

ALBUQUERQUE FIRE DEPARTMENT	Revision of Fire Chief's Directive 21
Standard Operating Guidelines	Number 002
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INFORMATIONAL MEMO

PURPOSE:


Please find the attached updated Fire Chief's Directive No. 21, "Uniform Regulations." This should be filed in your Standard Operating Guidelines, Fire Chief's Executive Directives and outdated directive should be discarded.

There will be a 6 month phase in period. This will ONLY allow for the wearing of the t-shirt authorized in the prior uniform policy (referenced below). All other variations of the t-shirts, were never authorized and shall not be worn while on duty.

a. T-Shirts / Sweatshirts

- A. T-shirts: Navy blue in color, no pocket, round collar, short or long sleeve, with the approved Maltese cross (dimension shall be with a 4: axe length) on the left breast, see diagram below. The back of the T-Shirt will have "ALBUQUERQUE" silk-screened in white open-faced aardvark, the dimensions shall be 1 ½" high, 1 ½" wide and 11" to 12" long. "FIRE" will be silk screened in solid white aardvark ¼" below "Albuquerque". The dimensions shall be 3 ½" to 4 ½" high, 2 ½" to 3 ½" wide and 11" to 12" long. "DEPARTMENT" will be silk screened ¼" below "FIRE" in white open-faced aardvark. The dimensions shall be 1 ½" high, 1 ½" wide and 11" to 12" long. "Albuquerque Fire Department" will be centered at approximately shoulder blade heights (see diagram). Paramedics shall have "PARAMEDIC" silk-screened on the right breast approximately at the horizontal midline of the Maltese cross. Dimension shall be 3/8" solid white block letters, and 3 ¼" long. The long sleeve T-shirt may not be worn under any short sleeve uniform shirt.


Nathaniel Muzik, Deputy Chief

Approved by: 
James Breen, Fire Chief

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1. GENERAL UNIFORM:

Any item that has not been approved by the Albuquerque Fire Department shall not be worn with the uniform.

- a. Members shall keep themselves properly uniformed at all times while on duty. During roll call, members shall be in the prescribed fatigue uniform. This means the Fatigue Shirt (with badge, name plate, and appropriate rank insignia), Fatigue Trousers, plain black leather belt, and unadorned black leather uniform shoes or boots.
- b. When appearing in public, a member's uniform shall be neatly pressed and clean, buttons and badges polished, shoes polished, tie properly adjusted (if applicable), and coat fully buttoned. No badge emblems, pins, or insignia of any kind shall be worn except those specified or approved, in writing, by the Fire Chief.
- c. Any Chief Officer/Commander, or those acting in their absence, has the authority to condemn any part of the uniform which is unfit for service. Any uniform condemned will be replaced, either at the departments, or the member's expense, according to the union contract.
- d. Members may purchase additional uniforms or parts of the uniform whenever they wish, subject to provisions of these specifications. It is the duty of each member to ascertain that the uniforms (including headwear) he/she purchases is an A.F.D. approved uniform according to department specifications.
- e. Off duty members shall wear no portion of the regulation uniform, except when specified or approved, by the Fire Chief, or the Fire Chief's designee. No part of the regulation uniform shall be worn by non fire department members at any time.
- f. Regulation uniforms shall be disposed of in a fashion that prevents further use. It shall be the responsibility of the duty member to dispose of all condemned regulation uniforms. No part of a condemned regulation uniform shall be worn on or off duty by a duty member or non-duty member. This requirement maintains the security and unauthorized wearing of the AFD regulation uniform.

2. UNIFORM CAP:

- a. Uniform caps for the Fire Chief, Deputy Chiefs, Commanders, and Captains shall be Albuquerque-style/white leatherette, black visor with a ½" gold sliding strap (with two gold buttons).
- b. The Lieutenant's caps shall be Albuquerque-style, dark blue serge, black visor and a ½" silver sliding strap with two silver buttons and a perforated band.

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- c. All other member's caps shall be Albuquerque-style, dark blue serge, black visor and black ½" sliding strap with two silver buttons and a perforated band.
- d. Uniform cap shall be worn with Class "A" uniform. The uniform cap is optional when wearing the modified class A or fatigue uniform.

