



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures - 1.11 Appearance and Uniform



APPEARANCE AND UNIFORM

Effective: August 13, 2021
Scheduled Review: August 13, 2024
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To establish a standardized uniform policy for dress, work and detail uniforms encompassing all occasions that require a department uniform.

II. APPEARANCE

- A. Articles of clothing shall not show any signs of excessive fading or off color and/or stretching; frayed or torn seams, cuffs, elbows; present with holes; department patches not fully sewn on or placed inappropriately.
- B. Unless approved by the fire chief, clothing shall not be altered from its original form. Articles of clothing shall be worn in which they were designed and appropriately sized.
- C. While en-route to report for duty, call back or returning home after duty, employees may wear clothing of personal choice.
- D. Any employee under suspension shall not wear the department uniform.
- E. Employees on or off duty shall not use the department uniform, or any part thereof, for the purpose of identifying themselves as members of AAFD for personal gain.
- F. All employees have the responsibility of presenting themselves in a professional manner.
- G. Suppression employees will be dressed in the uniform of the day at 0700, and administrative employees at the beginning of their work day.
- H. Members may not wear any part of the official uniform including a Class "A" uniform while suspended.
- I. Sweatshirts and hooded sweatshirts are prohibited.
- J. The AAFD "paramedic" patch is prohibited.
- K. In an effort to keep up on current styles and offerings, the fire chief may approve specific uniform requests, such as uniform sweaters for administrative staff.
- L. Pants
 - i. Shall be worn with the waist clasp closed and with a belt at all times.
 - ii. Pant legs shall be worn outside of and over (not tucked into) station footwear.
 - iii. All employee shall wear an approved belt with their pants as specified for their rank at all times.
 - iv. Pants shall not be excessively baggy.
- M. Shirts
 - i. Unless engaged in physical fitness, shirts shall be tucked in.
 - ii. Buttoned shirts shall only have the top button unbuttoned.
- N. A MPFFU, IAFF, or years of service pin may be displayed on the right-side collar point.



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III. CLASS A FORMAL DRESS UNIFORM

The Class “A” uniform represents fire service pride and tradition. Grooming is a vital part of presenting a professional appearance and shall be considered when the Class “A” uniform is required. Class “A” uniforms are worn for all formal occasions that include: public ceremonies, graduations, funeral visitation or ceremonies, and at the direction of the fire chief. Uniform caps are to be worn for all formal occasions and removed once indoors.

A. Components include:

- i. White long sleeve dress shirt with all assigned insignia for assistant chief, battalion chief, fire marshal, logistics officer, and training officer. Flying Cross, 5.11 Tactical, or Elbeco are approved brands.
- ii. Light/fire med blue long sleeve or short shirt for captain, lieutenant, logistics coordinator, fire inspector I/II, and EMS coordinator I/II. Flying Cross, 5.11 Tactical, or Elbeco are approved brands.
- iii. Dark/midnight navy long sleeve or short shirt for driver/operators and firefighters. Flying Cross, 5.11 Tactical, or Elbeco are approved brands.
- iv. Elbeco double breasted dress coat is the approved brand for assistant chiefs, battalion chiefs, fire marshal, logistics officer, and training officer.
- v. Flying Cross single-breasted dress coat is the approved brand for captain, logistics coordinator, EMS coordinator I/II, lieutenant, fire inspector I/II, driver / operator, and firefighter.
- vi. Dress coat with proper insignia to include service stars.
 1. Lieutenant, EMS coordinator I, and fire inspector I will have one silver stripe on each arm near the cuff.
 2. Captain, logistics coordinator, EMS coordinator II, and fire inspector II will have two silver stripes on each arm near the cuff.
 3. Battalion chief, fire marshal, logistics officer, and training officer will have two gold stripes on each arm near the cuff.
 4. Lieutenant, captain, logistics coordinator, EMS coordinator I/II, and fire inspector I/II may have one silver Maltese cross for every five years of service on the left arm above the stripe(s).
 5. Assistant chief, battalion chief, fire marshal, logistics officer, and training officer may have one gold Maltese cross for every five years of service on the left arm above the stripes.
 6. Driver / operator and firefighter may have one silver Maltese cross for every five years of service on the left arm 2” from cuff.
- vii. Dress pants without cargo pockets. The brand and style of the dress pants must match the dress coat.
- viii. Navy tie.
- ix. Dress belt, smooth black leather 1½” wide.
- x. Dress shoes, lace-up, black patent leather or navy style.
- xi. Plain black socks.
- xii. Dress hat with badge, as assigned.
- xiii. All employees must obtain a dress uniform by the end of their respective probationary period and shall maintain a complete dress blue uniform that fits.
- xiv. Uniform caps shall be worn with the dress uniform when outside.



