



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY #22



UNIFORM EXCHANGE

EFFECTIVE

01/MARCH/1999

REVISED

28/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to establish a process for exchanging Fire Department work uniforms or other clothing for replacement.

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 When requesting replacement of worn or damaged clothing, a request must be submitted for approval to the appropriate Battalion Chief. The clothing will first be examined by the Battalion Chief. If the clothing is approved for replacement, it may be turned in at that time or returned to service (if acceptable) until the new clothing is issued. If the original item is not turned in initially, it will be at the time the new item is issued and it properly fits.
- 3.2 If the Firefighter prefers to obtain a purchase order and pick up the item in person, he/she may do so. If this option is taken, turn in your original item when the receipt for the new item is submitted to the Chief's office.
- 3.3 Clothing in this Policy refers to all issued equipment, work, and dress uniform items. Full protective turn-out clothing is inspected separately and replaced as needed following inspection or following a special request by the firefighter.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief