

**PENNINGTON COUNTY FIRE SERVICE BOARD (FSB)
BEST OPERATING PRACTICES (BOPs)**

ADMINISTRATIVE RULES	Date	BOP#
EMPLOYEE UNIFORM & PERSONAL PROTECTION EQUIPMENT (PPE)	Addition: 5/10/1995	FSB02
	Revision: 6/6/1995	
	5/8/2013	
	11/13/2013	
	1/1/2024	

PREMISE:	<p>It is essential that the Pennington County Fire Administration employees be dressed in a manner that allows the person to be easily recognized and present a professional image during normal business hours and at other times when representing Pennington County.</p> <p>It is imperative that during emergency operations that Fire employees have proper safety clothing. Safety clothing ensures the employee is easily recognizable and protected during emergencies.</p> <p>Due to professional and safety reasons the clothing items that are called for in this BOP shall be purchased by Pennington County through the Pennington County Fire Fund (Fire Fund). The Pennington County Fire Service Board (FSB) shall set the budget amount for these items each budget year.</p>
PURPOSE:	It is the purpose of this BOP to define acceptable employee uniform dress and personal safety clothing. It will also define what uniform and protective clothing shall be purchased with County Fire Budget.
SCOPE:	This BOP shall apply to the position of the Pennington County Fire employees.

OPERATING PRACTICE:

1) DRESS CODE

- a) Pennington County Fire employees shall follow the County dress code during normal business hours unless situations call for a uniform and/or PPE.

2) UNIFORM(S) AND EQUIPMENT PROVIDED BY PENNINGTON COUNTY

- a) Purchase and/or Replacement
 - i) Fire Budget shall purchase uniform and safety clothing.

- ii) A yearly budgeted amount shall be determined by the FSB with the approval of the Pennington County Commissioners.
- iii) Routine cleaning shall be at the expense of the employee, unless:
 - (1) Specialized cleaning is necessary due to the type of clothing;
 - (2) Clothing has been contaminated during an emergency operation by a substance that must be removed by a special process;
 - (3) Disposal is required of any clothing, personal or County owned, that is contaminated.
- iv) Due to the requirement that the Administrator always be available, there may be occasions when they respond to emergencies with personal clothing and/or property. Any claim for damage sustained to the Administrator's personal property must be submitted in writing to the FSB explaining the circumstances and damage sustained. Each claim for repair and/or replacement of damaged personal property will be evaluated based upon the circumstances.

ADMINISTRATOR DRESS UNIFORM CLOTHING
Shirt -White with long or short sleeves -Must be standard fire service uniform style
Collar Insignia -Gold with fire service insignia center -Worn 1 ½" from tip of collar to center of insignia
Jacket/Coat -Black or navy blue -Must be standard fire service uniform style
Badge -Gold with fire service insignia center -Worn over the left breast pocket

EMPLOYEE DRESS UNIFORM CLOTHING
Patches -Pennington County Fire Service shall be on the left sleeve -South Dakota Fire Service shall on be on the right sleeve -Top of the patches shall be approximately 1" from shoulder seam and centered on the sleeve crease
Name Tag -Gold or silver metal with full name -Have the words, "Serving Since..." on the name tag Worn over the right breast pocket

EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT (PPE)

Emergency Protective Equipment

-Complies with NFPA specifications:

-Coat, pants, boots, gloves, helmet, hood: complies with NFPA specification

Wildland Fire

-Complies with NFPA specifications

-Shirt, pants, coveralls, gloves, hard hat, eye protection, leather lace up boots, fire shelter

3) UNIFORM(S) AND EQUIPMENT

Footwear

-Black or dark brown boots or shoes

-Polished and/or clean

-No athletic shoes

Belt

-Black or dark brown

-Leather

-Not less than 1 ¼" wide

-Fire service buckles are acceptable

Clothing

-Duty Pants, Socks, Shirts
