Copley Township Fire Department Policy Manual

An addendum to the Copley Township Personnel Policy Manual

Updated January, 2010

FD Policy Committee:
Michael Benson, Chief
James Rogers, Assistant Chief
Keith Moore, Captain
Karen Becker, Captain
Chuck Hrubik, Lieutenant
Bruce Koellner, Lieutenant
James Carter, Lieutenant

Copley Township Fire Department Policy Manual

Addendum to the Copley Township Policy Manual

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PURPOSE:

- This manual establishes standard fire department-specific policies not covered in the Copley Township Personnel Policy Manual (CTPPM).
- This addendum is meant to provide guidance when dealing with fire department-specific issues and situations, and to ensure department activities are consistent, effective, efficient and safe.

SCOPE:

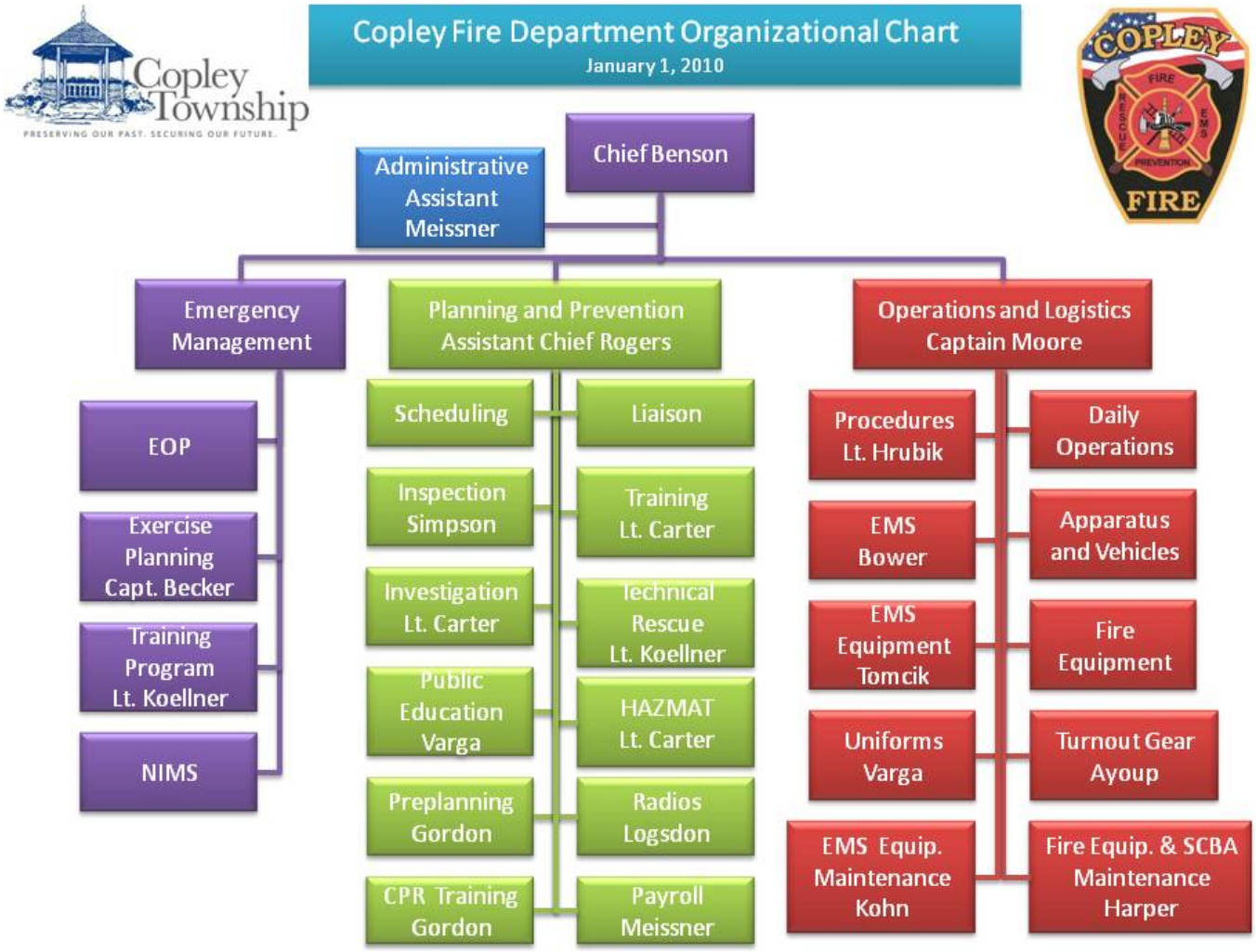
This manual applies to fire department employees only.

