



SPECIAL ORDER



Series 2002	Number 18	Originating Bureau OFC	Effective Date 4/19/02	Expiration Date N/A
-----------------------	---------------------	----------------------------------	----------------------------------	-------------------------------

Subject: Safety Footwear Policy for employees that cannot be properly fitted through the Quartermaster by the County Vendor.

1. Individuals that cannot be fitted for safety footwear by the County Vendor must provide documentation from the Quartermaster to the Administrative Services Officer.
2. Employees authorized to purchase their own safety footwear will be reimbursed for each purchase as long as the purchase does not exceed the current retail market price paid by the Quartermaster under the county contract. The current price is \$80.00. Rates may be adjusted as new contracts are bid by the Office of Purchasing. Reimbursement will be provided only for footwear meeting the required standard referred to in Howard County Policy and Procedure number: 300.31. All shoes must be black in color.
3. Reimbursement will be provided upon submission of an Employee Expense Claim and a receipt showing the amount paid.
4. Any Exceptions to this policy must be approved by the Chief of the Department.

Joseph A. Herr
Fire Chief