

**MINISTRY OF AGRICULTURE, FOOD AND FISHERIES**

**LICENSING AND COMPLIANCE BRANCH  
COMPLIANCE UNIT**

<b>SECTION 1:</b>	GENERAL EQUIPMENT  ISSUANCE AND WEAR OF STANDARD UNIFORM COMPONENTS AND EQUIPMENT ITEMS
<b>STAFF AFFECTED:</b>	All Inspectors, including the Senior Inspector, in the Licensing and Compliance Branch.
<b>PURPOSE:</b>	To provide procedures for issuance and wear of Inspector uniform components and equipment items.  This procedure provides a current description of issued Inspector uniform components and equipment standards.
<b>ISSUANCE:</b>	Manager, Licensing and Compliance Branch.

**Manager Approval:**

**original signed by J. Hunter**  
Signature

**April 17, 2003**  
Date

**1.0 DEFINITIONS:**

**Manager** – means the Manager of the Licensing and Compliance Branch and includes the Senior Inspector except where specified otherwise.

**Insignia** – means an official badge or emblem of the Provincial Fisheries Inspector.

**Uniform** – Distinctive dress for purposes of Provincial Fisheries Inspector identification, work requirements and safety.

## **2.0 GENERAL:**

In this procedure, anything that may be authorized by the branch manager may also be authorized by the Senior Inspector.

### **A. UNIFORM COMPONENTS**

The following list itemizes and describes the standard uniform components issued to Inspectors at the time of hire:

- 1. Belt** Trouser belt – black, good quality leather, buckle with single prong, 1.5 inches wide.
- 2. Footwear**
  - a. Boots – black leather, lined with a 6” top
  - b. Rubber boots – gripped
  - c. Socks – “A” – Winter – heavyweight to match navy trousers; “B” – Summer – lightweight wool/synthetic mix, to match navy trousers
- 3. Handwear**
  - a. Neoprene Gloves
- 4. Headwear**
  - a. Ball cap type, navy, with “Provincial Fisheries Inspector” Crest
- 5. Jackets**
  - a. Gore-Tex jacket and pants – motor/traffic GTX jacket, navy blue; patrol fleece jacket/liner, navy colour; bicycle GTX pant, fly and pockets, reflective stripes, navy colour.
  - b. Basic jacket and pants, navy blue rubberized nylon.
- 6. Neckwear**
  - a. Tie – clip on, tie retainer
  - b. Tie clip – gold bar

## 7. Rainwear

See Item 5(a).

## 8. Shirts

- a. Shirt "A" – Winter – long sleeve, grey, polyester/cotton blend, pleated breast pockets with pen holder in left pocket only (6 units)
- b. Shirt "B" – Summer – short sleeve, grey, cotton/polyester blend, pleated breast pockets with pen holder in left pocket only (6 units)

## 9. Trousers and Shorts

- a. Trousers "A" – Winter – Trousers dress men's navy 65% wool/35% poly unfinished (one unit)
- b. Trousers "B", trousers men's navy poly/cotton blend side cargo pockets generic (4 units)
- c. Shorts "A" – Summer – cargo type shorts, navy, washable (2 units)

## 10. Miscellaneous

- a. Sweater – V-neck, long sleeve, heavy washable wool, navy
- b. Sunglasses and sunglass case with appropriate polarization, anti-reflective coating, maximum cost not to exceed \$50.00
- c. Badge
- d. Ministry ID card
- e. Embossed Name Tags

## B. INSIGNIA

The following insignia shall be worn on the uniform:

1. **Shoulder crest** – 4 inch cloth badge, Provincial Coat of Arms with words "Provincial Fisheries Inspector". Worn on both shoulders of shirts, jackets and ball caps.
2. **Name badge** – white lettering on dark blue plastic badge (military style) with first name or first initial and surname of Inspector, affixed above the right breast pocket of jacket.

**C. EQUIPMENT**

The following list itemizes and describes the standard equipment issued to Inspectors at the time of hire:

<b>Item</b>	<b>Quantity</b>	<b>Description</b>
Floater Coat	1	Mustang ThermoSystem Plus Coat with Beavertail (model MC1535)
Floater Pants	1	Mustang Integrity Bib Pant (model MP4222)
Inflatable Lifejacket	1	Mustang AirForce Automatic Backup with Harness (model 3019)
Binoculars	1	Buschnell Waterproof
35mm camera	1	Date/time stamp, maximum cost of each unit not to exceed \$75.00
Duffel Bag	1	Hockey style canvas bag, colour to match uniform
Flashlight	2	One 3 cell flashlight and one mini mag-lite
Briefcase	1	Suitable dimension/material, maximum cost up to \$50.00
Leatherman Tool	1	Make/model TBA by Sr. Inspector
Clipboard	1	Waterproof plastic storage-type clipboard

