

TUCSON FIRE DEPARTMENT		Section: 209 Uniform/Turnout Policy
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I. PURPOSE

To state the policy regarding the uniform standard, purchasing, components of the uniform ensemble, type of material used in uniforms, and wearing protocol. This policy is in conjunction with the City of Tucson Administrative Directive 2.03-3, Safety Shoes.

II. SCOPE

This policy applies to all commissioned Fire department employees.

III. DEFINITIONS

A. General Dress Uniform or Class A's

General Dress uniform or Class A's is defined as the 100 % Nomex button-up shirt, long or short sleeve, and 100% Nomex pants with the navy blue TFD 100% cotton tee shirt and black safety shoes. This is considered the day-to-day duty uniform. Some functions may require clip on tie.

B. Ceremonial Dress Uniform

Ceremonial Dress Uniform is defined as the poly/wool blend coat, pant and white long sleeve shirt with tie. The Ceremonial Dress Uniform also includes the matching hat, white gloves and black patent leather shoes.

IV. POLICY

Uniform employees or retirees of the Tucson Fire Department are the sole individuals authorized to purchase and/or wear garments or accessories, which are included in the City/Department clothing contract. Employees shall be required to provide Department I.D. cards to contract vendors in order to purchase items displaying the Tucson Fire Department logos. Members are prohibited from purchasing uniform items, which are identified on the official uniform contract, from any vendor other than the approved uniform vendor.

Required uniform garments and accessories shall be maintained in good condition at all times. Immediate supervisors shall be responsible to verify and enforce uniform condition and policy at all times.

Employees are prohibited from wearing uniform clothing while off duty.

Employees performing standby relief shall be required to wear the uniform prescribed for the on-duty members.

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Response to emergencies shall require the prescribed uniform, including safety shoes and all necessary protective gear, changing from street clothes to uniforms during crew change shall not result in a delayed response.

V. UNIFORM STANDARDS

The following section lists standard approved clothing items for all department commissioned personnel:

A. General Uniform Standards

1. Shirt, Men’s 100% Nomex uniform dress shirt, short sleeve or long sleeve navy blue.
2. Shirt, Women’s 100% Nomex uniform dress shirt, short sleeve or long sleeve navy blue.
3. Men’s 100% Nomex uniform trousers navy blue.
4. Women’s 100% Nomex uniform trousers navy blue.
5. Tee Shirt- cotton, navy blue with TFD logos.
6. Chief Officers may wear either navy blue Nomex or White 100% cotton button up shirt.
7. Name Plate- black with silver trim for Captains and below, Gold for chief officers.
8. Safety Shoes- Black safety shoes.

B. Alternatives

1. Shirt, casual, polo style, navy blue or white for chief officers, short or long sleeve can be used as an alternate to the general uniform shirt.

NOTE: As a dress-down alternative, operational personnel have the ability to wear the authorized tee shirt during approved day to day functions. The polo shirt will be the dress-down alternative for the collared shirt for 8-hour personnel.

C. Ceremonial Dress Uniform Standard

All members who have completed firefighter probation shall be issued a ceremonial dress uniform. This uniform consists of multiple components which are independent from the items listed in the general uniform section.

1. Dress Cap- Black NY Bell style plan black bill cap with leather chin strap, silver FD side screws and silver cap badge according to rank. Chief Officers shall have a white leather cap with plan black bill and gold trim and gold cap badge according to rank.
2. Dress Double Breasted Coat with rank strips and years of service insignia.
3. Dress trousers to match the model, cut and color of the dress coat.
4. Dress shirt-long sleeve white button up issued uniform shirt.
5. Shoes patent leather. Not subject to the safety shoe standard.
6. Tie-Black standard tie or female crossed bow tie.

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7. Name Plate- Silver with black letters for Captains and below and gold with black letters for chief officers.
8. Gloves- white cotton.

