



# *City of Winter Park Fire-Rescue*

## *Standard Operating Guideline*

# 100.04

**Title: Uniform Dress Code**

**Original Date of Issue: December 6<sup>th</sup> 2005**

**Date last revised: October 5<sup>th</sup>, 2010**

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**Purpose:** To establish for all Fire Department personnel a uniformed dress code to adhere to while on-duty, and when conducting all other official Fire Department business.

**Scope:** The intent of this guideline is to outline the appropriate uniform and grooming requirements for all personnel. All department supervisory personnel are responsible for the enforcement of these guidelines. Questions regarding the application of any guideline to a particular situation should be directed to the Fire Chief or the Deputy Fire Chief for interpretation.

**General:** The following lists of approved uniforms are designed to make all employees of the department look professional in the public eye. Uniforms and equipment, which are assigned to Fire-Rescue Division personnel, are intended to be safe, functional and present a professional appearance as well.

### **100.04.01. Uniform Classifications:**

#### **Class "A" Formal Dress Uniform**

The fire department Class "A" uniform represents the highest traditions of the fire service. All aspects of the uniform are to be worn with pride, and represent the highest degree of professionalism. Grooming is a vital part of presenting a professional appearance and should be considered when the Class "A" uniform is required.

- Dress long-sleeve shirt with all assigned insignia / White or Blue
- Black dress tie as provided by Department
- Dress coat / As assigned
- Dress pant / Black as assigned in section 100.04.02 of this guideline.
- Dress belt, smooth 1 ¾", black. (silver or gold buckle)
- Dress shoes, lace-up as provided by the Department
- Bell-top cap / As Assigned
- White gloves / As Required

## Class “B” Dress Uniform

The Class “B” uniform should be used for presentations where a formal uniform is warranted but not to the extent of Class “A”. An individual may choose to wear the Class “B” uniform as their daily duty uniform, however the Officer in Charge may require that all members of a crew be dressed in similar class uniform for a particular program or activity

The options available for Class “B” uniforms include those items listed in this section. The use of long sleeves over short sleeves will be decided on by the Officer in Charge for Class “B” uniforms.

- Dress Short or Long sleeve shirt with all assigned insignia
- Dress pant – Black as assigned in section 100.04.02 of this guideline.
- Dress shoes, lace-up as provided by the Department
- Uniform shirt or plain white T-shirt may be worn under the dress shirt.
- Dress belt, smooth 1 ¾”, black. (silver or gold buckle)

Pre-approval of all footwear other than that purchased by the City is required. Approval must be received from the Fire Chief or the Deputy Fire Chief

## Class “C” Station Duty Uniform / Daily Work Uniform

The Class “C” uniform is considered the regular duty work uniform. Personnel in the performance of duties including routine station activities, company fire inspections, in-service training and limited emergency response activity and selected special details may utilize the Class “C” uniform.

All personnel shall remain in a minimum of a Class “C” uniform during all duty hours unless otherwise indicated in this guideline.

**SAFETY NOTICE:** If the Class “C” uniform is being used with the assigned BDU style shorts, firefighter protective clothing (Turn Out) pants should be worn during situations where the potential of contamination or injury is high. Examples include all scenes where structure firefighting clothing is required, treatment of trauma patients, vehicle accidents, extrications and hazardous materials scenes.

- Grey or white (for officers) issued department t-shirt, short or long sleeve.
- Uniform department issued footwear.
- Duty belt, basket weave pattern, 1 ¾”, black. (silver or gold buckle)
- Use of uniform assigned coveralls as needed.

- Uniform issued “job shirt”, (Job shirt is to be worn with BDU pants only)
- Uniform issued baseball style hat or knit cap.

### WORK UNIFORM & WEATHER CONSIDERATIONS

The Daily Work Uniform should be consistent with current weather conditions. BDU Shorts are not considered appropriate for cold weather activities. The use of BDU shorts during cold weather conditions will be decided on by the Officer in Charge.

Pre-approval of all uniform items other than those provided by the Department is required. Approval must be received from the Quartermaster prior to use.

### Class “D” Uniform – Physical Fitness -Training Exercises

The Class “D” uniform is designed for use during physical fitness activities and special training programs. It will remain the option of the lead-instructor as to the dress required for any training exercise. In addition, the Class “D” uniform can be used during rest periods when out of the public view in designated areas.

