

GOLDEN FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

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| SUBJECT UNIFORM AND GROOMING GUIDELINE | | | SOG NUMBER 401 Rev. 7 |
| EFFECTIVE DATE 3/1/2017 | EXPIRATION DATE | NUMBER OF PAGES 9 | TARGET GROUP <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> OPERATIONS <input type="checkbox"/> FIRE & LIFE SAFETY <input type="checkbox"/> TECHNICAL SERVICES |
| SECTION UNIFORM GUIDELINES | | | |
| APPLICABLE REFERENCE NFPA, GFD Officers, City of Golden Human Resources & City Attorney | | | |
| FIRE CHIEF SIGNATURE | | DIVISION CHIEF/ASSISTANT CHIEF SIGNATURE | |

1. PURPOSE:

This guideline identifies the standard uniform of the Department and regulations for wearing them.

2. SCOPE:

This guideline applies to all career and volunteer employees of the Golden Fire Department.

3. GUIDELINES:

The Fire Chief will regulate the wearing of Department uniforms both on and off duty.

All members at the direction of the Fire Chief shall wear the appropriate uniform when on duty, participating in various department activities, public demonstrations and education, business meetings, funerals, etc. Civilian employees will wear Department issued apparel at the direction of the Fire Chief.

All members will comply with Department guidelines when wearing uniforms off-duty.

All members are responsible to maintain the uniform items required for their assignments. All uniform items shall be maintained in a presentable condition; faded, worn, or damaged articles are not acceptable and shall be submitted for replacement.

When on official business, such as inspections, school drills, or public presentations, all personnel shall be in the duty uniform, either Class A or Class B as directed.

No buttons, emblems, or insignia of any kind shall be worn on or about the uniform except as specified by the Fire Chief. No regulation uniform shall be altered or modified in any unauthorized manner. Department special recognition awards pins are authorized.

REGULATION UNIFORM:

Class A and B Uniforms:

Captain/Lieutenant/Engineer/Firefighter/Deputy Fire Marshal/Fire Inspector

Navy blue shirt two-pocket long sleeve (Class A)
 Navy blue shirt two-pocket short sleeve (Class B)
 Navy blue pants straight leg (no Cargo pants),
 Navy blue T-shirt

Black basket weave belt with silver buckle
Black uniform tie (Class A)
Black, plain toe, highly polished shoes or boot
Navy blue traditional dress uniform cap (Class A)
Uniform badge
Nametag
Collar brass

Fire Chief/Deputy Chief/Division Chief/Asst. Chief/Chaplain–

White shirt two pocket long sleeve (Class A)
White or Navy blue shirt two pocket short sleeve (Class B)
Navy blue pants straight leg (No Cargo pants)
White T Shirt/Navy Blue T Shirt as appropriate
Black basket weave belt with gold buckle
Black uniform tie (Class A)
Black plain toe, highly polished shoe or boot
White traditional dress uniform cap (Class A)
Navy blue traditional dress uniform cap (Class A for Chaplain)
Navy blue double breasted Class A Coat (Chief/Deputy Chief/Division Chiefs/Chaplain)
Gold stripes on Class A double-breasted coat sleeves shall match the correct numbers of bugles for the specific rank for Chief/Deputy Chief/Division Chief.
One silver stripe on the Class A double-breasted coat sleeves for the Fire Chaplain shall be worn.
Gold/Silver embroidered Maltese crosses shall be worn on the left sleeve of the Class A coat above the stripes. One Maltese cross for each five years of fire service shall be worn.
Uniform badge
Nametag
Collar brass

Class C Uniform:

All Personnel – Same as Class B with the exception that a navy blue official department t-shirt, authorized department issued polo shirt or authorized job shirt is worn instead of the Class B shirt. Department Sweat Shirts (hooded or non-hooded) are optional but not a required item.

Class C pants shall be Work-Rite 400/401NX75, NFPA compliant pants for duty uniform, wildland and technical rescue. These pants will save wear and tear on Class A and B pants. These pants shall **not** be utilized as a replacement for turnout pants. Tactical 5-11 Cargo Pants will no longer be issued. Previously issued Tactical 5-11 pants may be worn through December 2017 at which time they will no longer be worn as shift/duty pants.

Special event t-shirts of various color and design may be worn as part of the Class C uniform for approved designated events (e.g. pancake breakfast, military Friday, etc.) as approved by the Fire Chief or his/her designee. They will be worn for the specific event only and do not become part of the permanent Class C uniform.

Class D Uniform:

All Personnel – NFPA compliant turnout gear or other specialized gear issued by the Department for structural firefighting, wildland firefighting, hazardous material operations or technical rescue.

