



# London Fire Department Dress and Department Protocol

Jan 2024

(see Unforms APD 1.D1.1)

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## Introduction

The purpose of this document is to provide a compilation of the protocols concerning uniforms, and professional conduct relevant to fire service personnel for the London Fire Department.

This document has been produced based on international best practices with specific consideration of The Canadian Association of Fire Chiefs Reference Manual, Office of the Fire Marshall Protocol for the Ontario Fire Service, the Canadian Federal Government's Guide for the Wearing of Orders, Decorations and Medals and various guides from Canadian Fire Departments including the province of Alberta. This document was compiled by Captain/ADC John Peter with assistance of Mike Jones—Senior Qualified Firefighter and former Leading Seaman in the Canadian Armed Forces—Navy and David Glover— Firefighter Apparatus Operator and Petty Officer 1st Class in the Canadian Armed Forces – Navy.

While the Fire Chief of the London Fire Department is responsible for determining its Department policy concerning dress uniform, this document provides guidance to help ensure consistency across the Department in these standards and procedures.

Wearing London Fire Department issued uniforms, or parts thereof, into any establishment or at events where alcohol is present while not in the performance of assigned duties is forbidden, unless written authorization has been granted by the Fire Chief. Furthermore, personnel shall not wear uniforms and/or insignia to promote themselves, (such as on social media, and/or promoting their own business).

When a London Fire Department uniform is worn, it conveys to the public that the individual belongs to an organization that prides itself in: Pride, Professionalism, Teamwork and Respect. How the uniform is worn and maintained reflects on the organization. If a uniformed staff member is not appropriately attired, it may then affect the public's perception of the Department. On the other hand, if a uniformed staff member is well groomed and neat in appearance, the public is more likely to have a positive perception of the organization.

When in uniform anywhere or anytime, the personnel of a Fire Department shall ensure that their uniform is clean and pressed; their shoes are clean and polished; and their uniforms are complete, including issued nametags, medals, miniature medals, or ribbon bars.

Remembrance Day  
Ceremony London Ontario



## PART 1 – WEARING MEDALS

- All recognized medals, miniature medals and ribbon bars shall be worn on the left side of chest. Insignia of any unofficial orders, civil medals issued by local authorities, or decorations may be worn on the right side of chest.
- The London Fire Chief may issue and approve other medals that may be worn on the right side of chest.
- All orders, medals and decorations are to be worn in the order of precedence. Ontario Long Service Medal awards are to be worn to the left of all federal honours (i.e., Fire Service Exemplary Medal and other Chancellery recognized medals).
- Medals shall be lined up, so they are evenly positioned vertically and horizontally. It is suggested that all orders, decorations, and medals be worn court mounted (firmly fixed down) to prevent damage from the medals banging against each other.
- Medals shall hang in one row so that they are fully visible. Should this not be possible because of the number being worn, they shall be overlapped horizontally in order of precedence. Normally, six or more standard size medals and more than eight miniatures will require overlapping. The maximum width of the mounting is governed by the physique of the individual. The bar shall not normally project beyond the outer edge of the lapel or the arm seam of the jacket.
- Honours awarded by an outside agency, such as the Royal Canadian Legion, Salvation Army, or the Red Cross, shall be worn strictly on the right side of the chest.
- Internal Department awards, such as those created by firefighting associations or given out by local Fire Departments (e.g., Miggsie Lawson Medal for Life Safety or Community Service or Association awarded medals) can be worn on the right side of the chest while the firefighter is in full dress uniform, but only with approval of the Fire Chief.

**The document shows all approved regalia and proper deportment. Any other pin, ribbon, award, medal must be approved by Fire Chief or designate. All non-approved pins are welcome to be affixed to the inner pocket to keep close as some pins have sentimental meaning but are not to be on display on the uniform. Keep these pins close to your heart as it were, but not on display.**

Note: Contact Fire Chief Executive Assistant for mounting assistance.

### Occasions for Wear Orders

Medals and decorations will normally be worn on the dress uniform on the following occasions:

- Funerals and memorial services;
- Remembrance Day ceremonies;
- Parades;
- Investitures (presentation of honours ceremonies); and,

- Other ceremonial occasions as directed by the Fire Chief.

### Insignia, Orders, Decoration, and Medal

- Orders, decorations, and medals shall be worn with Ceremonial Dress.
- The insignia of Canadian orders, decorations and medals shall be worn in order of precedence without interval, with the senior closest to the centre of the chest.
- Medals shall hang in one row so that they are fully visible. Should this not be possible, because of the number being worn, they shall be overlapped horizontally in order of precedence. Normally, six or more standard size medals will require overlapping. The maximum width of the mounting is governed by the physique of the individual. The bar should not normally project beyond the outer edge of the lapel or the arm seam of the jacket.
- Undress ribbons and related insignia are worn on lesser dress orders.
- Undress ribbons shall be positioned in rows on order of precedence, centered immediately above the left breast pocket of authorized jackets and shirts.
- Honours are not to be worn on outerwear such as topcoats, parkas, and raincoats.

### Remembrance Day Poppies

- ◆ Remembrance Day Poppies may be worn on the left lower lapel of the dress uniform above the left pocket. Poppies are worn for the period two weeks prior to and including Remembrance Day, November 11th. The poppies shall be removed after remembrance day.