- Uniform t-shirt, sweat shirt
- Uniform gym shorts
- Athletic socks – employee supplied
- Athletic shoes – employee supplied

### 100.04.02. Insignia:

The Department will provide all badges, collar brass, nametags and award pins. Provided insignia(s) will be the only types allowed on Department uniforms. Anyone wishing to wear additional pins, etc. on their uniform must receive verbal permission from the Fire Chief or Deputy Fire Chief.

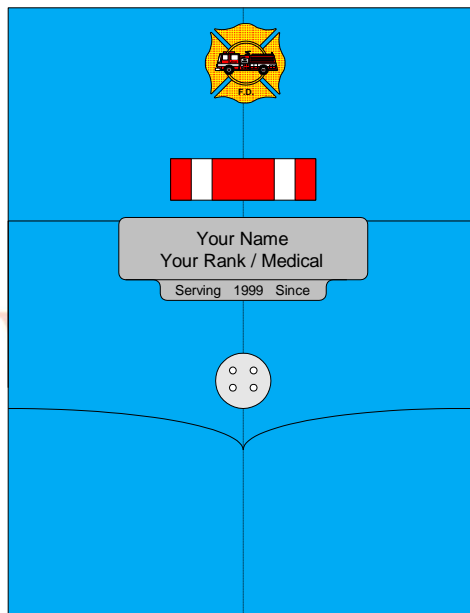
### Examples of Insignia(s)

*Class “A” & “B” uniform shift with insignia in the correct location:*

1. The top of the name tag shall be centered along the top stitching of the right pocket.

2. Any issued ribbons shall be centered directly above the name tag. Multiple tags shall be centered along the stitched line of the pocket approximately 1/8" above the top stitching of the right pocket.
3. Approved pins shall be centered on the stitched seam above the ribbon and or nametag approximately 1/4" above the top stitch of the pocket.
4. The assigned badge shall be placed on the left side of the shirt, above the pocket where indicated by the cut outs on the shirt.
5. The top of the nametag shall be centered along the top stitching of the right pocket.

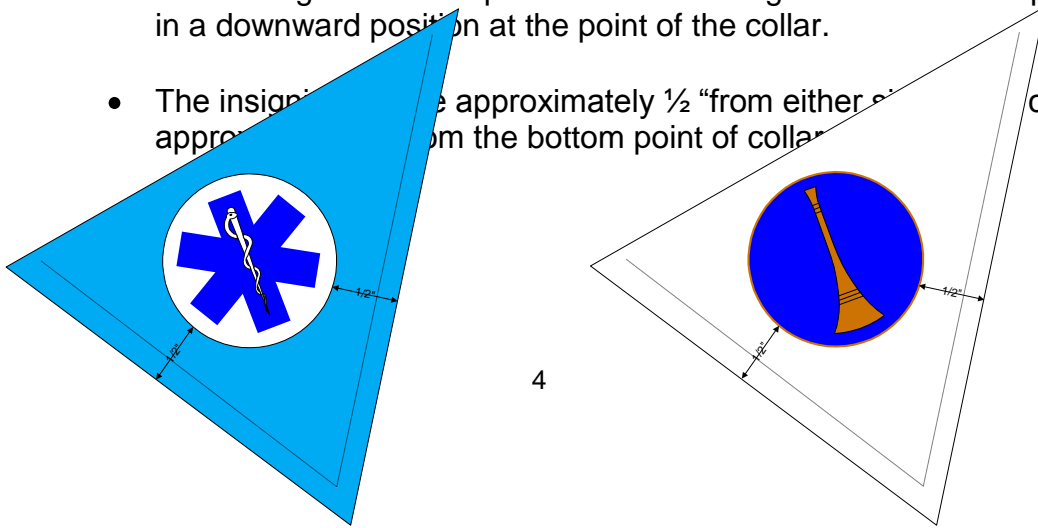
*Class "A" & "B" uniform with insignia in the correct location:*



Right front pocket with nametag, ribbon and pins as approved

*Class "A" & "B" uniform with collar insignia in correct location:*

- Collar insignia shall be placed with the designated center-line pointed in a downward position at the point of the collar.
- The insignia shall be approximately 1/2" from either side of the collar, approximately 1/2" from the bottom point of collar.



