

PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

UNIFORM, INSIGNIAS AND APPEARANCE REGULATIONS

M.P. 102.02	Date Revised: 08/26
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related or Referenced Policies: 102.01, 102.05, 105.02E, 110.19, Phoenix Fire Professional Standards Guide, OSHA 29 CFR 1910.134, AR 2.261	

PURPOSE

This policy establishes uniform and appearance standards for all Phoenix Fire Department (PFD) personnel. These standards ensure professionalism, safety, operational readiness, and consistency when personnel are on duty or representing the Department. Differences between sworn and civilian requirements are identified where applicable.

SCOPE

This policy applies to all PFD personnel—sworn and civilian—while on duty, in uniform, or representing the Department. Personnel must comply with the standards outlined for their assignment. Unless otherwise noted, requirements apply to all personnel.

GENERAL POLICY STATEMENT

Personnel should wear only authorized uniform items from authorized City of Phoenix vendors and maintain a professional appearance consistent with this policy and the Department's Professional Standards Guide. Uniforms must be complete, clean, and in good condition, and overall appearance must be neat, professional, and appropriate for duty. A uniform is considered complete when all required components, as defined in this policy, are worn and present according to the assignment, shift, or position. This policy establishes minimum standards.

AUTHORITY

Questions regarding uniform standards shall be addressed through the chain of command. When unclear, personnel and supervisors shall apply the standard that best supports professionalism, safety, and operational readiness. The Fire Chief or his executive designee may authorize specialty uniforms and issue clarifications or revisions as needed.

Responsibilities

A. All Personnel (Sworn and Civilian)

- Maintain required uniform items appropriate to assignment and duties.

- Wear authorized uniforms as intended and in accordance with this policy and supervisory direction.
- Maintain a professional appearance, including grooming and personal presentation, consistent with this policy.
- Keep uniforms, footwear, and authorized accessories clean, properly fitted, and in good condition.
- Promptly correct uniform or appearance deficiencies when identified.

B. Supervisors

- Ensure personnel under their supervision comply with this policy.
- Provide timely correction and guidance when deficiencies are observed.
- Address repeated or unresolved non-compliance through the chain of command and the disciplinary process

C. Section Leadership (or Designee)

- Provide assignment-specific uniform and appearance direction consistent with this policy.
- Coordinate specialty uniform authorization and time-limited uniform direction, as applicable.
- Forward recommended policy updates or clarifications through appropriate channels.

D. Fire Chief / Executive Designee

- Approve specialty uniforms for designated timeframes when appropriate.
- Issue Department-level clarifications or revisions to this policy when necessary.

GENERAL APPEARANCE AND GROOMING

All on-duty personnel shall maintain a well-groomed, professional appearance. Uniforms must be complete, clean, non-faded, and in good condition. Personal hygiene and grooming shall support professionalism, safety, and operational readiness.

Hair

- Hair shall be neat, professional, and colored in a manner consistent with a professional workplace.
- Hair must not interfere with PPE fit or safe operations (e.g., helmet, hood, mask). According to NFPA and OSHA CFR 1910 standards
- When necessary for safety, hair shall be secured (e.g., tied back or contained) to prevent snag, entanglement, ignition hazards, and ensure proper PPE fit.
- Non-sworn personnel whose duties require safety wear shall maintain hair so it does not interfere with safety gear or job performance.

Facial Hair

Sworn Personnel (including 40 Hr. support positions)

- Facial hair shall not come between the sealing surface of the facepiece and the face or that interferes with valve function.
- Beards, goatees, chin curtains, mutton chops, stubble, and mustaches extending below the middle of the chin are prohibited.
- Sideburns shall be neat, not extend below the earlobes, and must not interfere with respiratory protection.
- The following illustrations are examples of the only approved facial hair configurations:



Non-Sworn Personnel

- Facial hair shall be neat and professional.
- Where respiratory protection is required, facial hair must not interfere with proper fit, seal, or function. according to NFPA and OSHA standards

Piercings, Jewelry, and Accessories

- Jewelry, piercings, and accessories (including watches, fitness monitors, necklaces, bracelets, rings, etc.) shall be worn in a manner that is professional, non-distracting, and safe.
- Items that are unprofessional, inappropriate, offensive, or create a safety hazard (e.g., snag, entanglement, pinch) are prohibited.
- Personnel whose duties require safety wear or operational PPE shall secure or remove items to prevent injury or interference with PPE.

