

DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1 style="margin: 0;">SPECIAL ORDER</h1> <h2 style="margin: 0;">2009.040</h2>	
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Originating From	Issue Date	Expiration Date	Attachments
Logistics	7/15/09		

SUBJECT: Acquiring Items from the Supply Unit

APPLICABILITY: All Career Personnel (Shift based)

1. Our primary focus is delivery of service to the citizens of Howard County, along with maintaining a conscious effort to minimize our expenses from the funds we derive from the citizens. Therefore, restricting apparatus from going to the Supply Unit increases a unit's availability to the response area it serves and will decrease costs associated with fuel and vehicle maintenance. By increasing available service hours, members visiting the Supply Unit during off-duty hours will enhance personal service to provide proper fit and selection of items.

2. **Effective August 3, 2009**, apparatus will no longer be permitted to go the Supply Unit as the norm for replenishment of uniform and non-uniform items.
 - 2.1. A utility vehicle may be used providing staffing levels are not affected, but only with permission of the respective Field Battalion Chief.

3. Catalog items may be ordered with the Uniform-Protective Equipment Requisition/Receipt form, EMS Monthly Supply Order form or Supplemental EMS Requisition form sent to the Supply Unit, via inter-office mail or fax machine.

4. Catalog items will be distributed as follows:
 - 4.1. In-stock items:
 - 4.1.1. In-stock uniform items will be delivered on the next weekday work day of the individual requesting. Normal delivery will be via departmental mail or by the Supply Unit.
 - 4.1.2. In-stock non-uniform items will be delivered the next weekday work day. Normal delivery will be via departmental mail or by the Supply Unit.
 - 4.1.3. Items out-of-stock will be issued as soon as practical after receipt from the vendor using the same criteria in 4.1.1 and 4.1.2.

 - 4.2. Non-stock items will be issued as soon as practical after receipt from the vendor using the same criteria in 4.1.1 and 4.1.2.

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5. Non-catalog items may be ordered through the Supply Unit on an individual basis with an approved budget category authorization, and will be issued and delivered using the applicable criteria set forth in Section 4.
6. Some personal protective equipment items are available in each field battalion office. They are available for immediate emergency issue.
 - 6.1. Items available in the battalion offices are: glove, hood, eye protection and hearing protection.
 - 6.2. These items require a Uniform-Protective Equipment Requisition/Receipt, signed by the appropriate Battalion Chief. The form is then forwarded to the Supply Unit.
7. The Supply Unit will be open for walk-in business for off-duty personnel on the 1st, 2nd and 3rd Tuesday, Wednesday and Thursday of each month, from 07:30-10:00 hrs.
 - 7.1. Should any of these days fall on a County Holiday the unit will be closed.
 - 7.2. Any visit to the Supply Unit requires the appropriate signed paperwork. Failure to abide will result in the member not receiving the intended item.
8. Visits to the Supply Unit for items not available at a Field Battalion office will be on a case-by-case basis. This includes, but is not limited to, turnout coats, turnout pants, helmets and boots.
 - 8.1. Where sizing is necessary, prior notification should be made to the Supply Unit to assure that the member may be sized correctly.
 - 8.2. When possible, this should be accomplished during the walk-in hours.
 - 8.3. Gear will be delivered per section 4.1.1.
9. Fittings/alterations for Class A uniforms will be arranged semi-annually. The vendor/tailor will be scheduled at the Supply Unit, allowing ample time for all personnel who have a need.
 - 9.1. This normally will be scheduled on off-duty time, coordinated to accommodate the off going shift.
 - 9.2. These events are usually defined by a Special Order, outlining the dates and times.
10. Protective footwear will be issued in accordance with the County Safety Shoe Policy.

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10.1. When necessary, shoe fittings will be handled similar to Class A uniforms.

11. This Special Order may be incorporated in a future General Order.

Approved:

A handwritten signature in black ink that reads "Jeffery G. King".

Jeffery G. King
Assistant Chief, Bureau of Support Services