

LEBANON FIRE DISTRICT  
POLICY, PROCEDURE AND INSTRUCTION

SECTION:                      1100 - Administration Policy

TITLE:                              **UNIFORMS/DRESS AND PERSONAL APPEARANCE**

NUMBER:                      **1100-05**

SUPERSEDES:              All Previous Documents Related to PPI Manual

APPROVAL:                  Joseph Rodondi                      10/17/2023  
   Fire Chief                                      Date

REVIEWED:                  Joseph Rodondi                      10/3/2023  
   Fire Chief                                      Date

**POLICY**

The goal of this standard is to provide a common reference for the members of Lebanon Fire District related to issuance and wearing of the uniform and appearance to the general public. The uniform is intended to show the high standards and level of professionalism expected of personnel.

Supplemental uniform information referenced in this policy can be found at <L:\Shared\Uniform Standards and Specifications>.

**1. GENERAL APPAREL AND GROOMING**

1.1 Personnel should wear appropriate, clean, pressed attire, in good condition. Individual company members shall be dressed in the same uniform at the same time during like activities. Battalion Chiefs are responsible to ensure that all members of the shift meet this guideline.

1.2 Personnel shall maintain a neat, clean, well-groomed appearance. Good personal hygiene habits must be maintained. If fragrance is worn, it should not be overpowering.

**2. SPECIFIC GROOMING FOR UNIFORM PERSONNEL**

**2.1 HEAD HAIR**

Hair shall be kept clean, well-groomed, and of such length so as not to interfere with the safe execution of essential job-related functions and tasks. Additionally, hair length shall be such that it does not interfere with the proper wearing of department

issued head gear and/or personal protective equipment, nor intrude or interfere with the “face to face-piece seal” space of any respiratory protection equipment. Hair shall be of a natural color and not distracting or extreme in appearance. Pins, barrettes, and elastic hair bands that do not interfere with the proper wearing of fire department issued head gear and/or personal protective equipment may be worn.

## 2.2 FACIAL HAIR

Except as noted, the face will be clean shaven. Personnel are permitted to wear a mustache, and/or patch, and/or sideburns. Facial hair shall be of a natural color. The length, shape, and/or size shall not intrude into or interfere with the “face to face-piece seal” space of any respiratory protection equipment.

## 2.3 TATTOOS

Exposed and visible tattoos that are of a nature to bring discredit upon the District are to be covered while in uniform. This includes, but is not limited to, tattoos that could be considered sexist, racist, vulgar, anti-social, violent, or discriminate against any protected class by virtue of words, symbols, or pictures. Tattoos, brandings, and body-markings are not permitted to be visible on the head, face and/or neck.

## 2.4 JEWELRY/PIERCINGS

Jewelry and piercings are susceptible to absorbing heat and are prone to being snagged by objects, clothing, and personal protective equipment. Due to this ever-present hazard, personnel should be cautioned as to the dangers of wearing these items. Wrist watches, rings, and medical related bracelets may be worn if the article will not interfere with the use of gloves and turnouts, and not subject to catching or snagging due to being loose on the wrists/fingers. Necklaces, pendants, or medallions shall not be worn outside any uniform.

# 3. STANDARDIZATION AND APPROVAL

3.1 The Fire Chief and/or Uniform Officer shall select vendors to supply the District's uniforms. All uniform clothing that is not provided directly from District inventory, as well as items purchased optionally by the member shall be purchased through approved LFD vendor sources to maintain uniformity.

3.2 Only uniforms issued and/or authorized by the District shall be worn on duty. No other uniform, badges, insignias, equipment, jackets, sweat shirts, caps, or other items of any nature shall be worn or used while on duty by the members of the Lebanon Fire District.

3.3 Uniforms, or any portions of the uniform, shall not be worn while off duty. Authorized exceptions are as follows:

- Traveling to and from work assignments.
- Lunch break for 40-hour personnel.
- Special events, functions, or activities designated by the District.

- District-issued cap or beanie with civilian clothing.

3.4 Personnel wearing the district uniform while off duty in accordance with authorized exceptions as outlined in Section 3.3 shall wear the entire uniform, including footwear, as described in Section 5 of this policy.