Sworn Personnel

- Visible piercings shall be limited to stud earrings on the ears and nose only; hoop, dangling, or suspended earrings are prohibited.
- Jewelry and accessories shall not compromise safety or interfere with PPE during operational duties.

Non-Sworn Personnel

- Piercings, jewelry, and accessories must remain professional and appropriate to the assignment.
- Supervisors may require modification or removal if items are distracting, inappropriate, or interfere with job requirements or safety wear.

Tattoos / Brands

- Tattoos or brands may be visible while on duty or in uniform, provided they maintain a professional appearance and do not detract from the member's role or responsibilities.
- Tattoos or brands on the face or neck, or any tattoos/brands that are inappropriate, offensive, or excessively distracting, must be covered in a professional manner consistent with the uniform and assignment.
- Coverings for sworn personnel in operations must comply with PPE material guidelines.
- The display of any tattoo or brand that is unprofessional, offensive, or discriminatory, regardless of location, is strictly prohibited.
- The Fire Chief or designee will make final determinations regarding tattoos considered excessive or requiring coverage.

UNIFORM STANDARDS

- Wear only Department-approved, issued, or authorized uniform items appropriate to your assignment and duties.
- Daily wear of sworn personnel assigned to staff positions shall comply with **Class C uniform guidelines** unless otherwise directed by their supervisor.
- Daily wear for non-sworn personnel (Contract workers and Civilian employees) should comply with **Class C uniform guidelines** or professional business attire requirements.
- Where non-sworn personnel are issued a work uniform or assigned duties requiring protective attire, they shall comply with applicable uniform and safety requirements.
- Uniforms and accessories shall be worn as intended and presented in a professional manner.
- Class A, B, and C uniform items shall not be altered, modified, or decorated except as authorized by the Department.
- Uniform combinations (Class A, B, or C) shall be worn consistently and not mixed in a way that detracts from a professional appearance or conflicts with assignment direction.
- Uniforms, footwear, and accessories shall be clean, properly fitted, non-faded, and maintained in good condition.
- Damaged or excessively worn uniform items shall be promptly repaired or replaced.
- Only Department-approved insignia, patches, pins, embroidery, and accessories may be worn; unauthorized or "morale" items such as non-standard logos, novelty patches/pins, or personal expressions not issued or approved by the Department, are not permitted while on duty or representing the Department.
- Where differences exist between sworn and civilian standards, they will be identified in applicable sections; unless otherwise noted, these standards apply to all personnel.

Professional Business Attire Requirements

To maintain a professional and consistent workplace environment, personnel are expected to adhere to the following standards for business attire:

- General Requirements: Clothing must be free of rips, stains, or excessive wear. Attire should reflect professionalism and be appropriate for interactions with the public, partners, and internal staff.
- Men: Suitable attire includes dress slacks, dark jeans, button-down or collared shirts, sweaters, or jackets and closed-toe shoes.
- Women: Suitable attire includes dress slacks, dark jeans, capri pants, and skirts or dresses no shorter than 2” above the knee. Footwear must be conservative-style, open or closed toe shoes.
- Prohibited attire: Shorts/ Skorts, spaghetti strap tops, athletic wear, overly tight or revealing clothing, flip-flops, slippers, and slides.

Under-Fire PPE Clothing Material Guidelines

- When personnel may operate in structural fire PPE, clothing worn underneath (including on-duty PT attire) shall be limited to natural-fiber layers (e.g., 100% cotton or wool) or garments labeled as flame-resistant (FR) by the manufacturer.
- Garments containing thermoplastic fibers that can melt or drip under heat exposure (commonly including polyester, nylon, polypropylene, and spandex blends) shall not be worn underneath structural fire PPE, unless the garment is specifically labeled FR and worn in accordance with the manufacturer’s instructions.
- Personnel shall not wear underlayers that are damaged, excessively worn, or otherwise unsafe for use under fire PPE.

