




City of Winchester  
Fire & Rescue Department  
**GENERAL ORDER**



<b>Section:</b> General Order	<b>GO:</b> 10002
<b>Subject:</b> Job Shirts	<b>Executed:</b> November 1, 2010 <b>Revised:</b>
<b>Approved:</b>  Scott Cullers, Fire Chief	

### SCOPE

To provide another optional authorized apparel item to all Department personnel.

### JOB SHIRTS

The Department issued job shirt shall be the only type of job shirt recognized as part of the authorized City Fire and Rescue uniform. If an employee chooses to wear the job shirt it must be accompanied with the department issued blue t-shirt (white for officers) or the department issued NOMEX uniform shirt. This shirt may NOT be worn by itself or when representing the Fire Chief/WFRD (ie. City Council Meeting, civic events such as award ceremonies) or as directed by a Department officer.

1. When to wear
  - a. Responding to incidents
  - b. During anytime of the year
  - c. During public education events
  - d. During practical training events
  - e. Daily in/out of the stations
2. Display of insignia
  - a. The Department patch embroidered to the left chest area
  - b. Department ID badge displayed on chest pocket
  - c. The back will have 5" white letters silk screened with the acronym "WFRD"
  - d. A firefighter may embroider their full name or first initial and last name on the right chest area at their own expense. This lettering must be capitalized in white stitching, ½ inch high, block lettering font. No nicknames or other wording will be permitted. The employee's rank will be found on their ID tag. Example:  
**JOHN DOE**
3. Department issued inventory
  - a. 1 – Navy blue job shirt
4. Care and maintenance
  - a. Job shirts should be laundered in cold water. For best results, line dry to retain shape and color. Dry on low heat if necessary. **NO BLEACH** or detergents that contain bleach
  - b. Job shirts should be labeled with individuals name on the inside tag only if not embroidered on chest pocket