3. CLASS A UNIFORM:

- a. Class A for all members shall be: dress coat with badge and lapel buttons, cap, dress trousers, white long sleeve dress shirt, tie, belt and plain black leather uniform shoes or boots.
 - 1. Dress Coat: The coats shall be Albuquerque style, 16 oz., dark blue serge, double breasted with three buttons. There shall be five gold ½" texturized braids, ¼" apart for the Chief of the Department; four gold ½" texturized braids, ¼" apart for Commanders; one gold ½" texturized braid for Captains; one silver ½" texturized braid for Leituenants; one royal blue ½" texturized braid for Drivers; and one black ½" texturized braid for Firefighters. The official Albuquerque Fire Department patch will be sewn centered ¾" below the upper seam of the left shoulder. Speciality patches as directed in Section 11.
 - a. Time in service markings shall be the 5/8" Maltese crosses, 1 for each 5 years of service completed. The Maltese crosses shall be gold for those with gold braids and silver for all other members.
 - 2. Dress Shirt: The dress shirt shall be white in color, long sleeve, and have two loops, for the breast badge.
 - 3. Dress Trousers: The dress trousers are to be dark blue serge to match the dress coat. The trouser pocket style is optional. Dress trousers will be un-cuffed.
 - 4. Dress Skirt for Women: The Skirt is optional for women. The skirt shall be 100% Dacron, dark blue serge 11-11 ½" oz. with no scarlet braids and the bottom of the skirt length shall be 1" above or below the middle of the knee cap.

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4. MODIFIED CLASS A UNIFORM:

a. Modified Class A

1. Firefighter, Drivers, Lieutenants, and Captains shall be: dress trousers or fatigue pants, white long sleeve shirt, tie, and belt.
- b. Commanders are not authorized to wear a Modified Class A uniform. They will be required to wear full Class A dress.
 1. It shall be worn for any event ordered by the Chief of the Department.

5. SHIRTS/FATIGUE UNIFORMS:

The T-Shirts and/or crew sweatshirt may be worn as an outer garment by Firefighters, Drivers, Lieutenants, Captains, and Battalion Commanders. They may be worn only;

