

**UNIFORM REGULATIONS AND APPEARANCE**

**Purpose:**

To establish a policy for a standard uniform and to set forth responsibilities governing the use and wear of these uniforms. It will outline the personal appearance and grooming standards set forth by the District while on-duty, and when conducting official business.

**Scope:**

This policy applies to each member of the District.

**Clothing Allowance:**

Each career employee shall be provided with a clothing allowance in the amount of \$400.00 per fiscal year. Each employee shall be responsible to replace their clothing as needed from their clothing allowance.

**Classification of Uniforms:**

- A. Class A – Formal Dress Uniform: The 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. This class of uniform shall be worn for appropriate formal ceremonies such as: funerals, parades, graduations or any other occasion deemed appropriate by the Chief.
- B. 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”. The Officer in Charge may require that each member of the crew be dressed in this class of uniform during a particular event or activity, however this class of uniform will not be considered the regular work uniform for shift personnel. This class of uniform will be considered the daily work uniform for personnel assigned to day shift positions.
- C. Class C – Daily Work/Duty Uniform: The Class C uniform shall be considered the daily work uniform for personnel assigned to shift and any volunteer member wishing to run on shift.
- D. Class D – Physical Fitness/Training/Rest Uniform: 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.

### **Standard Uniform Regulations:**

- A. The prescribed uniform shall be worn between 0800 and 1900 with the following exceptions:
  - a. While participating in physical fitness training.
  - b. During practical training sessions.
  - c. Unless otherwise directed by the Officer in Charge.
- B. No part or article of any uniform shall be worn by any member, except while on-duty or while participating in an approved function. A member has the option of wearing a complete uniform to and from work. Off duty limitations consist of one hour prior to work and one hour after being relieved.
- C. Members shall wear the appropriate Class B or Class C regulation uniform while attending or participating in any classroom training while on-duty.
- D. Shirts shall be worn tucked in at all times. The top button may be left open if a tie is not required.
- E. Members must wear their District issued identification badge anytime they are in uniform.
- F. Members wishing to wear either a ball hat or winter snow hat may only wear ones that have been approved by the Chief.
- G. From May 1<sup>st</sup> at 0800 to October 1<sup>st</sup> at 0800 members may wear approved cargo shorts.
- H. From October 1<sup>st</sup> at 0800 to May 1<sup>st</sup> at 0800 members required to wear a Class "B" uniform may wear their long sleeve button down shirts. Snow hats are permitted to be worn during this time as well.
- I. Lapel brass will be issued by the District and worn on the Class A coat and Class B shirt only. Only those wearing a Class B uniform are permitted to wear issued collar brass. No other form of collar brass is acceptable.
- J. All metal is to remain shined and serviceable. All leather apparel will remain clean and polished.
- K. Sunglasses are not to be worn over ones eyes while inside the station or other buildings. Exceptions are:
  - a. Tinted safety glasses during calls that require eye protection.
  - b. Prescribed by a physician or optometrist.

### **Standard Uniforms and Equipment:**

- A. Upon employment each career employee shall be issued the following uniforms and equipment:
  - a. Three pair navy blue work trousers, straight leg or cargo
  - b. Two light blue button down shirts, short sleeve
  - c. Three grey t-shirts, short sleeve
  - d. Three polo shirts
  - e. Two grey winter pullovers
  - f. Two pair navy blue mesh workout shorts

- g. One pair black work shoes, high or low cut
  - h. One black leather belt, Velcro or buckle
  - i. One winter coat
  - j. One badge (Dress Shirt)
  - k. One nametag
  - l. One identification badge
- B. Upon completion of the orientation program each volunteer member shall be issued the following uniforms and equipment:
- a. One pair navy blue work trousers, straight leg or cargo
  - b. One light blue button down shirt, short sleeve
  - c. One grey t-shirt, short sleeve
  - d. One polo shirt
  - e. One winter pullover
  - f. One black leather belt, Velcro or buckle
  - g. One badge
  - h. One nametag
  - i. One identification badge
- C. After a career employee has completed one (1) year of service and a volunteer member has completed three (3) years of service they shall be issued a complete Class A uniform to include:
- a. One dress cap w/badge
  - b. One dress coat
  - c. One badge (Dress Coat)
  - d. One long sleeve dress shirt, light blue for firefighters and white for officers
  - e. One pair dress trousers, optional skirt for females
  - f. One pair black patent leather shoes
  - g. One black tie
  - h. One set of lapel brass emblems (Lieutenants and above) and appropriate coat bands and years of service markings.

**Class A – Formal Dress Uniform:**

- A. The Class A uniform is a formal uniform and is to be worn in the utmost professional manner. The highest regard for care should be taken at all times. It shall be clean, pressed, and free of defects.
- B. Specifications:
  - a. Dress cap with badge:
    - i. Shall be worn in a military manner, square and level on the head.
    - ii. Plastic cap covers may be used during inclement weather.
    - iii. Shall be clean and in good condition.
    - iv. Shall be worn at all times outside and removed when entering vehicles and buildings.
  - b. Dress coat with badge:
    - i. Dress coat to remain buttoned except while seated.

