

	<b>BEDFORD COUNTY DEPARTMENT OF FIRE &amp; RESCUE</b> <b>Standard Operating Policy</b>	
	<b>Discipline: Administration</b>	<b>DATE:</b> November 13, 2024 <b>Revised:</b>
	<b>Reference Number:</b> F/R 14-1	
	<b>APPROVED BY:</b> Janet Blankenship, Chief <b>Author:</b> Abbey Johnston, DC-Operations, Billy Altman, DC-Administration	
	<b>SUBJECT: Personnel Uniforms &amp; Appearance</b>	

**Purpose:**

This document establishes the uniformed staff standards for wearing issued uniforms, apparel and equipment; the procedures for requesting replacement apparel and turnout gear; and establishes department policy governing uniformed staff appearance while on duty or representing the department in an official capacity.

**Policy:**

A complement of uniforms shall be issued to every employee on their appointment, as listed in Appendix A. All issued uniforms and apparel are to be worn only while employees are performing official tasks/duties.

All uniformed staff shall comply with and follow the procedures herein. No uniformed staff member may wear any apparel item that is not issued or approved by the chief of the department.

**Procedures:**

1. Uniform Classes. One of the following uniform classes shall be worn by all uniformed staff personnel while on duty or representing the department in any official capacity.
  - a. Class A: This uniform shall be worn at all formal events or as directed by the Chief or Officer-in-Charge (OIC), and shall consist of:
    - i. Dress Blouse/Jacket with rank insignia, badge, name tag and any issued/approved commendations
    - ii. Long or short-sleeved dress shirt with collar insignia
      1. Chief officers – white
      2. Staff officers – light blue
      3. Operations staff – light blue
    - iii. Navy blue dress pants
    - iv. Black belt with BCoFR belt buckle
    - v. Black tie
    - vi. Black lace-up dress shoes, no seams across top, able to be polished
    - vii. Black socks
    - viii. Dress hat

- b. Class B: This uniform shall be worn during public education activities, public demonstrations or any other informal public event as directed by the Chief or OIC. It may also be worn as daily wear.
    - i. Issued long or short-sleeved dress shirt of appropriate color (see Class A) with collar insignia, badge and name tag
    - ii. Issued Black tie with long-sleeved shirt only
    - iii. Issued navy blue dress pants
    - iv. Issued black belt with BCoFR belt buckle
    - v. Polished black dress shoes or Department-issued boots
    - vi. Black socks
    - vii. Issued jacket if necessary due to climate.
  
  - c. Class C: This uniform shall be worn during normal duty operations/activities.
    - i. Issued BCoFR polo or t-shirt
    - ii. T-shirts may be worn as an outer garment whenever the outside temperature is 80 degrees or higher.
    - iii. Issued navy blue work pants or navy shorts
      - 1. Shorts may be worn between the months of May and October and must be navy in color, no less than 1” above the knee, may not extend more than 1” below the knee, and may not have leg pockets or cuffed legs.
      - 2. Fire investigators and/or inspectors may wear khaki pants and shirts issued by the FMO while performing duties associated with FMO assignments.
    - iv. Issued black belt with BCoFR belt buckle
    - v. Department-issued boots or low profile, safety-toe shoe and black low-profile socks if wearing shorts
    - vi. Black socks
    - vii. Optional issued or approved job shirt or issued jacket
    - viii. Optional issued or approved ball cap
  
  - d. Fire investigators performing fire scene examination activities, SOC, and Hazmat members on operational assignments are exempt from the above but shall strive to maintain an appropriate professional appearance, in accordance with their unit-specific guidelines.
  - e. Department logo may be authorized for use on professional attire deemed appropriate for professional events, conferences, and office wear as pre-approved by Chief of Department.
2. Rank Insignia, Badges, Regalia, etc.
- a. Staff name tags will show the employee’s first and last name. They may also include the title at the discretion of the chief.
    - i. Chief officers shall wear a gold name tag
    - ii. Captains and below shall wear a silver name tag

