



HORRY COUNTY

FIRE RESCUE

STANDARD OPERATING PROCEDURE

APPROVED BY GARRY ALDERMAN, FIRE CHIEF:

DATE: March 20, 2008

SOP 406-B

Uniform Policy for Logistics and Planning Civilian Personnel

PURPOSE OF THIS STANDARD

To establish procedures for issuing, maintaining, replacing, and wearing of uniforms and related uniform accessories for Logistics and Planning Civilian Personnel.

UNIFORM POLICY

1. This policy applies to all civilian uniformed Logistics and Planning personnel.
2. All personnel in violation of this policy will be subject to disciplinary action consistent with County Policy.
3. Personnel who are on official business, including training, representing the department, and who have been provided advanced notice of the detail, must wear an appropriate uniform. Personnel not wearing an appropriate uniform will not be allowed to perform department duties until proper uniform is worn.
4. All uniforms and accessories are the property of Horry County Fire Rescue.
5. Personnel must not wear or use any uniform clothing, or accessory except those approved in Table 1, Uniform Allotment. Uniforms will be purchased and provided to employees by Horry County Fire Rescue.

Table 1, Uniform Allotment

| Item | Qty | Color |
|---|------------|--------------|
| Shirt Button Down or Polo | 5 | Tan |
| T-Shirt | 5 | Tan |
| Pants | 5 | Dark Brown |
| Belt | 1 | Brown |
| Boots (Safety Toe) | 1 | Brown |
| Baseball Cap | 1 | Dark Brown |
| Coat (Optional Issue) | 1 | Dark Brown |
| Pull Over Fleece Shirt (Optional Issue) | 3 | Brown |
| Shorts (Optional Issue) | 5 | Dark Brown |

6. All personnel are required to produce; upon request any issued uniforms or accessories.
7. All personnel must report the loss or damage of any uniform items to their supervisor. The lost or damaged item will be replaced at the department's expense, if such loss is found to be either service connected or not resulting from negligence. If the loss or damage is found to result from gross negligence, the item will be replaced at the employee's expense. The Fire Chief or his designee will make the final determination as to who is responsible for replacement.
8. It is the responsibility of all personnel to be neat and presentable at all times. The favorable public image of the department depends, in part, on the appearance of each individual member.
9. Personnel who have been issued uniforms and uniforms accessories are responsible for the care and maintenance of each item.
10. Personnel are not allowed to wear uniform while off duty except while on the way to and from their designated work place or while on special assignment with prior approval from supervisor.
11. In the event of resignation/termination from the department, all uniform clothing and uniform accessories must be returned to the Materials Management Division in a clean condition.

12. Uniform Variations:

- a. Baseball Cap: Personnel may wear a department issued baseball cap. Baseball caps are not to be worn by personnel while indoors.
- b. Shorts: Personnel may wear department issued shorts in place of the pants during a period from May 1st to September 30th.
- c. T-Shirts: Personnel may wear a department issued t-shirt in place of the button down or polo shirt during a period from May 1st to September 30th.

13. Footwear:

- a. OSHA regulations require all Logistics and Planning personnel to wear a safety toe shoe. The safety toe shoe shall be provided by the department.
- b. Boots/shoes will be kept clean and polished; if worn/scuffed and unable to be polished, they must be considered for replaced.

14. Winter Jacket/Fleece Pull Over:

- a. A department issued jacket may be worn during cold/inclement weather. The jacket must be dark-brown in color and match the color of the uniform trousers.
- b. A department issued brown, fleece, pullover shirt can be substituted for the jacket.