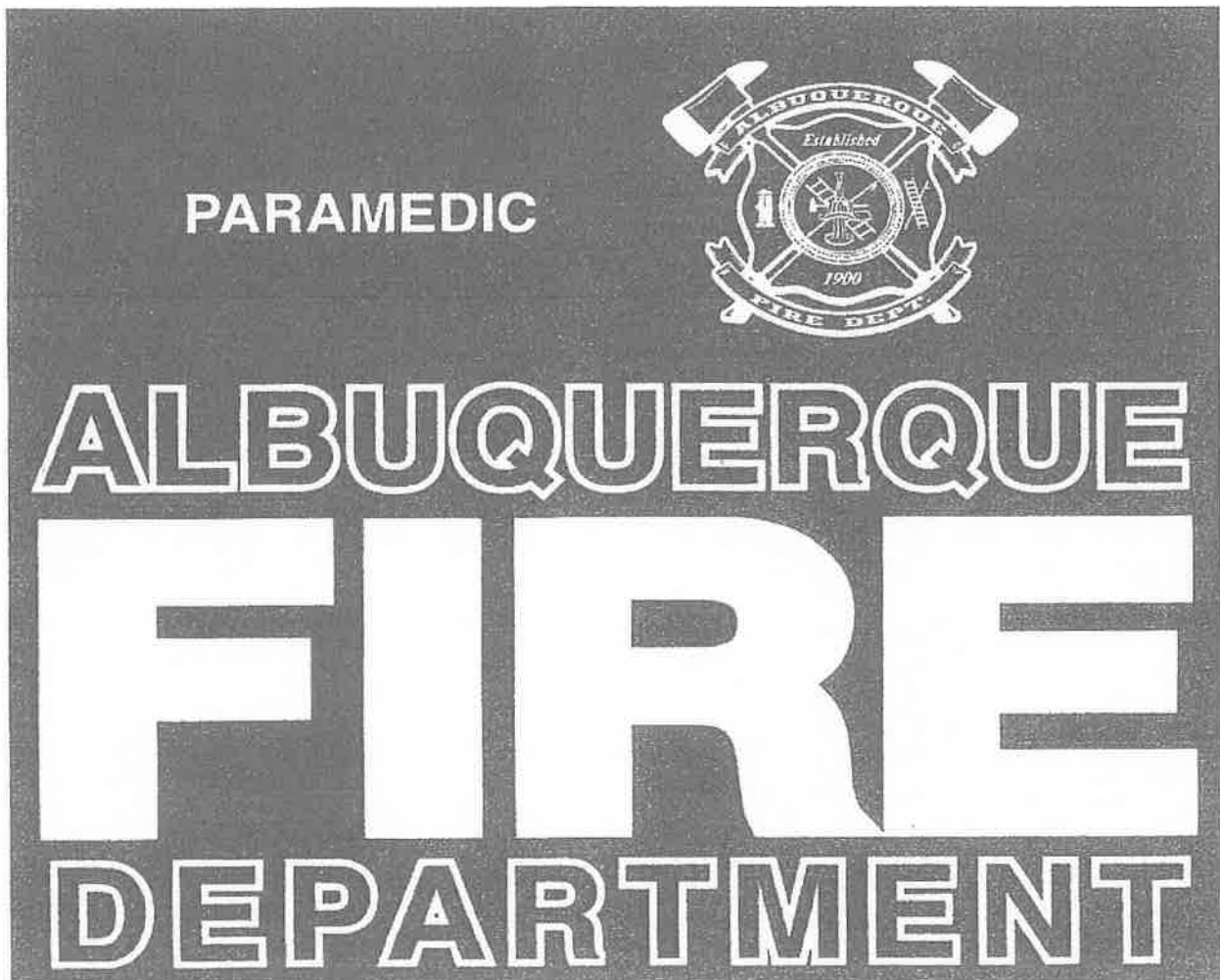
- While participating in exercise/workout.
- While participating in drills or field training.
- While responding to emergency calls.
- While in quarters.
- When otherwise directed by Fire Chief or his/her designee.
 - Personnel will keep the fatigue shirt on their response unit, while wearing T-shirts in order to avoid returning to station to retrieve it to dine in a restaurant, go to the store, go for a random drug test, etc.
 - No modifications to t-shirt/Sweatshirt (sleeveless, etc)

a. T-Shirts

1. T-shirts: Navy blue in color, no pocket, round collar, short or long sleeve, with the approved Maltese cross (dimension shall be with a 4: axe length) on the left breast, see diagram below. Members may substitute a red station number inside the Maltese cross. The back of the T-Shirt will have "ALBUQUERQUE" silk-screened in white open-faced aardvark, the dimensions shall be 1 ½"high, 1 ½" wide and 11" to 12" long. "FIRE" will be silk screened in solid red aardvark ¼" below "Albuquerque". The dimensions shall be 3 ½" to 4 ½" high, 2 ½" to 3 ½" wide and 11" to 12" long. "DEPARTMENT" will be silk screened ¼" below "FIRE" in white open-faced aardvark. The dimensions shall be 1 ½" high, 1 ½" wide and 11" to 12" long. "Albuquerque Fire Department" will be

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centered at approximately shoulder blade heights (see diagram). Paramedics shall have "PARAMEDIC" silk-screened on the right breast approximately at the horizontal midline of the Maltese cross. Dimension shall be 3/8" solid white block letters, and 3 1/4" long. Members may have one of the following specialty designations under the Maltese cross: HAZMAT, TRAINING, HEAVY RESCUE, EMD, TECH SERVICES, WILDLAND, or FMO silk-screened 3/8" solid white block letters centered directly below the Maltese cross.



- b. Sweatshirts: 11 oz., solid navy blue crew neck or hooded – hooded sweatshirt may come with or without zipper, with long sleeves. Sweatshirts will be nothing less than 70% cotton and 30% nylon cross grain weave with ribbed inserts under the arms, with the approved embroidered colored Maltese cross on the left breast.

