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|---|--|--------------|--------------|---------------|----------------|--------|
|  | City of Fitchburg Fire Department  |              |              |               |                |        |
|   | Tab 2 – Department Policies<br>Section 2400 – Personnel Policies<br>Subsection 2419 – Uniform Policy |              |              |               |                |        |
|   | Department Uniform Standards   |              |              |               | Policy Number  | 2419-1 |
|   |  |              |              | Version       | 1.2            |        |
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**Subject:** Department uniform policy

**Scope:** All members of the department.

**Objective:** To provide a systematic means for members of the department to maintain a professional looking uniform.

## Department Uniform Standards

This document establishes a standard uniform for members of the Fitchburg Fire Department. This standard applies to uniforms, but does not address protective clothing intended to be worn while performing duties on the scene of an emergency.

### **General Policy**

The fire department is a uniformed service of the City of Fitchburg. The customers of the fire department are the citizens and guests of the City. Firefighters routinely perform their duties in view of their customers. The fire department intends that firefighters present a competent and professional appearance before their customers, the public.

The fire department expects that firefighters will not wear clothing under the protective clothing and equipment ensemble that is considered unsafe due to poor thermal stability or poor flame resistant characteristics. This clothing standard is intended to set a standard for the safety of the wearer and for a consistent, professional appearance of its members.

### **Uniform Classes**

Under each uniform class listed below, examples of typical situations are given to help members to select the appropriate uniform class to wear when working a duty shift or attending a variety of other events.

Class A uniform – Weddings, Funerals, Awards Ceremonies, other formal events

Class B “formal” uniform – Public presentations, Fire Inspections, Weddings, Funerals, Awards Ceremonies, other formal events if a Class A uniform is not otherwise available.

Class B “working” uniform – Public presentations, Fire Inspections

Class C uniform – Normal station wear, Internal and External Training

## **General Clothing Standards**

The Fitchburg Fire Department is a uniformed service. Generally, members of the fire department shall wear the approved uniform of the fire department while performing their official duties. In certain circumstances, the wear of appropriate civilian clothing is preferable and is authorized. These circumstances include, but are not limited to:

- Chief Officers at their discretion.
- Members representing the fire department while attending seminars, training sessions or social functions.
- Paid on call members of the fire department while responding to or working at emergency incidents where changing into a fire department uniform would delay or prolong their response to the emergency.

All uniform items shall:

- Be kept in good repair whenever worn while on duty for the Fitchburg Fire Department.
- Be removed or changed if the garment becomes damaged. The damaged garment shall not be worn while on duty until repairs are made, unless making a clothing change would delay or prolong an emergency response. Such repairs shall return the garment to the same condition as before the damage occurred.
- Be repaired, if necessary, in such a manner as not to reduce the level of protection provided by the original garment.
- Not be altered from its original form (unless approved by the Chief).

## **Uniform Standard (Class A)**

**Officers:** When wearing a Class A uniform, uniformed officers shall comply with the following specifications:

- Chiefs & Captains: White long sleeved uniform shirt (poly/cotton blend or similar) (Class B).
- Lieutenants: Blue long sleeved uniform shirt (poly/cotton blend or similar) (Class B).

Such shirt shall have epaulets, pockets with flap cover on each breast and military creases. The fire department identification patch authorized by the fire chief shall be worn on the left sleeve. The identification patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. A reverse field American flag patch with gold border shall be worn on the right sleeve. The American flag patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. The star field of the patch shall be facing to the front of the shirt.

- A metal badge (see badges, name plates & insignia of rank) appropriate to the officer's official rank and meeting the requirements of this standard shall be worn above the left breast pocket. Collar brass (see badges, name plates & insignia of rank) appropriate to the officer's official rank and meeting the requirements of this standard shall be worn centered on and within one inch of the bottom of each collar tab. The bell of the trumpet(s) shall be oriented so that they point toward the tip of the collar. A name plate (see badges, name plates & insignia of rank) shall be worn above the right breast pocket. The bottom of the name plate shall be approximately ½ inch above the top of the pocket flap, centered.
- A white tee shirt under the outer uniform shirt (Class B).
- A navy blue necktie shall be worn with the long sleeved uniform shirt (Class B). The necktie shall be worn so that the bottom of the tie meets the top of the trousers.
- Navy blue dress coat, double breasted, poly/wool (Elbeco Prestige or equivalent). Six (6) buttons total (3 on each side), round, gold colored buttons with the letters "FD" embossed on the buttons on the front. Two button cuffs with matching buttons. A metal badge (see badges, name plates & insignia of rank)

