



Burlington Fire Department



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Section: 00- Administration	
SOG Number: 00.04	Effective Date: May 11, 2021
Subject: Uniform Policy	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

The members of the Burlington Fire Department are uniformed employees for the City of Burlington. As such, this policy has been created to define the uniform of the Burlington Fire Department for Class A, Class B, and Class C levels of dress to provide clarity and consistency.

II. Scope:

This Policy shall apply to all uniformed members of the Burlington Fire Department (BFD). This SOG shall supersede any other previous Department Directive (DD), SOG's, or SOP's of BFD.

III. Definitions:

T-shirt

- Department issued navy blue, gray, or red t-shirt
- Department approved navy blue or gray t-shirt. These t-shirts are allowed to have the approved company logos on the left front breast with the standard "Burlington Fire Department" on the back

Polo Shirt

- Department issued navy blue or gray polo shirt with "Burlington Fire" embroidered on the left front breast

Uniform Shirt

- Department issued navy blue or white Class B uniform shirt with department patch sewn on left shoulder
 - Member can wear either short or long sleeve uniform shirt

Uniform Pants

- Department issued navy blue uniform duty pants
- Uniform pants can be either regular or cargo style

Uniform Shorts

- Department issued navy blue uniform duty shorts
- Uniform shorts may be worn during business hours from April 15 – October 15 and/or at the discretion of the shift commander

Workout Uniform

- Department issued or approved t-shirt in accordance with rank. Navy blue for Firefighter and gray for Officer and Chief Officer
- Department issued navy blue 100% cotton gym shorts

Ball Caps

- Members may purchase department approved navy blue or navy blue with white mesh “Trucker” style caps
 - “BURLINGTON FIRE” logo shall be embroidered on the front of the cap

Job Shirts

- Department issued navy blue Job Shirt with “BURLINGTON FIRE” logo on left front chest
 - Job Shirts may be worn with Class B and Class C uniforms
 - Members may affix their respective department approved company patch to the right shoulder of the job shirt

Winter Coats

- Department issued navy blue winter coats with “BURLINGTON FIRE” logo on left front chest and “BURLINGTON FIRE” on the back
 - Members may affix their respective department approved company patch to the right shoulder of the winter coat

Winter Headwear

- Members may purchase department approved navy blue or black fleece or wool winter hats
 - Hats may be unmarked. The “BURLINGTON FIRE” logo can be embroidered on the front of the hat
 - Hat shall be solid in color
 - Hat shall not have a “pom” on the top

Definitions of Class A, Class B, and Class C Uniforms:

Firefighter:

Class A

- Department issued navy blue dress coat with silver buttons
- Department issued navy blue dress pants
- Department issued white long sleeve dress shirt
- Department issued navy blue bell cap
- Department issued black neck tie
- Department issued black leather dress shoes
- Department issued black leather belt
- White undershirt with no print, lettering, or insignia
- Black, navy blue, or white socks, solid in color
- Department issued white gloves
- Department issued mourning band

Trim Specification of Class A Uniform

- Dress Shirt
 - Department issued silver duty badge representative of rank on left chest
 - Department patch sewn on the left shoulder

- Dress Coat
 - Dress coat shall be buttoned left over right
 - Department issued silver duty badge representative of rank on left chest
 - Department issued silver name badge with delineation of rank on right chest
 - Department issued citations on right chest directly above name badge, no more than two wide.
 - Citations shall be placed in order of class from wearer's right to left and top to bottom.
 - Class A through Class D, then Chief's Award to Service Award
 - Red Maltese Cross years of service indicator on left sleeve at the cuff. One cross represents 5 years of service.
 - Department patch sewn on left shoulder
 - American flag sewn on right shoulder
- Bell Cap
 - Department issued silver cap badge with scramble center
 - Black band above brim

Class A uniforms shall be worn during the following functions or under the direction of the Chief Engineer:

- Funerals
- Memorial Services
- Award Ceremonies

For clarification on the appropriate use of white gloves and mourning band, please reference the department policy on Funerals.

Class B

- Department issued navy blue uniform shirt (short and long sleeve)
 - Department issued silver duty badge representative of rank on the left chest
 - Department patch sewn on left shoulder
- Department issued navy blue duty pants
- Department issued or approved navy blue t-shirt
- Department issued black belt
- Department issued or approved black footwear
- Black, navy blue, or white solid color socks

Class B Uniforms shall be worn at special functions at the direction of the shift commander.