*Collar insignia as approved*

**100.04.03. Requirements for Department Sponsored Activities/Special Details**

Individuals participating in activities conducted by the Department are required to be in a minimum of Class "B" uniform. The Fire Chief or Assistant Chief / Administration may decide that on specific occasions, the department uniform is not required and that civilian attire is acceptable for specific events

**100.04.04. Jewelry:**

For their own personal safety, all personnel are encouraged to refrain from wearing jewelry while on-duty. Any jewelry normally worn above the neck is prohibited, i.e.: earrings, ear bands, clips, hairpins, etc. Necklaces or chains worn about the neck are permitted as long as they are of such a design that under no circumstances will they extend out of the clothing.

**100.04.05. Hair Guidelines for all male personnel:**

Hair shall be worn to the general shape of the head and may be worn to the top of but not to extend beyond the top of the collar. Sideburns shall be closely trimmed and not extend below the bottom of the lobe of the ear. Mustaches shall be neatly trimmed and not extend beyond the corners of the mouth nor drop below the corners of the mouth. Any other facial hair besides mustaches will not be permitted.

**100.04.06. Hair Guidelines for all female personnel:**

Hair shall be worn to a maximum length that does not extend below the shoulder under any condition. The style of grooming will present a neat appearance and will not interfere with the proper wearing of regulation headgear nor impede the donning / utilization of any equipment, and or accomplishing any function that a firefighter may be required to perform.

Hair ornaments such as ribbons shall not be worn. Pins, combs, or barrettes may be worn as long as they are of black or dark blue in color.

**100.04.07. Award Ribbons:**

1. Department personnel will wear all ribbons to which they are entitled on Class "A" and Class "B" uniforms.
2. Ribbons will be worn on a bar or bars and pinned to the coat or shirt. No portion of the bar or pin will be visible.
3. Ribbons are normally worn in rows of three; however, rows of four or more may be worn when displaying a large number of awards i.e. twelve or more.
4. When more than one row of ribbons are worn, all rows except the uppermost will contain the same number of ribbons. If the number of ribbons worn causes the ribbons to be concealed by the coat lapel (one-third or more of a ribbon concealed), ribbons will be placed in successively decreasing rows, i.e. four ribbon rows, three ribbon rows, two ribbon rows and single ribbon row. The right (outer) edge of all decreasing rows will be in line vertically, except that when the top row presents an unsatisfactory appearance when so aligned, it will be placed in the position presenting the neatest appearance (usually centered over the row immediately below it).
5. Parallel rows of ribbon bars will be either be spaced 1/8 inch apart or placed together without spacing at the individual's option.
6. Ribbon bars will be centered on the stitch seam directly above the nametag 1/8 inch above and parallel to the top stitching of the right pocket of Class "A" coats and Class "B" shirts.
7. Refer to Award Precedence Chart

**100.04.08. Attachments**

Stars, numerals and other miscellaneous devices will be worn on the ribbon bars prescribed herein.

**100.04.09. Placement of Stars**

1. Stars are placed with one ray of each star pointing up. If one star is authorized, it will be centered on the ribbon bar. For more than one star, they will be evenly spaced in a horizontal line on the ribbon bar, except when multiple star attachments are worn.
2. A bronze star is worn on ribbons decorations in lieu of a second or subsequent award. The bronze star worn on the ribbons will be 3/16 inch in diameter.

3. The Silver Star is worn on ribbons decorations in lieu of five bronze stars. The 3/16-inch Silver Star will be replaces the five 3/16 inch bronze stars.

#### **100.04.10. Numerals**

A numeral device is worn centered on the ribbon. These devices are block letters ¼ inch high for ribbon bars.

#### **100.04.11. Approved Pins**

##### **1. Regulations for Wear**

- a. Authorized pins will be worn on the right breast of all Class "A" and Class "B" uniforms.
- b. When worn alone, the pin will be worn in the same position as a single ribbon.
- c. When worn with ribbons, pins will be centered ¼ inch above the top row of such awards.
- d. When two authorized pins are worn at a time, the smaller pin will be worn above the other with ¼ inch between the two.
- e. No more than two pins will be worn at a time unless authorized



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James E. White  
Chief of Department