

CIVIL DEFENCE CIRCULAR

CD 02/2012

**THE WEARING OF CIVIL DEFENCE
VOLUNTEER UNIFORM**

RECORD OF AMENDMENTS

NOTE: All amendments take effect from the date shown, except where otherwise stated.

AMENDMENTS

Para No	Amdt No	Date	Reference
Part 3 Appendix 3 Pg 19 & 20	01	01/03/2013	Revised Epauettes (Commander, Leader, Assistant Leader & Volunteer)

- PART 1** - GENERAL INSTRUCTIONS – SERVICE DRESS No. 1 UNIFORM AND WORK WEAR UNIFORM
- PART 2** - MEDALS
- PART 3** - APPENDICES

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PART 1

GENERAL INSTRUCTIONS – SERVICE DRESS No. 1 UNIFORM AND WORKWEAR UNIFORM

1. APPLICATION

- a. This circular applies to Civil Defence volunteers.
- b. All Civil Defence Officers are obliged to ensure that these guidelines are implemented at all times for the purpose of uniformity in Civil Defence to reach standards as outlined in these guidelines.
- c. This circular sets out the main details concerning the wearing of uniform or clothing.
- d. Each order of dress prescribed in this circular shall be worn on the occasions and only on the occasions specified in paragraph 8 "Service Dress No. 1 Uniform" and paragraph 12 "Workwear Uniform".
- e. Unless specifically indicated otherwise, this circular refers to occasions when uniform is worn.
- f. "Off Duty" means when not on duty as a volunteer.

2. UNIFORM - LIMITATIONS ON WEAR

- a. Volunteers shall have regard at all times for the dignity and prestige of the uniform and shall take care to avoid actions or places which might in any way, bring the uniform into disrepute, contempt or ridicule.
- b. Uniform shall not be worn outside the State, whether in the course of duty or not, except where the volunteers concerned are representing Civil Defence at an overseas event such as:
 - (1) The Annual Lourdes Pilgrimage,
 - (2) Civil Defence competitions, or
 - (3) Such other events that may arise as approved by the Director General.

3. UNIFORM - CARE OF

- a. Uniforms shall be maintained in good repair and in a clean condition. Articles which are torn or damaged or which present a dirty or untidy appearance shall be replaced.
- b. Repaired articles may be worn provided the repairs are inconspicuous and neatly executed.

4. DRESS AT FORMAL FUNCTIONS

- a. Where formal dress is indicated or appropriate for guests, volunteers attending functions must wear Service Dress No. 1 Uniform.
- b. Medals shall be worn with Service Dress No. 1 Uniform as stipulated in **Appendix 5**.

5. WEARING OF UNIFORM WHEN RETIRED

The wearing of any item of uniform when inactive/retired is forbidden.

6. RANK INSIGNIA

Rank Insignia as specified in **Appendix 3** shall be worn by volunteers.

7. COUNTY FLASHES, TRI-COLOUR AND INTERNATIONAL LOGO – See Appendix 4

County Flashes in both Irish and English shall be worn on the tunic of the Service Dress No. 1 Uniform in the centre of the sleeve at the highest point of the shoulder seam. The Irish version is to be placed on the left sleeve and the English version is to be placed on the right sleeve.

The Tri-Colour Flash shall be worn 2.5 cm below the lower centre point of the shoulder seam of the left sleeve of the outer garment.

The Civil Defence International Logo shall be worn 2.5 cm below the lower centre point of the shoulder seam of the right sleeve of the outer garment.

Only approved flashes may be worn.

8. SERVICE DRESS No.1 UNIFORM – See Appendix 1

COMPONENTS

Black Laced Footwear
Black Socks
Cap/Beret
Jasmine Coloured Tights
Plain Navy Clip on Tie
Trousers/Skirt
Tunic
White Belt
White Gloves
White Lanyard
White Long Sleeved Shirt

COMPONENTS FOR SUMMER WEAR

Black Laced Footwear
Black Socks
Cap/Beret
Jasmine Coloured Tights
Plain Navy Clip on Tie
Trousers/Skirt
White Short Sleeved Shirt

OCCASIONS FOR WEAR

Funerals as directed by the Civil Defence Officer.

Divine Service Parades.

Formal Parades.

Guards of Honour.

Meeting the President, Government representatives, Foreign Ambassadors or attending functions hosted by the foregoing persons.

Any other occasions detailed by the Civil Defence Officer.

The Civil Defence Officer shall determine which uniform will be worn and at what event and shall issue prior notice.

Volunteers shall NOT wear epaulettes on the Service Dress No. 1 Tunic (only sew on badges are permitted).

