
**Ames Fire Department
Standard Operating Guidelines**

Book: 1 – Organization
Section: IV – General Administration
Chapter: 5 – **Department Issued T-Shirts**
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Approved by: 

PURPOSE:

Uniforms help to identify members of an organization and ensure a degree of uniformity. The purpose of this guideline is to establish specific t-shirt (part of a Class “D” Uniform) standards for proper attire, in order to maintain a professional appearance for Ames Fire Department (AFD) members.

POLICY:

This policy is designed to establish Class “D” Uniform (specifically t-shirt) guidelines for Ames Fire Department (AFD) members. This policy also reinforces the position that Fire Administration has taken regarding the comfortability of its members and the professional appearance that citizens of Ames have come to expect and deserve from all City employees.

PROCEDURES:

Members of the Ames Fire Department always strive to present a positive image of both the Department and City through professional personal appearance and uniformity, thus each member is individually responsible for conformance with the following guidelines.

- Beginning November 1, 2015, Fire Department issued t-shirts will be worn on a daily basis by firefighters underneath blue Class “B” uniform shirts.
 - Lieutenants and Shift Commanders will be provided some latitude on determining appropriate times and places where department issued t-shirts may be individually worn (e.g., physical exercise, hands-on training, after business hours, etc.).
 - Care should be exercised when selecting the crew’s uniform to ensure that the appropriate level of professionalism is used (e.g., Class “B” shirts for public education, pre-plans, etc.).

Miscellaneous

- Fire Department t-shirts, or any other issued apparel are not authorized for wear while off-duty without prior approval from Fire Administration.
- T-shirts should be tucked in when worn with uniform pants.
- T-shirts must be kept clean, non-faded, and without holes or tears. Damaged or worn out t-shirts may be exchanged by the on-duty Shift Commander for a new replacement.