

# Central Joint Fire District

## Standard Operating Procedure



Central Joint Fire District

SUBJECT: Uniform Policy

SOP Number: 380  
Effective Date: 11/20/04  
Revised Date: 2/26/11  
Approved:

**PURPOSE:** This procedure identifies the standard uniforms of the Central Joint Fire District and the wearing regulations of each.

**SCOPE:** This standard applies to all department personnel members in the Fire division and Rescue division.

**ENFORCEMENT:** Responsibility for adherence to this standard rests with each member of the Fire Department. Authority to deviate from this standard rests with the senior officer or firefighter in-charge of special details.

### APPLICATION:

380.1 This standard operating procedure is designed to ensure that each individual member of the Central Joint Fire district complies with professional appearance. Understanding that this volunteer department is open to most styles of dress, this procedure is designed to help direct members towards what is considered acceptable for emergency operations and special details.

### 380.2 General Uniform

All department personnel will wear clothing suited for working in a fire station and responding to emergency calls. During most activities personnel will be able to wear street clothes while at the station. And when responding to an emergency personnel will not need to change clothes prior to responding from CJFD. All members, however, must wear appropriate attire when representing CJFD. The officer shall determine the definition of appropriate.

### 341.3 Class B uniform

The Class B uniform shall be worn on occasions where the wearer wishes to dress in a professional or tactical manner but the wearing of a full dress uniform is not appropriate, including but not limited to drill nights and training with outside departments. The Class B uniform shall consist of a navy "fire" blue short or long sleeve tactical uniform shirt. The Central Joint Fire District patch shall be on the wearers left shoulder sleeve and a reversed American flag with gold borders on the wearers right shoulder sleeve. A name strip consisting of the wearers name shall be sewn above the wearer's right breast pocket. The badge, provided to the wearer by the Fire District and

appropriate to rank, can be worn above the wearers left breast pocket. The Class B uniform shall be worn with appropriate pants and footwear.

#### 341.4 Class A Uniform

For the purpose of standardizing Central Joint Fire District Firefighters' Class "A" uniforms: The Class "A" Uniform, also called "Dress Blues" and known throughout this Guideline as the Uniform, is to be worn at funerals and/or visitation of Central Joint Fire District Personnel's deaths or at Central Joint Fire District Personnel members' family's funeral and/or visitation or any other members of Public Safety's funerals and/or visitation, including but not limited to firefighters from other fire departments, EMS personnel, law enforcement personnel or public officials as designated by the Chief. Central Joint Fire District Personnel include Firefighters, Officers, Central Joint Fire District Board members and Clerk, and former members of the Central Joint Fire District personnel roster. The Uniform is also to be worn at any other time as designated by the Chief, including, but not limited to, public functions, safety presentations, and award ceremonies.

The Uniform is to consist of a dress uniform of appropriate rank's colored shirt including appropriate patches and insignias, a black tie, dress pants, a belt, and black shoes. The Uniform may also consist of a dress coat and cap, to be worn together as an addition to the dress shirt. The Uniform and all portions of the Uniform are to be purchased by the wearer of the Uniform, with the exception of the Central Joint Fire District badge, which is supplied to the wearer by the Chief, the equipment officer, or his/her designee.

#### **Uniform Shirt-**

**Officers-** The Uniform shirt of Officers of the rank of Lieutenant and higher shall consist of a white dress uniform shirt. The Central Joint Fire District patch is to be on the left shoulder of the Uniform. The right shoulder of the Uniform shall consist of a reversed field American flag patch with gold outline. The Uniform can be long or short sleeve.

**Firefighter-** The Uniform shirt of Firefighters and Sergeants shall consist of a blue dress uniform shirt. The Central Joint Fire District patch is to be on the left shoulder of the Uniform. The right shoulder of the Uniform shall consist of a reversed field American flag patch with gold outline.

#### **Uniform Insignia-**

##### **Officers-**

Officers of the rank of Lieutenant and higher shall wear Gold insignia adorned on Uniform, including the Badge, Nameplate, and Collar Insignia. The Badge shall indicate the rank of the Officer, including, but not limited to, Chief, Assistant Chief, Captain, Lieutenant, and Lieutenant/ P.I.O. The Badge is to be worn above the left breast pocket. The Nameplate will be a Reeves Nameplate with the full first and last name of the Officer. The Nameplate is to be worn above the right breast pocket. The Collar Insignia shall be appropriate for the rank of the Officer, to be worn on the right and left lapel.