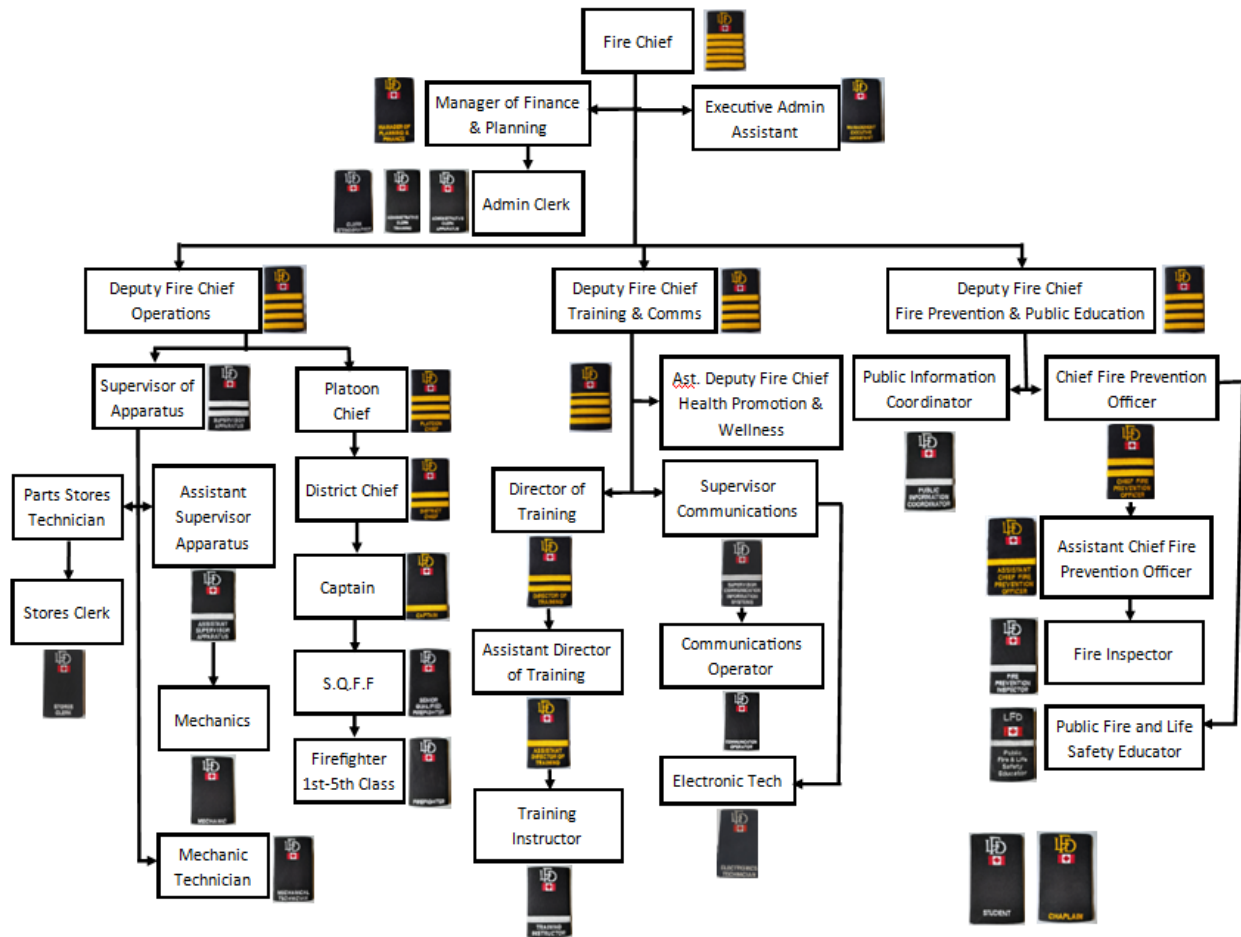


Daily Station wear Poppy Placement



Dress Uniform Poppy Placement

# PART 2 – EPAULETTES: SHOULDER RANK AND IDENTIFICATION



## Long Service Insignia

- All long service bars can be in silver or gold.
- Each bar indicates 5 years of service.
- The bars can be in metal or cloth, with metal being most common.
- Metal Service Bars, 1-inch bar(s) SEE FIG. 3
- One gold/silver bar for every five years of completed service up to the five bars which would reflect 25 years of service.
- The service bars are to be sewn on the left-hand sleeve of the dress tunic and three inches from the bottom of the sleeve. SEE FIG. 3

## PART 3 – WORK/DUTY UNIFORM

Issued by the London Fire Department, the work/duty uniform consist of, dark blue uniform shirt, work pants, shoes, sweatshirt/sweater, T-shirt, ball cap and/or toque. Any alterations (e.g., tampering) to the Uniform shall by approved by the Fire Chief or designate.

- The work/duty uniform is to be worn while on duty with the uniform shirt tucked into the pants in a neat fashion.
- The work/duty uniform pants cuffs are not to be tucked into station footwear.
- The work/duty uniform shirt buttons shall be fastened properly with only the top button being permissible to be left unfastened. When wearing a tie, all buttons are required to be fastened.

## Name Tags

- A nametag with full name or initial(s) and surname on upper line, and classification or rank on bottom line, shall be worn on the right side centered immediately above the breast pocket of a tunic, dress shirt and /or jacket. Use the top pocket flap seam as a guide to keep the tag straight and level. See FIG. 4.

## Sweatshirts

- Station dress shirts shall be worn under sweater, until 2000 hrs. Personnel may elect to wear a Department approved t-shirt after 2000 hrs.

## Parkas

- Parkas are for travelling to and from work, and other Departmental duties. Parkas shall not be worn for personal use.

## Workout

- Personnel may wear personal clothing while exercising, but at a minimum must wear a Department approved or LFD issued t-shirt, in the event of an alarm.

