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| PORT OF OLYMPIAHarbor Patrol |  |
| Issuing of UNIFORMs | Policy 1.0 |
| PURPOSE: To establish a standard policy for the issuance and return of Uniform Clothing Items. | Adopted: 04/12/2022  Revised: |

#### policy

1. Port Of Olympia Uniform Items will be issued in two stages to coincide with recruited volunteers reaching established milestones.
2. Partial Uniforms Issued: A POHP Logo Cap and Logo Tee-shirt will be issued to each volunteer upon successful completion of the background check and UA drug screening administered by the Port of Olympia HR Department.
3. Full Uniform Clothing, Marina Gate Card and Padlock Key: Upon promotion to Certified Crew, a volunteer will be issued short and long-sleeved uniform shirts, black long pants, Marina Gate Card and Padlock key. They will also receive the Propeller Rank Pin to be worn on the right-side lapel.
   1. Name Tags will be ordered at that time.
   2. All volunteers provide their own black shoes and socks, and black short pants for warm weather wear if so desired. Volunteers are responsible to keep their uniforms clean and orderly looking and to be in proper uniform during duty.
4. Property of Port of Olympia: All uniform items issued by Port of Olympia remain the property of Port of Olympia and are to be returned in clean condition when a volunteer separates from Harbor Patrol.