

Mutual Aid Box Alarm System – Illinois Administration - Uniforms

Index #: C-02-01

Adopted: 2-24-2010

Revised: 2-8-2017

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Subject: Clothing for Staff Personnel
Functional Area: Administration
Category: Policy
Approved By: MABAS Executive Board



Purpose:

The purpose of this document is to define the type and amount of clothing that will be issued to MABAS employees and Elected Committee of the Executive Board. The issuance of clothing is intended to provide a corporate identity and assist others in identifying MABAS personnel when working remotely or when meeting with other agencies or member agencies. Additional equipment, as identified in this policy, will provide field deployed personnel with an increased level of safety.

Responsibility:

It will be the responsibility of the MABAS CEO to ensure that the correct type and amount of clothing specified for each type of staff member is provided. It will be the responsibility of all staff personnel to maintain the clothing in a clean and acceptable manner whenever it is worn. It will also be the responsibility of the staff to notify the CEO when changes to the Uniform and Equipment list may be warranted.

Accountability:

Adherence to this policy will be the responsibility of all MABAS personnel.

Reporting Requirement:

There is no routine reporting requirement for this policy.

Background

The Mutual Aid Box Alarm System - Illinois (herein referred to as "MABAS") is a unit of intergovernmental cooperation created under the constitutional and statutory provisions of the State of Illinois, specifically 5 ILCS 220/1 et. seq. The MABAS Elected Committee of the Executive Board has determined that it would be in the best interest of MABAS to provide full-time, part-time and office personnel with uniforms and equipment that will readily provide for the identification of personnel, increase the safety of field personnel, and promote the corporate identity of the organization.

The Elected Committee of the Executive Board recognizes it is desirable to present an effective and professional image when dealing with the public, elected officials, and with MABAS member agencies. The Board further recognizes not all personnel require the same level of uniform. To this end, the Board has identified the following categories of MABAS personnel:

- Permanent Full-Time Salaried Personnel: personnel working a varied schedule averaging a normal work week:
- Permanent Part-Time Personnel: work on assignments that are reoccurring but average less than 30 hours per week.
- Office Staff: Personnel assigned regular and recurring hours that typically are assigned to the MABAS Office.
- MABAS Elected Committee of the Executive Board.

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Policy

Section 1: General Policy

- 1.01 It shall be the policy of MABAS to provide personnel identified as MABAS staff and the Elected Committee of the Executive Board with a standard uniform allotment in accordance with their anticipated duties.
- 1.02 It will be the responsibility of the MABAS CEO to acquire and issue the uniform and safety items identified in the policy.
- 1.03 The costs for additional uniform items over and above those specified in this policy will be the responsibility of the individual.
- 1.04 It will be the responsibility of each staff member to clean and maintain the issued uniform items in a manner that will promote the professionalism of the organization.
- 1.05 Additional items may be issued at any time as required and approved by the Elected Committee of the Executive Board.
- 1.06 MABAS will issue uniforms and equipment at no cost to employees and to the Elected Committee of the Executive Board.

Section 2: Type and Amount of Uniforms to be Issued

- 2.01 Permanent personnel as defined above will be issued the following clothing items:
 - (2) Long sleeve logo monolithic shirts
Colors: White, Grey, Blue
 - (2) Long sleeve logo True Color button down shirts
Colors: Blue
 - (2) Short sleeve logo True Color button down shirts
Color: Blue
 - (1) Windbreaker logo True Color
Color: Dark Blue
 - (1) Fall jacket / all-weather logo True Color
Color: Dark Blue
 - (1) Winter jacket logos True Color
Color: Yellow High Visibility
 - (3) Short sleeve polo shirts logo True Color
Colors: Red, Black, Blue, White
 - (2) Baseball type caps with "MABAS" spelled out True Color
 - (1) Winter stocking cap with "MABAS" spelled out True Color
 - Hardware / Insignias
 - (1) Breast Badges
 - (1) Badge Holder - Waist
 - (1) Wallet with Badge
 - (1) Collar Insignias
 - (1) Flashlight
 - (2) Sets of Black BDU Utility uniforms with cloth name/agency name strips
 - (3) Red "T" Shirts for BDU wear – full collar

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2.02 Permanent part-time personnel as defined above will be issued the following clothing items:

- (2) Long sleeve logo monolithic shirts
Colors: White, Grey, Blue
- (2) Long sleeve logo True Color button down shirts
Color: Blue
- (2) Short sleeve logo True Color button down shirts
Color: Blue
- (1) Windbreaker logo True Color
Color: Dark Blue
- (1) Fall jacket / all-weather logo True Color
Color: Dark Blue
- (1) Winter jacket logos True Color
Color: Yellow High Visibility
- (3) Short sleeve polo shirts logo True Color
Colors: Red, Black, Blue, White
- (2) Baseball type caps with “MABAS” spelled out True Color
- (1) Winter stocking cap with “MABAS” spelled out True Color
- Hardware / Insignias
 - (1) Breast Badges
 - (1) Badge Holder - Waist
 - (1) Wallet w/ Badge
 - (1) Collar Insignias
- (1) Flashlight
- (2) Sets of Black BDU Utility uniforms with cloth name/agency name strips
- (3) Red “T” Shirts for BDU wear – full collar

2.03 Office staff as defined above will be issued the following clothing items:

- (2) Long sleeve logo monolithic shirts
Colors: White, Grey, Blue
- (2) Long sleeve logo True Color button down shirts
Color: Blue
- (1) Short sleeve logo True Color button down shirts
Color: Blue
- (1) Windbreaker logo True Color
Color: Dark Blue
- (3) Short sleeve polo shirts logo True Color
Colors: Red, Black, Blue, White

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- 2.04 MABAS Elected Committee of the Executive Board will be issued the following clothing items:
- (2) Long sleeve logo monolithic shirts
Colors: White, Grey, Blue
 - (2) Long sleeve logo True Color button down shirts
Color: Blue
 - (1) Short sleeve logo True Color button down shirts
Color: Blue
 - (1) Windbreaker logo True Color
Color: Dark Blue
 - (3) Short sleeve polo shirts logo True Color
Colors: Red, Black, Blue, White
 - (2) Baseball type caps with “MABAS” spelled out True Color
 - (1) Winter stocking cap with “MABAS” spelled out True Color
 - (2) Sets of Black BDU Utility uniforms with cloth name/agency name strips
 - (3) Red “T” Shirts for BDU wear – full collar
 - (1) Winter jacket logos True Color
Color: Yellow High Visibility
- 2.05 MABAS personnel not specified above will be issued uniform items depending upon the needs of the assignment as determined by the MABAS Chief Executive Officer.
- 2.06 Reflective traffic safety vests will be issued to personnel that will or may be field deployed.

Section 3: Wearing of Uniform Items

- 3.02 Uniform items issued by MABAS shall be worn only during the performance of assigned duties.
- 3.03 Personnel wearing MABAS issued uniforms are to ensure that the items are properly maintained.

Section 4: Replacement of Worn or Unserviceable Uniform Items

- 4.01 A reissue will be provided once every three years or as approved by the CEO.

Section 5: Wearing of Uniform Items

- 5.01 At no time are uniform items to be worn when the potential exists to discredit or cause harm to the MABAS organization or the fire service profession.

Conclusion

This procedure provides direction for the issuance, replacement and wearing of uniform items by MABAS Staff personnel and the Executive Leadership Board.

Approved by the MABAS Executive Leadership Board on _____.

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	Permanent Full-Time Salaried Personnel	Permanent Part-Time Personnel	Office Staff	Elected Committee
Long sleeve logo monolithic shirt (white, grey blue)	2	2	2	2
Long sleeve logo True Color button down shirt (blue)	2	2	2	2
Short sleeve logo True Color button down shirt (blue)	2	2	1	1
Windbreaker logo True Color (dark blue)	1	1	1	1
Fall jacket / all-weather logo True Color (dark blue)	1	1		
Winter jacket logo True Color (yellow, high-vis)	1	1		1
Short sleeve polo shirt logo True Color (red, black, blue, white)	3	3	3	3
Baseball type cap with "MABAS" in True Color	2	2		2
Winter stocking cap with "MABAS" in True Color	1	1		1
Hardware / Insignias <ul style="list-style-type: none"> ▫ Breast Badge ▫ Badge Holder – Waist ▫ Wallet w/ badge ▫ Collar insignias 	1 1 1 1	1 1 1 1		
Flashlight	1	1		
Set Black BDU Utility uniform w/ cloth name/agency strips	2	2		2
Red T-shirt for BDU wear - full collar	3	3		3