



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 102.04 VOLUME: I

SUBJECT: Uniform Standards

SIGNED: Chris J. Mullins DATE: 2-27-23 Revised
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 – Dress Uniform

- Long sleeve shirt
- Department issue black tie
- Proper collar insignia (if applicable)
- Blue dress trousers (no Class B trousers)
- Dress Jacket with badge
 - **Officer:** A double-breast navy blue coat with gold buttons and gold stripes indicating the individuals rank (Chief-5, Deputy Chief-4, Battalion Chief-3, & Lieutenant-1). A gold Maltese cross will be added just above rank striping on the

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left sleeve for every 5 years of service (time from other departments will not be counted.) Brass rank collar medallions will be worn on the upper-lapel.

- **Apparatus Operator:** A single-breast navy coat with silver buttons and a single red stripe on both sleeves. A red Maltese cross will be added just above rank striping on the left sleeve for every 5 years of service (time from other departments will not be counted.)
- **Firefighter:** A single-breast navy coat with silver buttons. A red Maltese cross will be added to the left sleeve for every 5 years of service (time from other departments will not be counted.)
- Dress cap with badge
- Department issue belt and buckle
- Black or navy blue socks
- Black dress shoes

Class B – Service Uniform

- Long or short sleeve shirt
- Blue service trousers
- Department issued shirt, badge, 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 black tie (when applicable)
- Black shoes

Class C – Duty Uniform

- Department Polo
- Department Tactical Trousers or Tactical Shorts (special events)
- Department Tactical Belt
- Department issued baseball style cap (individual's discretion)
- Black or dark navy blue socks
- Black shoes

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Class D – Work Uniform

- Department issued T-shirt
- Blue work trousers
- Department issued belt and buckle
- Department issued baseball style cap (Boonie hat when hydrant or hose testing)
- Utility jacket or job shirt
- Black or navy blue socks
- Black shoes

Class E – Exercise Uniform

- Department issued shorts or sweatpants
- Department issued T-shirt or sweatshirt
- 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.

Class A – 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 – Service Uniforms shall be worn:

- Shall be worn at the desecration of the Fire Chief, Deputy Chief, or Shift Commander for public relations events, presentations, ceremonies, etc...

Class C – Duty Uniforms shall be worn:

- As the official standard uniform of the day.
- Battalion Chiefs shall wear the white polo with the gold embroidered badge with their name and respective rank. Yellow striped service trousers or tactical trousers may be worn.
- Lieutenants shall wear the gray polo with the gold embroidered badge with their name and respective rank, unless assigned to Battalion One. Lieutenants assigned to Battalion One shall wear the white polo with the gold embroidered badge with their name and respective rank.

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- Apparatus Operators shall wear the gray polo with the silver embroidered badge with their name and respective rank.
- Firefighters shall wear the gray polo with the silver embroidered badge with their name and respective rank.

Class D – Work Uniforms shall be worn:

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

This uniform is not considered regular station wear. The appropriate uniform of the day should be worn after work is completed.

Class E – Exercise Uniforms should be worn:

- While participating in physical fitness activities.
- May be worn as sleep wear during appropriate hours.
- Sweatshirts are not to be worn with the Class A, B, or C uniforms but may be worn with the Class D uniform.

Shorts and sweatpants 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 E 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.
- Shirt tails shall be worn inside the trousers at all times.
- Class B service uniforms 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.
- Officers shall not wear colored t-shirts while wearing the white uniform shirt.

Appropriate attire from 1900 hours until 0700 (relieved from duty):

After 1900 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, C, or D uniform, or have on turnout trousers with a department issued T-shirt.

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The wearing of department issued uniforms when off-duty:

The wearing of any department issued uniform item while off-duty is strictly prohibited unless permission has been requested and given by the Fire Chief or Deputy Chief.

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 removed and shall bear no visible connection to the Mountain Brook Fire Department.

Standard Uniform Issue:

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

Class A - Dress Uniform

- 1 dress jacket (brass medallions where applicable)
- 1 department badge
- 1 pair dress trousers with appropriate formal colored stripe
- 1 dress cap with cap badge and appropriate colored strap
- 1 pair of black dress shoes
- 1 black tie

Class B - Service Uniform

- 1 pairs of service trousers with appropriate colored stripe
- 2 short-sleeve uniform shirts
- 1 long-sleeve uniform shirt
- 3 pairs of black socks
- 1 black belt with department buckle
- 1 utility jacket (medic jacket)
- 1 set of collar insignias (where applicable)
- 1 name badge with "serving since" plate

Class C – Duty Uniform

- 3 special duty tactical trousers
- 3 special duty polos
- 1 special duty tactical/utility belt

Class D – Work Uniform

- 3 T-shirts with department logo
- 1 pair of work trousers
- 1 black tactical/utility belt

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- 1 pair of black work shoes