9. LANYARDS – See Appendix 6

- a. The Policy in relation to all Lanyards is as follows;
 - (1) Only approved lanyards may be worn – see **Appendix 6**.
 - (2) Lanyards will be white and shall only be worn on the left shoulder.

10. GLOVES

Gloves are a component of the Service Dress No. 1 Uniform. They may be worn at formal functions and may, on other occasions, be worn or carried.

11. WHITE BELTS

White belts shall be worn by volunteers on Guards of Honour unless otherwise ordered. White gloves shall also be worn on such occasions.

12. WORKWEAR UNIFORM

Authorised Workwear Uniform of approved pattern shall be worn when circumstances require, on the direction of the Civil Defence Officer by volunteers to whom such clothing has been issued.

COMPONENTS – See Appendix 2

Beanie Cap
Belt
Boots
Bump Hat (Baseball Cap)
Elastic Band
Epaulettes
Hi-Viz Jerkins
Hi-Viz Vests
Navy Combat Trousers
Navy Open Necked Shirt
Navy Waterproof Trousers
Orange and Navy Waterproof Jackets
Soft Shell Long Sleeved Jackets
White Wicking T-Shirt

- a. The combat trousers shall be tucked inside boots (they may be held in place with an elasticated band).
- b. Volunteers shall wear the white wicking t-shirt underneath the Civil Defence navy shirt.
- c. Badges/Decorations or any other items **CANNOT** be worn or attached to any item of the Workwear Uniform i.e. shirt, t-shirt, waterproof jacket, soft shell jacket.
- d. The waterproof jacket and trousers cannot be altered/pierced in any way as it invalidates the “resistance to water penetration” standard.
- e. Only official issue items of the Workwear Uniform may be worn by volunteers on Civil Defence duties.

13. EARRINGS

- a. Earrings may be worn when in uniform.
- b. Earrings shall be either gold/silver stud or sleeper type earrings. They must be generally acceptable as compatible with the uniform.
- c. Pendant earrings shall not be worn.
- d. Only one earring may be worn in each ear.
- e. Earrings shall only be worn on the ear lobe.

14. PIERCINGS

All facial piercings are prohibited.

15. NECKLACES

Necklaces may not be worn when in uniform.

16. HAIRSTYLE

The hairstyle must facilitate the wearing of headdress and must present a neat and tidy appearance.

17. ORNAMENTS, PENS AND PENCILS

Ornaments, brooches and other trinkets shall not be worn on uniforms. Pens, pencils and such articles shall, if carried in the uniform, be concealed from view.

PART 2 – MEDALS

18. LONG SERVICE MEDAL

A medal to be known as “The Long Service Medal” may be awarded to Civil Defence volunteers who possess the qualifying service for the award. Not more than one Service Medal may be awarded to any volunteer under the provisions of this section.

19. SPECIAL OLYMPICS MEDAL

A medal to be known as “The Special Olympics Medal” shall be awarded to Civil Defence volunteers for active duty during the period of the Special Olympics in Ireland.

20. LOURDES MEDAL

A medal to be known as “The Lourdes Medal” shall be awarded to Civil Defence volunteers who have completed three Civil Defence Pilgrimages to Lourdes. Not more than one Lourdes Medal may be awarded to any volunteer.

21. WEARING OF MEDALS AND RIBBONS

Medals/ribbons shall be worn on the men’s tunic centralised above the button on the left breast pocket. They shall be placed directly above the seam (no gap) at the top of this pocket. On the ladies tunic medals/ribbons shall be placed in the equivalent position (see photographs in **Appendix 5**).

The correct order of the medals/ribbons from the centre of the chest is: Long Service Medal, Special Olympics Medal and Lourdes Medal. Depending on what number of medals/ribbons are worn, the display shall be centred as described above. Medals are only worn on the instruction of the Civil Defence Officer.

Medals or ribbons can be worn on the tunic. Ribbons, not medals, can be worn on the white shirt/blouse. Ribbons and medals shall not be worn on the work shirt or any other work wear item.

22. OTHER STATE AWARDED MEDALS

Medals awarded by the State may be worn, subject to the approval of the Civil Defence Officer.

