

ARIZONA STATE FORESTRY DIVISION
Policies and Procedures

Subject: Uniform Policy

Issued: September 23, 2008

Effective: September 23, 2008

Purpose

The Arizona State Forestry Division is a public service agency working in wildland firefighting and forestry activities that requires its employees to wear uniforms that:

- Are readily identifiable to the public as a figures of authority;
- Maintain employee safety;
- Conform to standard professional dress practices

Division employees maintain different roles requiring specialized uniform needs. Uniforms are considered mandatory wear for certain employee categories in the circumstances listed in this policy.

Uniform Committee

In order to obtain division-wide input and provide a useful uniform policy, a uniform committee shall be established. The uniform review committee will consist of one State Forester staff member, one staff member from each District, and one Forestry Fiscal staff member. The committee chair will be appointed by the State Forester. It is the primary responsibility of the Chair to prepare, in draft format, a revision of uniform policy as recommended by the committee.

The committee duties will be:

- A. Evaluation of the Uniform Policy on a regular basis.
- B. Evaluation and response to proposed changes.
- C. Draft amendments for State Forester approval as needed.
- D. Coordinate specific uniform items, issuance, disposal, inventory, budgetary compliance and provide liaison efforts of vendor agreements.

Proposed changes in the uniform policy shall be forwarded to uniform committee members indicating recommended changes, with full justification for change, and a comprehensive list of availability and costs.

All proposals shall be forwarded to the committee chair as well. Upon final recommendation of the proposal, the Committee will present proposed changes to the Division for final action.

EMPLOYEE CATEGORIES

Staff Personnel: Permanent employees working in the State Forester's Office, and Forestry Fire Fiscal Offices

District Personnel: Permanent employees working in the District and Field Offices.

AIDC Personnel: Permanent employees working in the Arizona Interagency Dispatch Office

Seasonal Personnel: Part time employees working in any of the offices, including the IMT

GENERAL UNIFORM USE

- Uniform shall be worn when employees are expected to have significant contact with the public or have a need to be recognized as a government official, such as in wildland firefighting, deployment or meetings, or other forestry-related duties
- **Staff Personnel** shall wear uniforms when their mission involves public contact
- **Field and District Personnel** shall wear uniforms as normal attire, unless assigned to office duty or administrative work with limited public contact
- **AIDC Personnel** shall wear AIDC uniforms while working in the Dispatch Center or when working outside the Center with public contact
- **Seasonal Personnel** shall wear uniforms when working with the public or assigned to fire duty other deployments
- The uniform may be worn at all times when the employee is on duty or traveling to and from the worksite and home residence. The uniform shall not be worn at any other time.
- The uniform must be clean and in good repair. Care should be taken to avoid loose threads, missing buttons, wrinkles, perspiration stains, bulging pockets, etc. Any part of the uniform displaying faded material, rips, and holes should be replaced. Unauthorized decorations are unacceptable.
- Employees will be neatly groomed; shoes or boots must be clean and tidy.

- Shirrtails must not be worn outside uniform pants or skirts; the exception – uniform shirts and blouses tailored as Aover blouses worn by female employees
- When in uniform, the purchase or consumption of alcoholic beverages is strictly prohibited

Uniform Classifications

There will be three types of uniforms which will be allowed based upon job description and duties:

Dress Uniform

The Dress Uniform will consist of the Dress Uniform Shirt, Brown Pants, Uniform Belt, approved agency emblems, Insignia, and dark brown leather shoes or boots. Ties may be worn for formal ceremonies such as Line of Duty Deaths. May be issued to permanent personnel per uniform matrix. Shall be worn at all public events requiring more formal dress attire than the standard staff uniform.

Standard Uniform

The Standard Uniform will be authorized for full-time, permanent employees. Will consist of any Standard Shirt, any uniform pant or Uniform PPE pants, cap, and dark brown leather shoes or leather fire boots. May be issued to permanent division personnel per uniform matrix. Standard uniform shall be worn when the employee will be in contact with the public or assigned to specific fire duty. May be worn at all times while on-duty.

Field and Seasonal Employee Uniform

The field and seasonal uniform will consist of Standard Uniform Polo shirt or Field Uniform T-shirt (without embroidered name), cap, and name tag. Pants will be PPE or denim or Khaki pants (not provided). May be issued to permanent and seasonal employees per matrix. For seasonal employees, uniforms issued to the employees will be returned upon completion of assignment. Shall be worn when the employee will be in contact with the public in a field setting or assigned to specific fire duty.

Firefighting Personal Protective Clothing (PPE)

Department employees with firefighting duties will be issued requiring PPE from District caches to include standard firefighting PPE with the exception of boots, Khaki Kevlar Nomex Pants, and PPE Coat. Boots, Khaki Nomex, and PPE Coat will be provided under the allowance guidelines. Shall be worn when assigned to fire duty.