3.5 At no time should any uniform item be worn or used for personal gain or into establishments that could bring discredit to the District (i.e.: bars, parties, stores while purchasing liquor or items that are morally questionable, etc.).

#### **4. UNIFORM REQUIREMENTS**

##### **4.1 CLASS A UNIFORM, FORMAL**

Class A Uniforms shall be worn for formal and semi-formal functions and ceremonies as directed by District announcements and invitations, or as assigned by District Officers.

These occasions may include:

- Annual banquet
- Promotional ceremonies
- Funeral
- Award ceremonies
- Apparatus in-service ceremonies
- Academy graduations
- Government meetings
- Station openings
- Scheduled news media conferences
- 9/11 Ceremonies
- Special events/parades

Gloves are required at funerals and memorial services.

##### **4.2 CLASS A UNIFORM, SEMI-FORMAL**

Class A Semi-Formal Uniform shall be worn when a district member is acting as an official representative of the Lebanon Fire District and a formal Class A uniform is deemed unnecessary or is unavailable. While on-duty, the semi-formal uniform may be used.

##### **4.3 CLASS B UNIFORM**

The Class B Uniform is to be worn any time personnel have contact with the public between the hours of 0700 and 0700. Exceptions are emergency calls as not to delay response, while working in turnouts or wildland clothing. Personnel will carry their class B shirt in any vehicle they are assigned for the shift and will don anytime personnel go into stores for district supplies, meal supplies or restaurants for food; and any time District members participate in a public event (e.g., meetings including the public, public education activity, special assignments, station tours, fire inspections

and pre-fire planning tour which may include building construction walk throughs). The wearing of coats or sweatshirts does not remove this practice.

- Class B uniform will consist of blue button up badge shirt with issued collar hardware, fire district badge, name plate or name strip and blue issued uniform pants.
- Class B+ for Chief officers will consist of White button up badge shirt with issued collar hardware, fire district badge, gold name plate or strip with black issued uniform pants.

#### 4.4 CLASS C UNIFORM

The Class C uniform is the minimum level of uniform to be worn on-duty.

**T-shirt:** Serviceable, non-faded, no holes, unstained Dark blue LFD t-shirt. LFD issued breast cancer awareness shirts during the month of October.

**Pants:** Dark blue workrite Nomex uniform pant, NFPA workrite or district approved 6 pocket pants.

**Footwear:** Black leather, plain, polished 8" boot.

**Belt:** Black, leather 1 ¾" basket-weave with square belt buckle or district buckle.

*Chief Officer* – gold belt buckle. *Line Personnel* – silver belt buckle. \* Firefighter or EMS buckle may be worn if approved by uniform procurement officer.

#### 4.5 WORKOUT ATTIRE

The district acknowledges the importance and benefit of working out on duty and encourages all members. The district also wishes to maintain a professional look when members working-out on duty responds on an emergency call. Workout attire will include:

Black district issued or approved shorts or sweatpants: Solid black shorts or sweatpants may be substituted if approved by uniform procurement officer and member does not have black LFD shorts. They may be used under turnouts or versa pro when responding to and from emergency scenes but not visible to the public unless due to deacon.

Black or blue LFD issued shirt: LFD shirts with rips or have sleeves removed will be changed prior to responding to emergency call or answering the front door during non-business hours.

- Black LFD shirts are not uniform attire but for workouts only. Black LFD shirts may be worn only on an emergency call when on duty, working out and needing to respond on emergency call as not to delay response.
- District issued or approved black workout shorts or sweatpants may be donned and worn under turnouts or versa pro during a members workout time or while engaging in firefighting activity. They may be used under turnouts or versa pro after 1700 when responding to and from emergency scenes but not

visible to the public unless due to deacon. Scrub pants may be approved but will be black, navy, or dark blue.

## 5. AUTHORIZED UNIFORM ATTIRE

The following definitions are general specifications for each style of uniform for Lebanon Fire District. Only items approved by the Fire Chief and Uniform Procurement Officer (UPO), or those referenced in this policy or uniform specification forms, are approved as uniform items with the Lebanon Fire District. All items, unless indicated otherwise, are provided by the District. For the remainder of this policy, "Chief Officer" includes Battalion Chief, Division Chief, and Fire Chief. "Line Personnel" includes Firefighter, Engineer, Deputy Fire Marshal, Lieutenant, Captain, Tender Operator, Support Volunteer, and Intern.

