

	<b>FIRE DEPARTMENT EMPLOYEE UNIFORM POLICY</b>	2014revB
	<b>AUTHORED BY:</b>	<b>EFFECTIVE DATE:</b>
	Battalion Chief Starck	FESSAM # 7C.1

  

	<b>APPROVED BY:</b>	<b>REVISION DATE:</b>
	Fire Chief Mark Miller	09-01-2014

  

	<i>Mark Miller</i>	09-01-2017
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## Procedure:

It will be the responsibility of the company officer to ensure that his/her company demonstrates a uniform and professional dress appearance consistent with this policy. Some variances due to individual comfort may exist between company members; such variances will be limited to headwear, footwear, belts and belt hardware. However, all variances must meet the specifications of this policy must comply with the Grooming Policy Guideline. Any currently issued uniform articles that are not included in this policy shall no longer be allowed as a uniform option.

## Definitions:

The following definitions are designed to provide clear direction and precise standards and expectations of uniform components. They will be referenced in the application of uniforms and uniform specifications.

Belt: Department approved or issued, smooth texture, all black in color with approved conservatively colored buckle not to exceed 3.5" in size on the largest dimension.

Belt Hardware: Limited to the following items: personal multi tool, folding knife, medical glove or medical scissor pouch and small flashlight not to exceed 6" in length. Any and all items worn attached to the uniform belt will be black in color or will be contained within a black holster. Cell phones are an exception as long as they are conservative in color and determined by the company officer to be non-offensive in design.

Department issued: Components of clothing issued by the department Quartermaster and/or approved by the chiefs; unless otherwise specified, these components are the only acceptable uniform components for use by personnel to maintain uniformity.

Dress Coat: Only issued to Chief-level officers, black in color with gold rank bands sewn entirely around the left sleeve cuff. Displaying an issued gold badge representative of rank attached on the left breast tab. Formal collar brass will

be gold in color located on each collar. One current department patch located on each shoulder.

Duty Coat: Department issued uniform coat with approved embroidered left chest logo and approved silk screened lettering across the back of the shoulders. Coat can be worn with or without the removable hood.

Evening Hours: Evening hours will be defined as the time between 1930 hours and shift change the following day.

Formal Headwear: Bell Crown style hat with approved insignia representative of rank on the front center of the crown. Chief Officers will wear a white crown with black base and brim. All other personnel will wear a navy blue crown with black base and brim. This headwear is for outdoor use only and should not be worn while indoors.

Hash Marks: Cloth bars located and sewn on the left sleeve of long sleeve uniform shirts in line with the cuff seam. Each bar will represent five (5) years of the wearer's entire fire service career serving in any established organization.

Chief Officer's white uniform shirt - the hash marks will be gold in color. Hash marks on all navy blue uniform shirts, regardless of rank, will be royal blue in color with a silver outline.

Outermost Layer: Department issued articles of clothing that are visible to the public when applied to the wearer. This layer must cover any under layers that are approved for wear during duty hours.

Neat Dress Appearance:

All components of the uniform should not be thin, frayed, discolored, ripped or faded. All pockets should have appropriate buttons and zippers in place. All items will be pressed and free of wrinkles. Shirts will be tucked into trousers, and gig lines should be in-line and neatly dressed. Belt line of trousers will rest above the points of the hip bones and below the naval. All rank hardware will be in good condition and have a high presentable shine.

Rank Hardware: Includes one department issued badge representative of wearer's rank, located and attached to the left breast above the left uniform shirt pocket.

Appropriate collar bugles representative of wearer's rank for lieutenant and above, located on both collars, approximately 1" up from the point of the collar and centered  $\frac{1}{2}$ " from either edge.

Appropriate name plate for position, attached  $\frac{1}{2}$ " above the top seam of the right breast uniform shirt pocket.

Undershirt: Department issued navy blue or white t-shirts including both long sleeve and short sleeve styles.

