

CITY OF BEND FIRE & RESCUE  
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Administration

TITLE: Uniform and Grooming Standards

NUMBER: 1100-004

**A. POLICY**

- 1) This is the policy of Bend Fire & Rescue (BF&R) as one of the uniformed services provided by the City of Bend for the citizens of the community. Safety, comfort, durability and appearance are all considerations in the selection of appropriate personnel uniforms. There should be uniformity of dress and the appearance of individual personnel will reflect favorably and professionally upon BF&R and the City of Bend.

**B. AUTHORITY & RESPONSIBILITY**

- 1) Personnel are responsible to maintain a neat and professional appearance that reflects positively upon BF&R and the City. Members shall reference these standards.
- 2) Supervising Officers will regularly inspect personnel and enforce uniform condition and compliance.
- 3) Compliance with the Uniform and Grooming Standards is an appropriate subject for consideration in performance evaluation, work assignment and promotional eligibility.

**C. PROCEDURE**

- 1) Employees of BF&R shall wear the complete designated uniforms, badges, insignia, and equipment as prescribed in this PPI.
- 2) Only uniforms issued and/or authorized by BF&R shall be worn on duty. There shall be no exceptions unless authorized by the Fire Chief.
- 3) Only approved patches and insignia may be worn on the uniform.
- 4) All 56-hour shift personnel shall have a spare uniform (shirt and pants) available for use whenever on duty.
- 5) Uniform clothing will be kept repaired, clean and wrinkle free. Faded, worn or damaged uniform garments are not acceptable; this includes faded or worn screen-printing and/or embroidery. Boots or shoes will be kept clean, polished and in good repair.
- 6) All required uniform and firefighting clothing, if not already marked by the manufacturer, will be permanently inscribed with the individual's name on or near the manufacturer's label and inside boots/shoes.

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- 7) Uniforms, or any portions of the uniform, that have been provided to personnel by the BF&R, shall not be worn while off duty. Authorized exceptions are as follows:
  - Traveling to and from work assignments.
  - Lunch break for 40-hour personnel.
  - Emergency situations where identification as a BF&R member may be necessary to appropriately handle the emergency.
  - Special events, functions, or activities designated by the Fire Chief.
- 8) Personnel wearing the BF&R uniform while off-duty shall wear the entire uniform including footwear. Personal jackets shall not be substituted for BF&R issued jackets. See exception below:
  - The BF&R baseball style hat and the following physical fitness uniform items (sweatshirts, sweatpants and shorts) may be worn off- duty and with member's civilian clothing.

#### **D. INSTRUCTION**

##### **Class A Uniform**

- 1) The Class A will be the traditional formal fire service uniform for fire personnel as approved by the Fire Chief. Class A uniforms shall be worn at promotional ceremonies, off-probation ceremonies, funerals, and at the discretion of the Fire Chief or their designee. On duty line staff who are attending these ceremonies can wear Class B Uniform. Class A uniforms can be worn at the above specified events outside of our jurisdiction at the Chief approval.
- 2) All line personnel, prevention, and Chief officers will be issued a Class A uniform, with exception of individuals who are within their first year of employment. New employees are not eligible for a Class A uniform until successful completion of their first year of probation.
- 3) The dress uniform will consist of a black Naval CPO style coat with matching black pants, a traditional fire department style cap with approved cap badge, white dress shirt, white gloves, black necktie, black belt and black shoes.
- 4) Consumption of moderate alcohol at BF&R sanctioned events while wearing a Class A is allowed. Consumption of alcohol outside of BF&R events while wearing designated issued dress coat, with BF&R insignia, will be at the Chief's discretion.

##### **Authorized Class A Uniform Descriptions:**

- 5) Dress Coat – Black, Naval CPO style coat with rank on collar, approved BF&R batch on left shoulder, personnel rank badge on left chest, years of service Maltese crosses on left cuff and approved rank stripes on left cuff. See picture below. Jacket is to be clean and pressed.