-Chief shall wear 5 crossed bugles

-Assistant Chief shall wear 4 crossed bugles

-Captains shall wear either 2 parallel bugles or two parallel bars

-Lieutenants and Lieutenant/P.I.O. shall wear a single bugle or single bar

## **Firefighters-**

Firefighters and Sergeants shall wear Silver insignia adorned on Uniform, including the Badge and Nameplate. The badge shall indicate "Member" of the Fire District and is to be worn above the left breast pocket. The Nameplate will be a Reeves Nameplate with the full first and last name of the Firefighter. The Nameplate is to be worn above the right breast pocket. There will be no collar insignia for Firefighters, with the exception of Sergeants, who are permitted to wear a cluster of 3 gold chevrons on the right and left lapel.

The Uniform shall be worn with a standard straight dress tie of the appropriate length, regardless of gender. The tie shall be worn with a tie bar or tie tack. The standard tie bar consists of the Seal of the Great State of Ohio. Officers of the rank of Lieutenant and higher shall wear a gold bar, while Sergeants and Firefighters shall wear a silver bar. Other tie bars or tie tacks shall be approved by the Chief or his/her designee.

## **Pants-**

The pants that are to be worn with the Uniform are to be black in color. The pants may be official uniform pants or any other appropriate dress pants. EMT pants or Cargo-style pants are discouraged.

## **Belt-**

A black belt is to be worn with the pants of the uniform with an appropriate buckle.

## **Shoes-**

Black dress shoes or black boots are to be worn with the Uniform. The shoes must be clean and appropriate for the occasion. Female Personnel are allowed to wear heels, black in color.

## **Dress Coat-**

The dress coat shall be a double-breasted navy blue Class A Firefighter dress coat. The Coat shall have the Central Joint Fire District patch on the left sleeve, with a reversed, gold-outlined American flag on the right sleeve. The Coat shall consist of rank-associated adornments, including buttons, striping, and collar insignia. The Coat shall also be adorned with a separate Coat Badge, as provided by the Fire District.

### **Buttons**

- Officers of the rank of Lieutenant and higher shall have gold buttons with "FD" on the coat
- Firefighters and Sergeants shall have silver buttons with "FD" on the coat

### **Striping**

- Officers of rank of Lieutenant and higher shall have stripes on their sleeves, completely circling the sleeve, 1/2" in size
  - Lieutenant-1
  - Captain-2
  - Assistant Chief- 4
  - Chief of Department- 5

### **Sleeve Adornment**

- Small Maltese crosses can be added to the left sleeve, parallel to the uppermost stripe (if applicable), each one designating 5 years of service with Central Joint Fire District.

### **Collar Insignia**

- The Collar pins of the uniform shall be a round insignia, 1 inch.
  - Officers of the rank of Lieutenant and higher shall have a Gold collar insignia
    - Lieutenant- 1 Bugle
    - Captain- 2 Parallel Bugles
    - Assistant Chief- 4 Crossed Bugles
    - Chief of Department- 5 Crossed Bugles
  - Firefighters and Sergeants shall have Silver collar insignia of the Fire Scramble

## **Dress Cap**

-The dress cap shall be navy blue in color, and of the navy officer style.

-Officers of Lieutenant or higher shall have a gold cap band as well as Gold cap buttons designating "FD", as well as a gold cap medallion, circular in style, with a bugle of the same designation as the collar insignia

-Sergeants and Firefighters shall have a silver cap band, along with silver cap buttons containing "FD". Their hats shall contain a silver Cap medallion with a firefighter scramble.

-The chief and assistant chief can wear a white Dress cap, with a bill containing Gold fire scramble if they so choose.

- Chief of the Department shall have 6 gold flames, while the Assistant Chief shall have 4 gold flames