Shift Uniform Guidelines:

Duty crew shift uniforms can either consist of Class B or C, but should be professional in nature. An effort should be made that all personnel are in the same uniform. If the crew is going out in public, it is required that the crew will be in a Class B/C uniform. If the crew is leaving the station for meals a GFD Polo shirt or Class B shirt must be worn. Department issued jackets or approved job shirts may be worn with the Class B or C uniform when going out in public. If conducting any work detail, etc. while in the station, proper safety equipment shall be utilized. Since the evening shift begins after 6:00 pm, Class C shirts, department t-shirts, department sweatshirts, job shirts, approved shorts, etc. may be worn in the station. Sleepwear for all members working a duty shift shall consist of gym type shorts or sweat pants and a t-shirt.

Recruit Academy t-shirts, regardless of the color, shall be worn during assigned academy training and activities at the direction of the Training Staff. They will also be worn during official ride along shifts with shift crews while attending the recruit academy. Instructor tops that are not Navy Blue in color are not considered part of the shift uniform and shall not be worn when on shift. They may be worn off-duty and with civilian attire. Navy Blue instructor tops that are approved by the Fire Chief may be worn on shift for a period not to exceed one year following the current academy or until the next version of instructor top is issued.

WEAR OF ACCESSORIES, INSIGNIA, AND ACCOUTERMENTS:

Collar Brass:

Firefighter/Engineer/Technician/Fire Inspector – Silver GFD on both collars, centered between the stitching so that the lower left corner of the “G” and the “period” are touching the stitching, located 1 ½ inches from the tip of the collar.

Fire Chaplain – One silver religious cross-centered on both collars, with the base of the insignia 1 ½ inches from the tip of the collar.

Lieutenant/Deputy Fire Marshal – One silver bugle centered on both collars, with base of insignia 1 1/2 inches from the tip of the collar.

Operations Captain – Two silver parallel bugles centered on both collars, with the base of the insignia 1 ½ inches from the tip of the collar.

Administrative Captain – Two silver crossed bugles centered on both collars, with the base of the insignia 1 ½ inches from the tip of the collar.

Division Chief/Assistant Chief – Three gold crossed bugles centered on both collars, with the base of the insignia 1 ½ inches from the tip of the collar.

Deputy Chief – Four gold crossed bugles centered on both collars, with the base of the insignia 1-1/2 inches from the tip of the collar.

Fire Chief – Five crossed bugles centered on both collars, with the base of the insignia 1 ½ inches from the tip of the collar.

Name Plate:

Firefighters/Inspector/Deputy Fire Marshal/Lieutenants/Captains – Silver nameplate with black lettering, centered on the button, located flush with the top of the right pocket flap.

Chief/Deputy Chief/Division Chief/Assistant Chief – Gold nameplate with black lettering, centered on the button, located flush with the top of the right pocket flap.

Patches: All Members

Left sleeve – GFD patch, centered on sleeve, one inch from seam.

Right sleeve – State of Colorado patch, centered on sleeve, one inch from seam with fire certification bar, flush with bottom of State patch. This is an optional item and is not required.

Badge:

Firefighter/Engineer/Fire Inspector/Deputy Fire Marshal/Lieutenants/Captains – Silver badge worn on the provided badge flap on Class A & B shirt.

Chief/ Deputy Chief/Division Chief/Assistant Chief – Gold badge worn on the provided badge flap on Class A & B shirt.

Jackets:

Jackets are issued to members after successful completion of the probationary year. Department issued GFD navy blue three season jackets may be worn with Class B, or C uniforms or as a stand alone item with civilian attire. This is considered the standard on-duty uniform jacket.

An option to new members in lieu of the issued jacket will be an issued approved job shirt, which may be worn as the jacket with Class B or C uniform. The optional back embroidery will be at the member's expense.

Job Shirts:

The authorized job shirt shall be a navy blue job shirt with the department logo embroidered on the left front side. The brand and style will be determined to be uniform in nature. The individual's name and rank may be embroidered on the right front side. Official job shirts shall be without denim patches on the elbows or collar. Future job shirts for shift or official business shall not have any silk screening on the back of the shirt. They may however, at the option of the individual, have GOLDEN FIRE/RESCUE embroidered on the back of the job shirt. The job shirt is **not** an issued item, other than at the completion of the probationary year as one time only option to the jacket, but may be purchased at the employee/members expense as an option to be worn in place of the three season jacket or as part of the Class B or C uniform. All replacement job shirts and jackets are replaced at the employee's or member's expense.

Other jackets/winter coats for Administrative personnel may be issued as approved by the Fire Chief.

