

SHAKOPEE FIRE DEPARTMENT

POLICY NO. 5: UNIFORMS POLICY

Commented [JS1]: Not using policy number, just name.

Policy on Uniforms for Employees of the Fire Department

Commented [JS2]: Not needed wording.

It is in the best interest of the City to have employees of the Fire Department whose job duties result in significant field work and public contact wearing City-approved uniforms while on duty. A uniformed workforce makes employees more visible and identifiable to the public and presents a more professional image. It also contributes to workplace safety and unit cohesion.

I. Full-Time Employees

At the time this policy was written full-time employees subject to this uniform policy include full-time firefighters, the Fire Chief and the Fire Inspector / Marshal. Future growth of the department may result in the creation of additional full-time positions that would be subject to this policy as well. Full-time staff serving in an administrative support role are not subject to this uniform policy.

A. Initial Uniform Issue at the time of Hire

The City shall purchase and issue the following items at the time of hire:

4 pairs of pants

2 short-sleeve collared shirts with patches

2 long-sleeve collared shirts with patches

5 ~~SFD~~-class B uniform T-shirts

1 ~~L~~leather ~~b~~Belt

1 ~~f~~Fall / ~~s~~Spring ~~j~~Jacket

1 ~~Winter Coat~~ high visibility reflective winter coat

1 ~~w~~Winter stocking cap

1 ~~Dept Pull Over~~pull over job shirt

Commented [JS3]: Punctuation and grammar changes.

Items shall be in the style and brand determined by the Fire Chief and purchased from a vendor of the City's choice. Items issued to new hires shall be in new or in like-new condition, as determined by the Fire Chief.

All items issued at hire remain the property of the City of Shakopee for one-year. Employees that do not successfully complete the probationary period shall be required to return all City issued clothing in a clean and orderly condition.

B. Dress Uniform

A Class A department dress uniform, consisting of a cap, jacket, shirt, tie, belt, trousers, shoes and gloves, shall be purchased and issued by the City upon successful completion of the ~~employees one-year~~ probationary period. The dress uniform remains the property of the City and must be returned in a clean and orderly condition at the end of employment, with the exception that those leaving employment after 20 years of service or more may retain the dress uniform as their personal property. Components of the dress uniform shall be in new or like-new condition, as determined by the Fire Chief, at the time of issuance. Dress uniforms shall be worn only upon the direction of the Chief.

Commented [JS4]: Remove one year so if length of probation changes, don't need to update policy.

C. Annual Uniform Allowance

An annual uniform allowance shall be paid to employees as lump-sum, taxable income, on the second paycheck in January of each year. The dollar amount of the uniform allowance shall be equal to that paid to members of the police patrol union for the previous calendar year. New hires shall not receive a lump-sum uniform allowance for the calendar year in which they are hired.

The purpose of the allowance is to support the purchase of job appropriate footwear, regular replacement items and supplemental items, such as additional shirts or pants. After the initial issuance of uniforms at the time of hire, employees shall be responsible for replacing uniform components that are faded, worn, or no longer fit, using this uniform allowance or other personal funds. Uniform components that, in the Fire Chief's determination, have been damaged beyond repair in the line of duty shall be replaced on a like-for-like basis, at the City's cost. - If and when employment ceases, all uniform items purchased with the uniform allowance remain the property of the employee.

D. Use of Uniforms

The standard issue uniforms shall be worn at all times while on duty and only while on-duty, unless otherwise directed by the Chief. Footwear shall be black, non-skid boots, such as Danner Uniform Boots or other similar brands. Uniforms shall be clean, pressed and well-fitting when reporting for duty.

Identifiable uniform components shall not be worn en route to or from work if personal stops, such as shopping or errands, are to be made; nor shall they be lent, given or sold to any other individual for any reason. Identifiable uniform components are those bearing the name, logo, badge or any other distinguishing markings of the Shakopee Fire Department.

While on-duty, employees may not wear any items other than the approved uniform components, unless such items are worn underneath the approved uniform components and remain non-visible to the ~~public, or public or~~ are necessary to conform to the employee's religious beliefs.

Commented [JS5]: grammar

II. Paid-on-Call Firefighters

A. Initial Uniform Issue at the time of Hire

At the time of hire, the City shall issue 1 pair of pants, 1 collared shirt with patches, 1 ~~class B uniform SFD~~ T-shirt, and 1 leather belt to each firefighter. A boot allowance of \$100, to be paid on a reimbursement basis, shall also be granted.

Items shall be in the style and brand determined by the Fire Chief and purchased from a vendor of the City's choice. Items issued to new hires shall be in new or in like-new condition, as determined by the Fire Chief.

All items issued at hire remain the property of the City of Shakopee for two years. Employees that do not successfully complete the probationary period shall be required to return all City issued clothing in a clean and orderly condition.

B. Dress Uniform

A Class A department dress uniform, consisting of a cap, jacket, shirt, tie, belt, trousers, shoes and gloves, shall be purchased and issued by the City upon successful completion of the required probationary period. The dress uniform remains the property of the City and must be returned in a clean and orderly condition at the end of employment, with the exception that those leaving employment after 20 years of service or more may retain the dress uniform as their personal property. Components of the dress uniform shall be in new or like-new condition, as determined by the Fire Chief, at the time of issuance. Dress uniforms shall be worn only upon the direction of the Chief. Employees who are both full-time and paid-on-call employees shall receive just one dress uniform.

C. Annual Uniform Allowance

Employees shall receive an annual uniform allowance of \$100 to be paid on a reimbursement basis. The allowance may be utilized to purchase items of the employee's choice from the list of approved uniform components identified in Section A above or for approved footwear. New hires shall not receive a lump-sum uniform allowance for the calendar year in which they are hired. Individuals who are both full-time and paid-on-call firefighters shall receive only the uniform allowance established for full-time employees.

The purpose of the allowance is to support the purchase of job appropriate footwear, regular replacement items and supplemental items, such as additional shirts or pants. After the initial issuance of uniforms at the time of hire, employees shall be responsible for replacing uniform components that are faded, worn, or no longer fit, using this uniform allowance or other personal funds. Uniform components that, in the Fire Chief's determination, have been damaged beyond repair in the line of duty shall be replaced on a like-for-like basis, at the City's cost. If and when employment ceases, all uniform items purchased with the uniform allowance remain the property of the employee.

D. Use of Uniforms

The standard issue uniform shall be worn at all times while performing scheduled work on behalf of the Fire Department. Unless otherwise directed by the Chief, collared shirts

shall be worn when performing public education or filling a daytime shift and t-shirts shall be worn for drill and/or work duty.

Identifiable uniform components purchased with City funds shall not be worn off duty; nor shall they be lent, given or sold to any other individual for any reason. Identifiable uniform components are those bearing the name, logo, badge or any other distinguishing markings of the Shakopee Fire Department.