- iii. Class A: The name tag shall be worn on the dress blouse centered on the right chest directly opposite the top of the badge
    - iv. Class B: The name tag shall be worn directly above the top seam of the right side shirt pocket, centered
  - b. The issued badge or anniversary badge shall be attached to the badge tab on the left chest of the outermost garment.
    - i. Chief Officers shall wear a gold badge.
    - ii. Captains and below shall wear a silver badge.
  - c. Dress hat: the rank insignia hat badge will be pinned to the designated placement area of the hat.
    - i. Chief Officers shall wear the white hat with gold chin strap
    - ii. Captains and lieutenants shall wear the dark blue hat with silver chin strap
    - iii. Operational staff shall wear the dark blue hat with black chin strap
  - d. Collar/Rank insignia:
    - i. Appendix B shows the appropriate rank and insignia for each position.
- 3. Miscellaneous
  - a. Uniform Issue:
    - i. Each new employee shall be issued the items as listed in Appendix A.
      - 1. Not every employee may be issued every item listed or may be issued other items based on their job description.
      - 2. A written record shall be maintained for all items issued to every employee.
      - 3. The department's administrative assistant or designee shall issue the listed items.
    - ii. Operations staff will not be issued Class A uniforms upon hire.
  - b. Uniform Cleanliness
    - i. All staff shall maintain all issued uniform items in clean and serviceable condition.
    - ii. Should any issued item become damaged or destroyed, the staff member shall report the damage to the on-duty field supervisor as soon as practical.
  - c. Replacement Items
    - i. Personnel requesting replacement of issued apparel due to normal wear and tear shall complete a uniform request and forward to his/her supervisor
    - ii. The field supervisor shall forward the request to the administrative assistant for processing.
  - d. Personal Hygiene & Grooming
    - i. Hair shall be neat and clean in appearance and must not be an unnatural hair color. Hair shall be worn so that it doesn't interfere with the performance of the job or the wearing of safety apparatus. Hair will be pulled back neatly and off the collar when in Class-A or Class-B uniform.  
Pigtails, spikes, mohawks, shaved designs, and rat tails are not permitted.

- ii. Beards are not allowed. Personnel shall report to work clean-shaven and mustaches shall be neatly trimmed so as to not interfere with the seal of the PPE mask. Sideburns will not extend below the bottom of the earlobe and shall be kept neatly trimmed.
- iii. Post-type earrings are permitted; no more than 3 per ear and necklaces of any kind shall not be visible to the public. Jewelry will not interfere with personal safety. Body piercings outside 3 per ear shall not be visible while in uniform.
- iv. Use of make-up should be kept to a minimum and moderately applied.
- v. Perfumes and cologne may not be worn or applied during shift.
- vi. Personal Hygiene- All employees are required to maintain good hygiene/personal grooming at all times. This includes not only regular bathing, but also the practice of good oral hygiene.
- vii. Tattoos that are vulgar, profane, or offensive shall be covered before reporting for duty and shall remain covered while in uniform.

## Appendix A

	Operations Staff		Staff Officers	Chief Officers
	Full Time	Hourly		
Black leather belt with BCoFR buckle	1	1	1	1
Polo shirt, short sleeved, embroidered	4	2	4	4
Polo shirts, long sleeved, embroidered	2	1	2	3
Work trousers	4	2	4	4
Job shirt, embroidered	1	1	2	2
<del>Wildland Crew Boss Pants</del>				1
<del>Wildland Crew Boss Jacket</del>				1
<del>Wildland Gear (Pant &amp; Jacket)</del>				1
<del>Set of Standard Issue Wildland Clothing from US Park Service</del>		0		1
Blue Sweatshirts	2	1	2	2
Blue T-shirts	4	2	2	2
Winter Jacket	1	1	1	1
Rain Jacket	1	1	1	1
Black duty boots or shoes	1	1	1	1
Collar insignia, shirt, 2 pc. set	1	0	1	3
Badge	1	1	2	2
Name Tag	2	1	2	2
<b>Class-A Uniform</b>				
Dress shirt, short sleeve	1	0	2	2
Dress Shirt, long sleeve	1	0	2	2
Collar insignia, dress blouse, 2 pc. set	1	0	1	1
Dress blouse/jacket	1	0	1	1
Dress trousers	1	0	1	2
Dress shoes	1	0	1	1
Dress Hat	1	0	1	1

Hat insignia	1	0	1	1
Black clip-on tie	1	0	1	1

## Appendix B

### Shirt Collar Insignias

Rank	Blackinton Item #	Description	Color/Finish	Attachment
EMS-Only	A6193	EMT Insignia	Nickel	Clutch Back
FF/EMT	A2939	FF scramble	Nickel	Clutch Back
Field Lieutenant	A2876	Single Bugle	Nickel	Clutch Back
Field Captain	A2875	2 Parallel Bugles	Nickel	Clutch Back
Battalion Chief	A2873	3 Crossed Bugles	Gold Plate	Clutch Back
Deputy Chief	A4280	4 Crossed Bugles	Gold Plate	Clutch Back
Chief	A2871	5 Crossed Bugles	Gold Plate	Clutch Back

\* all 15/16"

### Class-A Coat Collar Insignias

Rank	Blackinton Item #	Description	Color/Finish	Attachment
EMS-Only	N/A			
FF/EMT	N/A			
Fire Investigators	1/2" Style 5	FMO (1/2" letters)	Nickel	Clutch Back
Field Lieutenant	A2867	Single Bugle	Nickel	Clutch Back
Field Captain	A2866	2 Parallel Bugles	Nickel	Clutch Back
Battalion Chief	A2861	3 Crossed Bugles	Gold Plate	Clutch Back
Deputy Chief	A4279	4 Crossed Bugles	Gold Plate	Clutch Back
Chief	A2860	5 Crossed Bugles	Gold Plate	Clutch Back