All uniforms shall be maintained and cleaned by personnel who have been issued the uniform. Boots and belt shall be clean and polished, Class A jacket and slacks shall be dry cleaned, all shirts and the tie shall be cleaned and pressed. All items shall have appropriate pins and patches to identify the wearer.

### 6.1 CLASS A UNIFORM

For uniform articles, accessory location, and wearing instructions, refer to the Lebanon Fire District Class A and Semi-Formal Uniform Specifications.

#### **Formal**

**Jacket:** Black, double breasted, 6 buttons, tropical worsted poly/wool blend, with appropriate rank striping, badge, buttons, ribbons, and rank pins.

**Shirt:** White, collared, button-up, long-sleeved uniform shirt with name bar, class B badge and collar brass, if applicable.

**Undershirt:** White, plain, crew collar.

**Pants:** Black, tropical worsted poly/wool blend dress slacks that match the jacket.

**Footwear:** Black hi-gloss shoes.

**Socks:** Black, plain (not issued by the District).

**Belt:** Black, leather 1½" basket-weave Class "A" belt. *Chief Officer* – gold belt buckle. *Line Personnel* – silver belt buckle.

**Tie:** Black, plain.

**Hat:** *Chief Officer* - White FDNY bell style with rank-appropriate hat device and gold chin strap. *Line Personnel* - Black FDNY bell style with rank-appropriate hat device and chin strap.

**Gloves:** White, at discretion of the shift Battalion Chief

**Semi-Formal (Working Class A):** No hat will be permitted with this uniform. The following shall be the components of a semi-formal Class A uniform:

**Chief Officer**

**Shirt:** White, collared, button-up, long-sleeved uniform shirt with patches and with name bar, class B badge, and collar brass if applicable.

**Undershirt:** White plain t-shirt.

**Pants:** Black Nomex uniform pants.

**Footwear:** Black leather, plain, round toes, oxford shoes preferred, District issued black high gloss shoes, or well-polished duty boots permitted if presentable.

**Socks:** Black, plain (white permitted with high-top boots).

**Belt:** Black, leather 1½" basket-weave Class "A" belt with gold buckle.

**Tie:** Black, plain.

**Line Personnel**

**Shirt:** Dark blue, collared, button-up, long-sleeved uniform shirt with patches and with name bar, class B badge, and collar brass if applicable.

**Undershirt:** Dark blue LFD t-shirt.

**Pants:** Dark blue Nomex uniform pants.

**Footwear:** Black leather, plain, round toes, oxford shoes preferred, District issued black high gloss shoes, or well-polished duty boots permitted if presentable.

**Socks:** Black, dark blue, plain (white permitted with high-top boots).

**Belt:** Black, leather 1½" basket-weave Class "A" belt with silver buckle.

**Tie:** Black, plain.

6.2 CLASS B UNIFORM

For uniform articles, accessory location, and wearing instructions, refer to the Lebanon Fire District Class B Uniform Specification. Workrite uniforms will be the LFD approved primary Class B uniform attire for Line personnel and Chief officers.

**Chief Officer**

**Uniform Shirt:** Dark blue Nomex with embroidered name or white with gold name bar, collared, button-up, uniform shirt with patches, badge and collar brass.

**Undershirt:** Dark blue LFD or white, t-shirt matching the uniform shirt color.

**Pants:** Dark blue Nomex uniform pants when wearing dark blue uniform shirt. Black uniform pants when wearing white uniform shirt. See 5.4 for optional pants.

**Footwear:** Black leather, plain, polished 8" boot or black leather, plain, round toes, oxford shoes preferred.

**Belt:** Black, leather 1¾" basket-weave with gold square belt buckle.

**Line Personnel**

**Uniform Shirt:** Dark blue Nomex, collared, button-up, uniform shirt with patches, embroidered name, and with badge and collar brass, if applicable.