## Divisions

- Personnel shall refer to their respective Uniform Tables (Appendix A) for authorized time and required dress for regular and other duties as noted in the APD.

## PART 4 – DRESS UNIFORM

- The fire service has a long history of pride and professionalism, and personnel of the Fire Departments continue to demonstrate this by wearing the dress uniform according to the accepted guidelines.

The firefighter dress uniform is comprised of the following items.

- ⇒ **Tunic:** Dark navy single-breasted semi-notch lapel tunic with 4 silver or gold Fire Department buttons, two upper breast pockets, two lower flap pockets, the Fire Department shoulder crests, Silver or gold collar insignia, one pair near the tips of the upper lapel peaks on the tunic.
- ⇒ **Pant or skirt:** Matching dark navy trousers or skirt
- ⇒ **Belt:** Black webbing with silver/gold clasp/buckle
- ⇒ **Hat:** Dark navy uniform forge/service cap · Dark navy serge with dark navy cap band and black peak · Silver or gold (Proper colour to match rank) Fire Department crest cap badge. Worn in the middle of the cap band centered over the peak.
- ⇒ **Tie:** Black polyester tie with optional Silver/gold tie bar
- ⇒ **Shirt:** White uniform shirt with the Fire Department shoulder crests. LFD proper rank collar insignia. Worn in the premade holes near the collar tips of the white shirt.
- ⇒ **Shoes:** Black polished patent leather Oxford-style dress shoe. Black socks to compliment the uniforms.

### Wearing of the Uniform by Retired Personnel

- Retired personnel are encouraged to wear LFD dress uniforms for sanctioned events where current personnel are also wearing LFD dress uniforms.
- Personnel who retire from the Fire Department in good standing, as determined by the Fire Chief, may elect to keep their dress uniform consisting of the dress coat, shirt, pants, hat, hat badge, and nameplate.
- The Fire Department will furnish a new nameplate with the member's name and the word "Retired" under the member's name, and the member will wear this nameplate with the dress uniform.
- Retirement is defined as a paid member who retires from the Fire Department and is eligible to receive an OMERS retirement pension.
- Retired personnel may wear the dress uniform on certain occasions, such as a fallen firefighter memorial service, retirement ceremonies, promotional ceremonies, fire service funerals, fire service dinners, and other Fire Department functions as designated by the Fire Chief.

- The retiring member will be allowed to retain the dress uniform of his or her current rank as of their date of retirement.
- As a condition of retaining the dress uniform upon retirement, the member agrees to wear the uniform in a manner that does not discredit the Fire Department and. If the Fire Chief determines that the member has done so, he or she will return the complete uniform to the Fire Department upon the written request of the Fire Chief.

## **PART 4 – PROFESSIONAL CODE OF CONDUCT—PAYING COMPLIMENTS (SALUTING)**

### **Origin of the Hand Salute**

A salute is a formal mark of respect and courtesy. From earliest times and in many distant armies throughout history, the right hand (or "weapon hand") has been raised as a greeting of friendship, to show that you were not ready to use a weapon. Courtesy required that the lower ranked person make the gesture first.

In the fire service, saluting is not used in the normal conduct of business; however, saluting is expected and required for formal and ceremonial occasions. A hand salute is given when in uniform and wearing headdress. When in uniform and without headdress or in civilian clothes, a salute will be given by coming to attention and looking directly at the person giving or receiving the salute.

### **Procedure for Saluting and Standing at Attention**

The method of saluting has varied over the years but with the unification of the Canadian Forces a standard salute was adopted. The salute is given with the right hand from the position of attention. When physical incapacity or carrying of articles make a salute with the right hand impractical, compliments will be paid by turning the head and eyes to the left or right or standing to attention, as appropriate.

To execute the salute, the member shall: bend the right elbow and open the palm of the right hand and force the right hand by its shortest route to the peak of the cap so that the palm of the hand is facing down the thumb and fingers are fully extended and close together. The tip of the second finger is in line with the outside of the right eyebrow and touching the outside edge of the peak of the cap. When wearing headdress other than a cap with a peak, the second finger is 2 cm (1 inch) above and in line with the outer tip of the right eyebrow. The hand, wrist and forearm are in a straight line, the elbow is in line with the shoulders, and the upper arm is parallel to the ground.

To end salute, the member shall bring the hand sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below shoulder level. When the command "TO THE FRONT – SALUTE" is given, the two movements are combined.

## When to Salute

Saluting may be done during the following situations:

- During the singing of “O Canada” while facing the flag
- When a moment of silence is call for, traditionally either the ‘Last Post’ /or ‘Last Alarm, the senior officer of that formation (i.e., a formed group), salutes on behalf of the formation. Any uniformed individual in attendance, not in formation (part of a formed group), salutes on their own behalf.
- Salutes will be extended to distinguished persons such as: Members of the Royal Family, The Governor General of Canada, The Lieutenant Governor of a province of Canada, The Prime Minister of Canada, The Premier of a province of Canada, Federal and provincial cabinet ministers, or Federal and provincial judges.

## Parades and Special Events Ceremonies

Uniformed personnel of the fire service shall salute or pay compliments as a demonstration of trust and respect at formal events such as parades, funerals, and ceremonies.

## Anthems and Salutes

When the royal anthem, national anthem, or foreign anthem (e.g., “O Canada,” “God Save the King,” “the Vice Regal Salute”) is played all shall stand. All uniformed staff who are wearing headdress and who are not part of a formed group such as an honour guard shall salute. The salute will begin on the sounding of the first musical note played and end on the last note. If asked to sing a national anthem at investitures, remembrance services, graduation ceremonies and so on, uniformed staff will come to attention and join in the singing while placing their right hands over the heart without saluting while facing the flag.