\* all 1.25"

Bell Cap Insignias  
Blackinton

Rank	Item #	Description	Color/Finish	Attachment	Cap buttons & belt	Hat Color
EMS-Only	*B765	EMS	Nickel	Screw Back	Silver buttons/Black belt	Dark Blue
FF/EMT	*B765	Fire-Medic	Nickel	Screw Back	Silver buttons/Black belt	Dark Blue
Field Lieutenant	A2912	Single Bugle	Nickel	Screw Back	Silver buttons/Silver belt	Dark Blue
Captain	A175	2 Parallel Bugles	Nickel	Screw Back	Silver buttons/Silver belt	Dark Blue
Battalion Chief	A2910	3 Crossed Bugles	Gold Plate	Screw Back	Gold buttons/Gold belt	White
Deputy Chief	A1962	4 Crossed Bugles	Gold Plate	Screw Back	Gold buttons/Gold belt	White w/gold leaf on brim
Chief	A2811	5 Crossed Bugles	Gold Plate	Screw Back	Gold buttons/Gold belt	White w/gold leaf on brim

\* Use custom BCoFR rockers & change middle banner accordingly

\*\*all are 1 9/16" or 1 1/2"

Badges

Blackinton

Rank	Item #	Description	Finish	Attachment
EMS-Only	B1818	EMS	Nickel w/black letters	Safety Catch
FF/EMT	B1818	Fire-Medic	Nickel w/black letters	Safety Catch
Field Lieutenant	B1818	Lieutenant	Nickel w/black letters	Safety Catch
Captain	B1818	Captain	Nickel w/black letters	Safety Catch
HazMat Battalion Chief	B1818	Battalion Chief	Gold Plate w/black letters	Safety Catch
SOC Battalion Chief	B1818	Battalion Chief	Gold Plate w/black letters	Safety Catch
Fire Marshal	B1818	Battalion Chief	Gold Plate w/black letters	Safety Catch
Fire Investigator	B1818	Fire Investigator	Nickel w/black letters	Safety Catch



Deputy Chief	B1818	Deputy Chief with "2" on bottom rocker for Ops DC & "3" on bottom rocker for Admin DC	Gold Plate w/black letters	Safety Catch
Chief	B1818	Chief with "1" on bottom rocker	Gold Plate w/black letters	Safety Catch

\*all badges have  
custom BCoFR design  
with County seal in  
middle and "VA" on  
bottom rocker unless  
otherwise indicated

#### Name Plates

Rank	Galls Item #	Blackinton #	Description	Finish	Attachment
EMS Only	NT097	MFG-DL16-6CV	1 Line-First & Last Name	Polished Silver/Black Letters	Clutch Back
FF/EMT	NT097	MFG-DL16-6CV	1 Line-First & Last Name	Polished Silver/Black Letters	Clutch Back
Lieutenant	NT098	MFG-J32LI	2 Line- First & Last Name Lieutenant	Polished Silver/Black Letters	Clutch Back
Captain	NT098	MFG-J32LI	3 Line- First & Last Name Captain	Polished Silver/Black Letters	Clutch Back
Battalion Chief	NT098	MFG-J32LI	4 Line- First & Last Name Battalion Chief	Polished Gold/Black Letters	Clutch Back
Deputy Chief	NT098	MFG-J32LI	5 Line- First & Last Name Deputy Chief	Polished Gold/Black Letters	Clutch Back
Chief	NT098	MFG-J32LI	6 Line- First & Last Name Chief	Polished Gold/Black Letters	Clutch Back

\* all are 5/8" high x 2.5"  
wide

Dress Shirts

Rank	Item #	Shirt Color
EMS-Only	Flying Cross	Light Blue
FF/EMT	Flying Cross	Light Blue
Field Lieutenant	Flying Cross	Light Blue
Captain	Flying Cross	Light Blue
Battalion Chief	Flying Cross	White
Deputy Chief	Flying Cross	White
Chief	Flying Cross	White

Maltese Cross/Years of Service- Class A Coat	1 per 5 yrs. Career Service	Gold on black- Chief Officers
Maltese Cross/Years of Service- Class A Coat	1 per 5 yrs. Career Service	Silver on black- All other ranks
Rank Striping- Class A Coat Sleeves	1 stripe- Lieutenant 2 stripes- Captain 3 stripes- Battalion Chief 4 stripes- Deputy Chief 5 stripes- Chief	Gold- Chief Officers Silver- All other ranks