POLICY:

- The Copley Fire Department shall provide for the safety, health and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.
- All fire department employees shall follow these policies and accompanying procedures to the best of their ability.

RESPONSIBILITY:

- All members will understand and follow these policies and procedures. Deviation from these policies and procedures is permitted due to unforeseen circumstances.
- Officers of the department are responsible to ensure their subordinates understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.


Copley Township
PRESERVING OUR PAST. SECURING OUR FUTURE.
Copley Fire Department Organizational Chart
January 1, 2010
COPLEY
FIRE
Chief Benson
Administrative Assistant Meissner
Emergency Management
Planning and Prevention Assistant Chief Rogers
Operations and Logistics Captain Moore
EOP
Exercise Planning Capt. Becker
Training Program Lt. Koellner
NIMS
Scheduling
Inspection Simpson
Investigation Lt. Carter
Public Education Varga
Preplanning Gordon
CPR Training Gordon
Liaison
Training Lt. Carter
Technical Rescue Lt. Koellner
HAZMAT Lt. Carter
Radios Logsdon
Payroll Meissner
Procedures Lt. Hrubik
EMS Bower
EMS Equipment Tomcik
Uniforms Varga
EMS Equip. Maintenance Kohn
Daily Operations
Apparatus and Vehicles
Fire Equipment
Turnout Gear Ayoup
Fire Equip. & SCBA Maintenance Harper

PURPOSE:

This policy defines the Fire Department's mission.

SCOPE:

This mission applies to fire department employees only. The Township mission applies to fire department and all other employees of the Township.

POLICY:

The Copley Fire Department will work together to provide superior service to the citizens and businesses of Copley Township through comprehensive risk management and safe, efficient and effective response.

RESPONSIBILITY:

It is the responsibility of the Fire Chief to emphasize following the mission every day in every activity the department undertakes.

Each member is responsible to use the mission as a guide in their activities.

PURPOSE:

This policy establishes the National Incident Management System (NIMS), through the Summit County (Ohio) Fire Chiefs Incident Command System (SCFCICS), as the official Incident Management System (IMS) for the Copley Fire Department.

This policy is intended to meet the National Fire Protection Association Standard 1561, Emergency Services Incident Management System and NIMS.

SCOPE:

This policy applies to fire department employees only.

This policy applies to all fire department activities, including: emergency incidents, non-emergency incidents, special events, drills, exercises and any other hazardous or potentially hazardous situation.

POLICY:

The Copley Fire Department will follow the SCFCICS, a NIMS compliant incident management system.

RESPONSIBILITY:

Each incident commander, planner or leader is responsible to implement and follow our designated IMS.

REFERENCE:

Summit County Fire Chiefs Incident Command System, June 2006

PURPOSE:

It is the intent of this policy to provide for the safety, health and welfare of all personnel.

SCOPE:

The Occupational Safety & Health Program (OSHP) governs all activities, emergency and non-emergency, of all personnel of this department and any other persons involved in fire department operations.

POLICY:

- This policy establishes an OSHP for the Copley Fire Department.
- Through the implementation of the OSHP, our goal is to reduce the frequency and severity of accidents, injuries, occupational illnesses and occupational exposures.
- The OSHP will be continuous and revised at least annually.

RESPONSIBILITY:

- Each employee is responsible to integrate the OSHP into their activities.
- The Fire Department Safety Officer is responsible to implement and ensure the program is followed, appropriate and up-to-date.

-Reference Ohio Administrative Code 4123 Specific Safety Regulations for Firefighting, NFPA 1500 and OSHA 1910.120

PURPOSE:

This policy establishes safe practices for fire department members when they are asked to operate on or near a roadway; in order to ensure their safe return to service at the end of their shift or at the end of an incident, because Everyone Goes Home!

This policy is intended to meet the requirements of 23CFR Part 634.3, Worker Visibility.

SCOPE:

This policy defines the actions of fire department members to provide for their safety when working on or near a roadway.

POLICY:

Members will position apparatus in a manner which best protects the work area from hazards while operating in a roadway.