## **PART 5 – FIRE DEPARTMENT FUNERALS**

A funeral or memorial service pays tribute to the deceased and is an opportunity for the Fire Department, family, and friends to honour and celebrate a fallen firefighter’s life. Funerals are an important social ritual that can help meet the emotional needs of those grieving by providing a sense of closure. The Canadian Forces Manual of Drill and Ceremonial is used as the basis for Fire Department funerals and services. In this section, funeral and memorial service are used interchangeably.

Guidelines and customs vary about how services are to be conducted. The officiant designated by the family, a funeral director, and Fire Department staff can assist the family with decisions.

Funerals are emotional and leave lasting impressions on those who attend. When a Department is called upon to assist with a funeral, professional deportment and protocol are of the utmost importance. Whether or not fire service personnel attend in their dress uniforms is at the discretion of the family and Fire Department. Uniformed personnel may wear their dress uniform to funerals of active or retired personnel of a fire service or emergency services. Individuals who have not been issued uniforms

shall wear appropriate civilian attire.

The following are guidelines to assist the Fire Department officials in providing uniformity in ceremonial elements of a funeral or memorial service.

### Ceremonial Funeral Flag

When draped over the casket or being handled, the flag shall not touch the ground or be so placed as to be below the eye level of a seated person. The flag shall not cover any object other than a casket, monument, or photograph. For a full honours funeral ceremony, the official flag shall be presented to the widow(er) or next of kin.

## PART 6: HISTORY OF MALTESE CROSS



### The Maltese Cross

The Maltese cross is a symbol of protection and a badge of honor, its story and tradition reaches back a Millennia. When a courageous band of Crusaders, known as the Knights of St. John, fought the Saracens for possession of the Holy Land, they encountered a new weapon unknown to European warriors that became known as Greek fire. It wrought excruciating pain and agonizing death upon the brave fighters for The Cross.

As the Crusaders advanced on the walls of the Saracens' city, glass bombs containing naphtha were thrown at them. When the Knights became saturated with the highly flammable liquid, the Saracens hurled a flaming tree into their midst. Hundreds of Knights were burned alive. Others risked their lives to save their brothers-in-arms from dying painful fiery deaths.

The Knights of St. John dressed in regal fashion to show their colors in a uniform manner. Large, crimson-colored capes were worn over the suits of armor. Not only were the capes symbolic, but they also helped provide a defense against the fire. Thus, these men became the first in a long list of courageous fire fighters. Their heroic efforts were recognized by fellow Crusaders who awarded each hero a badge of honor, a cross like the one firefighter wear today. Since the Knights of St. John lived for close to four centuries on Malta Island in the Mediterranean Sea, the cross became known as the Maltese Cross.

The Maltese Cross is a symbol of protection. It means that the firefighter who wears this cross is willing to lay down his or her life for another, just as the Crusaders sacrificed their lives for others so many years ago.