Baseball Caps:

Department issued GFD baseball caps may be worn with Class B or C uniforms or as a stand-alone item. No baseball cap shall be worn with a Class A uniform.

Footwear/Shoes: (Class A, B or C uniforms)

Footwear/shoes shall be black in color and be properly shined. Shoes shall be of a plain toe and may be a laced shoe, duty boot or the half boot variety. No athletic type shoes shall be worn with any Class A, B or C uniform. Athletic shoes may be worn as part of the workout uniform. It is recommended that all uniform shoes worn should have a safety toe. Uniform footwear is at the expense of the individual firefighter or staff member.

Awards and Ribbons:

Award ribbons shall be worn on the Class A uniform and may be worn on the Class B uniform shirt only at the Business Meeting or other formal events. Ribbons are worn flush and centered above the nameplate. See specific information in awards guideline. Award ribbons should not be worn on Class B at any other time.

Pins and Other Accouterments:

All pins shall be worn on left pocket flap only. Pins shall be centered on the pocket flap above the button. No more than two pins shall be worn at any one time. The only authorized pins are:

- 1st Responder, EMT, or Paramedic pin
- Years of Service pin (wear only one with the highest number of years)
- Other pins authorized by the Fire Chief

ISSUED UNIFORMS:

All career employees:

As determined by the Fire Chief

All volunteer members: (All issued by the Department)

1-Long sleeve shirt
1-Short sleeve shirt
1-Pair uniform pants – Class A/B
1-Pair Work Rite 400/401 NX75 pants – Class C
1-Black basket weave belt with buckle
1-Black uniform tie
2-Navy Blue T-shirts
1-Navy Blue polo shirt
1-Badge, nameplate, collar brass
1-Three season jacket or job shirt (issued after probationary year)
1-Baseball style cap
Designated turnout gear

All probationary members during pre-academy and academy training:

2-Navy Blue t-shirt (issued upon completion of academy)
1-Baseball style cap (to be issued by the Training Division/Academy Staff)
2-Academy t-shirts (issued at the beginning of the Academy). Color to be determined
1-Full set of turnout gear

ITEMS AVAILABLE FOR PURCHASE: (Available through approved vendor)

All Members/Employees

- Approved job shirt with department logo as indicated above.

- Approved knit stocking type hat with identification logo.
- Approved sweatshirt and/or sweat pants with identification logo.
- Approved shorts with identification logo.

REPLACEMENT OF UNIFORM ITEMS:

Replacement of worn or damaged uniforms can be made upon turning in worn or damaged identical items or parts of the uniform to the designated line and/or staff representative. Individual employee/member are responsible for replacement costs of lost items. Each employee is responsible for the care and laundering of clothing.

No issued uniform, or part thereof, may be substituted with non-Department approved items. Department issued uniforms (including turnout gear) are to be worn while performing GFD duties only.

STAFF PERSONNEL:

Appropriate business attire for all 40-hour staff personnel and all personnel engaged in fire prevention, public education, training, administration, etc. may be worn in place of Class A or B uniforms at the approval of the Fire Chief. Class C uniforms may be worn at the discretion of the Fire Chief but should be the exception rather than the rule. The recommended appearance for the City of Golden employee is business casual.

MECHANIC/MAINTENANCE PERSONNEL:

Personnel assigned, as a mechanic/maintenance function shall wear appropriate clothing as determined by the Fire Chief.

HAIR, JEWELRY AND GROOMING REGULATIONS:

Head hair may be permitted to grow naturally, but must be clean, groomed, and neatly trimmed. Hairstyles must be somewhat conservative in nature. Hair shall not interfere with the proper wearing of the SCBA face-piece. Hair color must be consistent with the natural human hair spectrum. Hair may have multi-colored highlights but shall be consistent with the natural human hair spectrum. Wigs, weaves, hair extensions and hairpieces must comply with the provisions of this guideline. Hair length that is below the shirt collar is recommended to be pulled back in a ponytail fashion when donning SCBA or other protective gear. Sideburns and mustaches will be trimmed and well groomed and shall not interfere with the proper wearing of the SCBA face-piece. Other facial hair (e.g. beards, Fu-Man-Chu mustaches and muttonchops) are not acceptable. Mustaches are permitted if the color is consistent with the natural human hair spectrum and they are short and neatly trimmed. Mustaches must not come in contact with the face piece seal of the SCBA mask or interfere in any way with other safety equipment.

Suppression Employees/Members are permitted to wear up to two earrings in the lobe of each ear when working a duty shift or other scheduled duty in uniform. The style must be small with a post or clip-on back and must not present a snag hazard for the employee/member.

Hoops or dangling styles are prohibited.

No other visible piercings are permissible, including the facial area and tongue. These must be removed when on duty or attending events in uniform.