- ii. Badge to be worn on coat
- iii. Cloth rank bands shall be worn as follows:
  - 1. One silver band for Lieutenant
  - 2. Two gold bands for Captain
  - 3. Four gold bands for Assistant Chief
  - 4. Five gold bands for Chief
  - 5. One red band on the left arm for personnel who have served in the U.S. Armed Forces.
- iv. Years of service disk on left arm above the wrist.
- c. In a time of mourning, a black band may cover the center insignia of the badge.
- d. A long or short sleeve dress shirt may be worn, white for officers and light blue for firefighters.
  - i. A white under shirt must be worn under the uniform dress shirt; no other color shirt may be worn.
  - ii. Sleeves are not to be turned up or under.
  - iii. The shirt shall be pressed and free of defects.
  - iv. A black tie (black bow tie for females) must be worn.
  - v. Nameplates shall be worn on the right side centered between the top of the breast pocket and pocket button.
- e. Black tie:
  - i. Shall be plain with no designs or patterns
  - ii. Shall be a dull or matte finish
  - iii. Tie clasp optional
- f. Navy blue dress trousers or skirt for females.
- g. A black dress belt must be worn, the belt buckle shall not be distracting to the uniform.
- h. Black patent leather dress shoes.
- i. Black socks (black pantyhose without design for females).
- j. Thermal undershirts may be worn during cold and inclement weather under the following conditions:
  - i. Must be white in color.
  - ii. Must be worn so that the lower garment's sleeves do not protrude from under the dress shirt's cuff.
  - iii. Turtlenecks or mock-turtlenecks are not permitted.

**Class B – Dress Uniform:**

- A. The Class B uniform shall be the daily uniform for the day staff.
- B. The Class B uniform shall be worn in the utmost professional manner. For personnel without a Class A uniform, the Class B shall be worn in lieu there of.
- C. Members may be required to wear a Class B uniform during special functions deemed necessary by the Officer in Charge or Chief.
- D. Specifications:
  - a. Dress shirt

- i. A white under shirt must be worn under the uniform dress shirt; no other color shirt may be worn.
  - ii. Sleeves are not to be turned up or under.
  - iii. It shall be pressed and free of defects.
- b. Nameplates shall be worn on the right side centered between the top of the breast pocket and pocket button.
- c. Navy blue dress trousers (Navy blue skirt for females).
- d. Black belt
- e. Navy blue or black socks
- f. Black work shoes, low or high cut
- g. Winter pullover, as necessary

**Class C – Daily Work/Duty Uniform:**

- A. The Class C uniform shall be the daily uniform for members while they are on-duty or when representing the District while on-duty attending meetings or trainings. The only exception is when a member is performing landscaping or mowing duties; then they may wear an approved District t-shirt.
- B. No additional pins or emblems will be permitted on the Class C shirts.
- C. If the Class C uniform is being used with the assigned cargo shorts, bunker pants should be worn during situations where the potential of contamination or injury is high. Examples include all scenes where structural firefighting clothing is required, treatment of trauma patients, vehicle extrications and hazardous materials scenes.
- D. Specifications:
  - a. Grey polo shirt
  - b. Under shirt, if worn shall be white in color.
    - i. May be worn underneath the polo shirt. Sleeves shall not be visible under the polo shirt.
    - ii. Long sleeve or mock turtlenecks may not be worn.
  - c. Navy blue trousers, straight leg or cargo
  - d. Navy blue cargo shorts
  - e. Navy blue or black socks, black low cut socks are required with shorts.
  - f. Black work shoes, low or high cut, low cut work shoes are required with shorts.
  - g. Black belt
  - h. Ball cap or winter snow hat

**Class D – Physical Fitness/Training/Rest Uniform:**

- A. The Class D uniform consists of District issued mesh shorts, sweat pants and t-shirt. This uniform may be worn in the following situations:
  - a. While participating in physical fitness training.
  - b. During hands-on training sessions.

- B. The Class D uniform may be worn after 1900. However, it is not permitted to be worn anytime the public is in the building and an employee may be in their view or during any District meeting and/or training session. If the physical fitness training session is prior to 1900, members must return to proper Class B or C attire. The Class D uniform will consist of the following:
  - a. Shorts or sweat pants must be District issued.
  - b. T-Shirt:
    - i. Must be District issued.
    - ii. Tank tops, sleeveless shirts, and muscle shirts are not permitted.
  - c. Sneakers/running shoes are permitted, however flip-flops are not.
  - d. If leaving the station for any reason while dressed in evening attire or workout clothing personnel are to wear a minimum of an approved t-shirt and bunker pants. If the bunker pants are heavily soiled, the member must wear their uniform pants instead of bunker pants for medical calls.