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- xv. Employees appearing in public in dress uniform shall have coats and shirts properly buttoned, have a tie worn and tied in a regulation knot, present a neat appearance and be clean-shaven.
- xvi. AAFD patch shall be worn on the left sleeve of the dress blouse and dress shirt.
- xvii. If the dress blouse (coat) is worn, only the badge shall be worn on the blouse; otherwise they are to be worn on the shirt.
- xviii. Nylon work coats will not be accepted as part of the dress uniform.
- xix. Specialty patches will not be worn with the dress uniform.
- xx. All eligible employees shall wear red circle collar brass on their dress blouse and cut-out bugle collar brass on their dress shirt.
- xxi. Employees may wear a navy trench coat with the department patch sewn on the left sleeve with their dress uniform.

IV. CLASS B UNIFORM

The Class B uniform shall be used for public presentations, scheduled public education events, fire inspections, building pre-fire surveys, and other scheduled activities involving the community, city administration, or elected officials. The fire chief or an assistant chief may state that Polos and shorts are ineligible to be worn for certain planned events.

Components include the following items:

A. Fatigue shirts

- i. Shall be worn with issued badge, cut-out bugle collar brass, and name bar. The name bar shall be worn over the right pocket; centered and directly above the pocket seam. Collar brass shall be centered 1" above the collar tip.
- ii. An AAFD colored patch shall be worn on left shoulder. A "reverse" United States flag patch with gold border may be worn on the right shoulder.
- iii. 5.11 Tactical Class-A and Elbeco are the approved brands and styles.
- iv. White long sleeve or short shirt for assistant chief, fire marshal, logistics officer, and training officer.
- v. Light/fire med blue long sleeve or short shirt for captain, lieutenant, fire inspector I/II, and EMS coordinator I/II.
- vi. Dark/midnight navy long sleeve or short shirt for driver/operators and firefighters.
- vii. The back will be blank.
- viii. Only the top button may be unbuttoned.
- ix. A white or navy / dark midnight navy t-shirt shall be worn under the fatigue shirt.
- x. A white or navy / dark midnight navy mock turtle neck may be worn under a long-sleeve fatigue shirt only. "AAFD" may be embroidered in white or blue on the left neck of center.

B. Polo shirts

- i. Dark / midnight navy short sleeve polo with approved embroidered logo on left chest logo.
- ii. Assistant chief, battalion chief, fire marshal, logistics officer, and training officer may wear navy or white short-sleeve Polos.



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- iii. The training officer and assistant training officer may wear red Polos in addition to other colors described in this procedure.
- iv. Only the top button may be unbuttoned.
 - v. The back will be blank or have approved logos and lettering.
- vi. 5.11 Tactical, Elbeco, Under Armor, and Corner Stone are the approved brands and styles.
- vii. No pins or collar brass are allowed on polo shirts.

C. Fatigue pants

- i. Dark / midnight navy pants with or without cargo pockets.
- ii. 5.11 Tactical, Elbeco, and Under Armor are approved brands.
- iii. Pants will be closed at the waist using the waist clasps.
- iv. Pant legs will be worn outside (not tucked into) station footwear.
- v. Pants will not be excessively baggy.

D. Fatigue shorts

- i. Dark / midnight navy shorts with or without cargo pockets.
- ii. 5.11 Tactical, Elbeco, and Under Armor are approved brands.
- iii. Shorts may be worn between the months of April and October.

E. Quarter Zip Job Shirt

- i. Dark/midnight navy long sleeve job shirt with approved embroidered logo on left chest logo. Approved "AAFD" may be embroidered on back.
- ii. The assistant chief, battalion chief, logistics officer, training officer, and fire marshal may wear gray or navy job shirts.
- iii. The training officer and assistant training officer may wear red or blue job shirts.
- iv. Job shirts with Demin are prohibited.
- v. 5.11 Tactical, Elbeco, Game, Sport-Tek, Port & Company, and Under Armor are the approved brands.

F. Boots / shoes

- i. Shoes and boots shall be shined and of leather material construction. Breathable mesh may be present.
- ii. They must be plain, smooth black leather, can range from standard height to high tops, and can be secured by Velcro straps, zippers, laces or pull-on style. The shoe must be securely fastened while being worn to assure proper ankle support. All laces and trim shall be black.

G. Belt

- i. A belt is required to be worn with pants or shorts.
- ii. Boston Leather black, plain/smooth leather, 1½" wide with square silver buckle. For the ranks of assistant chief, battalion chief, logistics officer, training officer, and fire marshal a gold buckle shall be used.
- iii. "Tactical" belts are allowed. They must be at least 1½" wide. Blackhawk, 5.11 Tactical, and Under Armor are the approved brands.
- iv. Custom belt buckles from Irvin Hahn Company, Baltimore, MD with lettering approved by the fire chief are acceptable.



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H. Hats

- i. Baseball caps and skull caps shall be worn with the lettering facing forward as designed.
- ii. All baseball caps and skulls caps shall be dark / midnight navy.
- iii. Mesh “trucker” style baseball hats are prohibited.
- iv. All headwear will be worn with all tags, stickers, etc. removed from the outer area.

I. Socks

- i. Shall be black, navy, or white.

