

	<h1><b>COMMERCE FIRE DEPARTMENT</b></h1>
	<h2>Standard Operating Guidelines</h2>
	<b>Subject:</b> Uniforms (Volunteer and Part-time)
	<b>Reference Number:</b> 5.00
	<b>Effective Date:</b> 1/23/2014 <b>Last Date Revised:</b> 8/22/2015
<b>Approved By:</b> Chief Kevin Dean	

**Purpose:** The purpose of this guideline is to provide personnel with precise descriptions that shall be adhered to in regards to the display and function of various articles of the uniform dress code as established by this department. In the event that a uniform question may arise that is not specifically addressed in this standard, personnel are directed to seek an answer through the Chief of the Department. Uniforms worn by shift personnel shall meet *NFPA 1975, Standard on Station/Work Uniforms for Emergency Services*.

**Scope:** The directives and mandates established by this guideline are to be applicable to all department personnel.

### **Terminology:**

**Uniform:** Distinctive apparel intended to identify those who wear it as members of a specific group.

**Appropriate Items:** Those articles of uniform that may differ from one member to another so as to define individual status or rank. Although these items may differ, they are issued and accepted as articles of uniform.

**Selective Items:** Those articles of uniform that are not department issue but are permitted to be worn by members during select situations. These items must meet the department's criteria for safety, uniformity, and decorum. All items that are not issued directly from the department with the intention to be worn with a department uniform must first gain approval from the Chief of the Department. The department will not replace loss or damage to these items.

**Department Issue:** Any part of the uniform that is provided by the department to the member.

**Negligent Loss:** Loss of uniform that is found to be from carelessness. This includes articles lost or stolen.

**Line of Duty Loss:** Loss of uniform that is found to be from work related incident or beyond control of the member.

### **General Requirements:**

1. All uniform items of this department must be kept in clean condition. This includes shirts and pants pressed if needed. Faded articles are not to be worn. Shoes are to be polished. Officers of this department are to enforce this provision under the direction of the Chief.
2. The uniform is authorized for use by any member while reporting for duty, while returning directly from duty, training, and during department sponsored special events (public relations, fundraisers, funerals, etc.). No other use of any uniform item is to take place outside of these conditions. No uniform item is to be used during personal activities or activities related to an employment other than those of this department.
3. Uniform issue and replacement will be at the discretion of the Quartermaster.
4. Only department issued uniform items and approved selective uniform items are to be worn while on duty (Part-time personnel).
5. Any article of the uniform that is purchased by a member that uses or resembles a logo used as departmental issue shall not be worn off duty.
6. If for any reason a member has not been issued an article of uniform, or that article needs replacing, that member can receive permission from the Chief to wear unapproved article until provided with such by the Quartermaster.

### **Class B Uniform:**

**Shirts** (Class B): Department issued cotton blend uniforms only. Color to be medium blue for all firefighters. All officers shall wear white uniform shirts. Shirts shall be worn with shirttail tucked in at all times. Shall be neatly pressed.

**Emblems:** Commerce Fire Department emblem shall be worn on the left shoulder. American Flag (left facing) emblem shall be worn on the right shoulder. No other emblems or patches are permitted.

**Badges:** The appropriate shirt badge shall be worn on the left chest of the uniform shirt. Badges will be maltese cross shaped.

**Firefighter** – shell is silver, red center, with fire department scramble in center.

**Lieutenant** – shell is gold, red center, with 1 bugle in center.

**Captain** – shell is gold, red center, with 2 bugles in center.

**Asst. Chief** – shell is gold, red center, with 4 bugles in center.

**Chief** – shell is gold with red center with 5 bugles in center.

**Collar Brass:** The appropriate collar brass is to be worn on both collars of the uniform shirt.

**Firefighter** – “CFD” letters (silver)

**Lieutenant** – One bugle (gold)

**Captain** – Two bugles (gold)

**Asst. Chief** – Four bugles (gold)

**Chief** – Five bugles (gold)

**Nameplates:** A nameplate shall be worn at all times. The nameplate shall be worn immediately above the right pocket or on the right pocket cover approximately 1/8 inch below the top of the right pocket. The color of the nameplate shall match the shirt badge shell color. Name shall be in all upper case letters and be black in color.