VI. UNIFORM INSPECTION POLICY

A uniform inspection is to be completed by the Battalion Chief or Deputy Chief supervising uniformed members. Inspection shall occur after March 15th and before May 1st of each year. A uniform inspection form shall be completed by each BC or DC. All uniformed members are required to have each of the items listed above, available and in good condition for the inspection. (refer to “S” drive FORM for the uniform inspection form)

VII. UNIFORM WEARING POLICY

The following section outlines policies for the proper wearing of each garment. Any change in the specified policy must be approved by order of the Fire Chief. Requests for approval of changes in policy shall be considered if a majority of personnel affected are in agreement.

A. Shirts-General Dress Uniform Shirt

1. The General Dress Uniform button up shirt shall be worn by all company members when involved in public interaction activities requiring a more businesslike appearance, i.e. scheduled fire prevention and pre-plan inspections, when attending classes or visiting Fire Central (FHQ), non-TFD classes, base hospital tape reviews, scheduled public activities, funerals, etc. All members shall maintain at least two clean uniform dress shirts at the station per shift.
2. All personnel may wear the Navy Blue or White (Chief Officers) polo shirt in place of the dress shirt. When approved by the company officer or their division AC or DC.
3. Tee Shirt- the TFD tee shirt is approved as an alternate duty shirt for certain activities. The tee shirt shall be an approved uniform item with the appropriate Tucson Fire logos on the front and back. Members with a paramedic certification shall have the paramedic logos screened on the right sleeve. Captains shall have “Captain” screened over the right chest. All other employees may have names and rank screened over the right chest if desired.
4. Shirts shall be tucked in at all times.

B. Trousers

The 100% Nomex trouser is the sole pant available for use by Department personnel. This trouser shall be worn as the primary garment for both routine duties and emergency responses, with the exception of fire incidents, where turnout clothing becomes the primary garment. The 100% Nomex trouser shall be the standard for all uniformed personnel.

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C. Safety Shoes

The Department recognizes and adheres to the City safety shoe program and contract. The Department does not specify specific brand, but does specify shoe color to be black. The shoe standards and styles will be compliant with City Ads. Personnel should refer to City Administrative Directive 2.03-3 for program details. Safety shoes are available at the approved uniform store but may also be purchased at a vendor of the members choosing. Compliance with safety shoe standards still applies.

D. All Weather Jackets

1. All uniform personnel shall wear the Navy Blue/Black High viz reversible Jacket. The jacket shall be purchased only through the Department’s formal uniform clothing vendor. Members are authorized to wear existing jackets previously approved provided the jacket is in good condition.
2. All uniform personnel shall be authorized to wear a bright yellow vinyl raincoat. The jacket shall be purchased only through the Department’s formal uniform clothing vendor.

E. Exercise Attire

Approved exercise attire shall include the following garments: navy blue cotton/nylon shorts, long and short sleeve tee shirts, sweat shirts and/or pants, baseball cap, and athletic shoes. All clothing in this section except shoes shall be purchased through the Department’s contract vendor for casual clothing. Members are authorized to wear existing exercise attire previously approved provided the garment is in good condition.

F. Sleeping Attire

Approved sleeping attire shall include the TFD authorized navy blue cotton/nylon shorts and navy tee shirt.

G. Badges, Name Plates and Accessories

1. Badges
 - a. Uniform personnel shall display the badge only on the left breast of the dress shirt or all weather jacket. Whichever is the outmost garment at the time. The badge shall be displayed at all times when these garments are worn.
 - b. Badges attached to belt clips are authorized only for uniform personnel assigned to 8-hour staff positions. This authorization shall apply to all ranks.
 - c. Badge Patches sewn onto jackets and/or dress shirts are acceptable alternative for original Sun badges, additional/duplicate sun badges may only be purchased through Fire Supply. Badge patches must be worn with embroidered name plate and embroidered collar insignia.

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H. Name Plate

1. Nameplates shall be made of black plastic with a silver trim, names shall include the first name or initial followed by the last name. Name plates shall be worn on the right side centered above the pocket. Nameplates shall be worn on the outmost garment at all times. Nameplate for Chief Officers shall be gold in color.
2. Embroidered nameplate is acceptable alternative for jackets and /or dress shirts. Embroidery for Captain and below shall be silver in color; Chief Officers shall be gold in color. Embroidered nameplates shall be worn with badge patch and embroidered collar insignia.
3. Ceremonial Dress Uniform- embroidered name plates are not permitted on Ceremonial uniform items.

