



HOLLYMEAD FIRE RESCUE

STANDARD ADMINISTRATIVE POLICY

Subject:	Volunteer Equipment, Uniforms, & Gear Issuance
Reference Number:	SAP-HFR-003
Effective Date:	1 November 2006
Last Revision Date:	n/a

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to outline the issuance of equipment, uniforms, and gear for Hollymead Fire Rescue.

Scope:

This policy applies to all individuals who provide volunteer service at Hollymead Fire Rescue.

Policy:

- A. General
1. All items issued are property of Albemarle County and Hollymead Fire Rescue.
 2. Upon completion of volunteer service, all issued uniform items must be returned to the Quartermaster.
 3. Damaged or unsafe items will be reported to the Quartermaster for immediate replacement. All items being replaced must be returned to the Quartermaster for appropriate disposal.
 4. Worn garments/items will be replaced annually or as-needed after inspection/evaluation by the Quartermaster. Generally, this replacement will occur at or around the individual's annual service anniversary.
 5. Uniform items and items with ACFR or Hollymead Fire Rescue logo/identification will not be worn outside of normal station functions (i.e., training, duty, events, etc.).
- B. The following basic items will be issued to all individuals accepted into volunteer service:
1. Uniform Items
 - a. Duty Pants, Blue, Class B (1)
 - b. Duty Belt, Class B (1)
 - c. Duty Tee Shirt, Class D (1)
 - d. PT Tee Shirt, Class E (1)
 - e. PT Shorts, Class E (1)
 - f. PT Sweat Pants, Class E (1)
 - g. Short-Sleeved Polo Shirt, Class C (1)
 - h. Long-Sleeved Polo Shirt, Class C (1)
 2. Personal Protective Equipment & Gear
 - a. Ear Protection [Fire & EMS] (1)
 - b. Ear Plugs [Fire & EMS] (1)
 - c. Eye Protection/Safety Glasses [Fire & EMS] (1)
 - d. Work Gloves, Leather [Fire & EMS] (1)
 - e. Firefighter Gloves, Stock [Fire] (1)
 - f. Helmet & Goggles, Stock [Fire (Red) & EMS (Blue)] (1)
 - g. Firefighter Boots, Stock [Fire] (1)
 - h. Turnout Pants & Coat, Stock [Fire] (1)
 - i. EMS Coat, Stock [EMS] (1)

- C. The following items will be issued to individuals upon completion of the listed milestones:
1. Six (6) Months
 - a. Uniform Shirt, Class B (1)
 - b. Station Boots, Class B (1)*
 - c. Work Shirt, Blue, Class B (1)
 - d. Ball Cap, Stock (1)
 2. Completion of Firefighter or EMT Academy
 - a. Badge, Nameplate, & Collar Insignia (1)
 3. Firefighter I Completion, Released
 - a. Turnout Pants, & Coat, Custom (1)
 - b. Firefighter Boots, Custom (1)
 - c. Firefighter Gloves, Custom (1)
 - d. Streamlight Personal Flashlight (1)*
 4. EMT-B Completion, Released
 - a. EMS Coat, Custom (1)
 - b. Streamlight Personal Flashlight (1)*
 5. Vehicle Extrication (VDFP/VAVRS) or VEHEXT
 - a. Extrication Gloves (1)
 - b. ANSI/DOT Traffic Vest, Custom (1)
 6. ALS Course (EMT-E, EMT-I, or EMT-P) Completion, Released
 - a. Littman Stethoscope, Custom (1)
 7. Firefighter II Completion, Released
 - a. MSA Face Mask, Custom (1)
 8. Two (2) Years
 - a. Cairns 360 EMS Helmet & Shield, Custom [EMS Providers] (1)
 - b. Cairns 1010 Firefighter Helmet & Shield, Custom [Firefighter] (1)
 9. Three (3) Years
 - a. Class A Uniform, Custom (1)
 10. Four (4) Years
 - a. Re-evaluation of PPE and Conditional Replacement

*Individual may opt to purchase, at their cost, prior to completing six-month probationary period. Upon successful completion of six-month probationary period, he/she will be reimbursed for costs up to the current procurement cost of the Department.