

# Uniforms and Equipment

**Index Code: 501**

**Effective Date: 11/01/2003; Revised 10/25/2022, 09/04/2024**

---

## **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 Queen Annes County 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 agency personnel, including volunteers, 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 personnel (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. All uniform or equipment purchases, whether

paid for by the agency or additional items requested and paid for by the individual, must also be submitted for approval via a Supply Requisition Form.

## **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A. Uniforms and equipment that have become outdated or worn will be turned into the Quartermaster prior to the issuance of a replacement.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 personnel requesting replacement must complete a Supply Requisition Form and obtain their 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 IPro Blue Team entry detailing how the property was lost, damaged, or stolen. For a stolen item or an item that must be entered into METERS, a case shall also be completed in CAD/RMS. A copy of

# Uniforms and Equipment

**Index Code: 501**

**Effective Date: 11/01/2003; Revised 10/25/2022, 09/04/2024**

---

the report will be submitted along with a completed Supply Requisition Form to have the property replaced. The IPro Blue Team entry will be routed through the chain of command and evaluated by the Administrative Services Commander to determine if the loss warrants an internal investigation, disciplinary action, and/or reimbursement by the employee. Concurrence of the Sheriff or his designee is necessary if disciplinary action or reimbursement is indicated as appropriate.

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 or his designee 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.

## **VI. Compensation for Negligent Loss or Damage of Property**

Personnel 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. This includes the failure to return issued uniforms and/or equipment upon separation from the agency. Only the Sheriff or Chief Deputy may grant an exception to this requirement.

In cases where the required compensation is \$500.00 or less or the agency member is a volunteer, 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

## **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.

# Uniforms and Equipment

Index Code: 501

Effective Date: 11/01/2003; Revised 10/25/2022, 09/04/2024

---

## 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 or upon order by the Sheriff or his designee.

## X. Return Upon Termination of Employment/ Volunteer Activity

Personnel are required to return all uniforms and equipment to the Quartermaster upon termination or resignation 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 one retirement identification card and one flat badge at no cost to the retiring officer within 45 days after the officer retires from the agency if the officer meets the following requirements. The Quartermaster will give the Sheriff or their administrative assistant a copy of the retiring officer's identification card upon issuance.

A. Retired in good standing as a law enforcement officer for reasons other than mental instability; and,

B. Before retirement was:

1. Certified by the Police Training Commission.
2. Had statutory powers of arrest in the State; and,
3. Any additional requests from the retired officer to purchase any other items will be considered and if granted by the Sheriff, will be provided after payment by the retiree at agency cost. The purchase of agency-owned firearm by a retiree in good standing is covered in Written Index 402.

An employee in good standing who is resigning may elect to purchase a badge for the full purchase price of a new badge. Any other items desired to be purchased by an employee who is resigning may be considered on a case-by-case basis for full replacement cost to the resigning employee at the discretion of the Sheriff. Firearms will not be sold to resigning employees due to the delay in procuring new replacement firearms unless explicitly approved by the Sheriff. Items of the uniform or equipment that inherently take a long time to order and receive that can be reissued to other personnel shall not be sold to vacating personnel.

# Uniforms and Equipment

Index Code: 501

Effective Date: 11/01/2003; Revised 10/25/2022, 09/04/2024

---

**XIII. Cancellation of Directive 501 Dated  
10/25/2022.**

**XIV. CALEA Reference 17.5.3.**

  
\_\_\_\_\_  
Sheriff Gary Hofmann

\_\_\_\_\_  
**Date of Signing**