I. Shirt Patches and Citations

1. Approved shirt patch and citations include the TFD patch, EMT or Paramedic patch, personal and unit citation pins, Honor Guard pin and ECAP pin. No other insignia, emblem, button, pin or other adornment shall be attached to the uniform shirt without the authorization of the Fire Chief.

J. Collar Insignia

1. Collar insignias may be worn on dress uniforms, gold crossed bugle for Chief Officers, two parallel bugles for Captains and single bugle for Engineers. When wearing collar insignias they are to be of equal distance from both sides of the point of the collar with the bugles facing down towards the collar point.
2. Embroidered collar insignia is an acceptable alternative for jackets and/or dress shirts. Embroidery for Captain and below shall be silver in color; Chief Officers shall be gold in color. Embroidered collar insignia shall be worn with badge patch and embroidered name plate.

K. Caps, Formal Ceremonial Hat, Baseball cap, Boonie Hat and Beanies

1. The authorized TFD covers may be worn by uniform personnel during routine activities as approved by the company officer. Use of the cap shall be consistent with maintaining the professional stature and dress standards of the Department and shall be worn in consideration of etiquette customary to the accessory.
2. The cap shall not be worn while off duty and shall be purchased only through the Department's contract vendor for casual uniform clothing.
3. Station number and/or employee name may be embroidered on Caps, Boonie Hats and Beanies.

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L. Socks

1. Individuals wearing low top approved safety shoes or low cut safety shoes will be required to wear a Black or Navy blue sock as the outer most sock as not to see any of the white sock.

M. Civilian Clothing for Commissioned Members

1. Civilian clothing may be worn by staff personnel of all ranks and individuals on special duty assignments as an alternative to the standard Department uniform.
2. Sole approval for use of this option shall be by authorization of Division Assistant Chiefs for their respective divisions.
3. Civilian clothing standards shall be established by Division Assistant Chiefs and shall remain consistent with the policy of maintaining the professional image of the Department at all times.

VIII. UNIFORM CLOTHING ISSUED

A. Academy Recruits

Academy recruits shall be measured for and receive the following complement of uniform clothing at the beginning of the training period:

1. 2ea. 100% Nomex Short sleeve shirt (without shoulder patch)
2. 6 ea. Red tee shirts
3. 2 pr. 100% Nomex Navy blue trousers
4. 1 ea. All weather jacket (without shoulder patch)
5. 1 ea. Black belt, no buckle
6. 1 ea. Exercise shorts
7. 1 pr. Safety shoes
8. 1 pr. Sweat pants and Long sleeve shirt.

B. Academy Graduates

Academy graduates shall be issued the following clothing and equipment items at the completion of the training period:

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1. Uniform Vendors

- a. 2 ea. Short sleeve, 100% Nomex shirt
- b. 4 ea. Navy Blue tee shirts
- c. 2 pr. 100% Nomex Navy Blue trousers
- d. 1 ea. Navy blue tie, Female crossover tie, black(optional)
- e. 5 ea. TFD Patches
- f. 5 ea. EMT or Paramedic Patches
- g. 1 ea. Black plastic name Tag

2. Supply

- a. 1 ea. Badge
- b. 1 ea. ID card
- c. 1 ea. Flashlight
- d. 1 ea. Fanny pack
- e. 1 ea. Ear protection
- f. 1 ea. Respirator
- g. 1 ea. Shift calendar
- h. 1 ea. Helmet sticker
- i. 1 ea. Vehicle sticker
- j. 1 ea. Station locker key
- k. 1 ea. Wire cutters

C. Fire Inspector

- 1. Upon promotion to the rank of Fire Inspector, the following items shall be issued:
 - a. 1 pr. Coveralls (Haz, Waste only)