## FIGURE 1: UNIFORM AWARDS AND DECORATION STANDARD

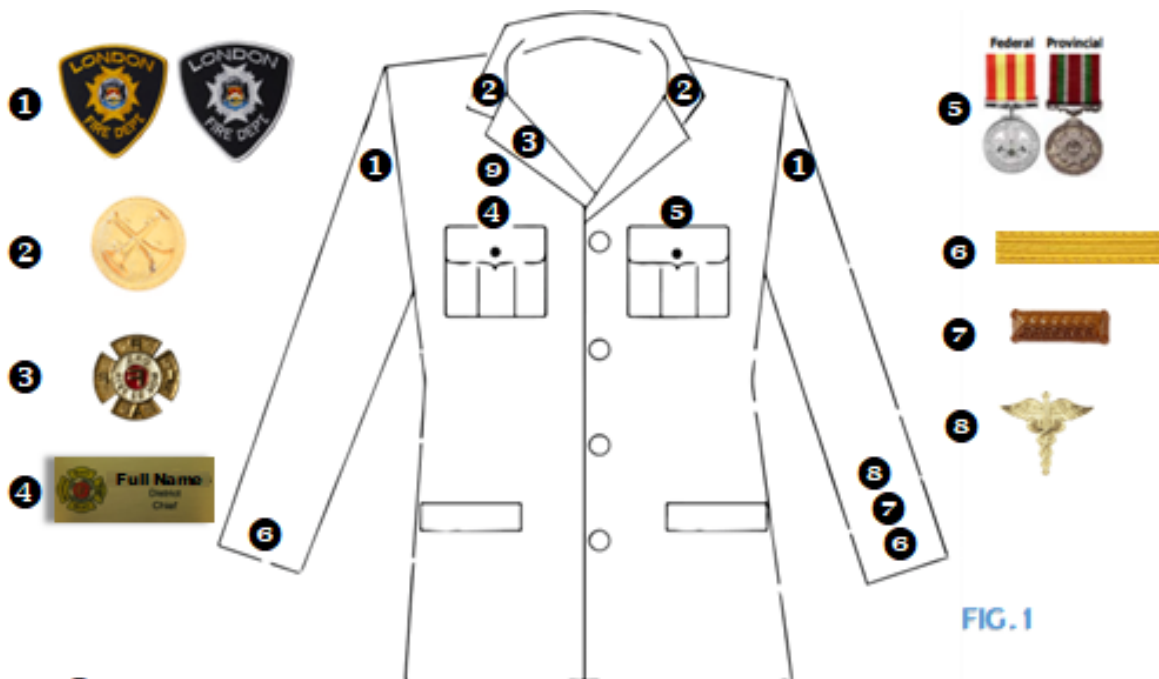


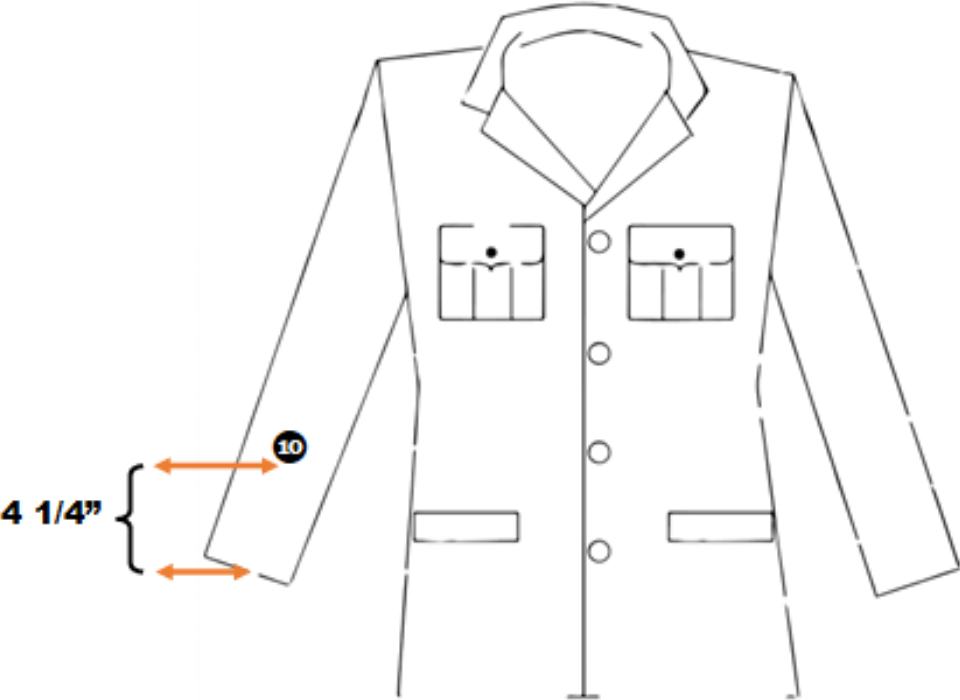
FIG. 1

- ① Shoulder flash 3/4" from top of the seam of the shoulder
- ② Collar Dog according to rank
- ③ Service Pin e.g. 15 years or LPFFA Association Pin
- ④ Name Tag, at or above pocket seam ( if internal medals awarded, name tag to be placed above 1/4")
- ⑤ Service Medals & Ribbons 3/4" above left pocket, centre
- ⑥ Rank Ribbon - 3" from cuff of sleeves-1/4" between ribbons
- ⑦ Years of service bars - 1/4" above Rank Ribbon on sleeve
- ⑧ Caduceus in conjunction with MLEMS (Survivors of medical Calls) Show certificate to Stores to receive award
- ⑨ Special Team Service Pins - Hazmat, Tech Rescue, WIRT 1/4" over name tag

