

	ARLINGTON COUNTY FIRE DEPARTMENT STANDARD OPERATING PROCEDURE	
	OFFICE OF THE FIRE CHIEF	
	SUBJECT: Personal Protective Equipment and Uniform Management for Volunteers	SOP# OFC VOL - 03
	APPROVED: Edward P. Plaughter Fire Chief	Initiated 11-01-02
	APPROVED: Paul Schomburg Volunteer Coordinator	Revised

A. PURPOSE

Operational and Administrative volunteer personnel must have appropriate personal protective equipment (PPE) and uniforms to function as members of the Arlington County Fire and Rescue Association (ACFRA) and the Arlington County Fire Department (ACFD). A consistent system for the management of fire department property issued to volunteer members is necessary to ensure adequate protection and identification is provided.

B. POLICY

The Volunteer Coordinator, in cooperation with the appropriate ACFD logistics personnel, will administrate and regulate the issuance of uniforms and PPE to all volunteer personnel. Volunteer personnel must surrender all fire department property within 15 calendar days of terminating membership. The individual member companies of the ACFRA will be responsible for ensuring all property is returned in a timely fashion. Failure to return all property may result in financial penalties to the volunteer department and civil action against individual members.

C. PROCEDURES

1. New Member

- a. A volunteer applicant will become eligible for issuance of uniforms and PPE upon completing the application process as outlined in Standard Operating Procedure VOL 02-01, Volunteer Applicant Process. This will prepare them to participate in the Orientation and Indoctrination process as outlined in Standard Operating Procedure VOL 02-02, Volunteer Orientation, and Indoctrination.
- b. The ACFD will provide one Fire Department Identification Card to each new Operational and Administrative volunteer member.
- c. The ACFRA will provide the following PPE to each new Operational volunteer member for the purposes of Orientation and Indoctrination training:
 - One (1) Helmet, Red
 - One (1) Flash Hood
 - One (1) Turnout Coat
 - One (1) Pair Firefighting Gloves
 - One (1) Turnout Pants
 - One (1) Pair Bunker Boots
 - One (1) Self-Contained Breathing Apparatus Face Piece
 - One (1) Pair Suspenders

- d. Individual members will be responsible for providing appropriate uniform footwear. This footwear must be of safety-toe construction and have a polishable black surface. Footwear must be of solid black materials with black lacing for a uniform appearance.

2. Operational Members

At the successful completion of Level 2 Orientation and Indoctrination, personnel will return all PPE issued by the ACFRA. In order to ensure the highest level of personal protection during fire and emergency medical incidents, the ACFD will provide the following PPE:

- Two (2) Tee Shirts
- Two (2) Dress Shirts, Short Sleeve, Dark Blue
- Two (2) Dress Shirts, Long Sleeve, Dark Blue
- Two (2) Trouser Pants, Dark Blue
- One (1) Uniform Belt, Silver Buckle
- One (1) Helmet, Red
- One (1) Flash Hood
- One (1) Turnout Coat
- One (1) Pair Firefighting Gloves
- Any other ACFD standard-issue PPE items
- One (1) Uniform Jacket
- Five (5) Volunteer Rocker Patches
- One (1) Exam Glove Pouch
- One (1) CPR barrier device
- One (1) Coveralls, Long Sleeve
- One (1) Turnout Pants
- One (1) Pair Bunker Boots
- One (1) Pair Suspenders
- One (1) SCBA Face Piece

3. Administrative Members

Administrative members designated for service as a Fire Service Instructor, Fire Safety Educator or Fire Safety Inspector will be eligible to receive ACFD uniforms upon successful completion of Level 1 Orientation and Indoctrination Training. The ACFD will provide the following items:

- Two (2) Tee Shirts
- Two (2) Dress Shirts, Short Sleeve, Dark Blue
- Two (2) Dress Shirts, Long Sleeve, Dark Blue
- One (1) Uniform Belt, Silver Buckle
- One (1) Uniform Jacket
- Five (5) Volunteer Rocker Patches
- Two (2) Trouser Pants, Dark Blue

General administrative members not designated in one of the administrative capacities mentioned above will not be eligible to receive ACFD uniforms. A member company may, at their discretion, provide company issued uniforms to members who are not eligible to wear the ACFD uniform.

4. Maintenance and Use

In order to maintain a professional appearance during fire department operations and events, the Volunteer Chief of each member company of the ACFRA will ensure that member uniforms are maintained in acceptable condition. Requests for replacement or repair of uniform items will be forwarded to the ACFD Logistics section via the Volunteer Coordinator.

In order to maintain the optimum level of protection during fire and emergency medical operations, the Volunteer Chief of each member company of the ACFRA will ensure that member PPE is maintained in acceptable condition. At least annually, a completed gear inspection form must be submitted to the Volunteer Coordinator for review. This form will note any deficiencies in the PPE. Requests for replacement or repair of PPE will be forwarded to the ACFD Logistics section via the Volunteer Coordinator.

All uniforms will be worn in accordance with ACFD SOP OFC-09 (Uniforms and Insignia).

5. Certified Firefighters and Emergency Medical Technicians

Personnel who successfully complete the NFPA 1001 Firefighter II course may be recognized by issuance of a yellow structural firefighting helmet, leather firefighting boots, and individual name on the back of the turnout coat. Requests for issuance of yellow helmets, leather boots, and name patches will be forwarded in writing to the Volunteer Leadership Committee via the respective Volunteer Chiefs. The Volunteer Leadership Committee will review the request at the next meeting and direct the Volunteer Coordinator to issue the items as appropriate. The Volunteer Leadership Committee will review the member's performance and activities when determining eligibility. The Volunteer Leadership Committee reserves the right to deny requests for any reason.

Personnel who successfully obtain certification by the Commonwealth of Virginia at the Emergency Medical Technician – Basic level, or higher, and who do not intend to obtain certification in structural firefighting, will be recognized by issuance of a blue helmet. Requests for issuance of blue helmets will be forwarded in writing to the Volunteer Leadership Committee via the respective Volunteer Chiefs. The Volunteer Leadership Committee will review the request at the next meeting and direct the Volunteer Coordinator to issue the helmet as appropriate. The Volunteer Leadership Committee will review the member's performance and activities when determining eligibility for blue helmets. The Volunteer Leadership Committee reserves the right to deny requests for any reason.

Personnel who are certified structural firefighters or emergency medical technicians will be recognized by wearing of the non-probationary uniform attire as issued by the ACFD. This currently consists of dark blue golf shirts. Requests for issuance of non-probationary uniforms will be forwarded in writing to the Volunteer Leadership Committee via the respective Volunteer Chiefs. The Volunteer Leadership Committee will review the request at the next meeting and direct the Volunteer Coordinator to issue the uniforms as appropriate. The Volunteer Leadership Committee will review the member's performance and activities when determining eligibility for non-probationary uniforms. The Volunteer Leadership Committee reserves the right to deny requests for any reason.

6. Company Issued Uniforms and PPE

Any uniforms or personal protective equipment provided by the individual volunteer companies within the ACFRA must meet the approval of the Volunteer Leadership Committee and the Fire Chief prior to use. Items such as uniform shirts with company logos, company patches sewn onto uniform attire, uniform baseball caps, or company-issued firefighting helmets are included. Sufficient documentation or examples of the products must be presented to the Volunteer Leadership Committee for review.

The Volunteer Leadership Committee will review all requests for changes and additions in uniform attire. Upon approval by the Volunteer Leadership Committee, the request will be forwarded to the Fire Chief for final approval. The ultimate authority to accept or decline changes to volunteer uniform attire resides with the Fire Chief.

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