appropriate to the officer's official rank and meeting the requirements of this standard shall be worn on the upper left chest area. Collar brass (see badges, name plates & insignia of rank) appropriate to the officer's official rank and meeting the requirements of this standard shall be worn centered on and within one inch of the bottom of each upper collar tab. The bell of the trumpets shall be oriented so that they are centered and point toward the tip of the upper collar tab. The fire department identification patch authorized by the fire chief shall be worn on the left sleeve. The identification patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the coat, centered. A reverse field American flag patch with gold border shall be worn on the right sleeve. The American flag patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the coat and so that the patch is centered. The star field of the patch shall be facing to the front of the coat. ½ inch gold striping shall be attached at the bottom of each coat sleeve to identify the officer's official rank. Maltese crosses, gold in color, (1 = 5 years) shall be affixed above the top gold striping on the left sleeve to identify years of service.

- Navy Blue trousers (same material and match of the dress coat). The bottom of the trouser leg shall touch or "break" at the top of the shoe. Trousers shall be straight leg, with no pleats. The trousers shall have loops so that an approved belt may be worn. The trousers shall have a slash pocket on both sides in front and a typical "hip pocket" on each side in the rear.
- Black belt (leather). The belt shall be not less than one inch wide nor more than 1 ½ inches wide. The belt may have a metal buckle. If a buckle is worn, it shall be of a plain, gold colored style.
- Black dress socks.
- Black shoes, polished and in good condition. Shoes shall have a plain toe and shall not have an ornamental design (i.e. not a "wing tip" style). Shoes and boots shall be laced or zipped on.
- Bell Crown Cap (see headwear)

**Firefighters:** When wearing a Class A uniform, firefighters shall complying with the following specifications:

- A light blue long sleeved uniform shirt (poly/cotton blend or similar) (Class B). Such shirt shall have epaulets, pockets with flap cover on each breast and military creases. The fire department identification patch authorized by the fire chief shall be worn on the left sleeve. The identification patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. A reverse field American flag patch with silver border shall be worn on the right sleeve. The American flag patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. The star field of the patch shall be facing to the front of the shirt.
- A metal badge (see badges, name plates & insignia of rank) meeting the requirements of this standard shall be worn above the left breast pocket. Collar brass (see badges, name plates & insignia of rank) meeting the requirements of this standard shall be oriented so that the base of the letters "FFD" are perpendicular to the tip of the collar and within 1 ½ inches of the bottom of each collar tab. A name plate (see badges, name plates & insignia of rank) shall be worn above the right breast pocket. The bottom of the name plate shall be approximately ½ inch above the top of the pocket flap, centered.
- A white tee shirt under the outer uniform shirt (Class B).
- A navy blue necktie shall be worn with the long sleeved uniform shirt (Class B). The necktie shall be worn so that the bottom of the tie meets the top of the trousers.
- Navy blue dress coat, double breasted, poly/wool (Elbeco Prestige or equivalent). Six (6) buttons total (3 on each side), round, silver colored buttons with the letters "FD" embossed on the buttons on the front. Two button cuffs with matching buttons. A metal badge (see badges, name plates & insignia of rank) meeting the requirements of this standard shall be worn on the upper left chest area. The fire department identification patch authorized by the fire chief shall be worn on the left sleeve. The identification patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the coat, centered. A reverse field American flag patch with silver border shall be worn on the right sleeve. The American flag patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the coat and so that the patch is centered. The star

field of the patch shall be facing to the front of the coat. Maltese crosses, silver in color, (1 = 5 years) shall be affixed on the left sleeve to identify years of service.

