

**BURLINGTON TWP. FIRE DEPARTMENT**  
**STANDARD OPERATING GUIDELINE #40**

**DEPARTMENT ISSUED T-SHIRTS**

**Purpose:** The purpose of this policy is to have a uniform appearance when representing the Burlington Twp. Fire Department at specific events or meetings.

**Scope:** To ensure all members and cadets understand issued T-shirts are the property of the Burlington Twp. Fire Department, know the proper times to wear the T-shirt, and understand the requirements for its care.

**Requirements to receive a T-shirt:**

1. Members must be on the Burlington Twp. Fire Department a minimum of six months and be in good standing with the department. A member must sign the Burlington Twp. Fire Department T-shirt request form (attachment 1) prior to being issued a T-shirt.

**When to wear:**

1. The department issued T-shirt may be worn at the below events, meetings, and trainings:
  - a. All State or County Association meetings.
  - b. Open House Events.
  - c. Fire Prevention Events.
  - d. Outside trainings that do not include hands-on training.
  - e. When installing smoke alarms.
  - f. When conducting special business on behalf of the department.
  - g. When advised by the Fire Chief or Cadet Advisor.

**When not to wear:**

1. The department issued T-shirt will not be worn at the below events, meetings, and trainings:
  - a. The T-shirt is not for everyday wear. If you wish to have a T-shirt for everyday wear you can purchase them.
  - b. Hands-on training. If you do wear it to training, you must change the shirt during the hands-on training portion.
  - c. While doing any kind of activity that will damage the shirt.

**Proper care for, damage to, and replacement of T-shirts:**

1. T-shirts will always be kept clean, and ready for the next use.
2. Follow the tag instructions on proper washing of the T-shirt.
3. If the T-shirt becomes unsuitable for wearing out in public from normal wear, members must get with the Fire Chief for inspection.
4. If the T-shirt gets damaged while in your possession, you may be responsible for having it replaced.

**Leaving the Burlington Twp. Fire Department:**

1. If you leave the Burlington Twp. Fire Department the T-shirt shall be returned to the Burlington Twp. Fire Department.
2. If the T-shirt is not returned you will be liable for reimbursement at the current cost to replace it.

**BURLINGTON TWP. FIRE DEPARTMENT  
T-Shirt Request Form**

By signing below, I \_\_\_\_\_ understand this T-shirt is the property of the Burlington Twp. Fire Department and I will follow the above-listed rules for the care of the T-shirt and when to wear it. If I damage this T-shirt, I understand I am responsible for its replacement.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_