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- Female officers/firefighters shall have the option of wearing the standard issue dress uniform or single-breasted black coat, skirt, and continental tie.
  - Braids (Stripes):
    - ♦ Braids are to be placed three inches from the bottom of the sleeves, with second and subsequent braids placed  $\frac{1}{4}$ " above the preceding braid. Seam to seam.
      1. Chief- five  $\frac{1}{2}$ " gold braids
      2. Deputy Chief/Fire Marshal – four  $\frac{1}{2}$ " gold braids
      3. Battalion Chief - two  $\frac{1}{2}$ " gold braids
      4. Captain - two  $\frac{1}{2}$ " silver braids
  - Dress Coat Sleeve Years of Service:
    - ♦ A Maltese Cross for each 5-years of service shall be worn centered  $\frac{1}{4}$ " above the braid on the left sleeve of the dress coat.
    - ♦ These Crosses shall be the same color as the braids
  - Lapel Pins
    - ♦ Appropriate rank insignia designation pin shall be worn on double breasted coat and white dress shirt. Coat will have round button style insignia and shirt will have "cut out" rank insignia
      1. Chief- 5 crossed gold trumpets
      2. Deputy Chief/Fire Marshal – four crossed gold trumpets
      3. Battalion Chief - 2 crossed gold trumpets.
      4. Captain - 2 vertical silver trumpets
- 6) Badge:
- Department badge shall be worn on the left breast centered horizontally above the top of the left breast pocket on the dress coat
- 7) Name Plate:
- Name plate, silver or gold depending on rank, with the member's first initial and last name is to be worn centered on the right breast of the dress coat.
- 8) Dress Shirt – White long sleeve, collared, department issued shirt. The dress shirt is to be clean and pressed. An undershirt, if worn, will be plain white with no insignias. Turtleneck shirts are not permitted.
- 9) Pants – Black; Department issued. Clean and pressed.

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- 10) Shoes – Shoes worn with the Class A uniform will be black, high gloss, smooth toe dress shoes. Shoes will be clean and highly polished.
- 11) Socks – Socks will be black in color with at least six-inch uppers.
- 12) Belt – A plain black belt with no belt buckle
- 13) Necktie – A black necktie or continental tie. The tie fabric will not have any fabric design.
- 14) Cap – The official Class A dress uniform cap of the department will be of a traditional fire department style. Each cap will be worn with a cap badge. The cap will be clean with appropriate fit.
  - Cap will be worn if involved with Honor Guard, pall bearer, or at the Chiefs discretion
- 15) Gloves – White gloves will be worn as a part of full dress when acting as part of an honor guard, a pall bearer or at Fire Chiefs request.
- 16) Badge – Appropriate rank insignia designation will only be worn on the Class A dress coat.
- 17) Shoulder Patches
  - A department patch shall be worn on the left sleeve. Patch will be placed  $\frac{3}{4}$ " below the shoulder seam.
- 18) Members in special classifications will wear appropriate badges and braids on the sleeve of their dress coat and white dress shirt denoting rank.

**Retires**

- 19) Members who retire from BF&R are encouraged to keep their Class A uniform. Retirees can continue to wear their uniform at BF&R sanctioned functions and other fire department related functions.
- 20) Retirees will receive a special rocker type embroidered patch to add to their BF&R patch on the left shoulder of your jacket. This patch states "RETIRED" and will denote you as such. The "RETIRED" rocker patch should be added below your BF&R Maltese patch.

**RIBBON AWARDS AND PLACEMENT**

- 21) Awards or Achievements that receive a medal are as follows:
  - Fire Chief's Commendation
  - Unit Citation
  - Fire Chief's Award of Valor
  - Meritorious Conduct Award

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- Officer of the Year
  - Engineer of the Year
  - Firefighter of the Year
  - EMS Provider of the Year
  - Instructor of the Year
  - Prevention Division Award
  - Community Service Award
- 22) Ribbons will be worn on Class A uniforms. When worn, the ribbon shall be placed, centered, on the right chest ½" above the nameplate, with the bottom of the name plate aligned with the top seam of the left chest pocket.
- 23) If a has more than one (1) decoration, the ribbons will be worn in order of precedence on the ribbon bar; from right to left, beginning at the uppermost right: Medal of Valor, Fire Chiefs Commendation, Unit Citation, Meritorious Conduct, Officer of the year, Engineer of the year, FF of the Year, EMS Provider of the Year, Fire Marshal Award, Instructor of the Year, Community Service Award.
- 24) No more than three (3) ribbons will be worn in a row and all ribbons will be evenly divided over the center of the pocket. The first ribbon in a four-ribbon cluster shall be centered over the middle ribbon of the first row. Continue additional ribbons in a centering pattern.
- 25) If an employee is awarded more than nine (9) different ribbons, the member will go to a configuration of four (4) ribbons in a row. Again, the ribbons will be centered.
- 26) If an employee is awarded a decoration more than once, the additional award shall be represented by Silver or Gold Stars placed on the ribbon of the award.
- A Silver Star represents an additional award of decoration, up to three stars on the ribbon (4<sup>th</sup> award).
  - The fifth (5<sup>th</sup>) award will replace the ribbon with the three Silver Stars. The fifth award shall be represented by a single Gold Star on the awarded ribbon.
  - Additional awards will be represented by additional Gold Stars from the fifth (5<sup>th</sup>) award to the seventh (7<sup>th</sup>) award.
- 27) Employees awarded a decoration more than once will replace the previous ribbon with the new starred ribbon of their Class A for display.
- 28) A ribbon plate will be used to display awards. See PPI 1100-006 Department Recognition Awards for description of awards and pictures of ribbons.
- 29) Only Bend Fire & Rescue awarded ribbons will be worn on class A uniforms. The Fire Chief has the discretion to replace ribbons awarded by other credited

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institutions with a BF&R ribbon. For a ribbon to be substituted, the award must have been granted to an individual during their tenure at Bend Fire & Rescue. These ribbons will be given to the individual at the annual BF&R Awards Banquet.