Underwear: Department issued navy blue t-shirts long and short sleeved. Athletic shorts and/or sweats. Never to be worn as the outermost layer of any uniform, with the exception of live fire training and physical fitness workouts.

Uniform: The uniform consists of Fire Department issued clothing, apparel and protective gear necessary to meet the Loveland Fire Rescue Authority uniform requirements. These items are considered Loveland Fire Rescue property and are to be worn for duty purpose only. The quartermaster will issue all uniform items. Upon termination of service, all uniform items shall be surrendered to the quartermaster. *Only LFRA issued or approved items are to be worn on duty. No uniform items, insignia, or adornments from other entities are allowed.*

Uniform Headwear: Limited to the following:

Department issued ball cap with current department approved logo on front face of hat.

Department issued stocking cap with current department approved logo to be displayed while wearing at the front center of the forehead.

BDU boonie-style hat, for use during BDU uniform wear, matching in style and color of wearers BDU uniform.

Last name embroidery of wearer is allowed on the base portion of the hat centered in the back of the head or on the left side of the head.

Uniform Footwear: Department standard will consist of the following:

Footwear will be black in color with non-slip material sole. A minimum of 6" in height to provide for ankle support, outfitted with speed laces, zipper, slip off style or a combination thereof. Footwear will be maintained in clean condition and polished as necessary to hide any scratches or stains incurred from use.

## Classes of Uniform Ensembles

### Formal Wear:

- Dress Coat
- Department issued white uniform shirt, including appropriate gold hash marks.
- Rank Hardware
- Long black tie
- Black trousers
- Black plain leather belt with no belt hardware
- Black dress shoes
- Black socks
- White undershirt
- Formal Headwear

Formal wear will be used during funerals, graduations, dedications, special assigned details as determined by ranking chief officer.

### Class A Uniform:

- Department issued long sleeve navy blue or white uniform shirt
- Department issued navy blue trousers (dual purpose pant not acceptable)
- Color appropriate undershirt to match uniform shirt, not to extend beyond the outerwear sleeves
- Approved hash marks as applicable to the wearer
- Rank hardware
- Long black tie, no tie tacks
- Black plain leather belt with no belt hardware
- Polished uniform footwear
- Formal headwear applicable to the wearer
- Department issued duty coat for outdoor cold weather attire as outerwear, **not in lieu of** other Class A attire.

Class A uniform will be used during, funeral, dedications, graduations, special details as determined by ranking chief officer.

Class B Uniform:

*FF through Captain*

- Department issued long or short sleeved navy blue uniform shirt
- Department issued navy blue trousers
- Rank hardware
- Approved hash marks for long sleeve uniform wear
- Department issued navy blue undershirt, not to extend beyond the outerwear sleeves.
- Black belt
- Belt hardware, as determined by the wearer
- Polished uniform footwear
- Department issued uniform headwear, as appropriate
- Department issued duty coat for cold weather attire as outerwear, **not in lieu of** described uniform in this class.
- Department issued Job shirt as outerwear, may be worn but **not in lieu of** described uniform shirt in this class.

*Battalion Chief through Fire Chief*

- Department issued navy blue or white department issued long or short sleeved uniform shirt.
- Department issued navy blue trousers
- Rank hardware
- Appropriate hash marks for long sleeve uniform shirt
- Colored undershirt matching the outerwear uniform shirt, not to extend beyond the sleeves
- Black belt
- Polished uniform footwear

- Belt hardware, as determined by wearer
- Department issued uniform headwear, as appropriate
- Department issued duty coat for cold weather attire as outerwear, **not in lieu of** described uniform in this class.
- Department issued Job shirt as outerwear may be worn, but **not in lieu of** described uniform shirt in this class.

Class B uniforms will be worn while functioning in an official capacity representing LFRA. Events such as: public education or demonstrations on- or off-duty, fire safety surveys, inspections, training with agencies outside of LFRA in attendance, officer level meetings, open houses, planned interactions with the media and legal proceedings.