D. Battalion Chief

- 1. Upon promotion to the rank of Battalion Chief, the following items shall be issued by the Department:
 - a. 1 ea. White dress hat
 - b. 1 pr. Brass collar pins for ceremonial dress uniform coat and hat
 - c. 1 ea. Brass name plate
 - d. 1 set. Gold detailing for ceremonial dress uniform coat

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VIV UNIFORM PURCHASING

A. Uniform Allowance

The Department provides a uniform clothing allowance to all uniform personnel; however, probationary firefighters' allowance may be pro-rated. The allocation is distributed through a vendor stipend at the uniform store. The stipend will be for \$250.00 per member each fiscal year. Unused portions of the stipend will revert back to the City.

B. General Purchasing

Uniform personnel shall be required to purchase all approved uniform clothing items without exception from vendors specified by contract with the Department/City. Safety shoes are exempt-see section 209.5.3 of this policy. Any variance of this policy may be authorized only by a Division Assistant Chief. A list of vendors for uniform clothing shall be published annually by Fire Supply. Detailed specifications of all uniform related items may be requested from Fire Supply at any time.

1. Supervisor Responsibility

Supervisors shall be responsible to insure that personnel under their supervision comply with uniform specifications established by the Department.

X. UNIFORM INSPECTIONS

A. General

Each uniform member shall be responsible for the cleanliness and repair of all required uniform items issued by the Department and purchased by the individual. Uniforms shall be subject to inspection at any time by company and/or chief officers.

B. Supervisor Responsibility

Captains shall be responsible to insure that all personnel under their command maintain the standards of dress required by the Department.

XI UNIFORM AND ACCESSORY REPLACEMENT

A. General

Replacement and/or addition of all required uniform clothing and accessories shall be the responsibility of the individual. Uniform items damaged in the line of duty shall be repaired or

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replaced by the Department as necessary. If the annual replacement budget is exceeded however, each member shall be responsible to utilize the individual clothing allowance until the beginning of the next fiscal year.

B. Damaged Uniform Clothing

The following section shall apply only to required uniform garments damaged in the line of duty.

1. Employee shall forward a written memorandum, proof and date of purchase, and garment through the chain of command to the District/Section Battalion Chief and Supply Battalion Chief.
2. The Supply Chief shall examine the garment and authorize repair or replacement based on the validity of the claim and severity of damage.
3. Once approved, the employee shall pick up a completed “Authorization to Purchase” form from the Fire Supply Office. Receipts for clothing items shall be returned to Fire Supply once the purchase is completed.
4. Clothing shall be prorated based upon the age and wear of the garment item at the time the damage occurred.

C. Badges

Additional or replacement badges are the responsibility of the individual. Opportunity for duplicate badge purchase (**Sun Badges**) is provided by the Department annually immediately prior to issuance of the clothing allowance in April and October each year. Fire Supply shall announce this opportunity by Master Memo. Everson Ross brand badges may also be purchased throughout the year at Cash Box Jewelers.

D. Department I.D. Cards

Department I.D. Cards, which are damaged, lost, or stolen, shall be immediately reported to the immediate supervisor and the Fire Payroll, Account Clerk. Stolen cards shall be reported to the Police Department and a copy of the police report provided to Fire Headquarters. This policy shall include lost door-access swipe cards. In addition, lost swipe cards must be reported to Fire Payroll so it can be deactivated by the City Lock shop. Replacement I D. Cards and door access swipe cards are obtained at FHQ through Fire Payroll. Fire Supply will continue to process standard door keys.

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E. Ceremonial Dress Uniform

1. Department issued dress uniform, Fire Department hat with hat badge and other Designations appropriate to rank.
2. Department issued double breasted navy coat.
3. Department issued uniform shirt: long sleeve white (appropriate to rank). Shirt shall remain tucked-in at all times.
4. Under shirt: if worn, shall be short plain white or long sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.
5. Department issued tie: black uniform tie, Non-glossy. Tie must be a department issued uniform four-in-one black tie. Issued black clip-on tie is also acceptable. Ties must be tied in a neat fashion and remained tied at all times.
6. Department issued pants: matching coat style
7. Department issued belt: Department issued black leather, gold or silver buckle (appropriate to rank).
8. Socks: plain black.
9. Departments issued shoes: black leather (low cut), high-gloss. No boots of any type. Shoes shall be worn tied at all times.