## **Gloves**

-White dress gloves shall be worn with the dress coat

## **Approved Uniform Items:**

### **Officers:**

Liberty White Shirt 100% Dacron, long or short sleeve, item # 771MWH

Reeves Name Plate, Gold, style 08

Premier Reverse Gold Flag, item # E1929

State Seal Tie Bar Gold Ohio, gold, item # P48-G120H

### **Firefighters:**

Liberty Light Blue Dacron Shirt, long or short sleeve, item # 771MLB

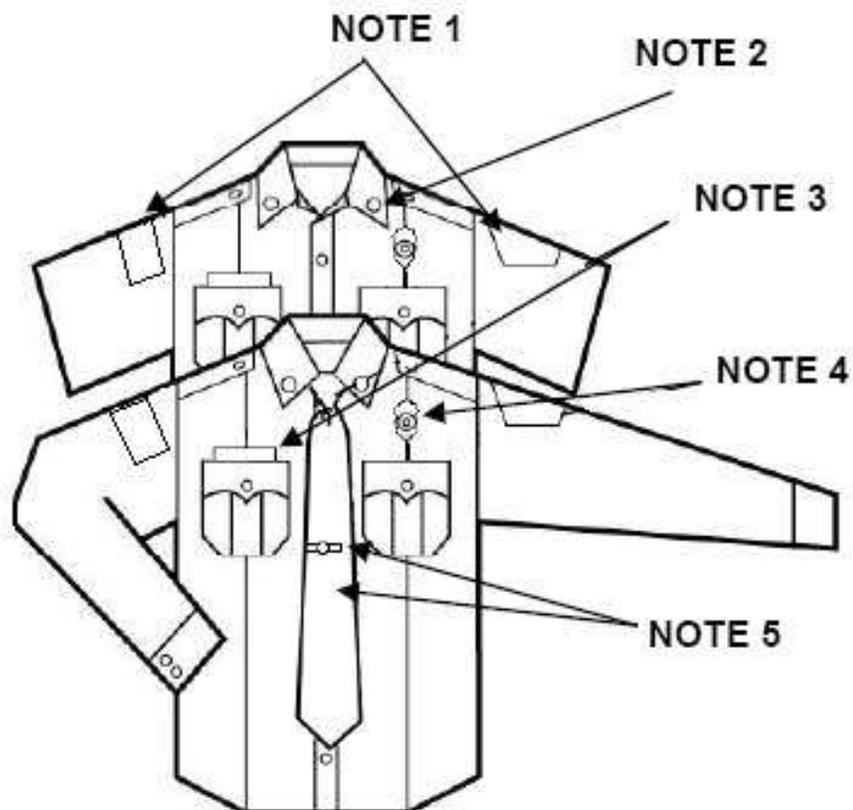
Reeves Name Plate, Silver, style 08

Premier Reverse Gold Flag, item # E1929

State Seal Tie Bar Gold Ohio, silver, item # P48-S120H

# APPENDIX

## Adornment of Uniform



Note 1: All department personnel will wear a Central Joint Fire District patch on the wearer's left sleeve. The wearer's right sleeve shall have a reverse American flag. The patches will be centered on the shoulder one inch below the seam.

Note 2: Officers will wear the appropriate collar insignia of rank, gold in color. The insignia shall be worn approximately one inch from the point of the collar, centered between the collar edges. Firefighters will not wear collar insignia. See appendix for appropriate collar insignia.

Note 3: Name Badge will be worn on the wearer's right breast. The name badge will be centered resting on, but not over, the pocket seam.

Note 4: Badge of appropriate rank will be worn above the wearer's left breast pocket.

Note 5: The tie shall be worn on all occasions where the dress uniform is worn. A tie bar or tie tack shall be worn on the tie halfway between the knot and the point when folded in half.

## **Fire Department Patch**

The patch of the Central Joint Fire District shall be worn on all uniforms.

## Dress Uniform Insignia

|                               |  |   |
|-------------------------------|--|---|
| Firefighter                   | No insignia worn   |   |
| Sergeant                      | Gold Chevron   |    |
| Lieutenant, Lieutenant/P.I.O. | Single Gold Bar or Bugle, upright  |    |
| Captain                       | Two Gold Bugles, parallel and upright, or two Gold Bars parallel upright |   |
| Assistant Chief               | Four Gold Bugles, crossed  |  |
| Chief                         | Five Gold Bugles, crossed  |  |

## Dress Coat Insignia

|                               |                                  |   |
|-------------------------------|----------------------------------|---|
| Firefighter/Sergeant          | Silver Fire Scramble             |    |
| Lieutenant, Lieutenant/P.I.O. | Gold Upright Bugle               |    |
| Captain                       | Two Gold Upright Parallel Bugles |   |
| Assistant Chief               | Four Gold Crossed Bugles         |  |
| Chief                         | Five Gold Crossed Bugles         |  |

## Dress Cap

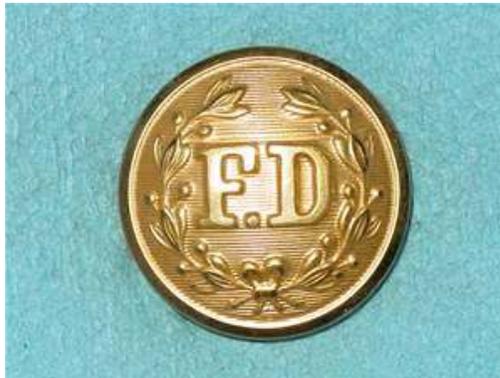


Dress Cap



Chief's Dress Cap with Flames

## Dress Coat Buttons



Officers



Firefighters and Sergeants

## Sleeve Stripping and Adornment