Members will wear provided safety vests meeting ANSI/ISEA 107-2004 Class 2 or Class 3 standards whenever operating in a roadway, or when their activity places them on or near a roadway.

Members may choose not to wear a vest when we are exposed to hazardous conditions where the use of such apparel may increase the risk of injury to our personnel, such as: flame, fire, high heat or hazardous materials.

RESPONSIBILITY:

All members will comply with this policy.

The OIC or Incident Commander will enforce this policy.

PURPOSE:

This policy provides for the safety of our personnel when they are engaged in training with live fire.

SCOPE:

This policy applies to all fire department employees only.

POLICY:

The Copley Fire Department shall follow the standard for live fire training as described in the current National Fire Protection Association (NFPA) 1403 Standard on Live Fire Training Evolutions.

RESPONSIBILITY:

The Fire Chief and Training Officer will be responsible to ensure all live fire training is conducted safely and as described in NFPA 1403.

Fire Department Unit Response Policy

FD300

Effective: 1/1/2010

PURPOSE:

It is the intent of this policy to provide for consistent and appropriate responses to requests for service.

SCOPE:

All members who respond to requests for service are affected by this policy.

POLICY:

- Response to requests for service will be based on safety, effectiveness and efficiency.
- Responses will begin with the unit needed to provide the service requested, for example, fire apparatus respond to fires first and EMS units respond to EMS calls first.
- The chart below lists the unit number of the vehicles to respond to requests for service based on the request type and response area. A vehicle-type response matrix is also included on the next page.

RESPONSIBILITY:

- Each employee is responsible to follow this policy.
- The OIC is responsible to ensure the appropriate units are responding to an incident.

Type of Call	Station 1	Station 2	Comments
EMS	1511 or 1512, 1546	1221 or 1522, 1526 or 1546	Other units as needed
Injury from Accident	1511 or 1512, 1513	1221 or 1522, 1513, 1511 or 1512 if needed	1546 in place of 1513 if scene is already safe
Serious Accident	1511 and/or 1512, 1513, 1516	1221 or 1522, 1513, 1511 or 1512, 1516	2 Ambulances if manpower is available
Mutual Aid EMS	Ambulance or Manpower as Requested	Ambulance or Manpower as Requested	Only one unit, and only if available
Rescue	1516, 1519, 1221	1221, 1516, 1519	Other units as needed
Water Shuttle	1518	1518	
Vehicle Fire	1513, 1511 or 1514 if needed	1523, 1511 or 1514 if needed	Ensure vehicle is not near/in a structure
Vegetation Fire	1517, 1513	1523, 1517	Other units as needed
Miscellaneous Fire	1513	1523	Other units as needed
Structure Fire No Hydrants	1513, 1523, 1518, 1519, 1511 or 1512, 1516	1523, 1513, 1518, 1519, 1511 or 1512, 1516	Other units as needed
Structure Fire With Hydrants	1513, 1523, 1519, 1511 or 1512, 1516	1523, 1513, 1519, 1511 or 1512, 1516	Other units as needed
Alarm Drop No Hydrants	1513, 1518, 1523	1523, 1513, 1518, 1519	Other units as needed
Alarm Drop With Hydrants	1513, 1519, 1523	1523, 1513, 1519	Other units as needed
Mutual Aid Fire	Apparatus and manpower as requested	Apparatus and manpower as requested	Only one unit, and only if available
HAZMAT	1513, 1516, 1221	1523, 1516, 1511 or 1512	Other units as needed
Special	OIC will Determine	OIC will Determine	

