



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY # 43



**COLLECTION OF UNIFORMS AND ISSUED EQUIPMENT UPON
SEPARATION**

EFFECTIVE

25/JANUARY/2019

REVISED

30/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this policy is to establish a process and check list for the collection of Department issued equipment and clothing upon separation of employment.

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 Upon an employee's separation of employment, any issued equipment and uniforms will be collected.
- 3.2 An employee may separate employment for the following reasons.
- 3.2.1 Resignation
 - 3.2.1.1 An act of giving up a position.
 - 3.2.2 Termination
 - 3.2.2.1 An act of dismissing someone from employment
 - 3.2.3 Retirement
 - 3.2.3.1 The action or fact of leaving one's job and ceasing to work.
- 3.3 An employee that separates by retirement and is in good standing may, at the discretion of the Fire Chief, be allowed to maintain possession of certain items. The following items that typically allowed are:
- 3.3.1 Helmet
 - 3.3.2 Dress uniform with retired rocker
 - 3.3.3 Badge with retired insignia
 - 3.3.4 Retired ID
 - 3.3.5 Duty uniform items

4.0 Reference

- 4.1 Highland Park Fire Department
- 4.2 Highland Park Fire Department Policy 41 A, Equipment Return Check List

Approved  Fire Chief