



PROCEDURES MANUAL

SUBJECT: Uniform Clothing

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Page 1 of 13

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401.01 Objective

- A. To provide policy relative to use of protective clothing be Fire Department members.
- B. To establish policy concerning Fire Department uniforms.

401.02 Uniforms

- A. While on duty, members shall wear only regulation dress uniforms, regulation fire clothing or regulation fatigue clothing which has been approved by the Fire Chief.
- B. Regulation uniforms include: Uniform caps, coats, trousers, shirts and ties which are manufactured in accordance with detailed specifications on file with the Fire Department, and with the current uniform vendor.
- C. The Fire Department Quartermaster system will issue required uniforms and accessories such as rank insignia, and metal hat bands, in accordance with the existing Labor Management Agreement (LMA).
- D. Members needing a new Class-A uniform due to promotion shall submit a Form-47 to the Administrative Division Assistant Fire Chief stating the rank that the member has been promoted to. The member will be notified of the procedure for measurements to be taken, and the appropriate uniform will be issued.
- E. Off-duty members, when detailed to functions officially recognized by the Fire Department, shall wear the uniform specified.
- F. In all other cases, off duty members shall not be in uniform (dress or fatigue) except for a reasonable period of time necessary for going to and coming from work or unless permission has been obtained from the Fire Chief. Members may report for or leave their tour of duty at a Fire Station in civilian clothes or fatigue uniform.
- G. Civilian clothes must be selected with discretion in order to maintain the dignity of the Fire Department. Ordinary business attire or casual attire is acceptable. The types of attire not acceptable are work uniforms of another employer, work

clothing or clothing that may be considered offensive or in poor taste as deemed appropriate by the Fire Chief.

401.03 Approved Uniform Clothing

- A. Full Dress Uniform of the season shall be worn for appearances in public while on duty, when attending officially recognized functions, except where fatigue dress is permitted under the following sections. When more than one member is in uniform for any duty assignment, all members shall wear the same uniform as determined by the officer or member in charge
- B. **Winter** – Full dress uniform shall consist of regulation winter cap with insignia; coat with badge on left, name tag & award emblems on right and Fire Department emblem on left sleeve, trousers, short-sleeved white shirt with patch on left sleeve (long sleeved white shirt optional in winter), name plate, tie, tie chain, approved shoes, approved socks and approved belt. The winter uniform shall be worn from October 1st thru April 30th of each year. The coat may be omitted in warm weather with the permission of the Company Officer and the badge shall be worn on the dress shirt with name plate. Collar emblems shall be worn by Officers.
- C. **Summer** – Summer full dress uniform shall consist of regulation summer cap with insignia; trousers; short-sleeved white shirt with patch on left sleeve; badge; name plate; tie and tie chain (optional); approved shoes; approved socks; and approved belt. Collar emblems shall be worn by Officers.
- D. **Fatigue Uniform** – the approved fatigue uniform shall be worn on duty when full dress uniform is not required. The fatigue uniform is approved for work details out of quarters as when inspecting fire hydrants, etc. When a jacket is worn, it shall be the approved fatigue jacket. For details out of quarters, the uniform cap with insignia is required, or approved optional cap may be worn. Operations Division District Chiefs may be permitted to wear fatigue pants for regular fire fighting duty only. Approved fatigue uniform shall consist of:
 - 1. **Jacket** – Approved navy blue, hip length with removable quilted lining, having a Fire Department emblem sewn on left sleeve at shoulder and name strip affixed to right chest. Badge shall be placed in badge holder. Officers shall wear rank insignia on Epaulets.
 - 2. **Shirt** – Approved dark blue, having an open collar, no tie; name will be direct embroidery to shirt, rank emblem sewn to collar, and CFD emblem affixed to left sleeve. Each member is required to have three shirts. All buttons shall be buttoned except for the top collar button.

- a. Undergarments shall not be visible at the collar nor show color through the material of dress or fatigue shirts. Dark blue crew neck CFD t-shirts shall be approved as an undergarment.
 - b. Members shall be permitted to wear approved t-shirts or polo shirts as optional uniform shirt. District Chiefs shall be permitted to wear polo shirts anytime during their shift or T-shirts after 1700 hrs.
3. **Trousers** – Approved dark blue to match shirt having no cuffs and having black lining in waistband and pockets. Each member is required to have three (3) pairs of fatigue trousers.
4. All parts of the fatigue uniform will be wash and wear.
5. **40-hour Members** – The Fire Chief shall choose between Class A, Class B, fatigues or civilian clothing for all 40-hour members.

E. Recruit Uniforms

1. At least one week before fire recruit training commences, the Fire Department shall provide each fire recruit with two pairs of dark blue pants, two light blue shirts complete with approved patches, one black belt, and one black tie. The specifications on those uniforms shall be at the discretion of the Fire Chief.
2. The maintenance of the items provided shall be at the cost of the member.
3. The replacement of the uniform items shall be done in accordance with prevailing Fire Department procedures.
4. If a firefighter is separated or resigns within 12 months of graduating from the Fire Training Center, that firefighter shall reimburse the Fire Department for the full cost of the recruit uniform items provided in Section 401.05 (D. - 1.).

F. Collar Emblems for Officers shall be:

1. Fire Chief – 5 gold crossed bugles
2. Assistant Fire Chief – 3 gold crossed bugles
3. District Fire Chief – 2 gold crossed bugles
4. Fire Captain – 2 gold bars – military style
5. Fire Lieutenant – 1 silver bar – military style

6. Collar emblems on shirts shall be centered one inch from the front and lower edges of the collar and positioned with the axis of the insignia along an imaginary line bisecting the angle of the point of the collar.

G. Name Plates

1. Name plates shall be silver or gold colored metal bar with the first and middle initial and last name engraved on the bar with black inlaid enamel.
2. Gold name plates are to be worn by ranks of Captain and above.
3. Name plates shall be worn above the right pocket of dress shirts and/or right side of Class A coat in line with badge.

H. Name Strip

1. Name strip shall be black with gold block letters.
2. The last name and first initial, or first and middle initials shall be above right pocket of fatigue jacket and Commando sweater.
3. The last name and first initial, or first and middle initials shall be direct embroidery above right pocket of fatigue shirt

I. Socks

1. Socks must be dark blue or black in color without pattern or design.
2. Members required to wear white socks for medical reasons may wear them under regulation socks or may wear socks with black or dark blue uppers and white bottoms, providing that no white is visible.

J. Shoes

1. Shoes or boots must be black with smooth finished uppers and polished, without ornaments.
2. One pair of dress shoes shall be maintained for wear with the dress uniform.
3. Black leather athletic shoes, without visible markings, are approved for fatigue wear only.

- K. Caps** – Approved type headgear other than the regulation uniform cap with wreath that may be worn with the fatigue uniform shall be the caps authorized under optional approved garments.

- L. **Belts** – Belts must be black, smooth finish material 1" to 1-1/2" wide, with plain gold or silver buckle. (No ornamental buckles).
- M. **Tie Chains** – Tie chains must be of single chain style - gold color for Captain and above and silver color for Lieutenant and below.
- N. **Optional Approved Garments:**
1. **Watch Cap** – Dark blue in color with "Cincinnati Fire Department" woven into cap front. May be worn during outside work details in cold weather with fatigue uniform and when returning from fire runs.
 2. **Ball Type Cap** – Dark Blue in color, with CFD imprinted above Fire Department insignia on cap front, or company personalized ball caps with company number(s) only. May be worn returning from fire runs; during routine house and yard work; on work details with the fatigue uniform.
 3. **Long Sleeve Dress and Fatigue Shirt** – Specifications shall be the same as short sleeve dress and fatigue shirts with the exception of being available in long sleeve.
 4. **T-Shirts** – Approved Crew neck dark blue tee shirt with CFD logo on left chest and with Cincinnati Fire on rear of tee shirt.
 - a. May be worn as night wear, or for physical training throughout the year.
 - b. May also be worn during summer months as outlined in the current LMA (Labor-Management Agreement).
 - c. Members who wear Class A uniform shirts are not permitted to wear Fire Department issued tee shirts until after 1700 hrs.
 - d. Personalized Company T-shirts must be approved by the Fire Chief before being worn as part of the fatigue uniform.
 5. **Fatigue Jacket** – Dark blue, light weight, waist length, CFD emblem on left sleeve, and name strip over right pocket.
 6. **Night Shorts** – 100% cotton, dark blue, 3/4 length with CFD logo. To be worn when occupying dormitory as an alternative to fatigue trousers, and/or during physical training.
 7. **Light-Weight Winter Dress Uniform** – Same specifications as regular winter uniform, but constructed of lighter weight fabric.