**Uniform Accessory Specifications:**

- A. Winter Jacket:
  - a. Blue in color, will be worn with Class B and C uniforms only.
  - b. First initial and last name embroidered on the right chest pocket flap.
- B. Winter Pullover:
  - a. Grey in color.
  - b. First initial and last name screen printed on the right chest, the members rank below their name, the District patch on the left chest and “Burlington Fire/EMS” across the back.
- C. Polo Shirt:
  - a. Grey in color
  - b. District patch embroidered on the left chest.
- D. T-Shirt:
  - a. Grey in color
  - b. District patch screen printed on the left chest and “Burlington Fire/EMS” across the back.
- E. Uniform Shirt:
  - a. Light blue or white in color
  - b. District patch on the left sleeve and US flag on the right sleeve.
- F. Uniform Pants:
  - a. Navy blue in color, straight leg or cargo
  - b. Must be either Blauer, Elbeco, or 5.11
- G. Uniform Shorts:
  - a. Navy blue in color, cargo in style
  - b. Must be either Elbeco or 5.11
- H. Nameplate:

- a. The plate shall be silver for personnel holding the rank of Lieutenant or lower and gold for personnel holding the rank of Captain or higher.
- b. The plate shall contain the member's first initial and last name.
- c. A service accessory plate may be worn with the nameplate and shall be of matching color.

**Personal Grooming:**

- A. Each member has the responsibility of presenting themselves in a professional manner. Personal appearance is not only an important aspect of the job, but also an issue of safety. It is vital that all personnel follow the standards set forth and use sound judgment in adhering and enforcing this policy. This not only applies to the uniform, but to member grooming.
- B. Hair:
  - a. Men:
    - i. Hair should be kept clean, well groomed and maintained at all times so as to not interfere with the proper wearing of the official uniform cap, protective head gear, face piece and/or any other safety equipment.
    - ii. The length of hair in the front shall not fall over the eyebrows and the length of hair in the back shall not fall below the top of the buttoned shirt collar or polo shirt collar when the individual is in a standing position.
    - iii. The hair on the rear and sides of the head shall not extend more than 2 ¼ inches from the scalp nor shall hair on the side of the head cover more than one-half of the ears.
    - iv. No length or style of hair is permitted that will in any way interfere with and/or obstruct the view of members in the performance of their official duties.
    - v. Hair must be of natural color and not distracting or extreme in appearance.
    - vi. The back of the neck is to be clean and free of hair.
  - b. Women:
    - i. Hair must be clean and neatly arranged. It shall not interfere with the normal wearing of all standard or adopted headgear.
    - ii. Hair shall be of such a length and worn so it does not interfere with the efficiency or performance of duty.
    - iii. When in uniform the hair must not fall more than a quarter inch below the lower edge of the collar.
    - iv. In no case is the bulk of the hair permitted to neither interfere with the proper wearing of fire service headgear nor will it be permitted to interfere with the wearing of the SCBA or HEPA mask.
    - v. Hair must be of a natural color and not distracting or extreme in appearance.

- vi. Only pins, combs or barrettes (any type elastic hair bands) that are similar in color to the individual hair color may be worn.

C. Facial Hair:

- a. Members shall be clean-shaven; however, facial hair such as; sideburns, mustaches, and hair under the bottom lip must be neatly trimmed and are permitted under this policy.
- b. Sideburns will not extend downward below the bottom of the earlobe, with the flare no wider than 1 ¼ inches. They will be neatly trimmed, shall not be further than 3/8 inch from the face, and shall not cover any part of the ear.
- c. The mustache will not curl upward in the “handlebar” mustache style, or extend out from the face more than 3/8 inch. The mustache or other facial hair shall not make connect with or interfere with the safe operation of the HEPA or SCBA face piece

D. Jewelry:

- a. Necklaces will be kept inside the shirt.
- b. Members shall not wear earrings while on-duty or representing the District in uniform.
- c. Other jewelry is allowed as long as it does not distract from the uniform.

E. Cosmetics:

- a. Females may wear cosmetics that are consistent with a professional uniform appearance.
- b. Nail polish shall not be extreme in nature or color. Nail length shall not be distracting or impede the use of medical and/or structural gloves.

F. Body Piercing Jewelry:

- a. Obvious facial and tongue piercings shall not be worn.
- b. Body piercings are not to be visible at any time.

G. Tattoos:

- a. They shall not be visible when wearing the standard uniform.
- b. Members with visible tattoos on their legs shall not be permitted to wear shorts as a duty uniform.

**Separation:**

- A. All District issued uniforms, footwear, accessories, etc. shall be returned upon termination or at the end of employment/volunteerism.
- B. The Class A uniform may be kept by members who retire in good standing after 5 or more years of service with the District. However, retired personnel must return issued badge in exchange for a “Retired” badge.