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The logo will be a Maltese cross 2 ½" x 2 ½" inches in size and will be embroidered in white thread. The ax heads will be half silver (blade end) and half red (pick headed end). The ax handles will be filled in with tan thread. The center of the logo (scramble) will be 1" x 1" inches in size, the trumpet, hook, ladder, and ax will be filled in yellow gold thread and the helmet will be filled in with red thread and will have a black thread outline. The embroidery above the cross will be in white lettering. The member's name will be embroidered in white 3/8" block letters on the right breast. The member will have one or two initials followed by periods and the last name spelled out. The member's medical specialty (EMT-B, EMT-I, or Paramedic) will be embroidered in 3/8" block letters, centered beneath the member's name.

- c. **Optional Sweatshirt:** Will be the New York style "job shirt" with denim collar and patches on the elbows with chest zipper with the approved embroidered colored with the approved embroidered colored Maltese cross on the left breast. The logo will be a Maltese cross 2 ½" x 2 ½" inches in size and will be embroidered in white thread. The ax heads will be half silver (blade end) and half red (pick headed end). The ax handles will be filled in with tan thread. The center of the logo (scramble) will be 1" x 1" inches in size, the trumpet, hook, ladder, and ax will be filled in yellow gold thread and the helmet will be filled in with red thread and will have a black thread outline. The embroidery above the cross will be in white lettering. The member's name will be embroidered in white 3/8" block letters on the right breast. The member will have one or two initials followed by periods and the last name spelled out. The member's medical specialty (EMT-B, EMT-I, or Paramedic) will be embroidered in 3/8" block letters, centered beneath the member's name.
- d. At the discretion and approval of the fire Chief, specialty shirts may be used for special events (e.g.; Cancer Awareness Month).

6. FATIGUE UNIFORMS:

- a. Captains, Lieutenants, Drivers and Firefighters fatigue uniform shall consist of fatigue trousers, fatigue shirt (long or short sleeved), plain black belt, and plain black leather uniform shoes or boots. As specified and described in the logistics inventory.
- b. The service jacket and zippered sweatshirt may be worn with the fatigue uniform as weather permits.
- c. Members of Training Division, Fire Prevention Bureau and Heavy Technical Rescue team may wear coveralls when their duties warrant their use. The Albuquerque Fire Department patch with "Zia" symbol in the center shall be sewn on the left sleeve 1" inch below upper seam and centered.

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- d. Commander's fatigue uniforms will consist of white uniform shirt, fatigue trousers, plain black belt, and plain black leather uniform shoes or boots.

7. HEADWEAR:

- a. The fatigue cap may be worn with the fatigue uniform. All caps may be adjustable back or fitted. All caps will be worn brim straight forward at all times. All fatigue caps on the front shall be embroidered with "Albuquerque Fire Department." "Albuquerque" and "Department" ¼" high in silver lettering, "Fire" 1 ¼" high in red lettering or the old English style with over lapping red lettering out lined in silver. Optionally one of the following is permitted on the back of the cap: member's name, nickname (as approved by the chief or designee), rank, or m an number in ¼" embroidered block lettering.
- b. Fatigue caps for all ranks will be solid blue in color with the approved logos.
- c. The Bush hat may be worn with the fatigue uniform. The Bush hat shall be navy blue with the official embroidery to match the fatigue cap. The Bush hat may be worn as weather permits.
- d. Knit cap shall be solid navy blue scull style cap with the official embroidery to match the fatigue cap. The knit cap may be worn as weather permits.

8. SOCKS:

All ranks will wear plain white or black socks. Socks will be visible above the uniform shoe or boot. (i.e., no "footies.")

9. BADGES AND BUTTONS:

- a. The Fire Chief, Deputy Chiefs, Commanders and Captains cap badges, lapel buttons, breast badges and jacket buttons shall be gold. The badges and lapel buttons shall be as follows: Fire Chief – five crossed trumpets; Deputy Chiefs – four crossed trumpets; Commanders – three crossed trumpets; Captains – two parallel trumpets. The jacket buttons will read "FD."
- b. Lieutenants, Drivers, and Firefighters cap badges, lapel buttons, breast badges and jacket buttons shall be nickel-plated. The badges as follows: Lieutenants – one trumpet on badges and lapel buttons; Drivers – fire truck on badges and lapel buttons; Firefighter – badges and lapel buttons shall be the Albuquerque Style Pike pole, Axe and Ladder badge.