Fire Department Unit Response Matrix

FD300.A

Effective: 1/1/2010

Type of Call	Station 1	Station 2	Comments
EMS	1st Ambulance 2nd SUV	1st Stony Ambulance 2nd SUV	Other units as needed
Injury from Accident	1st Ambulance 2nd Pumper w/(Extrication Tools)	1st Stony Ambulance 2nd Pumper w/(Extrication Tools) 3rd Ambulance as needed	SUV in place of Pumper if scene is already safe
Serious Accident	1st Ambulance 2nd Pumper w/(Extrication Tools) 3rd Rescue	1st Stony Ambulance 2nd Pumper w/(Extrication Tools) 3rd Ambulance 4th Rescue	2 Ambulances if manpower is available
Mutual Aid EMS	Ambulance or Manpower as requested	Ambulance or Manpower as requested	Only one unit, and only if available
Rescue	1st Rescue 2nd Ladder 3rd Ambulance	1st Stony Ambulance 2nd Rescue 3rd Ladder	Other units as needed
Water Shuttle	Tender	Tender	
Vehicle Fire	1st Pumper 2nd Pumper or Ambulance per OIC	1st Stony Pumper 2nd Pumper or Ambulance per OIC	Ensure vehicle is not near/in a structure
Grass Fire	1st Grass Truck 2nd Pumper	1st Stony Pumper 2nd Grass Truck	
Miscellaneous Fire	Pumper	Stony Pumper	Other units as needed
Structure Fire No Hydrants	1st Pumper 2nd Stony Pumper 3rd Tender 4th Ladder 5th Ambulance 6th Rescue	1st Stony Pumper 2nd Pumper 3rd Tender 4th Ladder 5th Ambulance 6th Rescue	Other units as needed
Structure Fire With Hydrants	1st Pumper 2nd Stony Pumper 3rd Ladder 4th Ambulance 5th Rescue	1st Stony Pumper 2nd Pumper 3rd Ladder 4th Ambulance 5th Rescue	Other units as needed
Alarm Drop *No Other 911* No Hydrants	1st Pumper 2nd Tender 3rd Stony Pumper	1st Stony Pumper 2nd Pumper 3rd Tender 4th Ladder 5th Rescue	Other units as needed
Alarm Drop *No Other 911* With Hydrants	1st Pumper 2nd Ladder 3rd Pumper	1st Pumper 2nd Ladder 3rd Pumper	Other units as needed
HAZMAT	1st Pumper 2nd Rescue 3rd Stony Ambulance	1st Stony Pumper 2nd Rescue 3rd Ambulance	Other units as needed
Special	OIC will Determine	OIC will Determine	

PURPOSE:

It is the intent of this policy to provide for the safety, health and welfare of on-duty personnel while responding to incidents.

SCOPE:

All members responding while on-duty are affected by this policy.

POLICY:

This policy includes a matrix defining Emergency and Non-Emergency responses for on-duty personnel and apparatus. The matrix defines the type of calls requiring emergent and non-emergent responses. It is not an all-encompassing list; therefore, the Officer in Charge (OIC) will determine the response level for incidents not listed in the matrix. There are three possible levels of response:

- **Emergency** – all units respond with lights and sirens
- **Tiered** – the first-due apparatus responds emergency, all others respond non-emergency
- **Non-Emergency** – all responding units follow traffic rules and regulations

The OIC may upgrade or downgrade the response based on subsequent information after the initial dispatch of the request for service.

After arrival and while providing a size-up report, on-scene personnel shall advise responding units to upgrade or downgrade their responses as appropriate.

RESPONSIBILITY:

- Each employee is responsible to follow the laws for operating emergency vehicles listed in Chapter 4511 of the Ohio Revised Code.
- The OIC is responsible to enforce the level of response of all on-duty units.

Copley Fire Department Response Level Matrix

Type of Call	Emergency	Tiered	Non-Emergency
EMS		X	
Injury from Accident		X	
Serious Accident	X		
Mutual Aid EMS	As Requested by Mutual Aid		As Requested by Mutual Aid
Rescue	OIC Determines	OIC Determines	OIC Determines
Water Shuttle	As Requested by Mutual Aid		As Requested by Mutual Aid
Vehicle Fire		X	
Vegetation Fire		X	
Miscellaneous Fire		X	
Residential Structure Fire	X		
Commercial Structure Fire	X		
Residential Alarm Drop		X	
Commercial Alarm Drop		X	
Mutual Aid Fire	As Requested by Mutual Aid		As Requested by Mutual Aid
HAZMAT	OIC Determines	OIC Determines	OIC Determines
Special	OIC Determines	OIC Determines	OIC Determines

PURPOSE:

It is the intent of this policy to provide for the safety, health and welfare of off-duty personnel while responding to incidents.

SCOPE:

All members responding to the fire station while off-duty are affected by this policy.

POLICY:

All personnel responding from home, or otherwise off-duty, will respond non-emergency and with the flow of traffic.