- Navy Blue trousers (same material and match of the dress coat). The bottom of the trouser leg shall touch or “break” at the top of the shoe. Trousers shall be straight leg, with no pleats. The trousers shall have loops so that an approved belt may be worn. The trousers shall have a slash pocket on both sides in front and a typical “hip pocket” on each side in the rear.
- Black belt (leather). The belt shall be not less than one inch wide nor more than 1 ½ inches wide. The belt may have a metal buckle. If a buckle is worn, it shall be of a plain, silver colored style.
- Black dress socks.
- Black shoes, polished and in good condition. Shoes shall have a plain toe and shall not have an ornamental design (i.e. not a “wing tip” style). Shoes shall be laced.
- Bell Crown Cap (see headwear)

### **Uniform Standard (station uniforms)**

**Chiefs/Captains:** Uniformed chief officers and captains shall wear a station uniform complying with the following specifications:

- White long or short sleeved uniform shirt (poly/cotton blend or similar) (Class B). Such shirt shall have epaulets, pockets with flap cover on each breast and military creases. The fire department identification patch authorized by the fire chief shall be worn on the left sleeve. The identification patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. A reverse field American flag patch with gold border shall be worn on the right sleeve. The American flag patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. The star field of the patch shall be facing to the front of the shirt.
- A metal badge (see badges, name plates & insignia of rank) appropriate to the officer’s official rank and meeting the requirements of this standard shall be worn above the left breast pocket. Collar brass (see badges, name plates & insignia of rank) appropriate to the officer’s official rank and meeting the requirements of this standard shall be worn centered on and within one inch of the bottom of each collar tab. For Deputy Chief, Division Chief and Captain, the bell of the trumpets shall be oriented so that they point toward the tip of the collar. A name plate (see badges, name plates & insignia of rank) shall be worn directly above the right breast pocket. The bottom of the name plate shall be approximately ½ inch above the top of the pocket flap, centered.
- A white tee shirt under the outer uniform shirt (Class B).
- Officers may optionally wear a navy blue necktie with a long sleeved uniform shirt (Class B). The necktie shall be of a style that readily separates from the wearer if the tie becomes entangled. The necktie shall be worn so that the bottom of the tie meets the top of the trousers. The necktie shall be navy blue in color. When the necktie is not worn, the top shirt button shall be worn unbuttoned.
- In lieu of the white shirt described above, officers may wear a department approved tee shirt, polo shirt or sweat shirt, with the Fitchburg Fire Department logo (lettering and logo approved by the Chief) on the left breast (Class C).
- Navy Blue trousers (poly/cotton blend or similar). The bottom of the trouser leg shall touch or “break” at the top of the shoe. Trousers shall be straight leg, no pleats. The trousers shall have loops so that an approved belt may be worn. The trousers shall have a slash pocket on both sides in front and a typical “hip pocket” on each side in the rear. Option: The trousers may also have “cargo pockets”. The trousers shall have a zipper front closure.

- Black belt (leather). The belt shall be not less than one inch wide nor more than 1 ½ inches wide. The belt may have a metal buckle. If a buckle is worn, it shall be of a plain, gold colored style.
- Black socks. (Exemption: If the top of the shoes or boots are 6 ½ inches or higher, other socks may be worn.)
- Black shoes or boots. Shoes shall have a plain toe and shall not have an ornamental design (i.e. not a "wing tip" style). Shoes and boots shall be laced or zipped on.

**Lieutenants/Firefighters:** Uniformed Lieutenants and Firefighters shall wear a work or station uniform consistent with the following specifications:

- A light blue long or short sleeved uniform shirt (poly/cotton blend or similar)(Class B). Such shirt shall have epaulets, pockets with flap cover on each breast and military creases. The fire department identification patch authorized by the fire chief shall be worn on the left sleeve. The identification patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. A reverse field American flag patch (gold border for Lieutenants)(silver border for Firefighters) shall be worn on the right sleeve. The American flag patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. The star field of the patch shall be facing to the front of the shirt.
- Class B "formal" shirt: A metal badge (see badges, name plates & insignia of rank) meeting the requirements of this standard shall be worn above the left breast pocket. Collar brass (see badges, name plates & insignia of rank) meeting the requirements of this standard shall be worn centered on the collar tab in the orientation described below. The collar brass (see description below). A name plate (see badges, name plates & insignia of rank) shall be worn directly above the right breast pocket. The bottom of the name plate shall be approximately ½ inch above the top of the pocket flap, centered.
- Lieutenants: Collar brass (see badges, name plates & insignia of rank) shall be oriented so the bell of the trumpet points toward the tip of the collar and be within one inch of the tip of the collar. The Lieutenant may designate trumpets or axes as their collar brass of choice.
- Firefighters: Collar brass shall be oriented so that the base of the letters "FFD" are perpendicular to the tip of the collar and within 1 ½ inches of the bottom of each collar tab.
- Class B "working" shirt (Lieutenant): A patch badge meeting the requirements of this standard shall be worn above the left breast pocket. A stitched name plate with black lettering shall be worn directly above the right breast pocket. The bottom of the name plate shall be directly above the top of the pocket flap. Rank patches meeting the requirements of this standard shall be stitched on each collar.
- Class B "working" shirt (Firefighter): A patch badge meeting the requirements of this standard shall be worn above the left breast pocket. A stitched name plate with black lettering shall be worn directly above the right breast pocket. The bottom of the name plate shall be directly above the top of the pocket flap.
- A department approved navy blue tee shirt (Class C) under the uniform shirt (Class B). Such tee shirt shall have the Fitchburg Fire logo on the left breast with approved lettering on the back (lettering and logo approved by the Chief). While on duty, the outer shirt may only be removed at the discretion of the Company Officer.
- Lieutenants/Firefighters may optionally wear a navy blue necktie with a long sleeved uniform shirt (Class B). The necktie shall be of a style that readily separates from the wearer if the tie becomes entangled. The necktie shall be worn so that the bottom of the tie meets the top of the trousers. The necktie shall be a navy blue in color. When the necktie is not worn, the top shirt button shall be worn unbuttoned.