For Suppression Personnel: A total of two rings may be worn when working a duty shift or other scheduled duty in uniform. Personnel responding to calls and training from home or other off-duty status should consider the safety issue of multiple rings in the working environment and adjust

accordingly. For the purposes of this guideline, a wedding set will be considered one ring. A total of one bracelet and one wristwatch may be worn but must be professional in appearance. Finger and wrist jewelry (rings, bracelets, watches, etc.) have been identified as safety hazards in certain instances by the NFPA. Members are encouraged to limit the wearing of such jewelry while on duty. Necklaces may be worn, but must remain beneath the uniform shirt.

Tattoos or body art that are added to the visible areas of a member after membership/employment shall not be sexually explicit, racist, immoral, or express radical social statements. If you are not sure of the acceptability of a potential tattoo or body art, check with the Fire Chief for a review in regards to image prior to the permanent art work.

If a member/employee is hired that has existing tattoos, body art, scarification, or brands on any part of the body that violate the parameters listed above, then these may be required to be covered at all times at the discretion of the Fire Chief or his/her designee. Long sleeve shirts, long sleeve t-shirts, turtlenecks, "sleeves", long pants, etc., are examples of uniform clothing that may be required to provide cover.

The following are prohibited: Intentional body mutilation, including but not limited to, split or forked tongue, foreign objects inserted under the skin to create an unnatural shape, design, or pattern, enlarged or stretched holes in earlobes.

Dental veneers for the purpose of ornamentation that is unnatural, and dental adornments such as jewels, initials, designs, etc., are prohibited.

Personal markings or adornments which are in any way found to be in conflict with the City's or Fire Department's Guidelines, which specifically discriminate against anyone on the basis of age, race, color, religion, sex, national origin, veteran status, marital status, disability, or other protected group status, may not be visible while in any fire department uniform.

WEARING AND APPEARANCE:

Class "A" Uniform:

Wear the uniform with pride. Never bring disrespect upon the department. Use your best judgement. When in doubt, confer with an officer.

Uniform with black tie will be worn with the long sleeve shirt and accouterments. The navy blue pants will be worn. The Fire Chief will designate an officer in charge and will decide whether dress caps will be worn. Uniforms will be cleaned and pressed.

Class "A" uniform will be worn to funerals, parades, promotional boards, and other events as so designated by the Fire Chief.

Alcohol **SHALL NOT** be consumed while wearing a Class A uniform unless formally approved by the Fire Chief for various ceremonial/religious circumstances.

Class "B" Uniform:

This is the primary uniform for wear to business meetings and all other functions, duties, etc. as designated by the Fire Chief.

The Class “B” uniform is worn with a short sleeve shirt and no tie. A long sleeve Class A shirt may be worn without a tie as a Class B uniform in winter weather. No dress uniform cap is worn. All members should wear this uniform to the monthly business meeting and other authorized events.

Alcohol **SHALL NOT** be consumed while wearing a Class B or Class C uniform or any portion of such as a t-shirt, baseball cap, etc. The Fire Chief authorizes this uniform for wear while working shifts, attending department or other authorized functions and responding to emergency alarms.

Class “C” Uniforms:

These are the primary duty and work uniforms. This uniform may be worn while working shifts. The department issued blue polo, department issued t-shirt or approved job shirt are the authorized Class “C” shirts. Other colored T-shirts/polo shirts are not authorized as part of the official Class C Uniform but may be worn with civilian attire or for off duty activities. Work-Rite 400/401 NX75 pants are the approved Class C pants. Approved hooded and non-hooded sweatshirts may be worn as part of the Class C uniform in winter weather. Hooded sweatshirts should not be with turnout coats.

Class “D” Uniforms:

These are to be worn on emergency responses. The Incident Commander or Officer in charge will decide when firefighters may doff their protective clothing at any incident.

The wearing of shorts, tank tops, sandals, etc. is not permitted to be worn on emergency responses of any type. If the firefighter responds to the station in this attire, he/she must don proper turnout gear, coveralls, or wildland gear prior to responding on the apparatus. It is recommended that each member keep a department issued t-shirt with their Class D equipment.

Alcohol **SHALL NOT** be consumed while wearing a Class D uniform.

Do **NOT** wear any uniforms or department logo items into bars and other predominately drinking establishments unless on official department business such as fire inspections, investigations or actual emergency responses, etc.

The Fire Chief, or his/her designee, will be the final decision maker as to any challenges to this SOG and as to what is acceptable or not.

RESPONSIBILITY: It shall be the responsibility of all members/employees to follow this standard operating guideline.

Revision Date: 3/1/2017

Effective Date: 3/1/2017