**T-Shirts (Class B):** White T-shirts are to be worn under class B uniform shirts. Not issued by department.

**Trousers (Class B):** Department issued cotton blend trousers only. Trousers are dark blue (navy) in color. Trousers are to be worn at a length where the hem rests on the top of the footwear of a person in the standing position. All hems are to be of the hidden stitch style without cuffs.

**Belts (Class B):** A black leather department issued belt must be worn as part of the duty uniform. Belt brand is Boston Leather style 6582 black basket-weave type. Buckle shall match badge shell color.

**Footwear (Class B):** Footwear must be plain patent black leather shoes. Socks are mandatory and must be black or dark blue in color. The department does not issue socks.

**Jackets (Class B):** Jackets are department issued only.

Flying Cross style 58100 (or equivalent). Waterproof jacket with a zip out liner. Dark blue in color and has the Department emblem sewn to left shoulder. An American flag patch sewn to the right shoulder (left facing). In order to protect the waterproof barrier of the jacket, no other emblems, patches, or pins may be worn on the jacket.

**Hats (Class B):** Hats are not to be worn with Class B uniform.

## **“Class A” Dress Uniform**

The Department shall issue dress uniforms to Lieutenants, Captains, Asst. Chief, and Chief. Dress uniforms are to be worn at functions that are authorized by the Fire Chief or his/her designee only and are intended to project a professional positive image of the Commerce Fire Department. Dress uniform maintenance (including alterations) shall be the responsibility of the user of the uniform. Dress uniforms are to be kept in a clean and pressed condition.

**Dress Coat (Class A):** The dress coat shall be a polyester and wool blend. The style shall be that of a double-breasted coat. The coat is black in color. The coat shall have the following modifications:

**Emblem** – A department emblem will be sewn to the left and right shoulder.

**Buttons** – Metal F.D. buttons are to be attached to the coat. The color of the buttons shall match the shirt badge shell color.

**Sleeve Stripes** – Sleeve stripes shall be attached to the end of the sleeves. The color of the stripes shall match the shirt badge shell color. The number of stripes will signify rank: Fire Chief – five stripes, Asst. Chief – four stripes, Captain – two stripes, Lieutenant – one stripe.

**Maltese Cross** – Maltese cross emblems shall be sewn to the left sleeve immediately above the stripes to signify experience. Each maltese cross signifies five years of service. The color of the maltese cross will match the shirt badge shell color.

**Badge** – The appropriate badge shall be displayed on the left chest of the coat. The coat shall have a badge holder or sling attached to hold the badge in an upright position. The badge shall be the same color as the uniform shirt badge; however, it will be a larger badge style as determined by the Chief.

**Collar Brass** – Collar brass is not to be displayed on the dress uniform coat.

**Dress Trousers (Class A):** The dress trousers are to be a polyester wool blend. The style shall be that of a plain front. Trousers shall be black in color. The length shall be in a position where the hem rests on top the shoe of a person in the standing position. A single hidden stitch shall be used without cuffs.

**Dress Belt (Class A):** The dress belt shall be a narrow plain black leather style. The buckle shall match the badge shell color. Belt brand is a Dutyman style 1411.

**Dress Shirt (Class A):** Cotton blended long sleeve shirt, white in color shall be worn beneath the dress coat. Cuffs of the sleeves shall be buttoned and at full length. Collar shall not be of the button down type.

**Footwear (Class A):** Plain patent leather black walking shoes shall be worn. The shoes shall be shined to a high gloss. Socks must be worn and must be plain black.

