

# **Tempe Fire Department Policies and Procedures**

## **Uniforms**

### **604.01**

**Rev 4-24-09**

## **PURPOSE**

To provide information and guidelines concerning Department uniforms for all members providing emergency and non-emergency services and for members that do not wear the uniform of the Department.

## **POLICY**

The Department shall provide a uniform to any member whose position requires uniformity in appearance or for any position approved by the Fire Chief.

Where station/work uniforms are worn by emergency services members, such station/work uniforms shall meet the requirements of NFPA 1975, Standard on Station/Work Uniforms for Fire and Emergency Services

The Department shall provide emergency services members with station/work uniforms that will not contribute to burn injury severity (NFPA 1975 Standard on Station/Work Uniforms for Fire and Emergency Services).

NFPA 1975 does not include clothing items that are intended for use as underwear, socks, dress uniforms, or outerwear. Emergency Services members should wear 100% cotton socks and underwear to reduce burn injury severity.

## **GENERAL INFORMATION**

The station/work uniform of the Department shall be approved by the Fire Chief with input from the Labor Management Process.

Members shall only wear the approved uniform while on-duty.

When not on-duty, members shall not wear uniforms or any part of a uniform without permission from the Fire Chief.

It is the responsibility of each member to report worn, faded, or damaged uniforms to his/her supervisor. If replacement is necessary, supervisors shall authorize replacement via email to the Fire Warehouse. Worn, faded or damaged uniforms shall not be worn.

## **PROCEDURE**

In July of each year, the Fire Warehouse via email will provide two order forms to all members based on position; one form for standard orders and the other for optional station/work uniforms.

All forms shall be completed and returned to the Fire Warehouse for processing. Order forms will not be accepted after March 31<sup>st</sup> unless approved by the Deputy Chief of Support Services

All screened uniforms will be shipped to the members residence. Non screened uniforms can be picked up or shipped from the vendor. 56 hour members may not pickup uniforms "on duty".

Safety Shoes are acquired by requesting a voucher from the Fire Warehouse. The voucher will only be accepted by the vendors provided on the form.

## **ISSUED STATION/WORK UNIFORMS/ACCESSORIES**

Firefighter; Engineer; Captain

- (2) Blue dress shirts in any combination of short/long sleeve
- (11) Tee shirts in any combination of short/long sleeve
- (5) Pants in any combination of dress/traditional/cargo in long/short style
- (1) Belt
- (1) Jacket
- (1) Pair safety shoes
- (2) Sweatshirts
- (3) PT shorts
- (2) Ballcap
- (1) Badge
- (1) Nameplate

#### Chief Officers

- White dress shirts in any combination of short/long sleeve
- Polo shirts
- Tee shirts in any combination of short/long sleeve
- Nomex dress pants
- Belt
- Jacket
- Pair safety shoes
- Sweatshirts
- PT shorts
- Ballcap
- Badge
- Nameplate
- Black clip-on tie

#### Administrative Staff, Fire Prevention, Support Services and Volunteers

\*Quantity and availability of items depend on position and supervisor approval

- Blue dress shirts in any combination of short/long sleeve
- Polo shirts
- Tee shirts in any combination of short/long sleeve
- Pants in any combination of dress or work pant in long/short style
- Belt
- Jacket
- Pair safety shoes
- Sweatshirts
- PT shorts
- Ballcap
- Badge
- Nameplate

#### Civilian Paramedic

- (6) Polo shirts
- (3) Tee shirts in any combination of short/long sleeve
- (5) Pairs of pants in any combination of long style station or cargo
- (1) Belt
- (1) Jacket
- (1) Pair safety shoes
- (2) Sweatshirts
- (3) PT shorts
- (2) Ballcaps

## Firefighter Recruit

- (1) Blue dress shirts in any combination of short/long sleeve
- (12) Red tee shirts in any combination of short/long sleeve
- (4) Each of long and short work pants
- (1) Dress pant
- (1) Belt
- (1) Jacket
- (1) Pair safety shoes
- (2) Sweatshirts
- (2) Sweatpants
- (6) PT sorts
- (1) Ballcap
- (1) Floppy hat
- (1) Badge
- (1) Nameplate
- (1) Black clip on tie

## Honor Guard

- Dress jacket
- Dress pant w/ red strip
- White dress shirt
- Dress cap
- High gloss dress shoe
- White gloves
- Badge

## Optional Station/Work Uniforms

Annually, members may order station/work uniforms and accessories from the optional order form. The maximum order shall not exceed the approved amount including taxes; is single use and may not be carried over.