**Undershirt:** Dark blue LFD t-shirt.

**Pants:** Dark blue Nomex uniform pants. See 5.4 for optional pants.

**Footwear:** Black leather, plain, polished 8" boot.

**Belt:** Black, leather 1¾" basket-weave with silver square belt buckle.

### 6.3 CLASS C UNIFORM

For uniform articles, accessory location, and wearing instructions, refer to the Lebanon Fire District Class C Uniform Specification.

**Undershirt:** Dark blue LFD t-shirt.

**Pants:** Dark blue Nomex uniform pants. See 5.4 for optional pants.

**Footwear:** Black leather, plain, polished 8" boot.

**Belt:** Black, leather 1 ¾" basket-weave with square belt buckle. *Chief Officer* – gold belt buckle. *Line Personnel* – silver belt buckle.

### 6.4 OPTIONAL ITEMS

All are not to be worn with the Class A uniform.

The cap is not to be worn with the Semi-Formal uniform.

**Cap:** "LFD" baseball cap or beanie worn with the logo forward.

**Coveralls:** Coveralls are authorized only for those participating in the L.F.I.T. program and on L.F.I.T. assignment.

**Sweat shirt:** Use of previously issued 511 sweatshirts may be used until such time they are no longer of serviceable condition.

**Jacket:** Soft shell jacket: District issued black softshell coat, with name & LFD logo. The softshell coat may be used as a liner for the storm jackets.

Storm jacket: Lebanon Fire District, black, water repellent, with name, District rank, and EMS level of the wearer.

**Wildland Dual-Compliant 6 pocket Pants:** The NFPA Workrite dual-compliant pants may be worn on-duty as primary uniform. Members will be required to have at least one pair of District issued Workrite straight leg uniform pant for District / pub-ed functions as necessary.

Only LFD issued dual compliant 6 pocket uniform pants may be worn as outlined in this policy; 5.11 or other six pocket pants are non-compliant and are not authorized for District use as uniform pants.

### 6.5 APPROVED PINS

The following list includes the approved pins for personnel to wear on their uniform. Refer to the Lebanon Fire District Authorized Uniform Pins document for approved pins. For specifics on where to place the pins, refer to the Uniform Specification of the class of uniform.

- Length of Service pin.
- American flag pin.
- Union affiliation pin.
- Military service pin for personnel who are veterans or are currently serving.
- Affiliation pin approved by the Fire Chief

#### 6.6 APPROVED ITEMS

These items are not provided by the district. Members may purchase these items for their own personal use. Supervisors have the right to determine if items are inappropriate.

- Multi tool, folding knife, flashlight with black holster or sheath.
- Cell phone clip
- Radio strap
- Trauma sheers
- Radio swivel clip
- Belt buckle that is fire department related, appropriate for duty and approved by the UPO

#### 6.7 GENERAL STAFF BUSINESS ATTIRE

Office staff shall wear business attire consistent with a professional atmosphere, keeping in mind the impression made on other personnel and members of the public. The district will provide office staff with a suitable Lebanon Fire District polo or collared shirt.

Administrative Chief Officers may wear business attire in-lieu of the Class B uniform for daily attire. Consideration for the activity of the day shall be weighed when selecting business over duty uniform attire. Business attire shall be consistent with a professional atmosphere, keeping in mind the impression made on other personnel and members of the public.

Supervisors have the right to determine if attire is appropriate.

### 6. ISSUE AND REPLACEMENT

6.1 Uniforms issued by the District shall be coordinated by and through the Uniform Procurement Officer (UPO).

6.2 Personnel must request uniform items through the Lebanon Fire District Uniform Order Guide web page found by using a QR code or by a web link issued by the UPO.

6.3 Each member will request uniform items for the purchase and replacement of damaged, lost or worn uniforms. Items requested are to replace worn or damaged items that will be brought to the UPO for disposal. Additionally, the UPO will maintain a cache of common uniform items to quickly replace any damaged or worn items. It is the responsibility of the UPO to determine if the uniform item is unserviceable and in need of replacement.

6.4 Personnel are required to inspect and maintain uniforms in order to ensure proper cleanliness, fit, protection, and presentability. It is the member's responsibility to request replacement or new items if current items are not suitable.