**NOTE :** For spacing purposes-1 Service bar is 1/4" spacer



**FIGURE 2: INTERNAL MILIRARY SERVICE PATCH**



**FIG. 2**

**10** LFD Military Service patch - Sewn on right sleeve 4.25" up from sleeve cuff or 1/4" above highest sleeve ribbon



FIGURE 3: LONDON FIRE DEPARTMENT SPACING GUIDE – LEFT SLEEVE

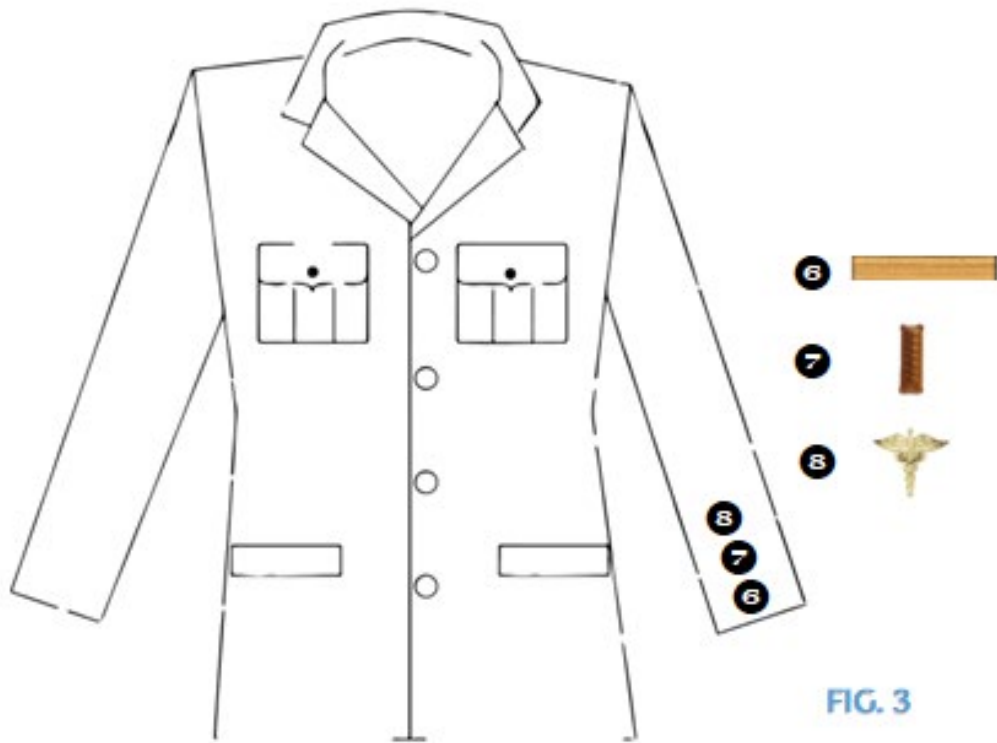
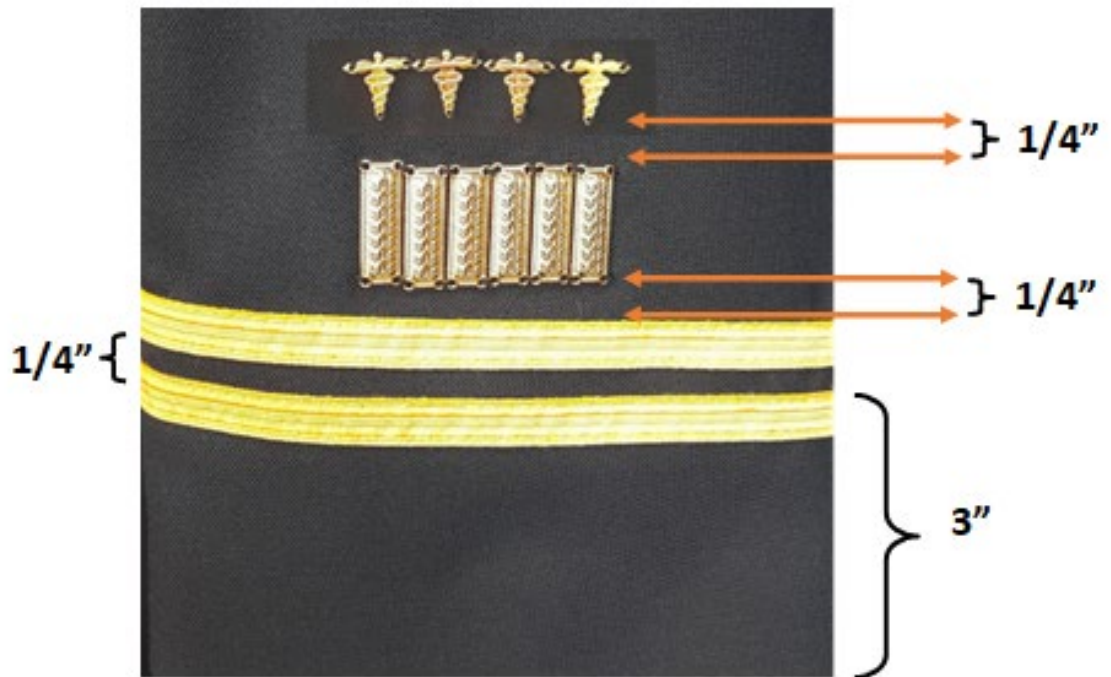