All personnel will respond to the fire station unless **ALL** of the following apply:

1. You are forced to pass the scene on your way to the station
2. You have appropriate personal protective equipment (turnout gear, pocket mask, etc.) with you
3. You are able to position your vehicle clear of the incident scene
4. The scene is safe for you to enter prior to on-duty units arriving
5. Your response will have an immediate impact on the incident while not putting you at risk

The Officer in Charge may not upgrade off-duty personnel responses from non-emergency status.

No members may use lights and sirens on their private vehicle.

Upon arrival at the Station, personnel will contact the IC for assignment.

RESPONSIBILITY:

- Each employee is responsible to follow this policy and the laws for vehicle operation in Chapter 4511 of the Ohio Revised Code.

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Fire Department Apparatus Staffing Policy

FD303

Effective: 1/1/2010

PURPOSE:

It is the intent of this policy to provide for consistent and appropriate personnel levels of personnel on responding apparatus.

SCOPE:

All members who respond to requests for service are affected by this policy.

POLICY:

This matrix lists the expected number of Fire or EMS personnel needed to safely respond with each apparatus.

Unit	Minimum	Preferred	Comments
Ambulance **1511, 1512, 1221, 1522**	2 EMTs (1 Medic)	3 EMTs (2 Medics)	
Pumper **1513, 1514**	2	4 (Officer, 3 FF)	
Rescue **1516**	2	4 (Officer, 3 FF)	
Brush Truck **1517**	2	2	
Water Tender **1518**	2	2	
Ladder (Aerial Truck) **1519**	2	4 (Officer, 3 FF)	
Staff vehicle - SUV **1500, 1501, 1526, 1546, 1556**	1	2	
Utility Truck **1536**	2	2	

The Officer in Charge may adjust this level as needed based on personnel availability and the incident priorities.

Except for staff vehicles, one person may respond in an emergency mode only in an extreme situation after the OIC has asked them to respond.

Requests by an OIC to have a single person respond a vehicle in emergency mode shall be explained in writing (paper or email) to the Chief as soon as possible after the incident.

RESPONSIBILITY:

- Each employee is responsible to follow this policy.
- The OIC is responsible to ensure the appropriate number of personnel is responding to an incident on our apparatus.

-Reference NFPA 1710/1720 and Ohio Revised Code Chapter 4765

PURPOSE:

It is the intent of this policy to provide for safe and effective levels of personnel and equipment for fire responses, including a Rapid Intervention Crew (RIC).

SCOPE:

This policy applies to all Copley Firefighters responding to automatic aid responses to and from the cities of Fairlawn and Norton and Sharon Township.

POLICY:

For fires in structures, including smoke in a building, Copley, Norton, Fairlawn and Sharon fire departments will automatically respond based on the following:

Fires in Copley
(The Officer in Charge (OIC) shall increase or reduce this automatic response based on an incident size-up.)

North of Copley Road
Residential – Fairlawn will send an Engine Company
Commercial – Fairlawn will send a Ladder Company
Norton will send a RIC
Sharon will send a Pumper-Tender

South of Copley Road
Norton will send an Engine Company
Fairlawn will send a RIC
Sharon will send a Pumper-Tender

Fires in Fairlawn – South of SR18 (West Market Street)
Copley will send an Engine Company (1513 or 1523 depending on location)

Fires in Norton – North of Greenwich Road
Copley will respond an Engine Company (1513)

Fires in Sharon
Copley will send a Tender unless a different unit is requested

RESPONSIBILITY:

- Each employee is responsible to follow this policy.
- The OIC is responsible to ensure the appropriate apparatus and numbers of personnel are responding on automatic aid responses.

Request Defined Personnel Response Policy

FD305

Effective: 1/1/2010

PURPOSE:

It is the intent of this policy to provide for consistent and appropriate responses to requests for service.

SCOPE:

All members who respond to requests for service are affected by this policy.

POLICY:

- Response to requests for service will be based on safety, effectiveness and efficiency.
- The chart below lists the response of on-duty, off-duty and on-call personnel.
- The OIC may increase or decrease the response based on available personnel, dispatch information and all other size-up factors.

RESPONSIBILITY:

- Each employee is responsible to follow this policy.
- The OIC is responsible to ensure the appropriate personnel are accounted for when arriving at the scene or station from a request for service.