**Class C Uniform - Duty Uniform**

- 1) The Class C uniform will be the normal work uniform for BF&R personnel.
- 2) Class C uniform for 56-hour personnel, Prevention staff, and others as designated by the Fire Chief. Class-C uniform items are Nomex badge shirt with BF&R patch on left shoulder and Oregon EMS patch on right shoulder, screened navy-blue T-shirt, navy blue quarter-zip job shirt, navy Nomex pants, approved BF&R jacket, uniform belt (basket weave or CMC rescue belt), approved BF&R belt buckle, black uniform boots, and BF&R approved baseball cap.
- 3) Badge shirt or screened navy-blue T-shirts can be worn while on duty. Not all members on the crew need to be in the same uniform attire. Captain or Chief Officer has the authority to request crew members to wear specific uniform items at their discretion.
- 4) The badge shirt will be worn anytime there is planned official public contact such as company inspections, station tours, public education events, pre-fire surveys or BF&R ceremony such as promotional ceremonies, etc. The quarter-zip job shirt and or BF&R issued jacket may be worn over but does not replace the requirement to wear the badge shirt.
- 5) It is the turnout manufacturer's recommendation that no more than a single layer of uniform clothing is worn under PPE. Personnel should remove the badge shirt to meet this recommendation when donning PPE for fire responses.

**Approved Logos for Class C Uniform**

1)

**APPROVED LOGOS:**



2)

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# BEND

## FIRE & RESCUE

### Authorized Class C Uniform Garment Description

- 1) **Badge Shirt** – Navy Nomex badge shirt, short or long sleeve, with BF&R patch on left shoulder and Oregon EMS patch on right shoulder. The BF&R issued badge of appropriate rank will be worn over the left chest pocket, collar rank insignia bars (Captain's and above) in appropriate location and members' last name embroidered over right chest pocket.
- 2) **Duty T-Shirt** – Navy blue with BF&R logo in gold silk-screen front and back. Short or long sleeved with chest pocket.
- 3) **Pant** - NFPA rated navy Nomex straight leg or issued navy nomex wildland pant
- 4) **Belt** – BF&R issue, CMC rescue style or black leather basket weave design with or without a belt buckle. The BF&R approved belt buckles are a silver or gold metal rectangle with "BFD" stamped in the center or the buckle that comes standard with the basket weave belt. EMS pouches, scissor holsters, small flashlights, cell phones and Leatherman-type tools are allowed to be worn on the belt.
- 5) **Boots** – All boots purchased or issued by the BF&R shall be black and of a specific style to fit the safety needs of our personnel. Slip-on station boots (Redbacks) are not considered PPE and may not meet NFPA standards for liquid borne pathogens and/or any firefighting/rescue activity. Individuals shall wear appropriate footwear based on the expected situation.
  - House footwear and/or any footwear that does not completely cover the foot will only be allowed upstairs or in the living area of the stations.
  - All Class C uniform bootlaces shall be black in color. Boots/shoes will be cleaned, polished, and zipped up and/or laced up at all times.
  - Only boots that meet NFPA and/or U.S.F.S. requirements shall be used for wildland firefighting.
  - Winter Pac boots may be worn during snowy or extreme cold conditions for non-hazardous responses and activities with the approval of the Company Officer.
- 6) **Quarter Zip Job Shirt** - NFPA approved navy blue cool-weather sweatshirt style over garment. With BF&R logo in gold silk-screen front and back
- 7) **Jacket** - BF&R issued black Carhartt Storm Defender shell with silver reflective logo and lettering and Game Workwear quilted puffy with gold logo and lettering.

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- 8) **Vest** – black vest with approved logos.
- 9) **Baseball Style Cap** - Navy blue baseball style cap with the gold BF&R logo embroidered on front and members last name on back. The cap may be worn with the Class C uniform and must be worn with the bill forward at all times.
- 10) **Cold Weather Stocking Cap** – BF&R issued ski cap will be black with BF&R logo on the front and if requested, the individual's badge number on the side.