8. Female Firefighter Optional Uniforms:

- a. **Skirts** – Dark blue, slightly flared, four gore, fully lined, rear gripper, and knee length.
 - b. **Dress Uniform Blouse** – White (style #662) with a black crossover tie.
 - c. **Dress / Jumper and Slack / Jumper** – Dark blue, approved for maternity wear, or civilian maternity wear may be approved based on assignment.
 - d. **Wave Style Cap** – Dark blue, approved for dress uniform use.
9. **Sweat Shirts** – Dark blue with CFD logo on left chest and with Cincinnati Fire on rear of sweat shirt. May be worn as night wear, or for physical training. May be worn for extra protection during extreme winter conditions.
10. **Sweat Pants** – Dark blue, with CFD logo. May be worn as night wear, or for physical training.
11. **Job Shirt** – Dark blue with CFD Emblem on the left sleeve. American Flag permitted to be worn on the right sleeve of the Job Shirt.

O. Emblems and badges

1. All members of the Fire Department shall be assigned a registered badge and shall wear the badge while in dress uniform.
2. The proper insignia of rank shall be worn on both dress and fatigue uniforms in the specified locations.
3. Lending a badge or official I.D. Card to another person shall be considered a serious violation of this section of the Cincinnati Fire Department Procedure Manual.
4. Members shall not wear any decorations or emblems on their uniform other than those issued by the Fire Department or approved by the Fire Chief. A small American flag pin is approved by the Fire Chief for wear on the dress uniform coat lapel.

- P. **Award strips** – All members shall wear award strips above the name strip on the Class A coat.

Q. Service Pins – May be worn directly above name plates on class A/B uniforms and above the embroidered name tag on the fatigue shirt/jacket and job shirts. The service pin will be centered 1/4” above the name plate on Class A coat. If member has award strips, the service pin will be worn centered 1/4” above the top award strip. Service pins will NOT be worn with uniform T-shirts.

R. Standard Uniform Issue Levels

1. Standard issue levels of uniforms may be adjusted by the Fire Chief.
2. Recruit Uniform Issue Level:
 - a. Class A All weather fabric uniform pant – 2 pair
 - b. Class A summer uniform hat with winter band and hat wreath - 1
 - c. Class A White uniform dress shirt - 2
 - d. Fatigue pant – 3 pair
 - e. Fatigue shirt long or short sleeve – total of 3
 - f. Recruit light blue uniform shirt - 2
 - g. Recruit dark blue pant – 2 pair
 - h. Fatigue coat - 1
 - i. Baseball style cap - 1
 - j. Watch style cap - 1
 - k. New York style work shirt - 1
 - l. Exercise / night shorts – 3 pair
 - m. T-Shirts – 3
 - n. Sweat Pants – 3 pair
 - o. Black Tie – 1
 - p. Black leather belt – 1
 - q. Tie chain (silver) – 1
 - r. Name tag (silver) - 1