Type of Call	On-Duty	On-Call	Off-Duty
EMS	Initial Response	Up to two (2) personnel per operating period	All Call
Injury from Accident	Initial Response	Up to two (2) personnel per operating period	All Call
Serious Accident	Initial Response	**All Personnel**	**All Personnel**
Mutual Aid EMS	Response as Requested		No response if on-duty is unavailable
Rescue	Initial Response	Up to two (2) personnel per operating period	All Call
Water Shuttle	Two (2) Personnel		No response if on-duty is unavailable
Vehicle Fire	Initial Response	Up to two (2) personnel per operating period	All Call
Vegetation Fire	Initial Response	Up to two (2) personnel per operating period	All Call
Miscellaneous Fire	Initial Response	OIC will Determine	All Call
Structure Fire	Initial Response, Automatic Aid	**All Personnel**	**All Personnel**
Alarm Drop	Initial Response	Up to two (2) personnel per operating period to Station	All Call
Mutual Aid Fire	Response as Requested		No response if on-duty is unavailable
HAZMAT	Initial Response	Up to two (2) personnel per operating period to Station	All Call
Special	OIC will Determine	OIC will Determine	All Call

Fire Department Communications Equipment Policy

FD310

Effective: 9/15/2008

PURPOSE:

This policy establishes the requirements and uses for department communications systems.

SCOPE:

This policy applies to fire department employees only.

POLICY:

The department maintains three distinct communications systems: two-way radio, alphanumeric paging/text messaging and cellular phone/air card.

Each full-time member is assigned a two-way radio and will wear and use their portable radio while on duty.

Part-time employees have access to spare radios available at the station or in each vehicle; while on duty, they will wear and use a portable radio.

All members are assigned an alphanumeric pager or they may receive pages via text messaging on their personal cell phone. The employee is responsible to include text messaging as part of their phone plan; any costs associated with receiving text messages is the responsibility of the employee.

All employees while on-duty or on-call will wear their pager or cell phone and respond to pages or text messages from the department, dispatch or the Township, as defined in department response policies.

Cellular phones are assigned to the Chief, Assistant Chief, the Operations Captain and the OIC. Other phones are provided in the EMS units for contact with the hospital or other incident-related communications and a data phone allows for EKG transmission.

The OIC is required to wear and use the department phone while on duty.

Mobile Data Terminals (MDT) are in department vehicles for two-way communication with Dispatch and to provide a link to the Township's computer network for Firehouse Software, internet and preplan information.

MDTs are not intended for personal business and are limited to what is allowed in the Township Policy Manual.

RESPONSIBILITY:

It is the responsibility of the department's Assistant Chief (1501) and Operations Officer (1502) to provide personnel with their appropriate devices and training on their use.

Personnel will maintain their assigned equipment and use it appropriately, following Township policies and department procedures.

Radio voice and communications discipline is the responsibility of all members. What you broadcast on any wireless device is available for anyone to hear or use, be professional at all times.

PURPOSE:

This policy establishes the approved use of two-way radio systems by fire department personnel.

SCOPE:

This policy applies to fire department employees only.

POLICY:

The communications model provided by the Summit County Fire Chiefs Incident Command System is the basis for our radio traffic and we will use plain language.

The Summit County MABAS numbering system will be used, ie: 1500, 1510, 1511, 1513, 1516, 1518, 1519.

The radio identifier for the dispatch center is “Dispatch”.

The Officer in Charge is referred to as the “OIC”. Until formal command has been established at an incident, the OIC is in command of daily operations.

Inappropriate or derogatory language is unacceptable. Over the air transmissions are heard by anyone who wants to listen, be courteous and respectful at all times.

RESPONSIBILITY:

All personnel using two-way radio communications are responsible for what they transmit across the airwaves.

The OIC or IC will enforce radio discipline.

REFERENCE:

Summit County Fire Chief’s Incident Command System, June 2006

Dispatch by Type of Call Policy

FD312

Effective: 1/1/2010

PURPOSE:

It is the intent of this policy to provide for consistent and appropriate dispatches to requests for service.

SCOPE:

All dispatchers who dispatch requests for service are affected by this policy.

POLICY:

- Response to requests for service will be based on type, severity, and resource allocation and availability.
- The chart below lists the response of individual stations, multiple stations and off-duty personnel (All Calls).
- The OIC may increase or decrease the response based on available personnel, dispatch information and any other size-up factors.

RESPONSIBILITY:

- Each dispatcher is responsible to follow this policy.
- The OIC is responsible to ensure the appropriate personnel respond to a request for service.