PART 3

APPENDICES

APPENDIX 1

PHOTOGRAPHS OF SERVICE DRESS No. 1 UNIFORM COMPONENTS



Female Service Dress No. 1
Uniform with Skirt
(Length: 5cm below knee)



Female Service Dress
No. 1 Uniform with
Trousers

PHOTOGRAPHS OF SERVICE DRESS No. 1 UNIFORM COMPONENTS



Male Service Dress No. 1 Uniform

APPENDIX 2

PHOTOGRAPHS OF WORKWEAR UNIFORM COMPONENTS



Waterproofs with Beanie Cap



Waterproofs with Bump Hat

PHOTOGRAPHS OF WORKWEAR UNIFORM COMPONENTS



Workwear Uniform with Beanie Cap



Workwear Uniform with Bump Hat

PHOTOGRAPHS OF WORKWEAR UNIFORM COMPONENTS



Combat Trousers inside Combat Boots

PHOTOGRAPHS OF WORKWEAR UNIFORM COMPONENTS



Soft Shell Jacket with Beanie Cap



Soft Shell Jacket with Bump Hat

PHOTOGRAPHS OF WORKWEAR UNIFORM COMPONENTS



Hi Viz with Workwear Uniform



Hi Viz with Soft Shell

PHOTOGRAPHS OF WORKWEAR UNIFORM COMPONENTS



Epaulettes on Shoulder of Workwear Shirt

PHOTOGRAPHS OF WORKWEAR UNIFORM COMPONENTS



Beanie Cap



Bump Hat

APPENDIX 3

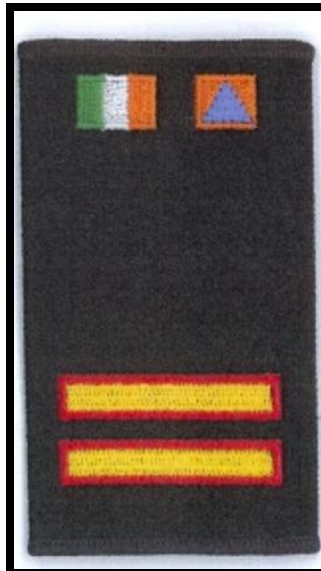
PHOTOGRAPHS OF RANK INSIGNIA



Commander Epaulette



1st Officer Epaulette



2nd Officer Epaulette



3rd Officer Epaulette

PHOTOGRAPHS OF RANK INSIGNIA



Leader Epaulette



Assistant Leader



Volunteer Epaulette

PHOTOGRAPHS OF RANK INSIGNIA



Sew on Commander Badge



Sew on Officer Badge



Sew on Leader Badge

APPENDIX 4
PHOTOGRAPHS OF BADGES



Civil Defence International Badge



Ireland Badge

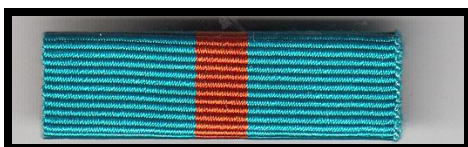
APPENDIX 5
PHOTOGRAPHS OF MEDALS AND RIBBONS



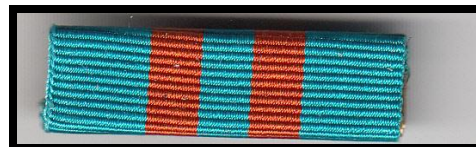
10 Year Long Service Medal



20 Year Long Service Medal



10 Year Long Service Ribbon



20 Year Long Service Ribbon

PHOTOGRAPHS OF MEDALS AND RIBBONS



Special Olympics Medal



Lourdes Medal

PHOTOGRAPHS OF MEDALS AND RIBBONS



Order of Medals on Female Tunic



Order of Medals on Male Tunic



Service Ribbon on Male Tunic

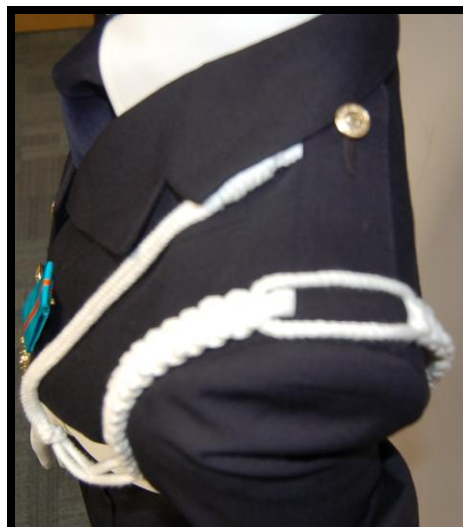
APPENDIX 6

LANYARDS

The cord shall be white in colour and of a diameter less than 5mm. It shall be tied to form a four strand sinnit around the left shoulder except for the epaulette opening where the four strands shall be left plain. The outer two strands shall be worn on the top surface of the epaulette and the centre pair on the lower surface. This section shall be approximately 50cm. The two strands emerging from the sinnit shall pass through the loops at the beginning of the sinnit. These may be braided or knotted to complete the lanyard which shall end in a simple loop.

The sinnit shall be in line with the left side of the top flap of breast pocket of the tunic for males and attached to the inner button on lapel for females.

The overall length shall be some 110cm.



Lanyard on Female Tunic



Lanyard on Male Tunic