

	<b>GALENA FIRE DEPARTMENT</b> <b>Policy and Procedure Manual</b>  <hr/> Fire Chief Signature	<b>#32</b>  Effective: 01jan14 Revised: Page: 1 of 7
<b>DEPARTMENT DRESS UNIFORM</b>		

**GFD Uniform and Professionalism**

The GFD Uniform is a significant representation of the pride, dedication and loyalty of the members who wear the GFD uniform. As a representative of the Department, members will present to the public in a professional manner that deserves respect from those in the community and those in which he/she comes into contact.

Symbolically, the GFD uniform represents all current members, and just as importantly, represents all the members that have gone before us, those who sacrificed their time and effort for the Department of which we are proud to be members, brothers that were responsible for the distinguished heritage and proud history of the Department.

**Restrictions**

Probationary members will be issued a Department Dress Uniform from existing Dress uniform stock. In the event that an appropriate uniform is not available, the member will be advised on the acceptable, personal non-uniform clothing to wear at GFD events until a uniform is issued. A personal Dress Uniform will be issued upon successful completion of all one-year probationary requirements and after being formally approved by the GFD Membership, as noted in Policy and Procedure #6.

On occasion, when a Department uniform is worn, there may be situations before, during, or following an event in which alcohol is available or served. It is a violation of Departmental Policy to consume alcohol while in uniform, except at Department sanctioned events, as specifically approved and defined by the Fire Chief. It is recommended that members bring an addition non-uniform shirt to wear to non-approved events, and in other situation in which alcohol consumption is intended.

**Uniform of the Day**

There are three ways in which the Dress Uniform can be worn. The Dress Uniform of the Day will be determined by the Fire Chief based on the type of event, the duration of the event and the weather during the event. This information will be shared with all members prior to the event if possible.

**GFD Dress Uniform Description**

**The Class 'A' Uniform** consists of the dress jacket, Trumpets as appropriate (Line Officers) blue (Firefighter) or white (Line Officer) dress shirt (short or long sleeve), tie and tie clasp, dress pants, patent leather shoes, black or dark blue socks, dress belt, uniform hat, and appropriate name tag and ribbons as issued and/or sanctioned by the Department per Department policy. See Pictures A-FF and A-OF.



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**The Class 'B' Uniform** consists of blue (Firefighter) or white (Line Officer) long sleeve dress shirt, tie and tie clasp, dress pants, patent leather shoes, black or dark blue socks, dress belt, uniform hat (optional per the Fire Chief or designee), and appropriate name tag, and ribbons as issued or sanctioned by the Department per Department policy. Ties and tie tacks will be worn only with long sleeve dress shirts. See Pictures B-FF and B-OF.

**The Class 'C' Uniform** consists of blue (Firefighter) or white (Line Officer) short sleeve dress shirt, dress pants, patent leather shoes, black or dark blue socks, dress belt, uniform hat (optional per the Fire Chief, or designee), and appropriate name tag as issued or sanctioned by the Department per Department policy. Drape and Ribbon commendations will not be worn with short sleeve dress shirts. Ties and tie tacks will not be worn with short sleeve dress shirts. See Pictures C-FF.

**Accessories**

Line Officers will have gold-colored accessories (buttons, etc.) on his/her uniform jacket. Executive Officers and Firefighters will have silver-colored accessories on his/her uniform.

**Name Pin**

- Worn centered directly under the badge.

**Executive Officer Designation Pin**

- Worn centered directly under the name tag.

**Line Officer Trumpets**

- Worn on both lapels
- Centered one inch (1") from the tip of the lapel at a 45-degree upturn angle

**Dress Hat specifications**

- The frame of the cap shall fit snugly and comfortably around the largest part of the head.
- The lower band of the frame shall rest high enough on the head to preclude the top of the head.
- Push hat firmly down.
- The cap shall be centered and worn straight, with the tip of the visor on line with the eyebrows.
- Firefighters with long hair shall pin hair up to conceal under hat or, if this is not possible, to tie hair in the back.



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**Uniform Tie and Tie Bar**

- The tie shall be worn with the long sleeve shirt or with a short sleeve shirt when the dress coat is worn. The tie is not worn when the short-sleeve shirt is worn by itself.
- Female members have the option of a regular tie or cross-over tie.
- The tie bar will be worn whenever the tie is worn. Placement shall be half way between the knot and the angle of the dress jacket. When wearing the tie with a Class B uniform the placement shall be at the level of the shirt pocket buttons.

**Sanctioned Accessories**

Any uniform item or accessory not addressed and/or sanctioned per Department policy will not be worn as part of the Dress Uniform.

**Undershirts**

If a Member chooses to wear a shirt under a dress shirt, it is to be a plain white, short-sleeve T-shirt.

**Personal Responsibility**

The condition and upkeep of department-issued uniforms are the responsibility of the Member. Replacement uniform articles due to negligence or irresponsibility will be at the Member's expense. All members that terminate their relationship with the Department and not eligible to become a Social Member is responsible for returning all uniforms and accessories, as well as all City and Department owned PPE and equipment to the department upon termination as per Department Policy and Procedure #31.