UNIFORM TYPES

Uniform Type

Class A – Formal Dress Uniform

Class A is the formal dress uniform required for all Unit 5 personnel, Command Officers, Fire Marshals, and Assistant Fire Marshals at ceremonial events, official functions, and occasions requiring the highest level of professional appearance. **Note:** The Class A Uniform is optional for other uniformed personnel.

General Components

- Fire Department-issued black dress coat, dress shirt, and trousers with gold or silver Department insignia.
- Shirt color (as authorized by assignment):
 - Unit 5 – Light Blue
 - Command Officers/Managers – White
 - Non-sworn Uniformed Personnel – Light Blue
- Black tie or approved alternative for females (e.g., black neck tab).

- Black patent leather belt.
- Black patent leather dress shoes.
- Approved PFD cover (bell cap) with insignia.
- Department-issued nameplate and badges.
- Rank insignia (shoulder or collar, per assignment).

Special Details

- Silver or gold piping on sleeves consistent with sworn member's rank.(sworn members only)
- Firefighter Maltese cross on sleeves, with each cross representing five years of service (sworn members only).
- Detailed wear standards (insignia placement, piping/hash marks, ceremonial guidance) reference MP 102.02A. This section establishes minimum components and general expectations only.

Class B – Dress Uniform

Class B is the standard dress uniform for formal occasions, meetings, and events where a professional appearance is required but full Class A attire is not.

General Requirements

- Fire Department-issued dress shirt in the approved color for the member's assignment, with gold or silver Department insignia.
- Department-issued badge and nameplate (as applicable/authorized).
- Black trousers with appropriate black boots or shoes.
- Belt: black braided, smooth, or tactical style, as authorized/approved.
- Black tie when deemed appropriate by assignment or event.

Shirt Standards

- Dress shirt shall display approved Department patches on both shoulders and authorized insignia.
- Shirt color (as authorized by assignment):
 - **Unit 5** – Light Blue
 - **Command Officers/Managers** – White
 - **Non-sworn Uniformed Personnel** – Light Blue

Special Allowance

- Unit 5 members and Fire Prevention personnel may wear clean, presentable navy-blue station trousers with approved station boots when wearing the Class B dress shirt, as authorized by assignment/chain of command and/or event.

Class C – Fatigue / Daily Uniform

Class C is the standard daily uniform for operational personnel and other members as authorized. It is designed for functionality, safety, and professional appearance.

- Sworn personnel who may operate in structural fire PPE must comply with “Under-PPE Clothing Guidelines” (natural fibers or FR garments only).
- All Class C items must be purchased from approved City of Phoenix vendors to ensure consistency in style, font, and size.

Shirt Standards

- Member’s name printed on the front left side of the shirt. Allowed formats: John Doe, J. Doe, John D. (no other variations).
- Fire Department Maltese cross printed on the front right side with rank above.
- Shirt color as issued/authorized:
 - Sworn personnel – **Navy Blue**
 - Non-sworn personnel – **Royal Blue**
 - Alarm Room Personnel - **Black**
 - Recruit firefighters/Redshirt firefighters– **Red**
 - Cadets – **Grey**
 - CAP personnel – **Green**

Class C Uniform Shirt Patches

- Personnel may choose to have the following patches printed by an approved vendor on Class C fatigue uniform shirts:
 - Paramedic Patch – required for paramedics on the right sleeve.
 - American Flag – permitted (optional) on the left sleeve.
- Only department-approved versions of these patches may be used, and all printing must be completed by approved City of Phoenix vendors.

Trousers / Shorts

- Station trousers or fatigue pants: navy blue.
- Approved navy-blue uniform shorts with City of Phoenix emblem (as authorized).