FIG. 3



## FIGURE 4: GENERAL UNIFORM PRESENTATION

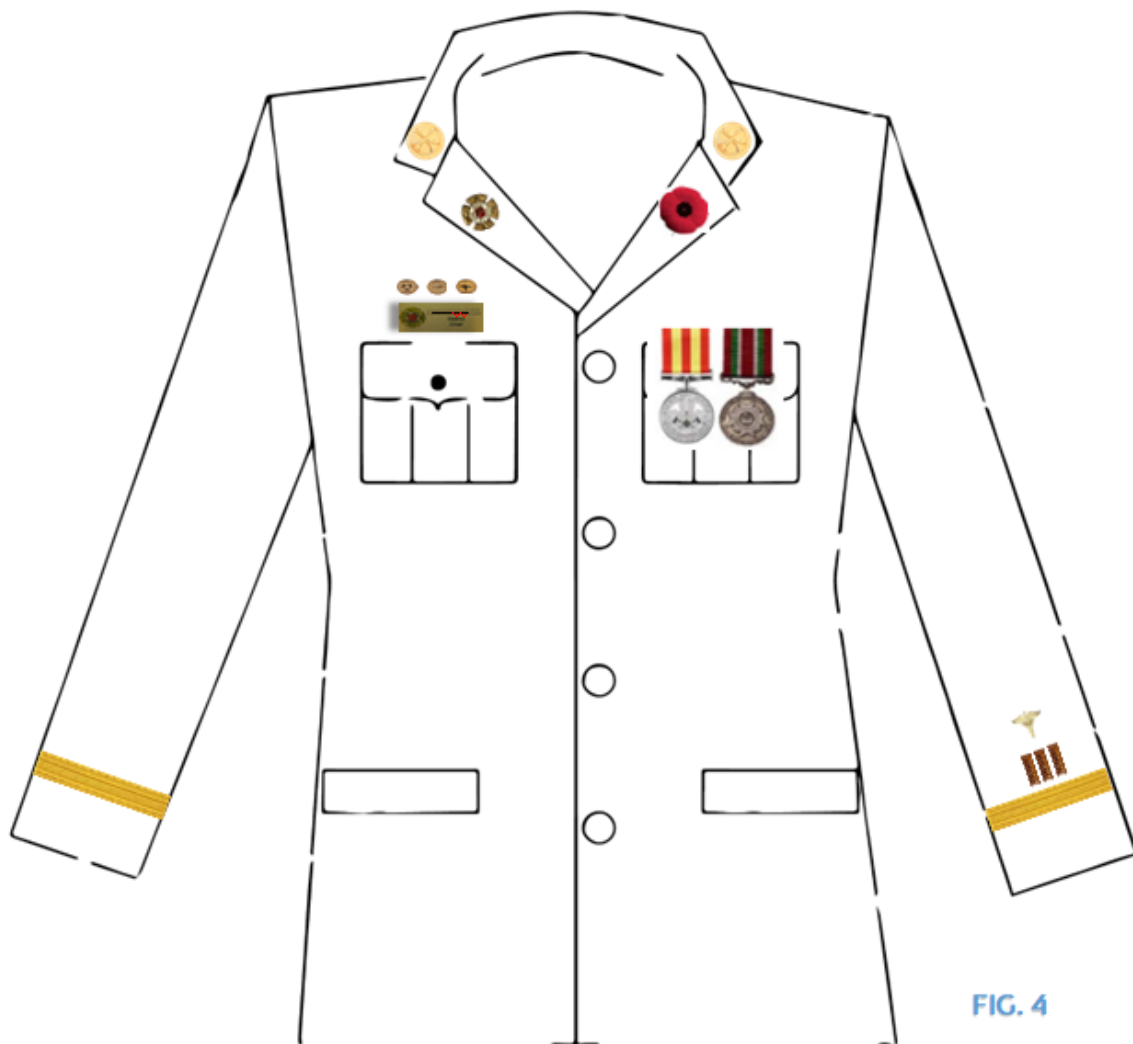


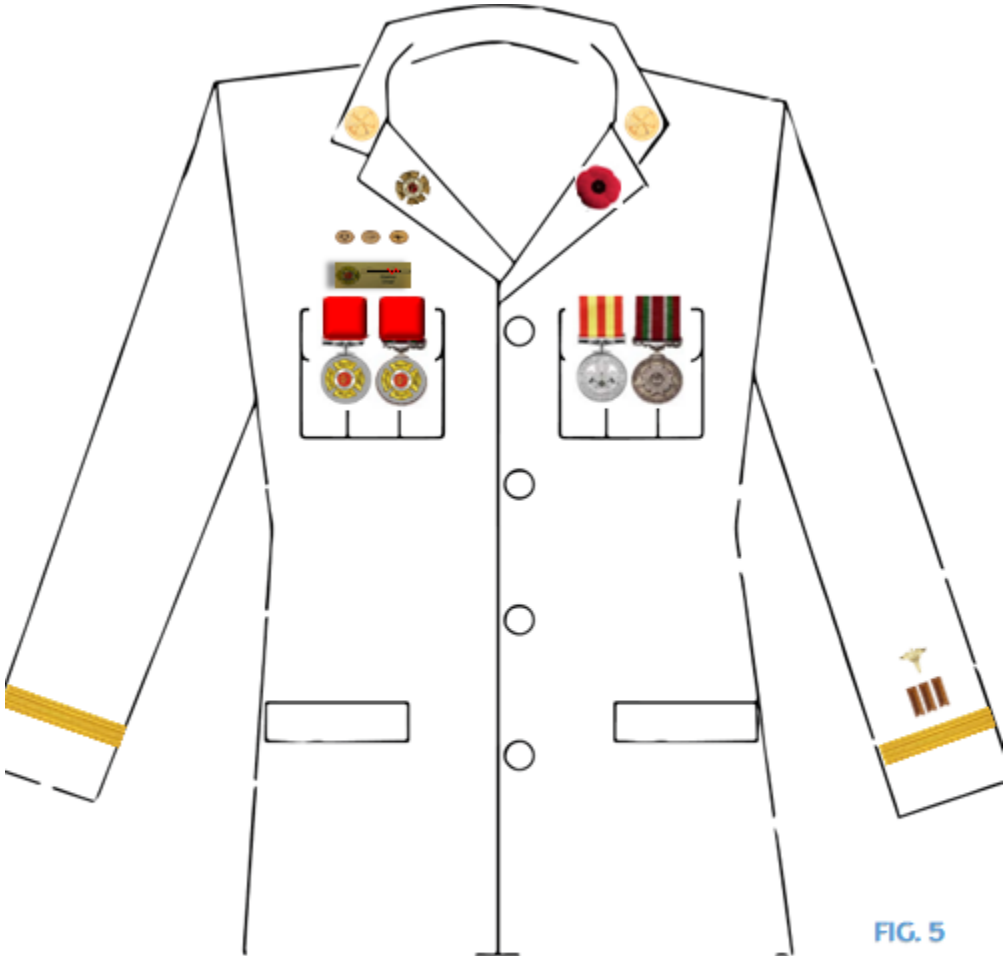
FIG. 4

**Left Lapel reserved for poppy pin for Remembrance Day only.**

**OR**


**an LFD approved non permanent pin or ribbon for a specific cause or event. Must be approved by Fire Chief to be worn.**