Type of Call	Single Station	Multiple Stations	All Call
EMS	**YES**	By OIC Request	By OIC Request
Injury from Accident	**Station 1 District**	**Station 2 District**	By OIC Request
Serious Accident	NO	YES	**YES**
Mutual Aid – EMS	**YES**	By OIC Request	By OIC Request
Mutual Aid - Water Tender (Code 10)	**YES**	No	By OIC Request
Vehicle Fire	**YES**	By OIC Request	By OIC Request
Vegetation Fire	**Station 1 District**	**Station 2 District**	By OIC Request
Miscellaneous Fire	**YES**	By OIC Request	By OIC Request
Structure Fire	**Use The Auto Response Policy FD304 This is for fires in Copley only**		**YES**
Alarm Drop	NO	**YES**	By OIC Request
Mutual Aid – Fire	**YES**	OIC will determine	OIC will determine
HAZMAT	OIC will Determine	OIC will Determine	OIC will Determine
Special	OIC will Determine	OIC will Determine	OIC will Determine

PURPOSE:

This policy establishes the uniform standard for Fire Department employees.

SCOPE:

This policy applies to fire department employees only.

POLICY:

At the end of this policy is a list of official uniform items for Fire Department employees, as described in the CBA for full-time employees. The wearing of these items is defined below:

On-Duty:

1. The standard uniform is:
   - Class-B Shirt – uniform T-shirt may be worn underneath
   - Uniform pants
   - Uniform belt
   - Uniform Socks (white is ok if wearing over-the-ankle boots)
   - Uniform shoes or boots
2. Weather related additions/replacements include:
   - Tactical Polo replaces Class-B shirt
   - Job Shirt (Class B or uniform T shirt is worn underneath)
   - Uniform Jacket
   - Uniform Gloves
   - Uniform ball cap or knit cap – Special/seasonal hats may be worn with permission of the Chief
3. Class-B Shirts are required all year round if your activity includes a public presentation, i.e. public education, inspections, attending community functions, etc.
4. T-Shirts and Crew-neck sweatshirts are intended for sleeping, maintenance, training, etc. They are not a substitute for the Class-B or Tactical Polo.
5. Deviation from this standard is acceptable if approved by the Operations Captain or a Chief Officer.
6. Gray exercise/sleep wear may be worn at night or during exercise. The gray items are being replaced. Do not consider them as part of your normal uniform.
7. Wearing the Class A uniform will be designated for specific events and activities. The IC for those events will set the uniform class to be worn.

Off-Duty:

1. Fire calls – The purpose is your safety because your gear is your appearance
   - Clothing fabric must be “substantially cotton” – NFPA standard
   - Blue Copley Fire T-shirt, Sweatshirt or Job shirt is preferred to non-uniform shirts
   - Jeans or primarily cotton pants are acceptable

2. EMS calls – The purpose is your safety and a professional appearance
   - Jumpsuit (clean coveralls), blue T-shirt, sweatshirt are all acceptable.
   - Clean pants/jeans and shoes/boots covering the whole foot are required.
   - The On-Duty uniform standard applies if you choose to wear the Class-B or Tactical Polo shirt.
   - Jumpsuit is preferred to street clothes; Polo or Class-B uniform is preferred to jumpsuit.

3. Uniform items provided by the Township shall not be worn for personal use or the uniform item will be considered a taxable benefit.
4. Copley Fire-Rescue Association or IAFF Local 3130 wear is acceptable.
5. It is unacceptable to wear inflammatory, indecent, or otherwise inappropriate attire for a member representing the Copley Fire Department.

RESPONSIBILITY:

The OIC is responsible to enforce this policy.

All members are responsible to follow this policy.

UNIFORM ITEM LIST:

Class A	**Class B**
Blouse-Jacket	Shirt - Short Sleeve
Dress Pant	Tactical Polo
Dress Shirt - Short Sleeve	CFD T-Shirt
Dress Shirt - Long Sleeve	Pants
Dress Belt	Shoes
Dress Socks	Belt
Dress Hat	**Outer Wear**
Dress Tie	New York Style Workshirt
Jacket Badge	Coat with Winter Liner
Name Plate	Winter Gloves
Hat Badge	Navy Watch Cap
Tie Clasp	Ball Cap
Exercise Wear	Nomex Coveralls
Shirt	
Shorts	
Sweatshirt	
Sweatpants	