

Support Technician Uniform/Gear Issue & Return Requirements

The following are the personal issue and return requirements for personnel participating in the City of Virginia Beach Fire Department Volunteer Support Technician Program.

1. Upon notification from the VBFD Captain of Training, Support Technician personnel shall report to Resource Management on the designated date and time to be fitted for City issued uniforms and protective equipment.
2. Upon notification that uniforms and personal protective equipment are ready for pick up, Support Technician personnel shall report to Resource Management within Ten (10) business days to pick up and sign for all City issued uniforms and protective equipment.
3. All uniforms, protective equipment and identification provided are property of the City of Virginia Beach Fire Department and shall only be worn during events or activities supported by this department. Personnel using City issued uniforms, protective gear and identification shall comply with all VBFD Standard Operating Procedure (SOP) 1.03 Uniform Standards. Unauthorized use of City issued uniforms, protective equipment and VBFD identification is strictly prohibited.
4. Support Technician personnel are responsible for all uniforms, protective equipment and identification issued to them. All worn/faded uniforms shall be returned by the individual directly to Resource Management. All damaged uniforms, protective equipment or identification shall be returned to Resource Management for replacement.
5. When personnel resign from the Support Technician program, an e-mail shall be sent by the Volunteer Battalion Chief directly to the Battalion Chief of Resource Management with the individual's name and Fire Department I.D. number.
6. Upon departure from the City of Virginia Beach Fire Department Support Technician Program, all uniforms, protective equipment and identification shall be returned directly to Resource Management immediately by the individual to whom the items were issued. Failure to return all City issued uniforms, protective equipment and identification, will be turned over to the City's Fire Marshal's Office and will result in investigation with potential financial penalties or subsequent actions under Virginia State Law.
7. Upon receipt of all returned uniforms, protective equipment and identification from Support Technician personnel, an electronic copy of the return form and acknowledgment that all requirements for returned City issued uniforms, protective equipment and identification have been met shall be sent to the following positions: Volunteer Battalion Chief, Battalion Chief of Resource Management, Battalion Chief of Training and Car 6.