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- c. The Fire Department shall furnish cap badges, breast badges, and lapel buttons. Replacement of these items shall be done by the Fire Department, but may result in the employee bearing the replacement cost.
- d. All officers will wear-collar insignias on their fatigue and dress shirts to designate their rank. Lieutenant insignia shall be nickel-plated trumpet. Captain and Chief Officers insignia shall be gold plated with corresponding trumpets of rank. All collar insignias worn by A.F.D. Officers shall be worn with the bell of the talking trumpet(s) pointing toward the center (tip) of the collar and centered.

10. CIVILIAN ATTIRE:

Civilian attire may be worn by members in certain divisions or circumstances with the permission of the Fire Chief.

- While it is impossible to describe all acceptable civilian attire, in general, if civilian attire is worn, it shall be neat, clean and present a professional and businesslike appearance. For men, dress slacks and a button shirt with a collar, along with a leather belt and black or brown leather shoes is acceptable. Women may wear dress slacks or a skirt and dress shirt, blouse, or sweater. The skirt should be approximately knee length. Shoes should be black, brown or navy, and conservative in appearance.
- Athletic shoes shall not be worn.
- Jeans shall not be worn.
- Flip flop type footwear shall not be worn.
- The Fire Chief or designee retains the right to determine what acceptable civilian attire is.

11. SERVICE JACKET:

- a. Service Jacket Tactical 5-11 5 in 1 Jacket Stock #48017, Tactical 5-11 4 in 1 Jacket Stock #48027DN, Spiwalk, Stock #1775 or Gerber #30G (no substitutions) 160 Denier Cordura Nylon wrap and fill, finished with a non-ravel coating. Removable liner shall not be worn as part of the duty uniform.
- b. A 2" x 5" patch of silver reflective material with ½" red embroidered letters. Rank required for members spelled out: Firefighter, Driver, Lieutenant, Captain, Commander, Deputy Chief, and Fire Chief, with name underneath. The name shall have the first initial (second initial optional), with the full last name or the full first and last name, with a matching merrowed border.
- c. The badge patch is to be sewn over the left breast. The Albuquerque Fire Department patch is to be sewn on the left sleeves 1" below the epaulet, and will be centered. The Albuquerque Fire Department specialty patches are to be sewn

on the right sleeve 1" below the epaulet, and will be centered. For approved patches and badges see photos.

- d. A 4" x 10" patch of silver reflective material with 3 ½" red embroidered letters with "FIRE DEPT." will be shown on the back of the jacket. It will be centered no more than 6" from the top.

12. EXERCISE CLOTHING:

- a. T-Shirts/Sweatshirts: The same guidelines as mentioned in section 5 will be applied to exercise T-Shirts and sweatshirts.
- b. The approved gym shorts and sweatpants will be worn for exercise use only and be subject to the guidelines in section 5.
1. Gym shorts: Solid dark blue in color and mid thigh to above the knee.
 2. Sweatpants: Solid dark blue in color.

13. PATCHES:

- a. Patches shall be worn on Jackets, Dress shirts and Fatigue shirts. The Albuquerque Fire Department patch shall be centered on the left sleeve; ¾" from the upper seam will have a red background and be 100% embroidered. The merrowed edge and lettering will be silver and the New Mexico State seal gold. No more than one specialty patch will be worn on the right sleeve on any jacket or fatigue shirt. The specialty patch shall be centered on the right sleeve, ¾" from the upper seam.
- Paramedics are authorized to wear the approved EMT-P patch.
 - Hazardous Material Task Force team members are authorized to wear the approved Haz Mat patch.
 - Individuals permanently assigned to the Fire Academy are authorized to wear the approved Academy patch.
 - EMT Basics are authorized to wear the New Mexico State approved Emergency Medical Training (EMT) patch.
 - Heavy Technical Rescue Task Force members are authorized to wear the approved patch.
 - Emergency Medical Dispatchers are authorized to wear the Emergency medical Dispatch (EMD) patch diagram.
 - Members assigned to Technical Services are authorized to wear the Technical Services patch.
 - Members assigned to the Fire Marshall's Office are authorized to wear the Fire Marshall's Office Patch.

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- Fire Investigators assigned to the Fire Investigation Division are authorized to wear the Fire Investigation section patch.

