



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 102.04

VOLUME: 1

SUBJECT: Uniform Standards

SIGNED: _____

DATE: 1/11/2017

Chris J. Mullins, Fire Chief

SCOPE AND PURPOSE: Uniformity of appearance is an essential part of providing emergency services. The citizens of Mountain Brook have an expectation that fire and EMS personnel should be well groomed, neat and present a uniform appearance. These characteristics present a professional image to the public and often gives them assurance and confidence during an emergency.

In an effort to maintain a professional uniform image and based on the fact that there are now more choices with respect to the number of uniform items being purchased and therefore more opportunities to not present a uniform appearance, the following guidelines are adopted as the Mountain Brook Fire Department uniform standards.

POLICY:

Responsibility: All fire department personnel have a self-discipline responsibility to maintain a neat, clean and well-groomed appearance while representing the organization. Department supervisors are formally charged with the responsibility to insure compliance with this policy. When observing any violation of this policy, supervisors shall:

- Inform the individual that standards are not currently being met and request him/her to take corrective action immediately.
- Inform the individual's immediate supervisor (if the person is supervised by another officer).

Supervisors will be held accountable for insuring that corrective action is taken.

Uniform Classifications:

Class A – Full Dress Uniform

- Long sleeve shirt
- Department issue clip-on or velcro tie
- Proper collar insignia (if applicable)
- Blue dress trousers
- Dress Jacket
- Dress Cap with badge
- Shirt badge and name badge

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- Department issue belt and buckle
- Black dress shoes
- Black or navy blue socks

Class B – Dress Uniform

- Long or short sleeve shirt (Uniform of the Day)
- Blue dress trousers
- Department issued shirt and name badge
- Department issued belt and buckle
- Department issued baseball style cap (individual's discretion)
- Utility jacket or job shirt
- Proper collar insignia
- Black or dark navy blue socks
- Department issued clip-on tie (when applicable)
- Black shoes

Class C – Work Uniform

- Department issued T-shirt during hot weather (officer's discretion)
- Blue work trousers
- Department issued belt and buckle
- Department issued baseball style cap (individual's discretion)
- Department issued shirt badge and name badge
- Proper collar insignia
- Utility jacket or job shirt
- Black or navy blue socks
- Black shoes

Class D – Exercise Uniform

- Department issued shorts or sweat pants (seasonal)
- Department issued T-shirt or sweat shirt
- Appropriate footwear
- Department issued baseball style cap

Wearing of Uniforms:

Personnel shall be clean shaven, in uniform and ready for duty at 0700 hours. The proper uniform shall be worn while officially on-duty.

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Class A – Full Dress Uniforms shall be worn for:

- Funerals for deceased members (with white gloves while standing honor guard).
- Court room appearances when representing the department.
- When permission is given to wear the uniform to special events on off-duty time.
- Any other function as deemed necessary and appropriate (notification will be given to assure uniformity).

Class B – Dress Uniforms shall be worn:

- As the official standard uniform of the day except when other class uniforms are so ordered (change/test hose, paint or test hydrants, physical fitness, etc.) by all day shift personnel (with ties).
- During all in-service pre-incident planning and commercial inspections.
- By Shift Commanders (with ties during Long Sleeve shirt seasonal policy).

Class C – Work Uniforms shall be worn:

- When performing routine work that is dirty, or where the dress uniform would be inappropriate or become damaged (painting/testing fire hydrants, etc.).

This uniform is not considered regular station wear. The Class B dress uniform should be worn after work is completed.

Class D – Exercise Uniforms should be worn:

- While participating in physical fitness activities.
- May be worn as sleep wear during appropriate hours.

Shorts and sweat pants are not to be worn away from the station while on-duty and are not considered appropriate attire to wear on emergency responses. If an emergency response is necessary while an individual is wearing a class D uniform, the individual shall wear his/her turnout trousers over the shorts or sweatpants.

Appearance and care of uniforms:

- Uniforms shall be neat, clean and wrinkle free.
- Faded and worn uniforms should be replaced and not worn.
- Uniforms which are recommended to be dry-cleaned shall not be washed.
- Shoes are to be shined.
- Personnel names and company assignments shall not be written on the outside of the garment.

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- Shirt tails shall be worn inside the trousers at all times.
- Uniform shirts will be fully buttoned except for the collar button when the tie is not being worn.
- All positions that require collar insignia shall display the insignia appropriately.

Appropriate attire from 2000 hours until 0700 (relieved from duty):

After 2000 hours, during the night hours and until officially relieved from duty at 0700 hours, any personnel responding on an emergency or otherwise leaving the station for any reason shall be in a class B or C uniform or have on turnout trousers and a department issued T-shirt or sweatshirt.

Collar Insignia: Insignia shall be centered between the neck edge and tip of the collar and in line with the collar stays.

The wearing of department issued uniforms when off-duty:

The wearing of any Class A, B, or Class C department issued uniform item while off-duty is strictly prohibited unless permission has been requested and given by the Fire Chief or his designee.

Uniform items may be used for personal off-duty wear if they have been declared not suitable for service within the department and therefore a surplus. Shirts fitting this category shall have all patches and logs removed and shall bear no visible connection to the Mountain Brook Fire Department. Trousers which fit in this category shall have the stripes removed.

Standard Uniform Issue:

The following uniform items are considered to be the standard uniform inventory that each individual should maintain:

- 4 pairs of dress trousers
- 2 pairs of gray work trousers (firefighters)
- 4 short sleeve dress shirts
- 4 long sleeve dress shirts
- 1 pair black dress shoes
- 1 dress jacket
- 3 T-shirts with department logo
- 1 utility jacket (medic jacket)
- 1 department issued belt buckle
- 1 department issued belt
- 1 clip-on tie
- 1 shirt badge
- 1 set of collar insignia (where applicable)

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- 1 baseball style cap
- 2 name badges
- Shorts, sweatshirts and sweatpants
- 1 dress cap with cap badge

When ordering uniform items from the annual uniform bid list, the above inventory should be complete before ordering extra items. New employees should be able to attain the above inventory within three years of service.

Uniform of the Day: The uniform of the day will be determined before 0700 by the oncoming Shift Commander based on the most current weather forecast.

Note: No civilian outer garments shall be worn with the department uniform (i.e. sweaters, jackets, caps, etc.) except during extremely cold weather and with the approval of the Shift Commander. Additionally, no garments which bear the name of another fire service agency or that bear markings that are not consistent with those of the Mountain Brook Fire Department will be worn.