- In lieu of the light blue uniform shirt (Class B), Lieutenants/Firefighters may wear a department approved tee shirt, polo shirt or sweatshirt (lettering and logo approved by the Chief) with the Fitchburg Fire Department logo on the left breast (for tee shirt, see above) (Class C). The approved shirts are allowed to be worn outside traditional business hours (Monday – Friday, 7am to 5pm) or at the discretion of the Company Officer.
- Lieutenants/Firefighters participating in work activities that could cause damage to the Class B uniform (such as making mechanical repairs to apparatus or equipment) may perform such tasks wearing a department approved tee shirt, sweatshirt or protective jumpsuit with concurrence of the Company Officer.
- Dark blue trousers (poly/cotton blend or similar). The bottom of the trouser leg shall touch or “break” at the top of the shoe. Trousers shall be straight leg, with no pleats. The trousers shall have loops so that an approved belt may be worn. Trousers shall have a slash pocket on both sides in front and a typical “hip pocket” on each side in the rear. Option: The trousers may also have “cargo pockets” without any loops or straps attached to the pocket. The trousers shall have a zipper front closure.
- In lieu of Dark blue trousers Lieutenants/Firefighters may wear department approved duty shorts. The approved duty shorts are allowed to be worn while in the fire houses, to and from the store or eating establishments for meals. In some cases shorts may be allowed to be worn outside the fire house but only approved by the OIC. Dark blue duty shorts (poly/cotton blend or similar) are permitted during warm weather months (Class C). The shorts shall touch or “break” just above the knee. The shorts shall be straight leg, with no pleats. The shorts shall have loops so that an approved belt may be worn. The shorts shall have a slash pocket on both sides in front and a typical “hip pocket” on each side in the rear. The shorts shall have a “cargo pocket” without any loops or straps attached to the pocket. The shorts shall have a zipper front closure. Black shoes and black socks (approved) shall be worn with shorts (boots are not permitted to be worn with shorts).
- Black belt (leather). The belt shall be not less than one inch wide nor more than 1 ½ inches wide. The belt shall be worn looped through the belt loops of the trousers or shorts. The belt may have a metal buckle. If a buckle is worn, it shall be of a plain, silver colored style.
- Black socks. (Exemption: If the top of the shoes or boots are 6 ½ inches or higher, other socks may be worn.)
- Black shoes or boots. Shoes shall have a plain toe and shall not have any type of ornamental design(s) (i.e. not a “wing tip” style). Shoes and boots shall be laced or zipped on.

#### **Uniform Standard (badges, name plates, award bars & insignia of rank)**

Badges of rank shall be as follows:

- **Chief Officer:** VH Blackinton Company, badge style B1009, gold EP (electro plate) with the full color insignia of the State of Wisconsin in the center. The circle around the state insignia shall be inscribed in black letters with the words “FITCHBURG” across the top and the words “FIRE DEPARTMENT” across the bottom. The banner across the top of the circle shall be inscribed in black letters with the word “CHIEF” or “DEPUTY CHIEF” or “DIVISION CHIEF” as appropriate.
- **Captain and Lieutenant:** VH Blackinton Company, badge style B1009, gold EP (electro plate) with the full color insignia of the State of Wisconsin in the center. The circle around the state insignia shall be inscribed in black letters with the word “FITCHBURG” across the top and the words “FIRE DEPARTMENT” across the bottom. The banner across the top of the circle shall be inscribed in black letters with the word “CAPTAIN” or “LIEUTENANT”.
- **Firefighter:** VH Blackinton Company, badge style B1009, rhodium finish (silver color) with the full color insignia of the State of Wisconsin in the center. The circle around the state insignia shall be inscribed in black letters with the word “FITCHBURG” across the top and the words “FIRE DEPARTMENT” across the bottom. The banner across the top of the circle shall be inscribed in black letters with the word “FIREFIGHTER”.