UNIFORM SPECIFICATIONS

AIDC Shirt: Arizona Interagency Dispatch Center polo shirt approved by the AIDC Operations Group with AIDC interagency logo.

Field Shirt, T, short or long sleeve, Heavyweight 100% cotton, left-side pocket with full color embroidered logo above, and employee name on right. (approximately 2.5 inch diameter) on left front side above pocket. Logo may be ASFD, AIDC, or IMT. Employee embroidered name on right side front. Acceptable colors ash or navy blue.

Dress Shirt, short sleeve or long sleeve, Lightweight Style, khaki Flying Cross DURO poplin Perma Press Dacron/polyester/cotton blend with a division-provided Arizona State Forestry patch on both sleeves 1 inch below the shoulder seam. Model Style 85R5414

Dress Shirt, short sleeve or long sleeve, Heavyweight Style, Khaki Flying Cross all weather Deluxe tropical Perma Press Dacron/polyester/rayon blend with a division-provided Arizona State Forestry patch both sleeves 1 inch below the shoulder seam. Model Style 69R6604

Standard Shirt, button down, short sleeve or long sleeve, Blue Chambray, with full color embroidered logo (approximately 2.5" diameter) on left front side above pocket. Logo may be ASFD, AIDC, or IMT. Employee name on right front side. Model: Cabela's Long-Sleeve Chambray Work Shirt or equivalent; Regular Item: IH-901366 [Cabela's Long-Sleeve Chambray Work Shirt - Regular](#)

Standard Shirt: Polo, short or long sleeve, pique style, (Port Authority K-420 Oxford Color or equivalent) 3-button with left side pocket, 100% cotton, with full color embroidered logo, (approximately 2.5" diameter) on left front side above pocket. Logo may be ASFD, AIDC, or IMT. Employee's embroidered name on right side front. Acceptable colors: ash/(oxford in Port Authority) or navy blue.

Uniform Pants: Full-length cuff-less western style chocolate brown. Cabela's Brown XG-921989 or Wranglers 13MWZC or equivalent. Note: Acceptable for rough field wear will be blue denim pant-type but will not be supplied (paid) by the Division. Blue denim pants shall be a regular fit, normal (not faded) blue color, and in good condition. Note: Acceptable for office wear will be khaki-colored pant-type but will not be supplied (paid) by the Division.

Nomex Khaki Fire Pants: When applicable for fire responders, Nomex pants (khaki Kevlar Nomex or regular khaki Nomex,) meeting NFPA 1977 standards can be worn as a supplement to the standard uniform pant.

PPE Coat: When applicable for fire responders or district staff performing cool weather fire duty, or prescribed burns in cool periods. DragonFur "Alpha" Fleece (Nomex IIIA) Jacket. No logos shall be attached.

Belt: Leather, brown 1" to 1 3/4" inch wide with plain brass buckle.

Cap: Baseball-style, full cloth, navy blue, with full color logo approximately 2" diameter. Logo may be ASFD, AIDC, or IMT. Port Authority "Flex fit" or equivalent.

Hat: Full 2 ½” brim, military shade-style, full cloth, navy blue, full color logo. Logo may be ASFD, AIDC, or IMT.

Forestry Division Logo: See Appendix A.

Arizona State Forestry Division Shoulder Patches: Four-inch diameter, full color, 100% embroidered patches (Forestry Division Logo –see Appendix A)

AIDC Logo: Arizona Interagency Dispatch Center Logo: Used only by state/federal personnel assigned to Dispatch Center.

Arizona Incident Management Team Logo: Used only by state personnel assigned to the IMT. (State IMT Logo – see Appendix A)

Jacket: Dark brown western style jacket or coat with a division-provided patch centered on the both sleeves 1 inch below the shoulder seam. Carhart type or equal. [Cabela's -- Carhart Santa Fe Jacket - Regular](#)

Sweatshirt: Zippered mid-weight sweatshirt with division logo embroidered on left, employee name right. Carhart type or equal. Colors – ash or navy blue; [Cabela's Carhart Midweight Hooded Zip Sweatshirt - Regular](#)

Insignia: Brass emblems with “Forestry Division” surrounding the State of Arizona Official seal will be issued.

Name tag: For dress shirt: Brass-type 2; 2” long by 2” wide with name in black lettering. Title is optional. For polo and t-shirts name will be embroidered on shirt.

Necktie: For dress shirt. To be used for special ceremonies/Line of Duty Deaths as needed. Standard brown uniform necktie.

Nametag: For seasonal employees, plastic, brown 2 2” long by 2” wide, name of employee centered on tag, in white lettering.