Class C

- Department issued navy blue polo shirt (short or long sleeve)
- Department issued navy blue duty pants or navy blue duty shorts
- Department issued or approved navy blue t-shirt
- Department issued black belt
- Department issued or approved black footwear
- Black, navy blue, or white solid color socks
 - Socks must be low cut while wearing shorts

Class C uniforms shall be worn during business hours and non-holiday periods as defined in the Standards of this Policy when the wearing of the Class A and B uniform is not warranted.

Officer:

Class A

- Department issued navy blue dress coat with silver buttons
- Department issued navy blue dress pants
- Department issued white long sleeve dress shirt
- Department issued navy blue bell cap
- Department issued black neck tie
- Department issued black leather dress shoes
- Department issued black leather belt
- White undershirt with no print, lettering, or insignia
- Black, navy blue, or white socks, solid in color
- Department issued white gloves
- Department issued mourning band

Trim Specification of Class A Uniform

- Dress Shirt
 - Department issued silver duty badge representative of rank on left chest
 - Department issued collar insignia representative of rank
 - Department patch sewn on left shoulder
- Dress Coat
 - Dress coat shall be buttoned left over right
 - Department issued silver duty badge representative of rank on left chest
 - Department issued silver name badge with delineation of rank on right chest
 - Department issued lapel insignia representative of rank

- Department issued citations on right chest directly above name badge, no more than two wide
 - Citations shall be placed in order of class from wearer's right to left and top to bottom
 - Class A through Class D, then Chief's Award to Service Award
- Silver band(s) at the cuff of both sleeves. One(1) band for Lieutenant and two(2) bands for Captain
- Silver years of service indicator on left sleeve at the cuff directly above the band indicating rank. One marker represents 5 years of service.
- Department patch sewn on left shoulder
- American flag sewn on right shoulder
- Bell Cap
 - Department issued silver cap badge with center representative of rank
 - Silver band above brim

Class A uniforms shall be worn during the following functions or under the direction of the Chief Engineer:

- Funerals
- Memorial Services
- Award Ceremonies

For clarification on the appropriate use of white gloves and mourning band, please reference the department policy on Funerals.

Class B

- Department issued Navy Blue uniform shirt (short and long sleeve)
 - Department issued silver duty badge representative of rank on the left chest
 - Department issued collar insignia representative of rank
 - Department patch sewn on left shoulder
- Department issued navy blue duty pants
- Department issued or approved gray t-shirt
- Department issued black belt
- Department issued or approved black footwear
- Black, navy blue, or white solid color socks

Class B Uniforms shall be worn at special functions at the direction of the shift commander. Captains acting in the role of shift commander shall wear a Class B uniform during business hours.

Class C

- Department issued gray polo shirt (short or long sleeve)
- Department issued navy blue duty pants or navy blue duty shorts
- Department issued or approved gray t-shirt
- Department issued black belt
- Department issued or approved black footwear
- Black, navy blue, or white solid color socks
 - Socks must be low cut while wearing shorts

Class C uniforms shall be worn during business hours and non-holiday periods as defined in the Standards of this Policy when the wearing of the Class A and B uniform is not warranted.

Chief Officer:

Class A

- Department issued navy blue dress coat with gold buttons
- Department issued navy blue dress pants
- Department issued white long sleeve dress shirt
- Department issued white bell cap
- Department issued black neck tie
- Department issued black leather dress shoes
- Department issued black leather belt
- White undershirt with no print, lettering, or insignia
- Black, navy blue, or white socks, solid in color
- Department issued white gloves
- Department issued mourning band

Trim Specification of Class A Uniform

- Dress Shirt
 - Department issued gold duty badge representative of rank on left chest
 - Department issued collar insignia representative of rank
 - Department patch sewn on left shoulder
- Dress Coat
 - Dress coat shall be buttoned left over right
 - Department issued gold duty badge representative of rank on left chest
 - Department issued gold name badge with delineation of rank on right chest

- Department issued lapel insignia representative of rank
- Department issued citations on right chest directly above name badge, no more than two wide
 - Citations shall be placed in order of class from wearer's right to left and top to bottom
 - Class A through Class D, then Chief's Award to Service Award
- Gold band(s) at the cuff of both sleeves. Three(3) bands for Battalion Chief, four(4) bands for Deputy Chief, and five(5) bands for Chief Engineer
- Gold years of service indicator on left sleeve at the cuff directly above the band(s) indicating rank. One marker represents 5 years of service
- Department patch sewn on left shoulder
- American flag sewn on right shoulder
- Bell Cap
 - Department issued gold cap badge with center representative of rank
 - Gold band above brim
 - Chief Engineer will have a scramble on the brim

Class A uniforms shall be worn during the following functions or under the direction of the Chief Engineer:

- Funerals
- Memorial Services
- Award Ceremonies

For clarification on the appropriate use of white gloves and mourning band, please reference the department policy on Funerals.

