



# POLICY MANUAL

## Personnel – Miscellaneous Uniform Replacement Request

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Book Chapter Subject

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9.0 Purpose: Establish Policy and Procedure for the Request of Uniform Replacement.

9.01 Scope: All Fire Department Personnel.

### 9.02 **GENERAL**

The Clovis Fire Department recognizes that from time to time Fire Department personnel can have their uniforms damaged in the line of duty during emergency operations. The process for requesting uniform replacement resulting from actions occurring in the line of duty will involve completing a Uniform Replacement Request Form and routing it through your shift Battalion Chief.

### 9.03 **GUIDELINES**

1. The requesting employee must complete his/her portion of the [Uniform Replacement Request Form](#) (Uniform Replacement Request Form attached) and forward it to his/her supervisor for signature.
2. After receiving the request form from the employee's supervisor, the shift Battalion Chief will complete his/her portion of the Uniform Replacement Request Form and then forward the form to the Fire Chief for review.
3. Please note that estimated replacement cost, emergency incident number, and prorated estimated value must be identified on the Uniform Replacement Request Form.