F. Rank Insignia

1. Firefighter – Silver Firefighter scramble disk
2. Engineer – Silver single bugle disk
3. Paramedic – Silver single bugle disk
4. Inspector – Silver single bugle disk
5. Captain – Silver double parallel bugle disk
6. Battalion Chief – Gold double bugle crossed disk
7. Division Chief – Gold triple bugle crossed disk
8. Assistant Chief – Gold quadruple bugle crossed disk
9. Fire Chief – Gold Quintuple bugle crossed disk



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G. Striping on coats

Striping shall begin 2 ¾” above the cuff of the sleeve and ¼” between each stripe, striping shall go ½ the way around each sleeve. Rank is designed on the coat by the following:

1. Firefighter– No stripes
2. Engineer/Paramedic/Inspector – One silver stripe
3. Captain – Two silver stripes
4. Battalion Chief – Two gold stripes
5. Deputy Chief – Three gold stripes
6. Assistant Chief – Four gold strips
7. Fire Chief – Five gold stripes

H. Maltese Cross/Longevity Marks on left coat sleeve

Each Maltese cross will signify 5 years of active duty service for the Tucson Fire Department. Silver Maltese cross centered above striping for ranks Captain and below, and gold for ranks above captain.

I. Medals/Awards

Bars will be placed centered above the nameplate horizontally. There will be a maximum of 3 bars wide, additional bars will be placed above the initial row vertically.

J. TFD Dress Uniform Assembly

1. **Hat:** The insignia shall be placed on the hat in the provided holes/space with the insignia being perpendicular to the ground (up and down/vertical). Firefighters shall have the ladder in the scramble vertical.

The hat shall only be worn outside, and shall be removed upon entering any building unless performing honor guard activities.



2. **Gloves:** The gloves shall only be worn at funerals and weddings, or other solemn occasions as deemed necessary by the Fire Chief.
3. **Coat:** The badge shall be placed in the provided badge tab holder on the left breast of the coat. Badge shrouds (for funerals) shall be worn as deemed by the Fire Chief. Badge shrouds will be worn over the center seal and will be placed horizontally across the badge. The nameplate shall be placed opposite of the badge with the plate at the same level as the center seal of the badge. It shall be centered on the right breast.

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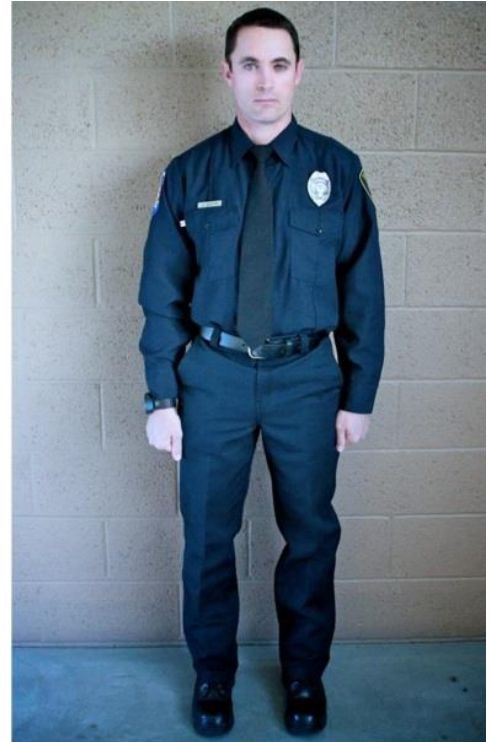
4. Trousers: Trousers shall be the matching garment to the coat.
5. Shirt: long sleeve white button up issued uniform shirt
6. Tie- Black standard tie or female crossed bow tie
7. Shoes: Shoes shall be the patent leather with a high shine

XII. GENERAL DUTY UNIFORM

A. Dress Shirt (Long Sleeve)

Department issued Nomex uniform shirt: blue long sleeve – with military creases. Shirt shall remain tucked-in at all times.