**Uniform Arrangement**

Officer Stripes will be applied for the following rank:

- Fire Chief            Five stripes
- Assistant Chief    Four stripes
- Captain             Two stripes
- Lieutenant         One stripe

Officer stripes will be placed on both sleeves

The stripes will be positioned as noted in picture A-OF.

Seniority Hash Stripes will be applied based on years of service and in increments of five years.

The hash stripes will be positioned as noted in picture A-OF.



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**GFD Class 'A' and Class 'B' Uniform Ribbons**

Medals and ribbons will be worn in the order listed on the Commendation Policy and from left to right and top to bottom as you are facing the bracket. All ribbons should be placed in the appropriate ribbon slides. The American flag ribbon will always be at the top and left of the ribbon configuration.

Ribbons will be worn on the right side of the uniform jacket.

**Commendation Pin Bracket Configurations**

These pin brackets will be issued upon request and based upon need. Members are responsible for all uniform ribbons, accessories, and hardware. Replacement items due to negligence or irresponsibility will be at the Member's expense.

**Types of drapes and ribbons issued:**

- 1) Maltese Cross (burgundy drape and ribbon)
- 2) Medal of Honor (red, white and blue drape and ribbon)
- 3) Department Citation (blue, white red, white and blue drape and ribbon)
- 4) Meritorious Service Award (blue/white/blue ribbon)
- 5) Distinguished Service Award (red and white ribbon)
- 6) Unit Citation (maroon and gold ribbon)
- 7) Firefighter of the Year Award (white with star insert)
- 8) Seniority Award (red, white and blue ribbon with gold trim and 'year' insert).  
Only the most recent and current seniority ribbon will be worn.
- 9) Fire Chief's Values Award (blue, red, white blue, white red, blue ribbon)
- 10) Team Participation Award
  - Technical Rescue Team
    - Rope Rescue, Confined Space, and Water Rescue, and other sanctioned teams (light blue, red and light blue ribbon)
    - County Hazardous Materials Team (blue and green ribbon)
  - Honor Guard
    - Active participant with the GFD Honor Guard Unit (red and black ribbon)
- 11) Academic Achievement Award - (green, white and gold with stars signifying achievement level)
  - Associate Degree - 1 star
  - Bachelor Degree - 2 stars
  - Master's Degree - 3 stars

Only the most current and recent Academic Achievement Award will be worn.



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- 12) Civilian/ Corporate/ Uniform Citation (certificate)
- 13) American Flag (Flag ribbon) - Worn as noted above.

**Additional Acceptable Medals and Ribbons**

- 911 Medal (worn centered on right lapel with top of pin three inches (3”) from the tip of lapel)
- National Fire Academy Executive Fire Officer (EFO) ribbon
- Chief Fire Officer (CFO) ribbon
- Chief Medical Officer (CMO) ribbon
- Appropriate past and future medals and ribbons as determined by the Fire Chief and approved by the GFD membership

NOTE: Refer to Policy and Procedure #13, *Commendation Policy*, for additional and specific information regarding awards.

**Honor Guard**

Honor Guard Team members will be issued an Honor Guard uniform that is, in part, different from the Department Dress Uniform as noted above. The Honor Guard Uniform will be worn only for specific Honor Guard details as directed by the Honor Guard Team Leader.

All active members are eligible to participate as an Honor Guard member. Probationary members can serve as a reserve or standby Honor Guard member, based on need, at the discretion of the Honor Guard Team Leader, and upon approval of the Fire Chief. When serving as an Honor Guard member, an appropriate uniform will be provided.



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**Addendum – Pictures – Firefighters**

A-FF



B-FF



C-FF







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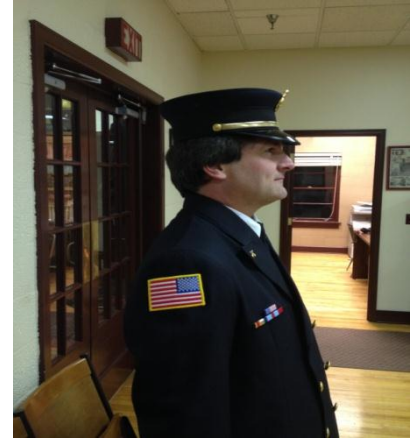
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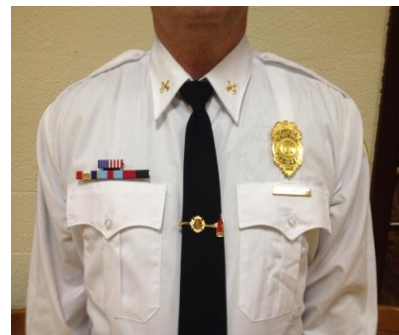
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**Addendum – Pictures - Officer**



**A-OF**



**B-OF**