Hat badges for Bell Crown Caps shall be as follows:

- Fire Chief: VH Blackinton Company, insignia style A2811 (Plain), gold EP
- Deputy Chief: VH Blackinton Company, insignia style A1962 (Plain), gold EP
- Division Chief: VH Blackinton Company, insignia style A2910 (Plain), gold EP
- Captain: VH Blackinton Company, insignia style A175 (Plain), gold EP
- Lieutenant: VH Blackinton Company, insignia style A2912 (Plain), gold EP
- Firefighter: VH Blackinton Company,

Collar brass shall be as follows:

- **Fire Chief:** VH Blackinton Company, insignia style A2905. A circle of five gold trumpets  $\frac{3}{4}$  inches in diameter. The spaces between the bugles shall be open, meaning that there shall be no background. The pins securing the insignia to the shirt shall be arranged so that they do not pass through any stiffeners in the collar tab.
- **Deputy Chief:** VH Blackinton Company, insignia style A2906. Four gold trumpets, crossed,  $\frac{3}{4}$  inches in diameter. The spaces between the bugles shall be open, meaning that there shall no background.
- **Division Chief:** VH Blackinton Company, insignia style A2907. Three gold trumpets, crossed,  $\frac{3}{4}$  inches in diameter. The spaces between the bugles shall be open, meaning that there shall no background.
- **Captain: Engine Company** - VH Blackinton Company, insignia style A2909-2. Two parallel gold trumpets,  $\frac{3}{4}$  inches in diameter.

**Truck Company** – Smith & Warren, insignia style C 113T. Two parallel gold axes  $\frac{3}{4}$  inches in diameter.

The spaces between the bugles or axes shall be open, meaning that there shall be no background.

- **Lieutenant: Engine Company** - VH Blackinton Company, insignia style A2909. A single gold trumpet,  $\frac{3}{4}$  inches in diameter.

**Truck Company** – VH Blackinton Company, insignia style A8095LF and A8095RT. A single gold axe  $\frac{3}{4}$  inches in diameter (differentiated between left and right).

- **Firefighter:** VH Blackinton Company, die struck letters. The letters "F.F.D." in silver letters  $\frac{3}{8}$  inches size. The spaces between the letters shall be open, meaning that there shall be no background.

Name Plates shall be as follows:

- **Officers:** VH Blackinton Company, name bar style J3, gold EP (electro plate), with black letters.
- **Firefighter:** VH Blackinton Company, name bar style J3, rhodium (silver color), with black letters.

A VH Blackinton Company, serving since plate (B1693) issued by the department shall be worn in conjunction with the name plate as described above.

Award Bars shall be as follows:

Award bars (i.e., years of service) shall be worn with the top of the bar approx. 2 inches above the top of the right pocket flap.

### **Uniform Standard (duty coats & jackets)**

- **With blue or white uniform shirt (Class B):** Blauer style 6110 (or equivalent in style and quality approved by the Chief) lightweight navy blue jacket with or without the optional Thinsulate liner.
- **With department tee shirt, polo shirt or sweatshirt (Class C):** Navy blue, fleece lined nylon jacket with Fitchburg Fire Department logo (lettering and logo approved by the Chief) on left breast (or equivalent as approved by the Chief).

### **Buttons on coats and jackets (except for nylon jackets):**

- **Officers:** Round, gold colored buttons with the letters "FD" embossed on the button.
- **Firefighter:** Round, silver colored buttons with the letters "FD" embossed on the button.

### **Uniform Standard (headwear)**

- Fire Department issue, embroidered ball cap with FFD logo.
- Fire Department issue, stocking cap with FFD logo.

### **Class A:**

- **Chiefs:** White over black bell crown, gold band, six flame tips on visor
- **Captains:** White over black bell crown, gold band
- **Lieutenants:** Navy blue bell crown, gold band
- **Firefighters:** Navy blue bell crown, black band