### **3.0 PROCEDURE:**

#### **3.A.**

##### **1. Uniform Components**

- a. Uniform components and insignia remain the property of the Licensing and Compliance Branch, subject to e, f, g and h (listed below).
- b. Newly appointed Inspectors shall receive the initial uniform components and insignia subject to the manager's discretion as to individual need.
- c. Inspectors that have already been provided described uniform components will not be entitled to new items, unless type/colour identified in policy have changed.
- d. Replacement of uniform components and insignia are at the manager's discretion.
- e. Inspectors who are dismissed or resign shall surrender all uniform components and insignia to the manager immediately upon dismissal or resignation.
- f. Inspectors who retire or leave the service due to medical circumstances
  - i. may keep uniform components, but must remove insignia from all retained uniform components as a condition of retention.
  - ii. shall surrender insignia as directed by this procedure or at the discretion of the manager.
- g. The manager may approve wearing worn or outdated uniform components by an Inspector for personal use, subject to the removal of all insignia.
- h. Insignia may be utilized for retirement gifts providing they are altered to preclude further field use.
- i. The Senior Inspector may approve or not approve any deviation from the requirements outlined in "d" and "e" above.

## **2. Equipment**

- a. The equipment listed above will be issued to each Inspector at the time of hire with the Branch, and all equipment is considered a one time issue.
- b. Inspectors that have already been provided described equipment components will not be entitled to new items.
- c. The items will remain in the Inspector's personal charge over the period of employment as an Inspector.
- d. The Inspector will surrender all equipment upon leaving the service for any reason (i.e., dismissed, resigned, retired or for medical reasons).
- e. The Senior Inspector may approve or not approve any request for deviation from the requirement to return all equipment.

### **3.B. APPLICATION OF SUPPLY, RECORDS AND RECEIPTS**

#### **1. Requests**

The manager is responsible for requesting the initial uniform supply and for approving replacement uniform supply. Orders will be placed through the Product Distribution Centre. Replacement supply and length of wear for uniform component is provided in Appendix 2.

#### **2. Records**

The Senior Inspector is responsible for keeping an up-to-date individual uniform supply record for each Inspector under his or her command.

#### **3. Supply**

The Product Distribution Centre is responsible for stocking supply and issue of uniform components.

### **3.C. WEARING OF UNIFORM**

While on duty during government working hours, Inspectors must wear the uniform of the day as listed below, unless otherwise authorized by the manager.

The manager, within the parameters outlined below, may issue guidelines outlining the conditions under which optional uniform parts may be worn.

Other requests for uniform component deviation for religious, cultural or any other reason deemed to be valid (i.e., medical) must be approved by the manager or Senior Inspector.

**1. Winter general duty uniform of the day – dates of commencement as specified by the manager.**

- a) shirt “A”
- b) tie and tie clip
- c) trousers “A”
- d) socks “A” or “B”
- e) boots
- f) belt
- g) ball cap
- h) insignia

**2. Summer general duty uniform of the day – dates of commencement as specified by the manager.**

- a) shirt “B”
- b) trouser “B” or shorts “A”
- c) socks “A” or “B”
- d) belt
- e) ball cap\*\*

\*\*Ball caps may be worn while performing the following duties:

- operating or working from boats
- while performing field duties

## APPENDIX 2 UNIFORM REPLACEMENT SCHEDULE\*\*\*

COMPONENT	NUMBER	ENDURANCE PERIOD IN YEARS
Belt	1	2
Boots	1	4
Ball Caps	2	5
Jacket – gortex	1	One time issue
Jacket – fleece	1	One time issue
Rain pants	1	One time issue
Nameplate, plastic	2	5
Neckties	2	1
Gloves - Neoprene	1	2
Gloves – Black Leather	1	2
Shirts “A”	6	2
Shirts “B”	6	2
Socks “A”	4	1
Socks “B”	4	1
Sunglasses	1	5
Sweater	1	3
Trousers “A”	1	2
Trousers “B”	4	2
Shorts “A”	2	2
Tie Bars	1	One time issue

\*\*\*This schedule is not to be considered as absolute. The endurance period provides a guideline as to where, under normal circumstances, replacement will occur, however replacement of uniform parts is not automatic at the end of the lapsed period.

**Should replacement be requested prior to the endurance period, the manager may approve replacement of any item.** The onus, however, is on the Inspector to show that the worn out or damaged uniform component resulted from on duty wear or tear or extraordinary circumstances beyond the Inspector’s control and requires the written approval of the manager or Senior Inspector.

Similarly, a uniform component which remains in good condition beyond the endurance period will not be replaced automatically.

Date of Final Policy:  
 April 17, 2003