3. Annual Uniform Issue level, for Captains, Lieutenants, FAOs, and Firefighters assigned to fire suppression companies.
 - a. Fatigue shirt, short or long sleeve – total of 3
 - b. Fatigue pant – 3 pair
 - c. Fatigue jacket - up to 150 issued per year
 - d. Baseball style cap – 1
 - e. Watch style cap – 1
 - f. New York style work shirt - 1
 - g. Exercise / night shorts – 1 pair
 - h. White uniform dress shirt - 1
4. 40-Hour personnel issue level:
 - a. White uniform dress shirt long sleeve – 4
 - b. White uniform dress shirt short sleeve – 4
 - c. Class A uniform pant winter / summer all weather – 4 pair (total of any combination)
 - d. T-shirts – 3
 - e. Exercise / night shorts – 3 pair
 - f. New York style work shirt - 1
 - g. Class B shirts short or long sleeve – 12 (total of any combination)
 - h. Class B pants – 6 pair
 - i. Class B ties – 4
 - j. Class B sport coat – 2
 - k. Class B over coat – 1
 - l. Class B belt - 1
5. Training Bureau staff will receive the following additional issue:
 - a. Sweat pants – 3 pair

- b. Sweat shirts – 3 pair

6. Promotional Uniform issue

- a. As needed all newly promoted members to the rank of Lieutenant or higher will receive the appropriate double breasted Class A all weather fabric blouse, and all necessary insignias, buttons, badges, and metal hat bands.
- b. When promoted from Lieutenant to Captain, the Class A blouse will be turned in to have the silver buttons changed to gold buttons.
- c. When promoted to District Fire Chief, you will receive a white Class A hat.

401.04 Clothing

All members shall have not less than one complete change of clothing, including underclothing, at quarters.

401.05 Authorized Exceptions

The Fire Chief has authorized the following exceptions

- A. Fatigue jacket may be worn in place of full dress coat in cold weather when not on a formal detail.
- B. In extremely cold weather, officers may authorize members, on details where fatigue uniform is permitted, to wear their fire coat.
- C. Members may wear a navy blue or black top coat in winter over their uniform coat.
- D. The Fire Chief may authorize any member to wear any apparel to affect disguise in an investigation. The Fire Chief may authorize any member to wear civilian attire.
- E. Members certified as Paramedic or EMT shall be authorized to wear as a part of their fatigue uniform an approved Paramedic or EMT patch at the shoulder level of the right sleeve of their fatigue jacket and shirt.
- F. Members certified as Explosive Ordnance Disposal Technicians (EOD) are authorized to wear the approved metal insignia above the left pocket of the fatigue uniform shirt, on the opposite side from the nameplate. Dark blue static-free fatigues are issued to members of Engine 14.
- G. All other uniform wear for EOD must be approved by the Chief.

- H. Members certified as Mask Maintenance Repairman are authorized to wear the approved shoulder patch on the right sleeve of the fatigue uniform shirt.
- I. Members assigned to the Hamilton County or FEMA regional USAR teams are permitted to wear the team patch on the right sleeve of their fatigue uniform.
- J. Only one (1) shoulder patch will be permitted in addition to the Fire Department Patch on a shirt.

401.06 Inspection of Uniforms

- A. The uniforms and equipment of all members of the Fire Department shall be inspected at least annually by a District Chief as directed by the Operations Division Assistant Chief, or as assigned by the Fire Chief. All members shall report for inspection wearing the regulation winter uniform - clean and neatly pressed - with regulation winter cap placed straight and level on the head. All buttons and insignia shall be worn and shall be in bright and clean condition. Members shall wear dress shoes neatly polished. Members shall also present for inspection two pairs of summer trousers, one white dress shirt, (in addition to the one being worn) full fatigue uniforms, and fatigue jacket. Each member shall be held accountable for having proper uniforms and maintain clothing in clean and serviceable condition. Each member shall also present for inspection a complete set of fire clothes. District Chiefs shall enforce proper uniform regulations during their daily visits to quarters
- B. Uniform items found to be in an unacceptable condition will be replaced or repaired by the Fire Department.

401.07 Damaged Uniforms

- A. Repairs such as ripped seams, etc., that can be made without altering the shape or appearance of the uniform item should be carried out by the member. Tears in the cloth that cannot be repaired without disfiguring the clothing shall be handled in the following manner.
- B. Members damaging their uniforms (dress or fatigue) shall notify their immediate supervisor as soon as possible. An F-47 shall be submitted explaining how the damage occurred and the area of the clothing that was affected. This report and the damaged article shall be forwarded to the Administrative Services Bureau so that replacement items can be issued.

