

**Ames Fire Department
Standard Operating Guidelines**

Book: 1 – Organization
Section: V – Personnel Policies and Procedures
Chapter: 10 – **Use of City Owned Equipment/Uniforms**
Date Approved: 09-16-2015 Revision No.: New Approved by: 
Review Date: 2018

PURPOSE:

This guideline establishes the necessity for Ames Fire Department (AFD) members to understand the requirements for City-owned equipment/uniforms when leaving employment with the City.

POLICY:

These additional departmental policies clarify and *do not supercede* procedures within the guidelines of the City of Ames Personnel Policies and Procedures and the Agreement: City of Ames and International Association of Firefighters, Local 625.

PROCEDURES:

All uniforms, protective clothing, or protective devices required of/provided to Fire Department members for the performance of their duties, are the property of the City of Ames Fire Department, and are furnished without cost. These items include, but are not limited only to:

- | | | |
|---------------------|------------------------|-----------------------|
| • T-shirt(s) | • Locker key | • Badges (2 sets) |
| • Tie | • Vehicle/fuel keys | • Accountability tags |
| • Baseball cap | • Flash drive | • Flashlight |
| • Winter hat | • Suspenders | • Pants |
| • EMS winter jacket | • Nomex® hood | • Nametag(s) |
| • Turnout coat | • Fire gloves | • Uniform boots |
| • Turnout pants | • SCBA facepiece | • Class A blouse |
| • Turnout boots | • Ice cleats | • Bell cap with badge |
| • Uniform shirts | • Leather helmet front | |
| • Collar insignia | • Safety glasses | |
| • P-card | • Fire helmet | |

Above listed items are only to be worn or used while on duty. Use of any of the above items for off-duty, job-related functions (e.g., hands-on training, classroom courses, funerals, public education, etc.) is prohibited without prior approval from Fire Administration.

In the event of separation of employment, a member will:

- Make arrangements with the shift commander to inventory the returned uniforms and equipment.

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- Return all City-owned items in their possession cleaned and boxed to the shift commander on duty at Fire Station #1.

Failure to return any items may result in the City of Ames invoicing former members for the full replacement cost.

- Members desiring to keep any of the above listed equipment or clothing for personal and/or sentimental reasons must individually purchase a like replacement for the City prior to their last day of employment.

REFERENCES:

- Agreement: City of Ames and International Association of Firefighters Local 625
- City of Ames Personnel Policies and Procedures