1. Shirts will have authorized department patches centered on both the left and right shoulders worn one inch below the shoulder seam.
2. Undershirt: if worn, shall be short or long sleeve blue duty tee shirt. Shirt shall remain tucked-in at all times.
3. Department issued tie: black, non-glossy. Tie must be a department issued uniform four-in-one black tie or Department issued black clip-on tie are also acceptable. Ties must be tied in a neat fashion and remain tied at all times. Tie to be worn as required.
4. Department issued Nomex Pants: navy officer style slacks.
5. Department issued belt: Department issued black leather, silver department approved buckle.
6. Socks: plain black, blue or white athletic socks with work boots.
7. Department issued shoes: black leather boots in shined or clean condition.
8. Shoes shall be worn tied at all times.



B. Dress Shirt (Short Sleeve)

1. Department issued Nomex uniform shirt:
 - blue short sleeve – with military creases.
 - shirt shall remain tucked-in at all times.
2. Shirts will have authorized department patches centered on both the left and right shoulders worn one inch below the shoulder seam. Ties **should not** be to be worn with short sleeve uniform shirts.
3. Undershirt: if worn shall be short sleeve



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blue duty tee-shirt only. Shirt shall remain tucked-in at all times and shirt sleeves shall not protrude beyond the sleeve of the dress shirt.

4. Department issued pants: Nomex navy blue plain daily work slacks or Nomex (side pockets on legs) work style pants.
5. Department issued belt: Department issued black leather Velcro or silver buckle.
6. Socks: plain black, blue or white athletic socks with work boots.
7. Department issued boots: black leather or department issued approved work-boot footwear. Boots shall be worn tied at all times, polished and/or clean. Work boots with front or side zippers shall be worn zipped at all times. Pants will not be worn tucked into the top of work boots at any time.

C. Aligning the Nameplate

The nameplate is worn on the right chest of the dress uniform shirts just above the right pocket flap. The nameplates are two and one-quarter inches long by one-half inches wide (2 ¼” x ½”). The lettering is black/white in color and will comprise of the first initial and the whole last name of the wearer. The nameplates are black plastic with silver trim for the rank of Firefighter, Engineer, Paramedic, Inspector and Captains. Gold for Chief Officers. The uniform shirts do not contain precut holes for the nameplates therefore; the following procedure should be used for standard alignment.



1. Place the bottom edge of nameplate along the top seam of the right side pocket flap. The spacing should not be more than 1/8” (one-eighth inch.) push pins through shirt.
2. Attach clutch back holders onto pins.
3. Wipe and remove fingerprints using soft, dry cloth.
4. Metals and awards can be worn centered above the nameplate horizontally. There will be a maximum of 3 bars wide, additional bars will be placed above the initial row vertically.



D. Daily Work (Polo Shirt)

1. Department issued short or long sleeve polo shirt. Shirts shall remain tucked in with a minimum of one or two buttons (starting from bottom) closed at all times.
2. Department issued pants: navy blue Nomex style slacks or Nomex navy work slacks with side pockets on legs style pants.

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3. Department issued belt: Department issued black leather, silver or department approved buckle.
4. Socks: plain black with low cut shoes or plain black, blue or white athletic socks if wearing work boots.
5. Department issued boots: black leather Department issued approved work-boot Footwear. Shoes shall be worn tied at all times. Work boots with front or side zippers shall be worn closed. Pants will not be worn or tucked into the top of work boots at any time.

XIII. UNIFORM PROTOCOL

A. How to Salute

Tucson Fire Department personnel may render a salute during ceremonial functions such as Funerals, Memorials, Award Ceremonies, and Promotional Ceremonies. Other functions such as parades may require saluting depending on the structure of the program. Usually these functions will take place outdoors thereby requiring personnel to remain covered (wear hat). (Rule of thumb- Hats on outdoors, Hats off indoors).

