


City of Lawrence Fire Department  
General Order

	Compensation and Benefits	Date:	February 25, 2005
	Title: Quartermaster System - FIRE	Revised:	September 2, 2010 June 7, 2012 March 8, 2016 February 2, 2017 December 5, 2018 July 3, 2020 November 14, 2024
Number:	2.10	Pages	4

PURPOSE:

To provide all department members with the appropriate uniform and protective clothing/equipment and a mechanism with which to repair and replace worn, damaged, and defective uniforms and Personal Protective Equipment (PPE).

DEFINITIONS:

- A. Quartermaster - Person(s) designated by the Chief who will be responsible for the following:
1. Distribution of personal protective equipment (PPE) and uniforms.
  2. Maintaining detailed inventory records including-
    - a. Date of issue.
    - b. Person of issue.
    - c. Identification and tracking of inventory.
    - d. Complete history of item including repairs and returns.
  3. Maintaining inventory records of items issued;
  4. Marking items issued to firefighters;
  5. Maintaining records of the history of issued items including date of issue, repair of items, etc.;
  6. Compiling and maintaining a record of each firefighter's clothing/equipment;
  7. Maintaining any other records as required by the Chief;
  8. Receiving clothing/equipment for repair or replacement;
  9. Making the initial decision as to the need for replacement or repair;
  10. Performing any other duties as assigned by the Chief.
- B. Quartermaster Board-Comprised of five (5) selected/appointed members, with at least one being an officer and two being privates. Responsible for the following:
1. Issuing binding decisions as to the need for repair or replacement of protective clothing/equipment or uniform items, should any dispute arise between the Quartermaster and the individual.
  2. Oversee and troubleshoot the Quartermaster System as needed
- C. Personal Protective Equipment (PPE) - PPE issued by the Quartermaster shall include, but not be limited to the following items:
1. Helmet
  2. Protective eyewear
  3. Structural firefighting clothing (coat, pants, boots, suspenders, gloves and hood as approved by the Quartermaster Board).
  4. Full turnout gear including coat and bunker pants
  5. Suspenders
  6. Gloves
  7. Boots
  8. SCBA Mask

9. Safety Glasses
- D. Station Wear Uniforms -- Uniforms that shall be purchased online and/or through US Uniform by the department and will include but not be limited to the following:
  1. (1) - Standard duty uniform-style blue shirt with two pockets and epaulets. This is a one-time purchase through QM.
  2. (1) - Polo style golf shirts.
  3. (2) - Any combination of standard duty straight leg pants or BDU style trousers.
  4. (5) - T-shirts with department logos.
  5. (1) - Sweatshirts with department logos.
  6. (1) each-Sweat pants and sweat shorts.
  7. (1) - 1.5 inch plain black duty belt.
  8. (1)-Pair duty boots.
  9. 1-Pair of Gym shorts.
  10. (1) Coat.
- E. The Department will annually issue the employee an online QM allowance. This online allowance, in addition to the semiannual clothing allowance, may be used by the employee exclusively for the items listed above.
- G. One-time issues, such as and Class-A uniforms and their insignia can be bought through the semiannual clothing allowance.
- H. Chief Officers may be issued shirts through the US Uniform that would normally not be able to be bought online.

POLICY  
STATEMENT:

- The Lawrence Fire Department will change from individual purchases of protective clothing/equipment.
- A. All members of the Fire Department will be issued full Personal Protective Equipment (PPE) and uniforms by the Quartermaster.
  - B. All uniform and protective clothing/equipment that is issued by the Department will remain the property of the Department and will be returned to the Department upon leaving employment with the Department, or upon the replacement of any of these items. The exception to this is the Helmet and one badge, which will be given to the employee. If the gear is unserviceable, the retired employee may request it only after it has been laundered. The gear will not be used at other departments, or for suppression activities anywhere else.
  - C. The Department will provide for repair or replacement of all PPE/uniform items
  - D. Station uniform clothing includes those items that the individual is required by the Department to wear on duty, and cannot reasonably be used off duty.
  - E. Standard issue items may be upgraded with approved accessories if the individual wishing the upgrade pays the difference in cost between the cost of the issued item and the upgraded item. If the upgraded item is damaged beyond repair, the Department will issue only the standard-issue item unless the individual again agrees to pay the difference in cost.
  - F. It is the responsibility of each member of the Department to be accountable for the clothing and equipment issued by the Department. The Department is responsible for repair or replacement to PPE due to damaged or worn-out items issued through the Quartermaster. Money issued through the online ordering system is what is used to replace damaged/used clothing.
  - G. It is the responsibility of each individual firefighter to present damaged or worn equipment to the Quartermaster for repair or replacement.
  - H. Uniforms and PPE issued by the Department is not to be worn off-duty unless it is worn to a fire service function approved by the Fire Chief. The exception to this is the fire department issued jacket.