- b. All specialty patches shall be removed once the individual no longer meets the certification of that specific division.

14. IDENTIFICATION NAMEPLATE AND BADGE:

- a. The nameplate with rank and date of hire (serving since) will be made of metal Albuquerque style, gold plate finish for Captains and Chief Officer's and nickel plate finish for other ranks. The nameplates shall have the first and second initials with the last name engraved or the first name and last name engraved in black lettering. The pin or clasp shall be optional. The nameplate shall be worn on the upper seam of the right breast pocket of the shirt with the pin or clutch and post directly above the pocket seam.
- b. The Albuquerque Fire Department badge shall be worn on left breast. Badge and nameplate shall be worn at all times while wearing fatigue or dress uniform.

15. HAIR CUT AND GROOMING:

- a. All members are required to be well groomed and present a neat and clean appearance at all times while on duty.
 1. Management retains the right to use discretion in deciding if a particular hair style, facial hair or side burns are acceptable. This is a management right and will not be grounds for a grievance.
 2. The Fire Department is a uniformed service; therefore, a neat and well-groomed appearance by fire fighters is important and contributes to building pride and spirit essential to an effective Fire Department, as well as, a vital ingredient for good public relations.
 3. It is the responsibility of all Officers to insure that members under their command present a neat and orderly appearance.
 4. It is the duty of each member to present a neat and orderly appearance at all times.
- b. While it is not possible to list all possible hairstyles, there are many hairstyles which are acceptable to the department, so long as a member's hair is kept in a neat manner. There are occasions when a supervisor thinks a hairstyle is ragged, unkempt or extreme in appearance. In these cases, on notification from the supervisor, the member shall correct the violation. If the member is in

disagreement, he/she shall be allowed to appeal to the Management, who will make a final determination. Additionally, there are times that a member may wish to request an exception to the regulation in advance. All requests for exceptions will be submitted by members in writing to the Fire Chief by the first of January each year. Approval authorizes exception to the rule for one year. The disapproval of exceptions to the Haircut and Grooming policy is a management right and will not be grounds for a grievance.

- c. Hair will be kept clean and neatly groomed, the length and or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will present a tapered appearance and when combed, it will not fall over the eyebrows.
- d. In all cases, the bulk or length of hair will not interfere with the normal wearing of caps, helmets, and breathing apparatus/SCBA masks.

1. Male firefighters

- a. Shall not allow hair to extend beyond the top of the shirt collar or below the middle of the ear lobe.
- b. Who desire to wear sideburns will keep them neatly trimmed and the base will be clean shaven in a horizontal line. No portion of the sideburn will extend downward beyond the bottom of the ear lobe.
- c. No facial hair (except mustaches) will be allowed that originates below the lower lip. No beards, "soul patches," goatees, etc. will be permitted.
- d. Will be clean shaven, except that mustaches are permitted. If a mustache is worn, it will not interfere with the seal of the SCBA face piece. **No portion will interfere with a proper seal of SCBA or respiratory protection masks.** Hair in the face piece seal has been proven to interfere with maintaining a good seal.

2. Female firefighters

- a. Will not allow their hair to extend more than seven (7) inches below the bottom of the collar. Items used to secure long hair (combs, barrettes, elastic bands) shall be conservative in appearance.
- b. Hair shall not be styled so that it hangs below the eyebrows.

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- c. Are allowed to wear ponytails; hair will not be worn in pigtails, French braids would be acceptable if worn neatly.

16. JEWELRY:

- a. Rings are limited to one metal band only.
- b. One bracelet is allowed.
- c. Male Firefighters:
 - 1. No earrings are allowed.
- d. Female Firefighters:
 - 1. One earring per ear, stud or post, is allowed.
- e. One medallion is permitted on a light-weight (thin) chain/string. This medallion must be worn under the shirt at all times.
- f. No other jewelry, including tongue/body piercings are allowed.
- g. Members may wear one insignia or button on the pocket flap. These shall be limited to things like Maltese crosses, U.S. and N.M. flag, etc. The size shall be no larger than a quarter, or if a bar type design, shall not exceed the length of the name plate. While it is not possible to list all acceptable insignias, good judgment and discretion is expected. Management retains the right to determine what is acceptable.