1. The Hand Salute is a one-count movement. Meaning, on the order of execution the right hand will move in position sharply without hesitation.
2. Hand Salute – Only with a hat (cover) on.
 - a. When rendering a hand salute the command order will be “***Present, ARMS.***” The word ***Present*** will serve as the preparatory command, alerting personnel to prepare for an order. The word **ARMS** will serve as the execution command whereby all personnel will sharply raise their right hand in position. Rendering a hand salute will only occur from the Position of Attention. The execution command **ARMS** do the following:
 - Raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger and middle finger on the rim of the visor slightly to the right of the eye or to the eyebrow if not wearing a hat.
 - b. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front.
 - c. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.



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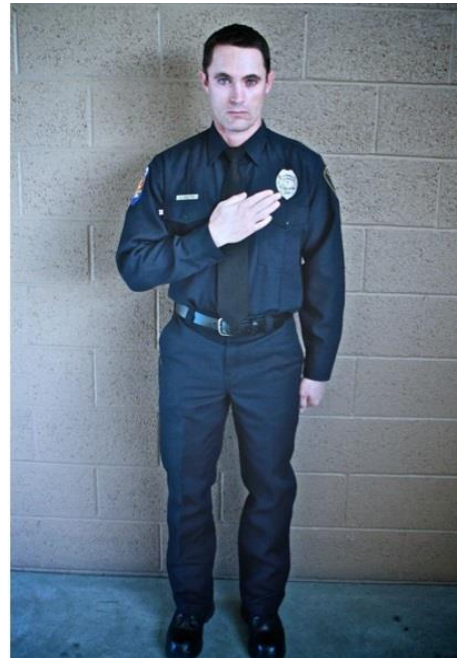
- a. When lowering a hand salute the command order will be “**Order ARMS**” The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.
- b. When a member is not wearing a hat (cover) they are to use their right hand to cover their heart during any “Present Arms” order. Or appropriate time such as the Pledge of Allegiance, or the raising and lowering of the American flag.

Tip: Do not bring your head down to meet your hand...keep your head still! Bring the hand to your head.

B. National Anthem Salute

1. During the playing of the National Anthem when the flag is displayed, individuals in department uniform should face the flag and stand at attention with their right hand over the heart.
2. When the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.

Note: Individuals NOT in department uniform or not wearing a uniform hat (cover) will stand at attention with right hand over the heart anytime the order “Present Arms” is given during ceremony.



C. Saluting Etiquette for National Colors

- | | |
|--------------------------------|-----------------------|
| 1. National Anthem | 8. Flag to Half-Staff |
| 2. Pledge of Allegiance | 9. Flag Raising |
| 3. TAPS | 10. Flag Retiring |
| 4. Passing in Review (Parades) | |
| 5. Draped Coffin Passing | |
| 6. Flag Presentation | |
| 7. Transfer of Flag | |

VIV. TURNOUT GEAR

A. Turnout Ensemble

1. The turnout ensemble consists of a matching coat and pants set. The complete ensemble shall be worn at all times while in response to, and during fireground operations and drills. Turnout gear shall be utilized when conditions on medical calls dictate a level of danger exists i.e. auto accident with gas leaking, or the need for extrication. Paramedic personnel shall not be required to wear turnout clothing while responding in paramedic vehicles.

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2. Removal of turnout gear shall be permitted solely at the discretion of the company officer and/or command, when it is determined that personnel may operate safely with a reduced amount of protective clothing. This regulation shall apply to all routine and emergency incidents involving any Fire Department disciplines.
3. Turnout gear shall not be worn on routine medical calls, and shall not be utilized as a put on quick option for responding on routine medical calls.
4. Personnel shall not remove the turnout liner at any time except for cleaning purposes. Removal of the turnout liner renders the ensemble completely ineffective for protection as a primary firefighting garment.

B. Helmets

All personnel shall wear helmets as an integral part of the complete set of protective outerwear. Policy for proper use of the helmet shall be the same as that of the previous section applying to the turnout ensemble. Helmets may be required for additional specialized operations which do not necessarily require other turnout gear. Helmets shall not be required for personnel riding in enclosed vehicles. Face shields shall be utilized at all times unless otherwise directed by the company officer or command.