J. Coats / Jackets

- i. Red, high visibility yellow, dark / midnight navy, black, or any combination of these colors are approved colors.
- ii. Fleece jackets are approved as long as they are in good condition.
- iii. Insulator coats / jackets and vests are prohibited.
- iv. 5.11 Tactical, Elbeco, Blauer, Under Armor, and Condor are the approved brands and styles.
- v. Game Sportswear or Fireman’s Chore quilted job coat or similar fire service quilted job coats are approved for suppression personnel. Station or company specific logos may appear on these coats. Designs or lettering shall have fire chief approval. Approved “AAFD” may be embroidered on back.
- vi. The coat / jacket must have an AAFD patch or some sort of lettering identifying the employee as a member of the Ann Arbor Fire Department.
- vii. An AAFD colored patch is optional on left shoulder. A “reverse” United States flag patch is optional on the right shoulder.

V. CLASS C UNIFORM

The Class C uniform shall include all of the provisions of the Class B uniform with the following provisions.

- A. Dark/midnight navy t-shirts or long sleeve t-shirts may be worn by employees assigned to the suppression division while at the station, during responses, or miscellaneous errands. The logos and lettering of the t-shirt shall be approved by the fire chief.
- B. Dark/midnight navy t-shirts or long sleeve t-shirts may be worn by the logistics officer, logistics coordinator, fire marshal, and / or inspectors while engaged in physical activities that would soil or damage Class B uniform shirts. The logos and lettering of the t-shirt shall be approved by the fire chief.
- C. Dark/midnight navy or red t-shirts or long sleeve t-shirts may be worn by the training division while engaged in training or physical activities that would soil or damage Class B uniform shirts. The logos and lettering of the t-shirt shall be approved by the fire chief.



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VI. UNIFORM IDENTIFICATION

For embroidery, silk screen, heat treatment or other identification (not including name bar) that appears on uniforms, the following shall be adhered to:

- A. Employees have the option of having no name or rank appear.
- B. If the employee chooses to have identification, the employee's first initial and last name or full first and last name shall appear above the rank. The full rank shall appear below (no abbreviations).
- C. The font shall be .5" high for each line in white or navy block. Each line shall be centered above the right chest.
- D. Rank designation
 - i. Firefighter
 - ii. Driver / Operator
 - iii. Lieutenant
 - iv. Captain
 - v. Logistics Officer
 - vi. Fire Inspector
 - vii. Fire Marshal
 - viii. EMS Coordinator
 - ix. Training Officer
 - x. Battalion Chief
 - xi. Assistant Chief

VII. HAIR

Hair will be clean, well-groomed and safe. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard. Sideburns can extend to the bottom of the ear lobe. Sideburns and mustaches will be trimmed and well-groomed. Other facial hair, such as a beard, is not acceptable. Any hairstyle that significantly distracts from the uniform appearance of the members will not be allowed. In compliance with Michigan Occupational Safety and Health Administration requirements, facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face. Any facial hair considered to be unsafe shall be trimmed/shaved to eliminate the hazard.

VIII. TATTOOS / PIERCINGS

While on duty, tattoos will only be displayed on the arms and legs while in uniform. No other visible tattoos are authorized. The display of any unprofessional or offensive tattoo or brand, e.g., nudity, violence, sexually explicit or vulgar art, words, phrases, profane language, symbols to incite negative reactions, initials or acronyms that represent criminal or oppressive organizations, regardless of its location, while members are in uniform is prohibited and shall be covered.

Employees may wear jewelry of a conservative style at their discretion so long as it does not present a safety concern. Members are prohibited from wearing any jewelry that is considered inappropriate or offensive to any individual or group. All earrings will be attached to the ear lobe and will not rise above the ear canal opening. While on duty members may wear one stud earring per ear not to exceed 2 mm.



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Employees in business/formal attire may wear one dangling and one stud earring in each ear or two stud earrings per ear so long as they are not in a response position.

Piercing of visible body parts other than those written in this policy are prohibited.

IX. PHYSICAL FITNESS APPAREL

If an employee is wearing non-duty wear to exercise in they shall cover the clothing with bunker gear if they are called to respond.

Employee performing physical fitness activities on-duty may wear any article of clothing with the exception of:

- A. Tank tops, half shirts, ripped clothing, shirtless, etc.
- B. Any articles of clothing that display any unprofessional or offensive tattoo or brand, e.g., nudity, violence, sexually explicit or vulgar art, words, phrases, profane language, symbols to incite negative reactions, initials or acronyms that represent criminal or oppressive organizations, regardless of its location.

X. BUSINESS CASUAL

Assistant chief, fire marshal, EMS coordinator I/II, fire inspector I/II, and training officer may elect to wear business casual. Employees choosing to wear business casual shall present themselves in a professional manner. The fire chief and / or assistant chief have sole discretion on determining inappropriate clothing.

Fire inspectors conducting inspections shall wear Class B.

Other employees representing the fire department while attending seminars, outside training sessions, or outside social functions may wear business casual.

Guidelines for business casual include:

- A. Khaki, gabardine, wool, or cotton pants, neatly pressed.
- B. Cotton long-sleeved button-down shirts, pressed.
- C. Polo shirt.
- D. Sweaters.
- E. Leather shoes and belt.
- F. Tie optional.