Soft Outerwear

- Soft outerwear is defined as sweatshirts, pullovers (quarter/half/full zip), or hoodies that are made primarily from soft knit fabrics such as cotton, fleece, or cotton-blend materials. Soft outwear provides light insulation but minimal wind or rain protection. Markings for these shall include: Name, rank, paramedic patch(if applicable), and Fire Department insignia consistent with fatigue shirts.
 - Sworn personnel – **Navy Blue**
 - Non-sworn personnel – **Royal Blue**
 - Recruit firefighters/Redshirt firefighters– **Red**

- Cadets – **Grey**
- CAP personnel – **Green**

Jackets/ Protective Outerwear

- Protective outerwear is defined as structured outer garments designed to provide protection from the environmental elements such as wind, rain, and cold temperatures. These jackets typically include insulation, lining, or weather-resistant materials.
- Approved markings for protective outerwear include the Firefighter Maltese on the left chest, with the option to add the member's name and position/rank on the front.
- The Phoenix Fire Department rocker panel on the back is authorized only for sworn personnel.
 - **All PFD personnel** are permitted to wear Navy Blue Protective Outerwear as defined above.

Headwear

- Navy blue (or navy/white as authorized) ball caps, beanies, or boonie hats.
- Must display only approved markings: Phoenix Fire emblem, PFD insignia, recognized labor-group branding, or apparatus/unit/station insignia.

Footwear

- Approved vendor station boots: black, safety toe, non-slip for calls or public presence.
- Athletic shoes: permitted during PT only.
- Hiking boots: allowed during technical rescue operations.

Belts

- Black (braided, smooth, or tactical), appropriate to uniform type and assignment.

Specialized Uniforms

- Personnel assigned to specialty units may wear issued/authorized specialty uniforms in lieu of Class C, consistent with unit guidelines and safety requirements for the work being performed.
- Specialty uniform direction shall be maintained by the specialty unit/Section and approved through the chain of command.
- Examples of sworn specialty assignments include: Fire Investigations/Homeland Defense Bureau, HAZMAT, Technical Rescue, and C919.

Physical Training (PT) Uniform Standards

All personnel participating in physical training while on duty or using a Phoenix Fire Department facility must maintain a modest and professional appearance and comply with this policy.

Members training at a PFD facility are considered to be representing the Department.

- Sworn personnel working in an operational capacity shall ensure PT clothing complies with **Under-PPE Clothing Guidelines** (natural fibers or FR garments only). *(See Under-Fire PPE Clothing Material Guidelines section.)*

- Staff and non-sworn personnel may follow supervisory direction for PT attire, provided it maintains a modest and professional appearance and does not conflict with safety requirements.

PT Uniform Components

- **Shirts:**
 - When on duty and assigned to operations, sworn members shall wear the approved station/fatigue shirt with their name printed on the front left side.
 - Alternative PT shirts may be authorized by the chain of command for staff or non-sworn personnel.
- **Bottoms:** Navy PT shorts or sweatpants, Department-approved (issued/authorized).
- **Footwear:** Athletic shoes appropriate for the activity; non-marking soles required for indoor use where applicable.

ADMINISTRATION

Uniform Procurement and Allowances

- The Department will provide a yearly uniform allowance at the beginning of each fiscal year compliant with the current MOU as budgets allow.
- Personnel shall procure uniforms from department-approved vendors to ensure consistency in appearance and applicable safety requirements. Instructions and access to approved vendors will be available under the Resource Management tab on FirePoint.

Uniform Inspections

- Company Officers/ Supervisors are accountable for ensuring personnel under their supervision adhere to this policy, including uniform wear and general appearance standards.
- Formal inspections may be conducted at the discretion of Chief Officers/ Section Heads or during Department-wide events.
- Damaged or worn uniforms should be delivered to Resource Management for proper disposal.

Compliance and Enforcement

- Non-compliance with this policy may result in counseling and/or disciplinary action per the PFD disciplinary guidelines. If non-compliance represents a safety risk, it will be corrected immediately and without exception. Failure to comply will result in the member being relieved of duty and charged against their leave bank.

Special Circumstances

- Temporary uniform modifications (e.g., mourning bands, special event shirt or patches) require authorization from the Fire Chief or designee.
- Temporary uniform direction should be time-limited and communicated through the chain of command.
- The department will provide reasonable accommodations for pregnant employees, including modifications to uniform requirements when necessary for comfort, fit, or

medical needs. Maternity-appropriate uniform options or alternative garments may be worn with approval, provided they maintain a professional appearance and do not compromise safety or operational readiness.

- Personnel requesting accommodation for religious attire that may require modification of standard uniform requirements should notify their supervisor or HR so the Department can review and support the request in accordance with applicable laws and safety guidelines.