

**Tempe Fire Department Policies and Procedures**  
**Uniforms**  
**604.01**  
**Rev 5-28-02**

**PURPOSE**

To provide information and instruction concerning the uniforms of the Department.

**GENERAL INFORMATION**

The uniform of the Department shall be designated by the Fire Chief. Members shall wear only a regulation uniform while on-duty. When not on-duty, members shall not wear uniforms. However, members may wear their uniform on special occasions by obtaining permission from the Fire Chief.

**UNIFORMS**

- A. When any part of the uniform issue becomes worn or damaged, it is the responsibility of the employee to report it to his/her company officer. If replacement is recommended, authorization will be granted for the employee to receive replacement through the Fire Inventory Services Technician. When the new merchandise is received, the worn or damaged clothing must be turned in to the Fire Inventory Services Technician.
- B. The same policy will be followed for the replacement of any worn or damaged firefighting gear.
- C. Designated employees will be issued the following uniforms and accessories.

*Emergency Services*

- 1 dress shirt (light blue)
- 1 pair dress pants
- 8 T-shirts – short sleeve\*
- 3 T-shirts – long sleeve\*
- 4 fire-resistive work pants, or uniform shorts, or combination thereof\*
- 1 Jacket
- 1 belt\*
- 1 pair safety shoes\*
- 2 sweatshirts\*
- 3 pair PT shorts\*
- 1 ballcap\*
- 1 breast badge
- 1 name plate

*Chief Officers and Staff (quantities vary depending upon position)*

- Dress shirts (white long or short sleeve, or light blue as designated)
- Dress pants
- Polo shirts
- T-shirts, long and short sleeve
- Fire-resistive pants
- Coveralls
- Oshkosh pants
- 1 Jacket
- 1 belt\*
- 1 pair safety shoes\*
- 1 sweatshirt\*
- 1 pair PT shorts\*
- 1 ballcap\*
- 1 breast badge
- 1 name plate

\* Indicates number allowed per year

- D. In order to maintain a professional appearance with regard to footwear the following standard for uniform shoes shall be adhered to:
  - Black leather with plain toe boot or shoe that can be polished
  - Safety shoe meeting ANSI 75 standard with steel toe and shank
  - No visible logos on instep or toe
  - No stitch designs on toe
  - No colored stitching on instep or toe

- Light tone color line allowed on sole

If the shoe meets these standards, the Department will pay \$125 per year toward purchase from any of our vendors.

Shoes not meeting these standards are not to be worn. If an employee acquires shoes that do not meet this standard, the individual will be required to pay for or reimburse the Department and acquire the proper shoes.

- E. Black or navy blue socks must be worn with low quarter shoes and Class A uniform.
- F. Protective clothing will be issued as follows:

*Emergency Services*

- 1 helmet
- 1 turnout coat
- 1 pair turnout pants
- 1 pair knee boots
- 1 Nomex hood
- 1 pair gloves
- 1 pair suspenders
- 1 personal S.C.B.A. mask
- 1 E.M.S. fanny pack w/equipment

*Investigators*

- 1 pair fire resistive overalls
- 1 pair knee boots
- 1 pair gloves
- 1 helmet
- 1 personal S.C.B.A. mask
- 1 EMS Fanny pack w/equipment

*Certified TRT*

- 1 pr. coveralls (navy blue)
- 1 pr. modified hiking boots
- 1 ea. hydration kit
- 1 ea. helmet light w/helmet holder
- 1 ea. goggles w/helmet mounting strap
- 1 ea. rescue helmet
- 1 pr. heavy duty rappel gloves
- 4 ea. alum locking carabiners
- 1 ea. 6 bar rack-twisted w/6 brake bars
- 1 ea. large steel carabiner
- 1 ea. chest harness
- 1 ea. rescue seat harness
- 1 ea. rescue 8 w/ ears
- 1 ea. gear bag
- 1 ea. accessory bag
- 1 ea. pick-off strap
- 1 ea. goggles w/helmet mounting strap
- 1 victim seat harness
- 1 victim chest harness
- 1 ea. PFD
- 1 ea. water rescue helmet

- G. Maintenance of both the uniform and the protective clothing will be the responsibility of the person to whom they are issued. Uniforms shall be maintained and of neat appearance at all times.
- H. Faded, worn or damaged articles are not acceptable.
- I. Any person leaving the employment of the Fire Department must return all uniforms, protective clothing, equipment and accessories to the City through the Support Services Section.

## ADDITIONAL OPTIONAL UNIFORM/EQUIPMENT PURCHASES

Each fiscal year, all uniformed personnel will be allowed a \$150 account to be used for the following optional clothing purchases, in addition to some of the issued clothing.

