

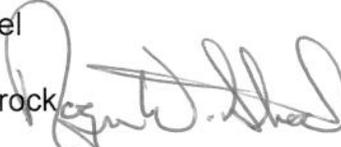


DIVISION OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MD.

DIRECTIVE

NUMBER: 02-09

May 29, 2002

TO: All DFRS Personnel
FROM: Chief Roger W. Strock 
SUBJECT: Process Modifications – DFRS Property Section

The Collective Bargaining Agreement between the Montgomery County Career Firefighters Association, IAFF Local 1664, and the Montgomery County Government, effective July 1, 2002, requires certain operating process modifications for the DFRS Property Section. This Directive will set forth these modifications based upon uniform class or property type.

- **Class A – Dress Uniform Apparel (Dress blouse, dress trousers, dress skirt, dress cap, dress shirt, tie and tac, breast badges, hat badges, insignia, name badges):**

There is no change to the process other than the fact that "Property Request" forms are now reviewed and authorized by the Station Officer. Personnel must still report to the Property Section to requisition these items. Items being replaced from this class must be returned to the Property Section at the time replacement items are issued.

- **Class B – Dress Uniform Apparel – Summer (Same as Class A except no dress blouse):**
- **Class B – Dress Uniform Apparel – Winter (Same as Class A except multi-season jacket, no dress blouse):**

There is no change to the process other than the fact that "Property Request" forms are now reviewed and authorized by the Station Officer. Personnel must still report to the Property Section to requisition these items. Items being replaced from this class must be returned to the Property Section at the time replacement items are issued.

- **Class C – Duty Station Apparel (Long-sleeve shirts, short-sleeve shirts, trousers, tee shirts, belt, shoes, vision protection, hearing protection):**

There are changes to the process for this uniform class. These items will be placed into a “standard issue” category and placed on a 18-month replacement cycle. The start dates of the 18-month replacement cycles will be staggered by the Property Section beginning in FY03. The start dates of replacement cycles will be announced for groups of employees by the Property Section via Information Bulletins (as was done for the initial distribution of leather protective boots). “Property Requests” forms are *not* necessary when dealing with “standard issue” items and when personnel report to the Property Section.

It is now permissible for an on-duty employee to report to the Property Section and requisition items in this uniform class for other on-duty employees at the same duty station or worksite, assuming the other employees are eligible within the replacement cycle. A “Property Request” form, including accurate sizing information, *is* required for this type of transaction as sizing information is critical. The employee picking up for other on-duty personnel will sign a “Property Receipt” for the items and accepts total responsibility for the safekeeping of such items until they are delivered to the intended employee. The employee to whom the items are issued will, as soon as possible, determine appropriate fit of the items and will sign the enclosed “Property Receipt” and return it to the Property Section via the inter-office mail. Any item(s) which do not fit must be returned to the Property Section as soon as possible.

Class C Standard Issue (18-Month Replacement Cycle) Quantities:

Long-sleeve Shirt	3 Each
Short-sleeve Shirt	3 Each
Trousers	3 Each
Tee Shirts	3 Each
Belt	1 Each
Shoes **	1 Pair
Vision Protection	As needed
Hearing Protection	As needed

** Shoes will remain on a 12-month replacement cycle.

- **Class D – Plain Clothes Apparel:**

Not applicable as the Property Section is not involved.

- **Class E – Physical Fitness Apparel (Sweat shirt, sweat pants, shorts):**

There are changes to the process for this uniform class. These items will be placed into a “standard issue” category and placed on a 18-month replacement cycle. The start dates of the 18-month replacement cycles will be staggered by the Property Section beginning in FY03. The start dates of replacement cycles will be announced for groups of employees by the Property Section via Information Bulletins (as was done for the initial distribution of leather protective boots). “Property Requests” forms are *not* necessary when dealing with “standard issue” items and when personnel report to the Property Section.

It is now permissible for an on-duty employee to report to the Property Section and requisition items in this uniform class for other on-duty employees at the same duty station or worksite, assuming the other employees are eligible within the replacement cycle. A “Property Request” form, including accurate sizing information, is required for this type of transaction as sizing information is critical. The employee picking up for other on-duty personnel will sign a “Property Receipt” for the items and accepts total responsibility for the safekeeping of such items until they are delivered to the intended employee. The employee to whom the items are issued will, as soon as possible, determine appropriate fit of the items and will sign the enclosed “Property Receipt” and return it to the Property Section via the inter-office mail. Any item(s) which do not fit must be returned to the Property Section as soon as possible.

Class E Standard Issue (18-Month Replacement Cycle) Quantities:

Shift Work Personnel:

Sweat Shirt	1 Each
Sweat Pants	1 Each
Shorts	1 Each

Day Work Personnel:

Sweat Shirt	2 Each
Sweat Pants	2 Each
Shorts	2 Each

- **Personal Protective Equipment (PPE) Apparel (Helmet, protective hood, protective coat, protective trousers, protective gloves, work gloves, protective leather boots):**

There is no change to the process except that that "Property Request" forms are now reviewed and authorized by the Station Officer. Personnel must still go to the Property Section to requisition these items. Any PPE item being replaced must be returned to the Property Section at the time replacement items are issued.

- **Other Process Modifications:**

- At the discretion of the respective District Chief, personnel may go to the Property Section while on-duty. This is dependent upon prior commitments and service requirements.
- "Property Request" forms, where required, can be faxed to the Property Section on 240-777-2499. This is being done to expedite processing to some degree, although there is no guarantee that all items will be in stock or always ready for immediate pickup. Employees reporting to the Property Section to requisition an item (s) will have their property request processed before faxed requests.
- "Property Request" forms approved by the Station Officer are not required for replacement of any damaged item when the employee reports to the Property Section with the damaged item. This also applies to an item being reported as lost or stolen. An employee must complete a written statement while at the Property Section as to how the item was damaged, lost or stolen. An item(s) reported stolen and valued at \$250.00 or more must be reported to the police. A copy of the respective police report, or the report number, and the name/address of the police department will be forwarded to the Property Section as soon as possible.

This Directive modifies DFRS Policy and Procedure #516, entitled "Uniforms" and dated March 4, 1992. This Directive modifies DFRS Policy and Procedure #804, entitled Protective Clothing and Equipment, dated August 3, 1995.

Please direct any questions regarding these process modifications to Assistant Chief Randy Wheeler on 240-777-2489 or Program Manager Ron Fornatora on 240-777-2483.