**Physical Fitness Uniform/Sleepwear**

- 1) The physical fitness uniform shall be the BF&R issued athletic style garments or specific athletic apparel for the fitness activities, and shall be worn while participating in physical fitness training while on duty. The BF&R issued baseball style cap may be worn with the physical fitness uniform.
- 2) Synthetic exercise garments should not be worn under turnouts. A cotton layer should be worn over any synthetic undergarments.
- 3) Personnel may wear station/sleep wear between 1700 and 0800 hours, however must adhere to uniform requirements for responses and predictable public contact. It shall consist of a navy-blue athletic sweatshirt, navy blue athletic sweatpants, navy blue athletic style shorts, and a navy-blue T-shirt. The BF&R issued baseball style cap may be worn with the physical fitness uniform.
- 4) 40-hour personnel may wear civilian clothing during physical fitness training.
- 5) Footwear and specific athletic apparel for physical fitness may reflect the chosen fitness pursuits of the member and should be provided by the member at their own expense.

**Civilian Clothing**

- 1) Civilian clothing may be worn by 40-hour personnel as determined by the Fire Chief.

**Replacement**

- 1) Lost, damaged, or worn uniform items such as shirts, pants, boots, coats, belt, belt buckle, and caps shall be replaced as needed. Individuals shall submit a uniform request form to the uniform and PPE officer. (currently Captain P. Prosser)

**E. GROOMING POLICY**

- 1) All firefighters are required pass a respiratory fit test. If facial hair inhibits the ability to pass a respiratory fit test, facial hair must be trimmed to not interfere with the required face seal of any department respiratory protective equipment that requires a fit test.

**Sideburns**



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- 1) Sideburns shall be neatly trimmed. The width of the sideburn must not extend to the area of the face where the Self-Contained Breathing Apparatus (SCBA) facepiece seals.

**Mustaches**

- 1) Mustaches shall be neatly trimmed. Mustaches shall not extend to the area of the SCBA face piece seal.

**Hair Below the Lip**

- 1) Hair centered immediately below the lower lip shall be neatly trimmed. Hair below the lower lip shall not extend to the area of the SCBA face piece seal.

**Tattoos, Body Art, and Brands**

- 1) Tattoos, body art, or brands that may be visible to others at any time that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit upon BF&R are prohibited.
- 2) Visible body art on the face and neck is prohibited, except for reasonable cosmetic purposes.

**Hair**

- 1) Per OSHA Program Directive A-98 dated December 10, 1980 and revised January 25, 2012, "Employees working in proximity to moving machinery or equipment, where hair could present a hazard, shall have such hair contained within a covering such as hat, cap, net or other similar retainer which need not be of solid construction, but of adequate size and strength to contain the hair." Hair must also be well-groomed and clean to create a professional appearance.
  - Certain tasks we encounter throughout the duty shift require us to operate equipment in emergency and non-emergency situations, such as performing checks of apparatus and power equipment, grinding, etc. While performing these duties, hair shall be restrained up, back, or kept under an approved head cover to prevent a safety risk.
  - In no case shall the bulk or length of a member's hair interfere with the proper fit of standard issue BF&R headgear (e.g., Nomex hood, helmet, SCBA facepiece).
  - During firefighting operations, hair shall be covered with the provided Nomex hood, and confined within the turnout coat when applicable.
  - Hair accessories will be simple and must not interfere with safe and proper use of prescribed BF&R headgear (as explained above).
  - If hair is longer than collar-length, it must be pulled back and contained.
  - Dyed, tinted or bleached hair must be within a naturally occurring color range. For purposes of this standard, naturally occurring color range does not include unique colors such as pink, blue, purple or green.

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**Jewelry**

- 1) Insignia shall not be worn, except those issued by the BF&R and intended to be worn as part of the uniform. Examples of approved insignia are: breast cancer awareness pin, child abuse awareness pin, and length of service pin. If worn, the pin will be placed on the right chest pocket centered between the button and the left side of the pocket flap. Only one pin may be worn on the Class C uniform.
- 2) Necklaces are permitted and shall be worn under the uniform shirt.
- 3) Bracelets are permitted as long as they do not interfere with the donning of PPE. No offensive language is permitted on a silicone style bracelet.
- 4) Earrings and rings shall not interfere with the quick donning of headgear, gloves, or turnout coat. Rings are not recommended due to the potential for injury from: electrical burns, crushing, and/or entanglement. Rings with projections that compromise the integrity of EMS gloves are not permitted.
- 5) Tongue or face piercings, other than earrings and nose, are prohibited. Jewelry for piercings will be studs or small hoops.
- 6) Fingernails shall not be styled in a manner that delays the donning of gloves or compromises the integrity of protective EMS gloves.

**Make-up**

- 1) Cosmetics, if worn, shall be subdued and blended to match the natural skin tone of the individual.