401.08 Identification Cards

- A. Identification cards do not relieve uniformed members from wearing their badge while in uniform. Members assigned to duties that require civilian attire, must

have their badge in their possession while on such assignment. The primary purpose of the ID card is to provide additional identification for Fire Department personnel. Non-uniformed personnel are to use the Identification Card as proof of their employment by the Fire Department.

- B. Identification cards are the property of the Fire Department and as such will have to be turned in when a member separates from the Department for any reason.
- C. Should a card be lost, the loss will be treated the same as the loss of any other Department property. If a card has to be reissued, notify the Human Resources Division via F-47.
- D. Identification cards will be issued on member's driver's license expiration date, and when member's status changes (i.e. promotion / demotion). Members are to contact the Training Bureau for an appointment to have their ID pictures taken. ID pictures will be taken from 0900 to 1100 and 1400 to 1600 Monday through Friday during the last week of each month.
- E. Members shall contact the Training Bureau immediately if they lose their ID cards for re-issuing of a new ID card. The new card shall be issued with the word "DUPLICATE" typed in capital letters above "City of Cincinnati". In this way a citizen calling on the identity of an employee can be told to look for the word "DUPLICATE" if applicable.

401.09 New, Lost or Missing Equipment

- A. When a member is promoted or transferred and requires a change in issued items, he shall report to Central Stores where the proper exchanges will be made.
- B. LOST OR MISSING ITEMS WILL BE THE RESPONSIBILITY OF THE LAST PERSON IN CONTROL OF THEM.
- C. Equipment that is damaged, lost or stolen, the Company Officer shall have the employee explain in detail on a F-47 the circumstances involved. The employee shall be sent to Central Stores (Engine 12's quarters) to obtain replacement or loan equipment, between 0730 - 1000 hours on normal working days of the storekeeper. Report with F-40 (if equipment is reported stolen a police report is required).
- D. Immediate replacement of books and printed material is not necessary and proper reports shall be sent in.
- E. Each Form 47 submitted on lost or damaged equipment shall be carefully reviewed by the District Chief who shall indicate on the report if, in his opinion, the loss or damage was due to negligence. The report shall then be forwarded to

the Operations Assistant Chief who will either indicate his agreement or disagreement with the District Chiefs opinion. The report shall then be forwarded to the Administrative Division Assistant Chief who shall make the final decision regarding negligence.

401.10 Retirement or Separation

- A. When a member retires or is separated from the Fire Department, all issued items shall be turned into the Company Officer in clean and serviceable condition.
- B. A retirement badge will be issued.
- C. The Officer shall IMMEDIATELY inventory the turned-in equipment and list same on a Form F-47 in duplicate. Central Stores shall then be notified by phone that the equipment is ready to be picked up by the truck driver. The Officer shall see that equipment is in clean condition and shall hold in a secure place until picked up.
- D. The original of the F-47 shall accompany the returned equipment. The copy shall be signed by the Truck Driver indicating receipt of listed items and retained in Company files.
- E. If equipment is missing or damaged, the replacement and/or repair cost will be deducted from member's terminal pay.
- F. List of equipment to be turned in:
 - a. 2 - Bunker Coats
 - b. 2 – Bunker Pants
 - c. 2 - Pair of Boots (1 rubber and 1 leather)
 - d. 1 - SCBA Face Piece
 - e. 2 – Pair of fire gloves
 - f. 2 – Protective hoods
 - g. 1 -Hose Strap with carabineer (hired before 1995)
 - h. 1 – Webbing with carbineer (hired 1995 or later)
 - i. 1 – Fire Department ID Card
 - j. 1 – Fire Department Badge
 - k. 1 – Fire House Key

l. 1 - Reflective Rain Coat

m. 1 – Body Armor Vest with front and back plates