Class B

- Department issued white uniform shirt (short or long sleeve)
 - Department issued gold duty badge representative of rank on the left chest
 - Department issued gold name badge with delineation of rank on the left chest
 - Department patch sewn on left shoulder
- Department issued navy blue duty pants
- White undershirt with no print, lettering, or insignia
- Department issued black belt
- Department issued or approved black footwear
- Black, navy blue, or white solid color socks

Chief Officers shall wear Class B Uniforms during business hours as defined in this policy.

Class C

- Department issued white polo shirt (short or long sleeve)
- Department issued navy blue duty pants or navy blue duty shorts
- White undershirt with no print, lettering, or insignia
- Department issued black belt
- Department issued or approved black footwear
- Black, navy blue, or white solid color socks
 - Socks must be low cut while wearing shorts

Chief Officers are permitted to wear Class C uniforms during non-business hours and holidays as defined in this policy.

IV. Guidelines:

1. Companies shall always be dressed in a consistent uniform. The enforcement of the appropriate uniform in accordance with this policy will be by the company officer or member RTS.
2. For the purpose of this policy business hours during which Class B and C uniforms shall be worn by Firefighters and Officers are: Monday – Saturday from 07:30 – 16:00, non-holiday. During non-business hours and holidays, members are allowed to “dress down” to a level of a department issued or approved t-shirt. Members may wear either department issued uniform pants/shorts or department issued gym shorts or sweatpants. At all times when outside of the firehouse members shall be in a department issued uniform pants/shorts or appropriate level of firefighting PPE.
3. For the purpose of this policy, business hours during which Class B uniforms shall be worn by Chief Officers and Captains serving in the role of Shift Commander are: Monday - Saturday from 07:30 - 16:00, non-holiday. Outside of business hours and holidays, Chief Officers and Captains serving in the role of Shift Commander are allowed to wear either Class C uniforms or department issued or approved gray t-shirts.

4. All uniforms shall always be clean, void of obvious wear, fading, stains, holes, and discoloration. Members shall maintain the appearance of their uniforms. This includes, but is not limited to, keeping uniforms free of wrinkles, tucking uniform shirts into the pant, securing footwear (i.e.: zipping up duty boots, securing shoe laces, etc.), polishing footwear as needed, and wearing baseball hats in the forward position. It is the member's responsibility to submit a Uniform request through Device Magic, as uniform needs arise.
5. The Firefighter uniform shall be worn by Recruit Firefighters through Senior Firefighter, the Officer uniform shall be worn by the Assistant Fire Marshals, Lieutenants, and Captains, and the Chief Officer uniform shall be worn by the Battalion Chiefs, Deputy Chiefs, and Chief Engineer. The Staff Chiefs uniform during business hours will be at the direction of the Chief Engineer.
6. The Department issues members t-shirts: navy blue for firefighters and gray for officers. Members are allowed to purchase t-shirts that have the standard "BURLINGTON FIRE DEPARTMENT" logo on the back and a department approved company logo on the left front breast. Members shall wear a t-shirt that corresponds to their rank and is either a department issued or approved t-shirt while on-duty.
7. The practice of wearing a R.E.D. Shirt on Friday's will be continued. This practice will be reviewed on an annual basis. The t-shirt shall be department issued. Companies shall be dressed consistently choosing to either wear all red t-shirts or Class C uniforms.
8. All members working an extra duty event shall wear the department issued "Extra Duty Event" gray polo. This shirt has the "BURLINGTON FIRE" logo on the left front chest and "FIRE/EMS" on the back.
9. Department issued or approved footwear shall be solid black and able to be polished. While wearing shorts, members shall wear low-cut footwear. Low-cut footwear that a member purchases for wear with uniform shorts must be approved. These shall be solid black and have non-slip soles. Sneakers are not permitted to be worn.
10. Temporary deviations from this policy shall be in the form of a department directive.

V. **Responsibility:**

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
A	TBD	TBD	Unknown
05.11.2021	Definitions	Changed date range for wearing department issued uniform shorts	DC Plante