



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
Policy #10



PROTECTIVE CLOTHING INSPECTION PROGRAM

EFFECTIVE

01/Oct/92

REVISED

28/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this policy is to advise all personnel on the guidelines for the protective clothing inspection program.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 All Department issued personal protective clothing will be inspected at the start of each duty shift by the individual firefighter.
- 3.2 If any firefighter finds his or her personal gear to be defective or missing, he or she will notify their Company Officer immediately.
- 3.3 During the month of January the Battalion Chief of each shift will conduct a formal inspection of all protective clothing in accordance with the Standard Operating Guideline E-208. A clothing safety checklist will be completed on each inspection.
- 3.4 The Battalion Chiefs will review the reports and discuss them with the Deputy Fire Chief. Any clothing repairs or purchases must be approved by the Fire Chief.

4.0 Personalization of Firefighting Gear

- 4.1 Personnel will not alter issued firefighting gear, clothing, and equipment except as allowed by the Fire Chief or Sections 4.2 or 4.3, below.
- 4.2 Personnel shall apply their names to all individually-issued equipment (coats, pants, helmet, gloves, hoods) in a location where it can easily be found, but so that it is not visible when the gear is worn.
- 4.2.1 Newly issued turnout gear will have the firefighter's last name sewn on the tail of the turnout coat. Personnel must mark the remaining items in the ensemble.
- 4.3 Personnel may add stickers or decals of a personal nature to the underside of the helmet brim and helmet interior, so long as anything added shall not be of a suggestive, lewd, or obscene nature. Likewise, potentially offensive or political material will not be allowed. A request for permission to place an item on the interior of the helmet per this subsection will be submitted to the Fire Chief, and such shall be approved by the Chief or his designee prior to addition of the item to the helmet.

5.0 Reference

- 5.1 Highland Park Fire Department

Approved: _____ Fire Chief