6.5 Personnel will notify UPO immediately and allow for reasonable amount of time for replacement. Emergency replacements will be rushed, if possible, but are not guaranteed. Temporary replacement clothing can be issued and may not match current uniform style and brand.

#### 6.6 NEW PERSONNEL

The UPO the individual charged with uniform procurement and issue will obtain sizes and other information required to order the appropriate uniform and personal safety equipment for new members.

##### **New hire career personnel:**

- 3 Dark blue LFD t-shirts
- 2 Dark blue Class B uniform pants
- 2 Dark blue Class B uniform shirts
- 1 Midnight Blue NFPA Workrite dual-compliant 6 pocket pant after completion of probationary year
- 1 Badge
- 1 Belt
- 1 Black duty boots
- 1 Jacket
- 1 Baseball style cap (optional)
- 1 Beanie (optional)

Upon completion of their probationary period, career personnel will receive one additional Class B and full complement of the Class A uniform (Except for new hire Chief officers whom will be fitted at time of hire.)

##### **New hire volunteer personnel:**

- 1 Dark blue LFD t-shirt
- 1 Dark blue Class B uniform pants
- 1 Dark blue Class B uniform shirt
- 1 Badge
- 1 Belt
- 1 Black duty boots
- 1 Jacket
- 1 Baseball style cap (optional)
- 1 Beanie (optional)

Initial issue to volunteer personnel for the Class A uniform will require the individual to meet the following:

- Be a volunteer firefighter or tender operator with Lebanon Fire District for 5 years.
  - The 5-year requirement is waived upon promotion to a volunteer officer.
- Meet minimum requirements in Lebanon Fire District Policy 2000-1: Active Volunteer for 6 months prior to present date.
- Approval by the Fire Chief, Volunteer Officers, and UPO

Initial issue to volunteer personnel of the Semi-Formal Class A Uniform will require the individual to meet the following:

- Individual does not qualify for the Class A uniform.
- Has been a volunteer with the district for 1 year
- Meet minimum requirements in Lebanon Fire District Policy 2000.01- Active Volunteer for 6 months prior to present date.

## 7.7 PROMOTIONS

Upon promotion, members will receive collar pins, a badge, updated name/rank strips, Class A hardware, and striping to reflect their new positions.

If not already in possession, Chief Officers will be issued the following additional items upon promotion:

- Black Class B uniform pants
- White Class B uniform shirt
- Matte finish gold name plate

## 7. MAINTENANCE

Members are responsible for care and maintenance of all uniform items and personal safety equipment issued. Members are responsible for reporting any lost or damaged uniforms to their supervisor as soon as possible.

### 7.1 ALTERATIONS AND CLEANING

Only organizations approved by the UPO shall service district uniforms. Alterations, repair and all other tailoring of uniforms is provided by the District.

Members who are issued uniforms are responsible for cleaning and maintaining uniforms.

- **Class B and C uniforms and optional items:** Clean by following manufacturer recommendations. District laundry facilities may be used to clean uniforms.
- **Class A uniforms:** Be aware of dry clean only items; DO NOT MACHINE WASH JACKET OR SLACKS. The white shirt is the only machine-safe washable item. Follow the "Lebanon Fire District Uniform Care, Cleaning and Tailoring" guide, provided by the UPO upon request.

7.2 Damaged and worn out items shall be returned to the UPO and will be taken out of service. Condition of the item will be assessed by the UPO. Retired items must be destroyed by removing District logos, EMS patches, and names of members. Items should be rendered unwearable before disposal.

7.3 All uniforms are to be considered property of the Lebanon Fire District. When personnel leave, retire, or are terminated, the uniform items should be returned to the District. They should not be sold or donated to the public.

## **8. Retirements**

8.1 On approval of the Fire Chief, those members retiring in good standing with the District who have met the minimum time of 10 years of service with the District either as career, volunteer or in combination of both may keep their District issued Class "A" uniform with hardware. All Class "A" uniforms that are issued back to retirees will have a District provided "retired" patch sewn to the sleeve to recognize employee as retired.

8.2 Members who voluntarily leave or are terminated from the District will not be eligible to keep their Class "A" uniform and will be required to turn Class "A" in with all hardware except for awards or years of service pins during off-boarding process.