


<b>East Lake Tarpon Special Fire Control District</b>		
	<b><i>SOP 226 Uniforms and Personal Property</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 05/24/2016</b>
		<b>Reviewed Date(s):</b>
	<b>Forms or Attachments: None</b>	

The Department shall continue to provide the clothing and protective devices currently supplied as well as replacements thereof for items damaged or worn during normal usage and through no fault or negligence of the employee.

An annual uniform allotment of up to \$400.00 will be credited to each employee. All purchases must be authorized by the Department prior to purchase and through a Department approved vendor.

All orders for silkscreened items (t-shirts, sweatpants, sweatshirts, workout shorts) or hats, must be in receipt of the administrative office by the end of the business day to correspond to the following dates:

August 15 and

February 15

If the following dates fall on a weekend or a day that the administrative office is closed, the next business day will be utilized.

This process will continue and follow future calendar years.

Personnel requesting replacement or reimbursement for damaged or lost uniforms or property shall do so through the chain of command via interdepartmental memo or email.

Employee personal property that is lost, damaged or destroyed in the line of duty, except through employee negligence, shall be replaced or repaired at the Department's expense subject to the following restrictions:

A. Employee personal property that is lost, damaged or destroyed in the line of duty, except through employee negligence shall be replaced or repaired at the Employer's expense subject to the following restrictions:

B. The maximum reimbursement for such items shall be according to the following schedule but shall not exceed the cost of replacing or repairing the item with one of equal quality:

1. Prescription eyeglasses, contact lenses, hearing aids will be reimbursed by the Employer after any insurance reimbursement if applicable is made, up to one time per year.

2. All other items of personal property-up to \$100.00.

C. Requests for reimbursement for the loss of or damage to said personal property shall be made in writing to the employee's immediate supervisor during the work shift in which the article of personal property was damaged or lost or as soon thereafter as possible.

D. Any personal property supplied by the employee shall not be subject to this section if the Employer provides similar property.

Employees shall be responsible for assigned Departmental property, should any property be lost or damaged because of neglect on the part of the employee, the employee shall be responsible to replace such property.

It is the policy of East Lake Tarpon Special Fire Control District, that all uniformed personnel adhere to the established guidelines for dress and appearance. These guidelines have been established to maintain a high degree of uniformity and to provide safety for the employee.

Only Department approved uniforms and authorized shoes will be worn, no additional patches or decorative items attached thereto unless authorized by the Fire Chief.

Administrative employees may wear class B uniforms or civilian attire during normal business hours.

Class A: Class A uniforms are to be worn at all formal events, such as Funerals, Memorials and at the Chief's or his designee's discretion.

Class A uniform shall consist of:

Black uniform trousers (Navy suit for officers)

Black leather belt with buckle

White or blue long sleeve button down collared shirt

Red East Lake Fire Rescue t-shirt, to be worn beneath shirt (white t-shirt optional for officers)

Name plate with "serving since" plate

Badge

Collar brass (officers)

Black socks plain

Department issued suit (officers)

Dress uniform hat w/badge

Class B: Class B uniforms are to be worn for fire inspections, classroom CME, any other out-of-District classroom training, BOC meetings, and any other indoor classes involving the public.

Class B uniform consists of:

Black uniform trousers

Black belt with buckle

White or blue short sleeve button down collared shirt

Red East Lake Fire Rescue t-shirt, to be worn beneath shirt (white t-shirt optional for officers)

Badge

Name badge with "serving since" badge

Collar brass (officers)

Black socks plain

Black tie (Officer discretion)

Hat optional (Department issued baseball type)

Optional for cooler months:

Winter jacket

Denim collared job shirt

Class C: Class C uniforms are the uniform of the day and are to worn at all times except those listed under Class A, B, or D.

Class C uniform consists of:

Black uniform trousers or shorts

Black belt with buckle

Red East Lake Fire Rescue t-shirt

Black socks plain or white socks if not visible

Hat optional (Department issued baseball type)

Optional in cooler months:

Denim collared job shirts

Shoes worn with the Class C uniform must be either low or mid cut style.

Class D:

Class D uniforms shall consist of:

Uniform Jumpsuit

Red t-shirt

Black socks, plain or white if not visible

Class D uniforms shall be optional for the following times:

Weekdays between 17:00 - 07:30 hours

Weekends and Holidays between 07:30 - 07:30 hours.

Exercise Apparel: Consists of Departmental approved gym shorts or warm up pants, red t-shirt or department issue sweat shirt, white or black socks and athletic shoes.

Exercise apparel can be worn for the duration of exercise and a cool down period of 30 minutes after.

Footwear:

This standard type of footwear is designated to be worn with class B, C and D uniforms.

A, B, and D uniforms can be worn with either low, mid or high cut boot or shoe.

C uniforms can be worn with either low or mid cut shoe or boot.

Polishable black boot or shoe which meets ASTM 2412 / 2413 standards

C uniforms can be worn with either low or mid cut shoe or boot.

Polishable black boot or shoe which meets ANSI Z41 standards

Leather or leather-like material on toe box

Sole and heel of standard thickness and material

Protective toe cap