- Uniform Polo Shirt
- Sweat Pants
- Additional ball cap
- EMS Pants
- Extra pants/shorts
- Rescue belt
- Wide brim hat

Key issues to remember:

- 1) No “carry over” optional money is available from one year to the next.
- 2) Ordering of approved clothing is done only once, and at the same time as the regular clothing order.
- 3) Should an order for optional uniform/equipment exceed the \$150 annual individual allotment the overage shall be in the form of a personal check or cashier’s check (no cash allowed) made out to the appropriate vendor and attached to the Optional Clothing Order Form.

## ORDERING OF UNIFORMS

Prior to July there will be 2 order forms distributed to uniformed personnel. One is for clothing issue and the other for optional clothing.

These forms are to be filled out and returned to the Fire Services Inventory Technician no later than August 15th. It is the Supervisor’s job to see that these are completed and turned in. This will be the only time to order. Exceptions will be handled by the Support Services Battalion Chief.

When the order is filled, the vendor will call the individual for a “one stop” pick up. This is to be done on an **off duty** basis only. Under no circumstance will a fire truck go to the vendor for clothes. It is the individual’s responsibility to check the order when picked up.

Special items not listed on the order forms are issued through the Support Services section.

Shoes are acquired by requesting a voucher from the Fire Services Inventory Technician that is good for any of our shoe vendors (see Uniforms – D).

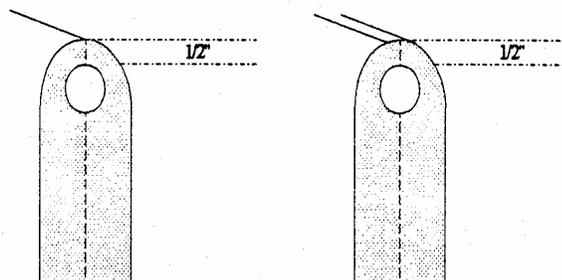
The current vendors will be identified when the order forms are distributed.

## INSIGNIA

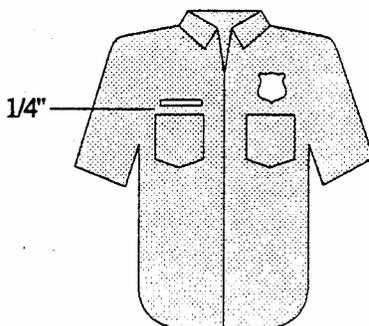
- A. Shoulder Patches – Shoulder patches will be worn on dress shirts and jackets. The patches will be securely sewn on the left shoulder,  $\frac{1}{2}$ ” below the arm seam and centered as shown below: (Exception: No shoulder patches on Chief Officer shirts)

Jacket  
(Centered on shoulder seam)

Shirt  
(Centered between shoulder seams)



- B. Badges and Name Plates – On dress shirts, the badge will be centered above the left pocket and the name plate centered above the right pocket as shown below.



- C. On jackets, the name tag is to be sewn on above the right pocket.

### **WEARING OF UNIFORMS**

- A. Dress uniform shall be worn when attending public functions or when deemed appropriate. FR pants will not be worn when dress shirts are worn. Dress uniform with ties will be worn for funerals – NO EXCEPTIONS.
- B. When wearing FR or EMS pants, only the T-shirts, golf shirts and/or sweatshirts approved and supplied by the Department may be worn.
- C. Department approved uniform shorts shall not be worn during the following situations:
- All fire calls
  - Accidents with injuries, i.e., car/ped, car/bike, motorcycle, etc.
  - Incidents where quantities of body fluid are expected, i.e. GSW, stabbing, childbirth, codes, industrial accidents, etc.
  - With class A uniforms

White crew type socks are to be worn with approved shoes when wearing uniform shorts.

- D. Department approved EMS/brush pants are only approved for use during the following types of situations.
- Brush fires
  - EMS related incidents in which the employee may be exposed to blood or other bodily fluids.
  - Other non fire related incidents for the purpose of covering PT shorts as described in paragraph E above.
- E. 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.
- F. When going to or from work, members shall not mix the wearing of civilian clothing with uniform clothing.

Chief Officers may wear the approved golf shirt when authorized.

- G. Only Department issued and approved hats/caps may be worn. Hats/caps may not be worn 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.
- J. When going to or from work, members shall not mix the wearing of civilian clothing with uniform clothing.
- K. It is against Fire Department policy for an employee, family member, or the general public to wear Tempe Fire Department uniforms off-duty unless pre-approved by the Fire Chief.

Members with cuts, open wounds or any skin not intact on their legs are not permitted to wear shorts in any situation that would expose them to body fluids unless those areas are properly protected.

#### **NON-UNIFORMED PERSONNEL**

- A. They shall maintain a neat and presentable appearance at all times.
- B. T-shirts, tank tops, halter tops, or other types of body shirts are not permitted.
- C. Blue jeans and shorts are not permitted.

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