- I. The Department will provide an annual stipend to each employee for purchase of non-issued or one time purchased items (i.e., underwear, socks, and gym shoes).
- J. Optional items that are approved for wear while on duty will be the responsibility and property of the employee (i.e., baseball caps, Reubens, windbreakers).
- K. Upon promotion, or appointment, an employee will be provided with appropriate uniforms or PPE needed for the new position in exchange for the older clothing and or equipment.
- L. Backup gear will be stowed at the station for at which the firefighter is on duty.
- M. All employees are to wear only the PPE issued to them by the department or their approved back-up PPE.
- N. The newest issued Department issued protective clothing/equipment is to be worn as the primary set of gear.
- O. Back-up PPE may be worn in the following situations:
  - 1. Issued PPE is damaged;
  - 2. Issued PPE is being repaired;
  - 3. Issued PPE is being replaced;
  - 4. Issued PPE is being cleaned;
  - 5. Issued PPE is wet and being dried,
  - 6. Per officer's discretion.
  - 7. Any employee using PPE that has not been approved for use is subject to disciplinary action.
- P. Shift Training Officers and Investigators will be allowed to draw a backup set from QM Inventory when available.

PROCEDURES:

- Q. New gear will only be issued upon the surrendering of the oldest gear to be replaced.
- Care and Maintenance
- A. General Guidelines - All uniform clothing and PPE is to be maintained in a clean, serviceable condition.
  - B. When the need for repair or replacement of PPE or uniform article is discovered, it is to be reported to the immediate supervisor.
  - C. The request for repair or replacement, along with the damaged PPE/uniform is to be presented to the Quartermaster.
  - D. The Quartermaster will determine whether a damaged article of PPE is to be repaired or replaced. If repair is needed the gear will be sent to a company that is familiar with NFPA standards and competent in repairs. Minor helmet repairs will be done in house when possible.
  - E. Each individual is responsible for monitoring the condition of their issued items, and for taking appropriate actions for cleaning and maintenance.
  - F. Each individual is responsible for notifying his/her supervisor when defects in PPE/uniforms are found.
  - G. Each supervisor is responsible for assuring that assigned personnel maintain their PPE in serviceable condition and for initiating appropriate actions when notified of deficiencies or when deficiencies are noticed.
  - H. Repair or Replacement Guidelines-Clothing and PPE will be inspected annually by the Quartermaster or a representative at the Quartermaster's discretion.
    - 1. Replacement of PPE/uniforms may occur following failure of inspection, or as an item becomes unserviceable between inspections.
    - 2. If the need for replacement is immediate, that need is to be relayed to the Quartermaster when making arrangements for replacement.
    - 3. The use of approved back-up PPE may be necessary until repaired or replacement items can be obtained.

- I. A new item will be issued upon presentation of a defective and non-repairable item along with a Quartermaster Requisition Form. The non-repairable item is to be removed from service and disposed of by Quartermaster Services.
- J. If disagreement occurs to the Quartermaster's judgment for repair/replacement of an article, the issue will be decided upon by the Chief's Office
- K. While the Chief's Office decides upon the article in question, a mandatory temporary replacement of the PPE/uniform will be provided to the individual.
- L. The Chief's Office decision over any unit of PPE/uniform is final, other than by order of the Fire Chief.
- M. Lost or stolen items are to be reported on incident reports, and police reports when necessary, and replaced.

By Order Of,



Robert Wallace, Chief  
City of Lawrence Fire Department

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