**Tie (Class A):** A Black tie shall be worn with Class A uniform.

**Hat (Class A): (open)**

## **Standard Duty Uniform: (Part-time Employees)**

### **Shirts (part-time employees):**

**T-shirts:** Part-time employees shall be issued cotton t-shirts with logo and or writing on shirt that signifies that person is affiliated with the Commerce Fire Department. Shirts shall be worn with shirttail tucked in at all times. Only t-shirts issued by the department will be worn. Chicken Q shirts or other shirts that have not been issued by the Quartermaster shall not be worn. Only the most recent issued shirts shall be worn. Shirts are to be navy blue or gray in color. T-shirts may be worn in and around station, while performing duties inside and outside station, and anytime that warrants wearing of t-shirt. No other t-shirt is to be worn without permission from the chief of the department.

**Dress Shirt:** Part-time employees shall be issued cotton navy blue (polo type) short sleeve shirt with writing on shirt that signifies that person is affiliated with the Commerce Fire Department. Class B uniform shirt may be worn if polo shirt has not been issued. Shirts shall be worn with shirttail tucked in at all times. Shirts are to be worn anytime public relations is involved (school visits, pre-fire plans, meetings, etc.). No other shirt of this type is to be worn without permission from the chief of the department.

**Cold weather pull-over/sweatshirt:** Part-time employees shall be issued cotton long sleeve (pull over or sweatshirt type) shirt for cold weather wear with writing on shirt that signifies that person is affiliated with the Commerce Fire Department. Only shirts issued can be worn. No other shirt is to be worn without permission from the chief of the department.

**Jacket: (part-time):** Only department issue jackets or coats are to be worn. If employees needs extra clothing due to cold weather other than issued long sleeve pull over or sweatshirt, that employee may wear Class B issued coat. Coat shall only be worn while on duty performing public relation events, reporting for duty, or returning home from duty. Coats are not to be worn on an incident or any other time that could possible soil the garment.

**Trousers (part-time employees):** Part-time employees shall be issued 100% cotton trousers navy blue in color. Trousers are to be worn at a length where the hem rests on the top of the footwear of a person in the standing position. All hems are to be of the hidden stitch style without cuffs. Class B trousers are not to be worn by part-time employees while on duty. No other type of trouser is to be worn with the exception of navy blue nomex trousers, unless approved by the chief of the department. Short pant, meeting the same standard as above, may be worn during hot weather. Trousers shall meet NFPA 1975 standards.

**Belt (part-time employees):** A plain black department belt must be worn as part of the duty uniform. Class B belt may be worn. (Boston Leather style 6582). Buckle shall match color of badge shell.

**Footwear (part-time employees):** Footwear must be plain solid black leather shoes or boots. If employee chooses not to wear department issued boots, the chief of department must approve the selective item footwear for wear. Socks are mandatory to be worn on duty, and must be black or dark blue in color. White socks may be worn if footwear is taller than 6 inches as to hide color socks. Employees are responsible for providing their own socks.

**Caps (part-time employees):** Caps are to be Department issue only. Caps are black or navy blue in color with CFD logo embroidered to the front panel. Any other hat design not issued by the department must receive permission from chief of department to be worn. Caps are optional and not required to be worn. Caps must be worn with bill of cap facing forward.

**Sock Cap (part-time employees):** A sock cap is considered a selective item. Cap must be black or dark blue. Cap may have the letters "CFD" embroidered on to signify Commerce Fire Department. Any other lettering or emblems will not be allowed.

Failure to follow these guidelines could result in but not be limited to probation or any other form of disciplinary action as seen fit by the Chief of the Department.

#### **Loss or Damaged Uniforms**

Any article of the departmental issued uniform that becomes lost or damaged must be reported immediately to the Quartermaster. The article shall be evaluated to whether loss or damage was due to line of duty or negligence. If the loss or damage is found to be due to negligence, the employee shall be financially responsible for the replacement of the article. The Quartermaster will determine cost.