C. Boots

All personnel shall wear the Department issued knee high, steel toe/shank, Rubber/Leather boots as an integral part of the complete set of protective outerwear. Policy for proper use of firefighting boots shall be the same as that of the previous section applying to turnout ensemble.

D. Hood

All personnel shall wear the Nomex protective hood as an integral part of the complete set of protective outerwear. Policy for the proper use of the Nomex hood shall be the same as that of the previous section applying to the turnout ensemble.

E. Gloves

1. **Firefighting Style**
Department issued firefighting gloves are constructed of a heavy duty fire restrictive material and considered to be an integral part of the complete set of protective outerwear. The policy for proper use of the glove shall be the same as that of the previous section applying to the turnout ensemble.
2. **Work Style**
The Department issued work glove is a non-fire restrictive leather glove intended for routine duties as required. The glove shall not be considered for fire ground operations under any circumstance. Company officers are responsible to insure the proper wearing of gloves for both routine and emergency operations.
3. **Marking**

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All turnout clothing and related safety equipment including rescue harness, approved safety goggles, respirators, flashlights, fanny pack, etc., shall be permanently marked with the last name and employee number of the assigned employee. Firefighting helmets shall include the employee name in reflective lettering on the back of the helmet just above the TFD decal.

F. Eye Protection

Approved Safety goggles or a transparent face shield shall be worn as necessary by all personnel when engaged in any activity which has the potential to cause eye damage. Activities shall include those involving excessive dust in the atmosphere, flying debris, toxic chemicals, vehicle maintenance, etc. The company officer shall insure that all personnel are utilizing the proper eye protection at all times.

G. Cleaning Methods for Structural Turnout Clothing and Nomex Hood, Firefighting Gloves and Boots

The cleaning of turnouts, Nomex Hood, Firefighting gloves and Boots is the responsibility of the member to whom they were issued. Cleaning instructions are stitched to the inside of the Nomex shell and to the thermal liners. Turnouts, Hood, Firefighting Gloves and Boots should be cleaned once every three months. If use dictates, then they should be cleaned more often than that. They should be cleaned after any working incident that smoke or debris may have come into contact with you. Since there is more than one type of protective garment in use cleaning instructions may vary. If you do not find cleaning instructions on the label of the garment contact Fire Supply to get cleaning instructions.

1. Turnouts/PPE INSPECTION

- a. On the first shift of each month, station captains on each shift shall inspect the turnout clothing and personal protective equipment (PPE) of all individuals working at the station on that day. The form is located on the S:\Forms\Safety\Monthly Safety forms
- b. A Turnout/PPE Inspection/Replacement Form shall be completed by the captain conducting the inspection. The form shall include the names of all personnel whose equipment has been inspected. If clothing repair/replacement is not required, the form shall be kept on file at the station.
- c. A record of the inspection shall be sent to the respective DMT and to TFD Safety.

2. Turnout/PPE Clothing-Original Issue

All uniform personnel shall receive the following clothing and equipment as original issued at the beginning of their academy training period:

- a. 1 ea. Turnout ensemble (coat and pants)
- b. 1 ea. Boots, leather or rubber, steel toe/shank
- c. 1 ea. Helmet, firefighting style w/faceshield
- d. 1 pr. Gloves, firefighting style, fire resistant

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- e. 1 pr. Gloves, leather work
- f. 2 ea. Nomex Hood
- g. 1 ea. SCBA Mask
- h. 1 ea. SCBA Bag
- i. 1 pr. Plastic safety Glasses
- j. 1ea. Nylon webbing for rescue harness

3. Damaged Turnouts/PPE

If at any time a turnout or PPE item is noted to be damaged, defective, worn out, or otherwise rendered unsafe, a Turnout/PPE Inspection/Replacement Form shall be completed by the immediate supervisor. The clothing or equipment shall be brought to Fire Supply along with the form and exchanged for new or good quality used item(s).