

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: **Irving Fire Department**

Best Practice Standard: 1.11 Approval for Personally Owned Equipment

**Proofs of Compliance Submitted:**

General Procedure 21 – Protective Clothing – Section E (12)

**Submitted By: Scott Johnson, Program Manager**

**Date:**

**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

E. Individual Clothing and Equipment

1. The Chief of Department shall authorize the schedule of clothing and equipment reflecting the maximum number of units of each item that may be issued to each classified position.
2. When employed and during the probationary period, new employees will be issued a full quota of equipment in accordance with the schedule established by the Chief of Department for their classification. Serviceable used clothing and equipment on hand in the property room will be issued to new employees prior to completing the allowance from stock of new items.
3. Once the maximum quota of any item has been issued to a member, that member cannot receive additional items unless he/she turns in a like item or they have items that have been declared expendable. The Property Coordinator will accept no item for exchange in this case unless it is worn out, or damaged, and is in need of replacement.
4. Exchange of items for like items where garments are of improper size due to the individual experiencing significant weight changes, item shrinkage, etc., may be permitted only if approved by the Chief or an Assistant Chief. Such exchanges shall be requested and explained in written report to the Assistant Chief, Special Services.
5. Items of individual clothing and equipment, which have been worn out through fair wear and tear, will be noted as unserviceable by the Property Coordinator upon turn in.
6. Members leaving the employment of the Fire Department by retirement, resignation or release will return all items of clothing and equipment in their possession. The individual must pay for any shortage.
7. In the event of changes in the required schedule of uniform items because of promotion or any change in classification, the individual affected will turn in all items not authorized for the new position. Upon receiving the items to be turned in, the Property Coordinator will issue the items authorized for the new position. These issues or required different uniform/clothing items are to be from used stock when on hand.

8. All uniforms, fire fighting clothing, protective equipment, insignia, identification cards, nameplates and similar items of individual issue remain the property of the City of Irving. The member to whom issued is responsible for the proper utilization, storage, control and safe keeping of such items. Any items lost, damaged, or otherwise rendered unserviceable, other than through fair wear and tear are to be paid for by the member to whom they were issued. Should an identification card or item of individual clothing and equipment issued to a member be lost, damaged or otherwise rendered unserviceable, other than through fair wear and tear, the member shall send a written report to the Assistant Chief, Operations listing the item(s) and provide the facts and circumstances related thereto.
9. If an item of clothing or equipment is lost or damaged due to circumstances obviously beyond the control of the individual, the Assistant Chief, at their discretion, may authorize repair of the item, or issue of like item, at no cost to the individual. This report, with the Assistant Chief's recommendation, will be filed in the individual member's clothing and equipment file. Each report will be considered individually and weighed on its own merits.
10. Any member who loans uniform or fire fighting clothing is still responsible for replacement of lost or damaged items.
11. All badges and official insignia are considered as uniform equipment.
12. Uniformed members may wear only items issued by the Fire Department or items specifically authorized, in writing, by the Chief of Department.
13. The Property Room, located at 845 W. Irving. Blvd., will be open for issue and turn in of individual clothing, uniforms, insignia, fire fighting clothing, protective equipment and similar individual issue items from 0700 until 1000 on Tuesdays, Wednesdays and Thursdays of each week excluding city holidays.
  - a. All items shall be cleaned or laundered prior to turning in.
  - b. Serviceable items turned in will be labeled and properly stored. These items will be issued to members in need of same prior to requisitioning new items of the same size.
  - c. When items are requisitioned and received in the Property Room for issue to individual members, the Property Coordinator will prepare a list of members concerned and items to be issued to each member. Members will be notified, through channels, of items to be picked up at the Property Room.

- d. Identification cards, uniforms, nameplates, fire fighting clothing, protective equipment, insignia and similar items of individual issue will not be ordered on the Station Supply List. It is the responsibility of each member to report losses of such items and report to the Property Room for issue and/or turn in of such items.
- e. When individual items are damaged and repairs are practical, the Property Coordinator may arrange for the necessary repairs.
- f. The Property Coordinator shall maintain records of individual clothing and equipment purchases, issues and disposals. Individuals will be required to sign for all items received and turned in and will receive a receipt from the Property Coordinator.

F. Alterations

- 1. Alterations to dress and/or station uniforms shall be limited to alterations required for a proper fit and will be made at the member's expense.
- 2. The sewing of creases in shirts or trousers and other alterations that tend to change the appearance of uniform items are prohibited.