-TF2 members so that they can be clearly identified by the public and those working in official capacities or in situations where safety and security concerns may be at issue. Therefore, based upon these needs, and as funding permits, the OFPC will supply NY-TF2 members with specific items of clothing and equipment to be worn and used in specific work situations. The OFPC reserves the right to discontinue, modify, change or alter the provision of clothing and equipment, at any time, at its discretion.

The OFPC will supply NY-TF2 members with specific items of clothing/equipment to be worn/used in certain work situations. There is no cost to the member for clothing/equipment items provided. However, NY-TF2 members are expected to care for the clothing and maintain it in good repair and cleanliness.

Scope: This procedure applies to **ALL** New York Task Force – 2 (NY-TF2) members.

General Policy Related to OFPC/ NY-TF2 Supplied Clothing/Equipment

Clothing which is provided to meet the work related purposes mentioned above will be provided at no cost to the member. The OFPC, and more specifically, the State Fire Administrator or his or her designee, will establish guidelines and/or provide additional direction, as necessary, to identify situations in which OFPC/ NY-TF2 supplied clothing should/must be worn and what type(s) of articles of clothing should be worn during these situations.

The OFPC/ NY-TF2 will maintain an inventory of clothing/equipment items provided to each member. Team members will be required to sign a receipt for all items provided and, thereafter, be responsible for keeping them safe, clean, properly sized and in good repair. Clothing should be maintained so that it is ready for use immediately and at all times.

Specific Policy Related to OFPC/ NY-TF2 Supplied Clothing/Equipment

Only OFPC/ NY-TF2 supplied clothing or clothing designated by NY-TF2 Executive Board may be worn as part of a particular level of clothing. No visible NON-UNIFORM personal items may be worn with a particular OFPC/ NY-TF2 supplied uniform or parts of it, e.g., different color shirt, lapel pins, suspenders, etc.

Uniforms or uniform components or other clothing items that depict any NY-TF2 insignia, logo, etc. other than those supplied by the OFPC/ NY-TF2 may not be worn while conducting NY-TF2 business unless the specific type and style of clothing has received pre-approval for wear by NY-TF2 Executive Board.

No article of OFPC/NY-TF2 supplied clothing will be worn except in the performance of official NY-TF2 duties or other official NY-TF2 business.

Only approved optional items may be worn with OFPC/ NY-TF2 issued clothing. Members may not produce clothing items displaying NY-TF2 or any other logo or design that depicts NY-TF2 unless authorized by the Executive Board. Such authorization shall also include when wear is appropriate (on duty, off duty, personal use, etc.)

New York Task Force – 2 and NY-TF2 and all related logos and designs are official team designations and are the sole property of the team and the state of New York and may not be utilized without the approval of the Executive Board, for any unauthorized reason or for personal use.

Specialty insignia, patches, etc. will be worn only upon approval of OFPC or NY-TF2 Executive Board.

Currently, the following additional items have been approved for member wear:

- Fleeces (Pullover, Full Zip And Vest)
- Golf Shirt
- Hooded And Crewneck Sweatshirts
- Windshirt
- Long Sleeve Denim Shirt
- Pullover Windbreaker

Apparel Specs:

- Navy Blue Garment With Left Chest Logo And White Text
- New York Task Force 2 - Text Arched Above NYS Excelsior Seal
- Urban / Technical Search And Rescue - Text Straight Below
- NYS Excelsior Seal

Name Specs:

Right Chest - All Capitals - White Text - Block Font - First Initial. Last Name

Issued Clothing/Equipment Articles Are the Property of the Office of Fire Prevention and Control

All clothing and other items issued by the OFPC/ NY-TF2 remain the property of the OFPC/ NY-TF2. Therefore, these items must be returned to the OFPC/ NY-TF2 upon request or upon separation from NY-TF2. Failure to return clothing when requested, or upon separation from NY-TF2, may result in criminal charges being filed until such items are returned.

OFPC may call for an inspection of any and all issued items with reasonable notice. Members must submit OFPC/ NY-TF2 supplied clothing immediately following such a request. OFPC may remove from service any items deemed unserviceable.

OFPC/ NY-TF2 has the right to replace clothing items as it deems necessary. Should circumstances occur that members require replacement of clothing components, he/she may make a request for replacement to their Squad Officer. Replacement of uniform components before the end of their useful life will be at the discretion of the OFPC/ NY-TF2. Replacement of clothing components which are lost, ruined or destroyed as a result of member negligence will be the responsibility of the member.

After the initial uniform has been issued any request for additional uniform pieces, exchanges or replacements must be made through your direct branch supervisor i.e. Rescue Squad Officer, Technical Team Manager, Medical Team Manager, etc. If your branch supervisor approves the request he/she will fill out a Request for Issue form, sign it and give it to an OFPC staff member or member of the uniform committee. When the additional pieces are issued the form will then be signed by the member to acknowledge acceptance, and the person issuing the uniform piece(s). This form will then entered into the uniform d-base and finally placed in the members personnel file.

Appropriate Wear of OFPC/NY-TF2 Supplied Clothing

All NY-TF2 members will be assigned the following uniform/equipment items based on their level of training.

The listing below details the three levels and pieces of clothing/equipment that comprise each class.

Entry (E)	Basic (B)	Medium (M)
1 helmet (Advent Style)	2 BDU shirts	2 BDU shirts
1 pair work gloves	2 BDU pants	2 BDU pants
1 pair boots	1 jacket/liner	1 pair boots
1 coverall/jumpsuit	1 sweatshirt	Helmet upgrade *
Safety goggles/glasses	1 job shirt	Glove upgrade *
	1 Team hat	Carhart Bib Overalls
	Rockers/patches	Rockers/patches

	Belt	2 T-shirts
	2 T-shirts	Helmet goggles *
	Pager	Helmet flashlight *

- Based on position

T-shirts should be designated ls and/or ss in above table

Patches – State program patch will be worn on the left sleeve of BDU shirts and jackets. Team patch will be worn on the right sleeve of BDU shirts and jacket. Patches will be centered on the sleeve and 1 inch below the shoulder seam.

Rockers – Team rocker (NY-TF2) will be worn centered over the stitching of the left breast pocket flap on BDU shirts and jacket. Name rocker will be worn centered over the stitching of the right breast pocket flap on BDU shirts and jacket. Name rocker on pants will be worn centered over the stitching of the right rear pocket flap on the BDU pants. The ends of all rockers shall be even with the edges of the pocket and shall be tucked under when sewn to make for a smooth edge that will not fray.

Helmet – Helmet will have a team identification sticker on the front, team position name on the sides and team members' name on the back. Helmets will be issued to all team members. Color and style will vary with assignment. Helmets may not be adorned with any unauthorized stickers or logos.

T-shirts and Sweatshirts – T-shirts and sweatshirts will have either team (NY-TF2) or program (NYS U/TSAR) stenciled on the front left breast and back or the garment.

BDU Shirts and Jacket – BDU shirt and jacket will have appropriate patches and rockers as described above and have program stenciling on the back of the garments.

Team Hat – Hats are not to be worn indoors. No other patches, badges, pins or accessories are to be displayed on a team hat.

Wearing of Uniform – The above listed items are to be worn for team training, team deployments, and any public team function. A Team Leader or a Chief from the Special Services Bureau will be responsible for issuing the uniform of the day.

Appropriate Clothing by Work Assignment

Classroom Training	Boots, BDU Pants, Belt, T-Shirt or BDU Shirt*
Parades/Public Appearances	Boots, BDU Pants, Belt, T-Shirt and BDU Shirt or Team Golf Shirt (as long as everyone is consistent)
Hands-On Training	Boots, BDU Pants, Belt, T-Shirt and/or BDU Shirt (If weather and safety allows)
Meetings	Appropriate attire (no shorts, sandals, or incomplete uniform i.e.: Team t-shirt w/ Jeans)
Driving a State Vehicle	Boots, BDU Pants, Belt, T-Shirt or BDU Shirt*
Course Instructors	Boots, BDU Pants, Belt, T-Shirt and/or BDU Shirt or Team Golf Shirt**

Activations

Boots, BDU Pants, Belt, T-Shirt **and** BDU Shirt ***

Members may not wear NY-TF2 uniforms or uniform items when they are not actively involved in team activities.

Members are reminded that during emergency deployment, they are on call and expected to be available for duty at all times.

(During stand down periods, members may wear personally purchased items denoting association with NY-TF2 as long as items have been approved for use by Executive Board)

- * Or appropriate attire (jeans or slacks w/ a golf shirt or dress shirt is acceptable)
- ** Or as otherwise directed by a Chief in the Special Services Bureau
- *** Other appropriate Team issued clothing and equipment

Members may NOT combine Team issued clothing with non Team issued clothing unless the non issued item has been specifically approved by the Executive Board.

Members participating in assignments that do not have the required Team issued clothing/equipment should wear appropriate clothing based on assignment and pre-approval of a Team Leader, Squad Officer or OFPC staff member.

Members shall not wear any uniform or uniform components other than those specified in the above table when performing the work duties specified.

Shirts

Specific instructions regarding various shirts.

- a. During cold weather periods the job shirt or sweatshirt may be worn instead of the BDU shirt with permission from the Team Leader or OFPC staff.
- b. The pocket flaps of all uniform shirts are to be closed and buttoned.

Undershirts, if worn, shall be the blue team issued T-shirt.

Only approved optional items may be worn with the issued uniforms.

Pants

The name rocker should be centered over the stitching of the right rear pocket flap on the BDU pants. The ends of all rockers shall be even with the edges of the pocket and shall be tucked under when sewn to make for a smooth edge that will not fray.

Miscellaneous

Decorative jewelry (except wedding bands and watches), packages of tobacco products, small pocket knives, pen and pencil holders, eyeglass cases, and the like, if carried, will not be visible while the member is in uniform.

- a. Writing instruments carried in the uniform shirt pocket are not to be visible and shall not prohibit the pocket flap from being buttoned properly.
- b. Item such as pagers, keys, medical equipment, knives, Leatherman tool, etc. if carried on the belt, shall be either black in color or carried in a black case.
- c. During an activation cell phones may only be carried/used with permission from the Team Leader or OFPC staff.

Consequences for Failing to Comply With Clothing Policy

Should a member of the NY-TF2 who has been supplied with clothing and other items fail to comply with this clothing policy, he/she will be warned about the noncompliance in the first instance and directed to comply in the future.

For all future instances of failing to comply with the clothing policy, disciplinary action may be taken with penalties up to and including dismissal from the Team.

Illustrations

The attached illustration is provided to assist in the proper placement and definition of various accessories, insignias and patches.

Optional items may or may not be provided by NY-TF2 based on OFPC's discretion and the decision of the Executive Board.

Questions concerning these guidelines should be referred first to your Rescue Squad Officer then, if needed, the Team Leader and finally OFPC Staff.

Authority:

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