Class C Uniform

- Department issued navy blue job shirt or navy blue polo shirt
- Department issued navy blue trouser (*during evening hours and physical fitness activities, bunker pants may be worn, in lieu of trousers, over shorts or sweats*)
- Black belt
- Belt hardware, as determined by wearer
- Polished uniform footwear
- Department issued uniform headwear, as appropriate
- Department issued navy blue undershirt, not to extend beyond outerwear sleeves
- Department issued duty coat for cold weather attire as outerwear, **not in lieu of** other Class C attire.

Class C uniforms will be worn during station daily activities, response to incidents, station tours, company trainings, shift trainings, standbys, company level meetings and red zone surveys.

Battle Dress Uniform (BDU)

- To include multi-cam, black, and navy blue

*Special Operations*

- Department issued navy blue long sleeve BDU style shirt
- Department issued navy blue BDU style pant
- Black belt
- Belt hardware, as determined by the wearer
- Approved footwear for SOT operations:
  - Wildland boots
  - Duty footwear
  - Hiking boots
  - USAR style boot
  - Bunker boot
- Department issued undershirt
- Uniform headwear, as determined by wearer
- Navy blue BDU style boonie hat

Special Operations Team BDU will be worn during SOT standbys, trainings, SOT specific public education/demos, SOT off-duty response and deployments.

*Tactical Fire Team*

- Multi-Cam or black BDU style shirt
- Multi-Cam or black BDU style shirt
- Black belt
- Belt hardware, as determined by the wearer
- Approved footwear for SWAT operations
- Multi-cam or black ball cap
- Multi-cam or black BDU style boonie hat

- Winter coat for cold weather.

Tactical Fire Team battle dress uniform will be worn during SWAT trainings/callouts, with style being determined by the ranking SWAT commander or pre-determined response.

#### Business Attire

#### **Non-sworn personnel**

- Well maintained, conservative collared shirt, blouse, or sweater in conservative fabrics and colors.
- Business-style slacks, uniform pants, skirts or dresses; no shorter than knee length.
- Belts and accessories approved by the direct supervisor.
- Footwear, as approved by the direct supervisor.
- All clothing, accessories, and footwear must be neat, clean, and appropriate to a professional environment. Torn, frayed, revealing, and "streetwear" clothing, including jeans, t-shirts, sweatshirts, sneakers, and flip-flops, are not permitted.

#### **Sworn Personnel**

- For use while participating in a department function while off duty, not already outlined above.
- Good condition shorts or pants, conservative in nature.
- Good condition collared shirt with no inappropriate markings or insignias.
- Good condition footwear, appropriate to the circumstance. No sandals or open-toed shoes allowed.
- Accessories that are conservative in nature and approved by the chief officers.

There will be times that the chiefs or the emergency manager may deem business attire appropriate for official functions. This exemption will be approved and communicated by the ranking chief officer in attendance.

#### Workout/Station Evening Wear

- Department issued navy blue undershirt, long or short sleeved

- Department issued navy blue shorts or sweats
- Athletic shoes, wearer's choice

Workout/Station evening wear is for use during physical fitness training, and required as sleep attire. This uniform shall not be worn when responding to incidents or interacting with the public. If there is an emergency response during evening hours, sleep hours or during a workout, a class C shirt and bunker pants shall be put on, at a minimum, before leaving the station if the call doesn't require full PPE.

### **Revision History:**

Revision B-Updated by C. Pollema to reflect the current formatting. No change in content. (10/14)

6/1/15 Added recommended changes as suggested by employee transfer law firm.

### **References:**

- LFR G.O.P 2.1 Uniform/Protective Clothing Policies 11/02/06
- Colorado State Patrol Appearance of Officers, Port of Entry Officers, and Security Guards
  - Policy # 503.01
- UPS Driver Uniform and Personal Appearance Standards Form