Quantities and available items depend on position and supervisor approval.

Optional uniform items include:

- Jacket
- Polo shirts
- Ballcaps
- Sweatpants
- Floppy hat
- EMS/Brush pant
- Rescue belt
- Pants (all styles)

## Shoes/Socks

To maintain a professional appearance with regard to safety footwear, the following standard for safety shoes shall be adhered to:

- Black leather with plain toed boot or shoe that can be polished
- Safety shoe shall meet the ANSI 75 standard with steel toe and shank
- Only shoe styles approved by the Department will be offered by the vendors. **NO EXCEPTIONS**
- Shoes shall only be worn from the approved vendors and styles. **NO EXCEPTIONS**
- Safety shoes shall only be purchased from approved vendors. If an approved shoe exceeds the maximum allowance, the member is responsible for the difference at time of purchase.

Black or navy blue socks must be worn with low quarter shoes and Class A uniform

White or black crew type socks may be worn with approved shoes when wearing uniform shorts.

## **INSIGNIAS**

- A. Shoulder Patches – Shoulder patches will be applied by the approved vendor on dress shirts, Patches will be securely sewn on the left shoulder, ½” below the arm seam and centered. (Exception: No shoulder patches on Chief Officer shirts)
- B. Badges, Name Plates and Bugles – On dress shirts, the badge will be centered above the left pocket and the name plate centered ¼” above the right pocket. Bugles shall be centered near the bottom of each collar at the “V”.
- C. Embroidery - All embroidery will be done by the approved vendor. On jackets, the members name is to be embroidered on the left upper chest and the logo embroidered on the right upper chest. On hats, the department logo will be embroidered on the front center and the members name on the back center.

\*Nicknames may not be used wherever names are designated.

## **WEARING OF UNIFORMS**

- A. Dress uniform shall be worn when attending public functions or when deemed appropriate by the Fire Chief. Dress uniform consists of dress pant, dress shirt, belt, black/navy socks, and dress shoe. Only dress pants shall be worn with dress shirts. Dress uniform with ties will be worn for funerals or visitations – NO EXCEPTIONS.
- B. When wearing station/work pants or shorts, only tee shirts, polo shirts or outerwear approved and supplied by the Department may be worn.
- C. Department approved work shorts shall not be worn during the following situations:
  - All fire calls
  - Accidents with injuries, i.e., car/pedestrian, car/bike, motorcycle, etc.
  - Incidents where quantities of blood or body fluids are expected, i.e. GSW, stabbing, childbirth, codes, industrial accidents, etc.
  - With the dress uniform
- D. Athletic clothing, including PT shorts, sweatpants and tennis shoes, may be worn only when participating in physical training or other athletic activities. Traveling on fire apparatus in athletic clothing is prohibited. Wearing of PT shorts in place of uniform shorts at any time other than physical training is prohibited.
- E. When going to or from work, members shall not mix the wearing of civilian clothing with uniform clothing.
- F. Shirts shall be tucked in when wearing the Station/dress uniform.
- G. Department approved hats include ball style caps and floppy. Only Department approved may be worn. Hats may not be worn backward or with dress uniforms.
- H. Belts must be worn with the uniform at all times.
- I. Shoes are to be kept clean and polished at all times. Wearing of any type of sandal/slipper is prohibited at any time.
- J. It is against Fire Department policy for an employee, family member, or the general public to wear Tempe Fire Department uniforms off-duty unless approved by the Fire Chief.

- K. Members with cuts, open wounds or any skin not intact on their legs are not permitted to wear work shorts until the wounds are healed to prevent harmful exposure.
- L. While on duty, emergency services members may not wear uniforms that are unsafe or that might contribute to thermal injury.

**NON-UNIFORMED MEMBERS**

Department members that do not wear the uniform of the department:

- A. Shall maintain a neat and presentable appearance at all times.
- B. Are not permitted to wear tee shirts, tank tops, halter tops, or other types of body shirts.
- C. Are not permitted to wear blue jeans or shorts.

Exceptions to these guidelines may be designated by the Fire Chief.