**FIGURE 5: PROVINCIAL/FEDERAL AWARDS AND LFD INTERNAL AWARDS**



**Example of uniform Tunic with internal medals awarded  
E.g. Lawson Medals**

**Internal awards and decorations to be worn on right side.**

**All spacing to be 1/4" or the width of one service bar** 

# FIGURE 6: UNIFORM INFORMATION

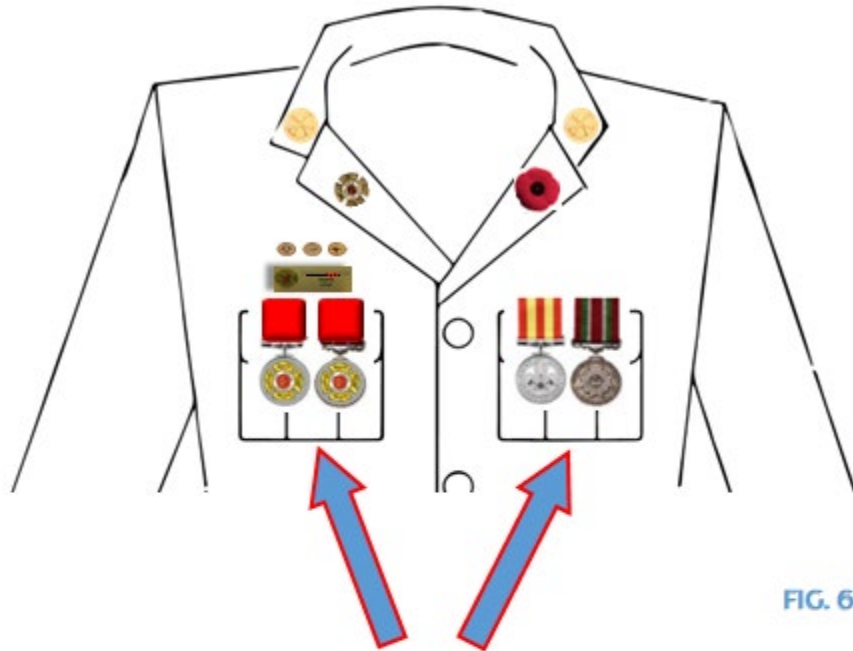
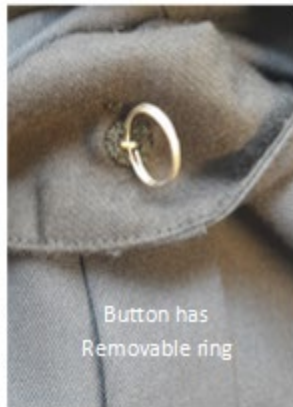
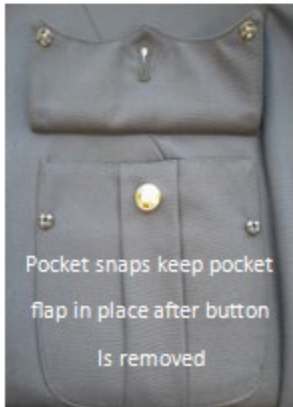


FIG. 6

**Note: When wearing award medals breast pocket buttons are to be removed to allow medals to sit flat on uniform - See below**



## FIGURE 7: UNIFORM AWARDS AND DECORATION STANDARD



FIG. 7

- ♦ **White shirt mandatory when wearing tunic/dress uniform**
- ♦ **Collar dogs and epaulettes mandatory when white shirt is worn**
- ♦ **Tie pin (not issued) allowed but not mandatory**
- ♦ **Name Tag/Service bar only worn on shirt if not wearing tunic**
- ♦ **Dark Blue Fatigue shirt not be worn with tunic (dress uniform)**

**FIGURE 8: AWARDS AND DECORATION LEGEND**

	<p>Braided Rank Ribbon—Comes with uniform or added at Tailors. Number of ribbons and colour matches current rank e.g., 1 Gold Ribbon for Rank of Captain</p>
	<p>Fire Dept shoulder flash comes with uniform or added at tailors. Gold or silver depending on rank.</p>
	<p>Fire Dept tunic collar dogs. Gold or Silver depending on rank. To be obtained from stores division. Note: Silver is to be worn by Training Division, Fire Prevention Division, and Supervisors of Division only.</p>
	<p>Fire Dept service bars. Gold or silver depending on rank. Comes with uniform or added by tailor. Can be obtained from stores division. 1 service bar = 5 years completed service</p>
	<p>Fire Dept caduceus. Gold or silver depending on rank. To be obtained from Stores division after receiving recognition from MLPS (Middlesex London Paramedic Service). EMS will award a certificate and pin for a life saved. Present certificate to stores to receive caduceus for tunic. To be sewn on by tailor 1/4" over service bars</p>
	<p>Long Service medals—20 &amp; 25 years—Court mounting provided by LFD—see administration division for information. Court mounted preferred vs. swing mounted</p>
	<p>London Fire dept uniform name tag. Provided by stores division. Full name and rank displayed</p>
	<p>London Fire Dept <i>HZYZ,, A2 @L Z/S, IZJ \$\$Z0 R0 \$JIZJ /\$Z0</i> –Technician level personnel of the Hazardous Material Team may obtain from stores division. Gold or silver depending on current rank</p>
	<p>London Fire Dept <i>\$\$J&gt;µH ZJ Q\$@J2 \$ R0 \$JIZJ /\$Z0</i> –Technician level personnel of the Technical Rescue Team may obtain from stores division. Gold or silver depending on current rank</p>
	<p>London Fire Dept Water <i>Q\$@J2 \$ R0 \$JIZJ /\$Z0</i> –Technician level personnel of the Water Rescue Team may obtain from stores division. Gold or silver depending on current rank</p>
	<p>London Fire Dept <i>Dhü\$ Q\$@J2 \$ R0 \$JIZJ /\$Z0 -DIRCÄM\$IMT ED&gt;</i> Former Technician level divers of the London Fire Dept Dive team may wear this award.</p>
	<p>London Fire Dept—Lawson awards – Court mounting provided by LFD see Administration Division for information. Court mounted preferred vs. swing mounted.</p>
	<p>London Professional Firefighters Association member pin - See LPFFA executive member to obtain pin. IAFF pin also acceptable. Any other pin in this location must be approved by Fire Chief.</p>



London Fire Dept (Internal) Military service patch - to be awarded upon approval of the Fire Chief. Military patch may be obtained from the stores division.

**Note: all "approved" pins/dogs etc. that are to be worn will be provided through Stores Division**