PREMISE: It is essential that the Pennington County Fire Administrator be dressed in a manner that allows the person to be easily recognized as the County Fire Administrator and present a professional image. It is important that the County Fire Administrator be dressed in a uniform during normal business hours and at other times when representing Pennington County.

It also is imperative that during emergency operations that the County Fire Administrator have the proper personal safety clothing. This safety clothing shall not only make the County Fire Administrator easily recognizable, but provide for personal protection during emergencies.

Due to professional and safety reasons the clothing items that are called for in this BOP shall be purchased by Pennington County through the County Fire Fund. The Pennington County Fire Service Board shall set the budget amount for these items each budget year.

PURPOSE: It is the purpose this BOP will define what is acceptable uniform dress and personal safety clothing. It is the intention that this will also define what uniform and protective clothing should be purchased with County Fire Funds.

SCOPE: This Best Operating Practice will apply to the position of Pennington County Fire Administrator.

HISTORY:

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<th>May 10, 1995</th>
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<td>June 6, 1995</td>
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<td>Revised FSB</td>
<td>November 13, 2013</td>
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OPERATING PRACTICE:

1. UNIFORM(S) AND EQUIPMENT PROVIDED BY PENNINGTON COUNTY
   A. Dress Uniform Clothing
      1. Shirt
         a. White with long or short sleeves
         b. Must be standard fire service uniform style
      2. Jacket/Coat
         a. Black or navy blue
         b. Must be standard fire service uniform style
      3. Badge
         a. Gold with fire service insignia center
         b. Worn over the left breast pocket
4. Collar Insignia  
   a. Gold with fire service insignia center  
   b. Worn 1 1/2" from tip of collar to center of insignia  

5. Patches  
   a. Pennington County Fire Service shall be on the left sleeve  
   b. South Dakota Fire Service shall be on the right sleeve  
   c. Top of the patches shall be approximately 1" from shoulder seam and centered on the sleeve crease  

6. Name Tag  
   a. Gold or silver metal with full name  
   b. Have the words, "Serving Since ..." on name tag  
   c. Worn over the right breast pocket  

B. Emergency Protective Clothing  
1. Structural/Vehicle Fires  
   a. Coat-complies with NFPA specifications  
   b. Pants-complies with NFPA specifications  
   c. Boots-complies with NFPA specifications  
   d. Gloves-complies with NFPA specifications  
   e. Helmet-complies with NFPA specifications  
   f. Hood-complies with NFPA specifications  

2. Wildland Fires  
   a. Shirt-complies with USFS specifications  
   b. Pants-complies with USFS specifications  
   c. Coveralls-complies with USFS specifications  
   d. Gloves-complies with USFS specifications  
   e. Hard Hat-complies with USFS specifications  
   f. Eye Protection-complies with USFS specifications  
   g. Fire Shelter-complies with USFS specifications  
   h. Leather lace up boots-complies with USFS specifications  

3. Other Operations  
   a. Deemed appropriate for the situation  

C. Purchase and/or Replacement  
1. Pennington County Fire Fund shall purchase uniform and safety clothing.  
2. Yearly amount shall be determined by the Fire Service Board with the approval of the Pennington County Commissioners.  
3. Routine cleaning shall be at the expense of the Fire Administrator, unless:  
   a. Specialized cleaning due to the type of clothing
b. Clothing has been contaminated, during an emergency operation, by a substance that must be removed by a special process.

c. Disposal is required of any clothing, personal or county owned, that is contaminated will be at County expense.

d. Due to the requirement that the Fire Administrator's must be available at all times there may be occasions when he/she may respond to emergencies with personal clothing or property. Any claim for damage sustained to the Fire Administrator's personal property must be submitted in writing to the Fire Service Board. He/she must explain the circumstances and damage sustained. Each claim for the repair or replacement of damaged personal property will be evaluated based upon the circumstances. A maximum value for watches shall be $50 or actual value, whichever is less.

2. EQUIPMENT PROVIDED BY THE EMPLOYEE

A. Foot wear-uniform
   1. Black or dark brown boots or shoes
   2. Foot wear to be polished and clean
   3. No athletic shoes

B. Belt-leather
   1. Not less than 1 1/4" wide-black or dark brown
   2. Fire service buckles are acceptable

C. Clothing
   1. Pants
      a. Black, navy blue and/or gray fire resistive dress style
      b. No "blue jeans" accepted
   2. Socks
   3. T-shirts

D. Serviceable watch