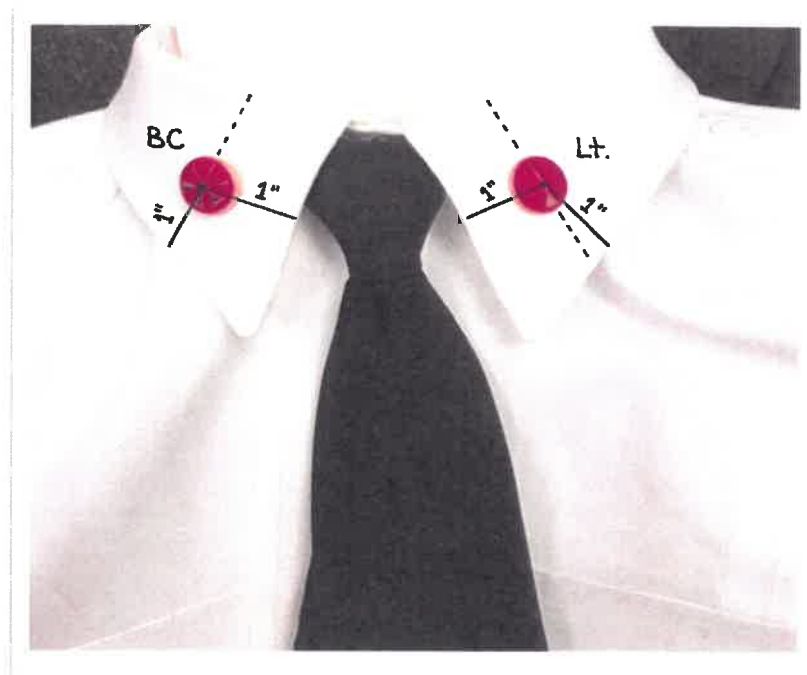
Class E – Exercise Uniform

- 2 pairs of department shorts
- 3 T-Shirts with department logo
- 1 sweatshirt and sweatpants

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

Collar Insignia: Insignia shall be worn on both collars. Insignia should be centered 1 inch from the leading edge to 1 inch from the bottom edge of the collar.

- **Closed Collar with tie:** Insignias should be aligned by using the single bugle (Lt) or center bugle (BC), making it parallel with the leading edge collar as shown in the picture below.

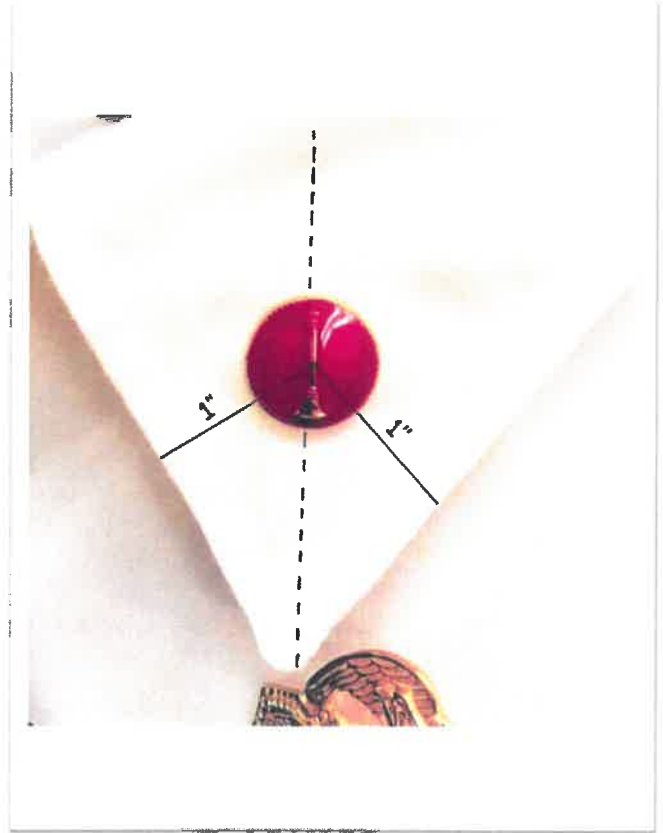
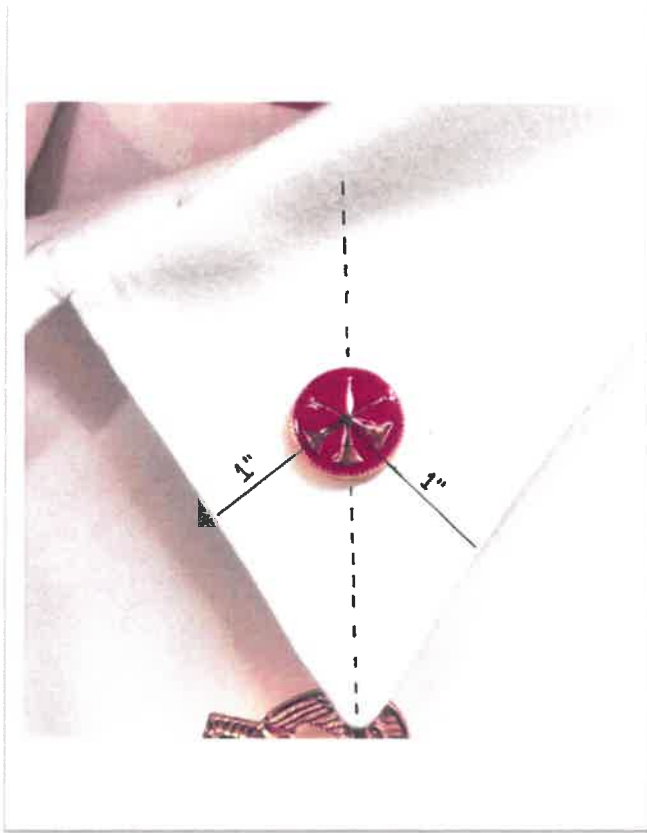


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- **Open Collar:** Insignias should be aligned by an imaginary line that bisects the angle of the collar as shown in the pictures below.



- **Apparatus Operators** will align collar devices the same as Lieutenants, utilizing the antique steamer in the upright position as the bugle.

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.