Firefighting Personal Protective Clothing (PPE): Leather gloves, fire resistant pants, fire resistant shirts, fire brush coats, wildfire boots. Items shall meet NFPA 1977 standards. Patches and other logos will not be affixed or printed to PPE.

Uniform Distribution by Employee Category

Each year, a standardized dollar amount is budgeted into each program for the purchase of uniform items. The approved budget for uniform allowances is for expenditures of uniform items through the purchase ordering system. Program Managers and District Foresters are responsible to ensure budgeted uniform allowances are not exceeded. Uniforms are authorized for Division employees in the following categories: District Foresters shall authorize uniform purchases to field and seasonal personnel within their Districts not to exceed the allowances based upon the

recommended criteria below and the State Fire Management Officer shall authorize uniform purchases to staff and seasonal personnel not to exceed allowances based on the criteria below unless otherwise approved.

Uniform items shall be replaced as needed, but shall not to exceed the established amounts, as indicated, on an annual basis. Provisions for additional or premature replacements shall be approved by District Foresters or State Fire Management Officer only. Uniforms shall remain the property of the Arizona State Forestry Division and care should be given to State property to preserve its integrity. As with other types of government property which is issued to individuals, standard inventory procedures shall be implemented. Misuse of or abuses to State property shall not be tolerated and shall be managed accordingly.

Purchase and Procurement

Uniform purchases shall be coordinated through the District Foresters and State Forester's staff. Vendors shall be established to meet the needs of all field offices within the specifications given for uniform items. Employees shall request uniform items through supervisors, who shall follow procurement rules and request purchase authorization via established ordering procedures utilizing the purchase order request form. An attempt should be made to consolidate orders for uniform items when appropriate.

Uniform payments are the responsibility of the ordering unit. Payment for Khaki fire resistant pants and wildland boots may be encumbered from approved preparedness or suppression accounts. Khaki fire pants that are damaged beyond safe service while on a fire may be replaced through normal fire replacement requests.

Procurement of uniform items must occur, as required, from pre-authorized vendors. A list of authorized vendors shall be maintained by the Uniform Committee Chair and by the Division Procurement Officer. Prior to procurement, this list should be consulted to obtain needed items from the closest vendor.



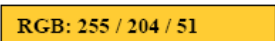
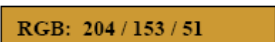
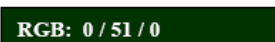
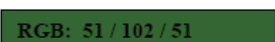
Appendix A

Logos

Style 1 – Full Color



RGB Color Key

Red -	 RGB: 204 / 51 / 0
Blue -	 RGB: 0 / 51 / 153
Yellow -	 RGB: 255 / 204 / 51
Tan -	 RGB: 204 / 153 / 51
Green (Tree) -	 RGB: 0 / 51 / 0
Green (Cactus) -	 RGB: 51 / 102 / 51

Style 2 – Blue & White



Style 3 – Black & White



CIMT Logo



AIDC Logo in Development



Appendix B

Uniform Distribution Matrix by Employee Category

	dress shirt	std shirt	pant	Khaki Kevlar Nomex Pts	Sweat shirt	Coat	PPE Coat	belt	Cap or Hat	tie	t-shirt	Fire Boots	insignia	name tag
District Personnel	2/yr	4/yr	2/yr	3/yr	1 per 3 years	1 per 5 years	1 per 5 years	1/yr	3/yr	1 per 3 yrs	3/yr	1 per 3 years	1 Lifetime issue	1/yr
Staff personnel	1/yr	3/yr	1/yr	2/yr			1 per 5 years	1/yr	1/yr	1 per 3 yrs	1/yr	1 per 3 years	1 Lifetime issue	1/yr
AIDC Personnel	1/yr	3/yr	1/yr					1/yr	1/yr	1 per 3 years	1/yr		1 Lifetime issue	1/yr
Seasonal Employees		2		2/yr			Issued from stock if needed		1		2			1

2008/09 Yearly Estimated Uniform Cost/ District/Field Personnel:

Dress Shirt: \$40x 2= \$80

Polo/Button Down Shirt: \$35x4=\$140

T- Shirt: \$20x3=\$60

Pants: \$24 x 2=\$48

Belt: \$12.00x1=\$12

Cap: \$12x3=\$36

Sweatshirt: \$45/3=\$15

Coat: \$103x1/5=\$21

Name Tag: \$15

Tie: \$15/3=\$5

Fire Boots: \$169/3=\$57

Khaki Kevlar Fire Resistant Pants; \$400 - \$600**

PPE Coat: \$200/5 = \$40

Insignia+ \$55/15 = \$4

= \$533 /year for veteran employees (up to \$1133/year if fire pants required)

= \$777 for new employee (up to \$1377/year if fire pants required)