

Uniforms & Equipment

Index Code: 501

Effective Date: 11/01/03 (Revised 11/22/16)

I. Purpose

The purpose of this directive is to establish guidelines for the issuance, care and use of uniforms and equipment owned, leased, or otherwise used by the Office of the Sheriff.

II. Policy

It is the policy of the Office of the Sheriff to purchase, issue, and utilize the best quality uniforms and equipment available within budgetary constraints, which meet the needs of personnel to successfully complete their required job tasks, while providing a safe work environment.

III. Quartermaster

The agency Quartermaster is responsible for the procurement and issuance of uniforms and equipment. The Quartermaster will maintain an inventory of all issued uniforms and equipment, indicating what each employee was issued and the date of issuance.

IV. Issued Equipment

The Office of the Sheriff provides all personnel with uniforms and equipment at no cost to the employee (See Index Code 501, Appendix A) except those items indicated in Index Code 502. Replacement of worn uniforms and equipment is available through the Quartermaster upon submission of a Supply Requisition Form (See Index Code 501, Appendix B) via the chain of command.

V. Replacement

A. Uniforms and equipment that have become outdated or worn will be turned into the Quartermaster prior to the issuance of a replacement. The employee requesting replacement must complete a Supply Requisition Form, and obtain his/her supervisor's approval for replacement.

B. Reimbursement for a member's personal property that is damaged or destroyed while engaged in any law enforcement duty is considered on a case-by-case basis. Requests for reimbursement must be submitted in writing, via

the chain of command, to the Chief Deputy. The circumstances surrounding the loss must be explained in detail. If the reimbursement is approved, a copy of the sales receipt must be submitted before a check can be issued to the employee for the fair cost of the replacement equipment.

C. Any property owned, leased, or utilized by the Office of the Sheriff which is lost, damaged, or stolen, will require a written incident report detailing how the property was lost, damaged, or stolen. A copy of the report will be submitted along with a completed Supply Requisition Form to have the property replaced.

VI. Compensation for Negligent Loss or Damage of Property

Employees are required to compensate the Office of the Sheriff for uniforms and equipment that have been lost, damaged, or stolen due to employee carelessness, negligence, failure to follow procedures, or neglect. Only the Sheriff or Chief Deputy may grant an exception to this requirement.

In cases where the required compensation is \$500.00 or less, it must be made in the form of a monetary reimbursement, with the employee allowed up to sixty days to complete the payment.

For compensation amounts exceeding \$500.00, a combination of monetary reimbursement along with the forfeiture of annual leave and/or accumulated compensatory leave may be used to achieve the total reimbursement amount, with up to one year being allowed for the employee to complete the compensation. The Sheriff will be the final authority in determining the method for reimbursement.

These guidelines are intended to be an administrative mechanism to obtain compensation for lost, damaged, or stolen property and/or equipment. They are applicable

in addition to any disciplinary action that may result from the incident.

VII. Cleaning of Uniforms and Equipment

All sworn members are responsible for the proper cleaning of uniforms and related equipment. Cleaning will be done by adhering to the manufacturer's recommendation(s), or by an equivalent alternative method.

VIII. Repairs and Alterations

All employees issued uniforms, regardless of assignment, are required to have on hand a clean well-fitting set of uniforms. Any employee, whose physical size and/or body weight has changed thereby necessitating re-measuring for uniforms, will submit a written request to be measured to the Quartermaster. Upon authorization to be re-measured, the Quartermaster will make the necessary arrangements and notify the affected member of the date and time to be measured.

Competent seamstresses/tailors are authorized to make repairs or alterations to uniforms, but such repairs or alterations must conform to the specifications prescribed by the Office of the Sheriff. The Quartermaster must approve all repairs and alterations, as well as the seamstress/tailor, in advance.

IX. Disposal of Uniforms and Equipment

No uniform, equipment, or parts of a uniform or equipment will be thrown away, sold, destroyed, or otherwise disposed of except by the Quartermaster.

X. Return upon Termination of Employment

Employees are required to return all uniforms and equipment to the Quartermaster upon termination of employment with the Office of the Sheriff. The Quartermaster is responsible for maintaining the necessary records of accountability concerning the return of issued uniforms and equipment

XI. Retirement identification

The Office of the Sheriff shall provide a retiring sworn officer with an identification card (as described by State statute and at cost to the retiring officer) within 45 days after the officer's retirement from the Office if the officer meets the following requirements:

1. Retired in good standing as a law enforcement officer for reasons other than mental instability; AND
2. Before retirement was:
 - a. Certified by the Police Training Commission;
 - b. Had statutory powers of arrest in the State; AND
 - c. Completed an applicable probationary period

XII. Proponent Unit: Division Support Services

XIII. Cancellation of Directive 501 dated 8/15/16

XIV. CALEA Reference 17.5.3

Sheriff Gary Hofmann