

## **DEPARTMENT GENERAL ORDER 99-27**

OFFICE of the CHIEF OF POLICE  
REPLACES: SOP 404.05.00

DATE: March 12, 1999

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### **ISSUANCE OF UNIFORMS/EQUIPMENT**

#### **I. PURPOSE.**

To provide guidelines for the issuance and re-issuance of department uniforms and equipment to authorized users.

#### **II. GENERAL.**

The Police Department will furnish all uniform clothing and equipment worn by the bulk of department employees in accordance with the provisions established by SOP 300.46.00 through 300.46.05. Exceptions to this policy will be the secretary assigned to the Office of the Chief of Police and those personnel assigned to work in plain clothes.

The Commander of the Investigations and Support Bureau shall be responsible for all uniform and equipment purchasing, and any uniform or equipment purchase shall be conducted or authorized by that office. The process to outfit department employees with the necessary uniform/equipment items may vary according to circumstances. In some instances, a particular uniform item may be purchased via department invoice and subsequently issued to appropriate personnel in accordance with size information provided at an earlier date. In other cases, department employees may proceed to a uniform vendor with which the department maintains an account, and following being fitted for uniform and/or accessory items, pick the items up at a later time. An invoice for payment shall then be submitted to the department by the vendor.

Classes of uniform/accessory items which qualify to be re-issued following prior use are badges, cap pieces, jackets, raincoats, leather and nylon gear, batons, handcuffs, helmets, and weapons.

Certain uniform items may also be re-issued if same are determined to be in good condition and of proper fit.

Each individual employee will be required to sign for all uniform clothing and equipment received by them. Issued items shall then be listed on an inventory sheet specific to each employee, which shall subsequently be maintained in the employee's personnel file.

The costs of uniform cleaning and other types of routine uniform/equipment maintenance shall be the responsibility of each individual department member. However, should a uniform or specific item(s) of department equipment be damaged in the "Line of Duty," the department will be responsible for the repair or replacement of the damaged items. Should department uniforms or ancillary equipment be damaged, destroyed, or lost through negligence or deliberate abuse on the part of an employee, the department member responsible for the damage/loss may be required to assume the financial costs necessary to secure replacement items. Damage to department vehicles which may be incurred as a result of an auto accident shall not be included in the above requirement regarding the financial responsibility of individual employees.

### III. INVENTORY RECORDS.

Inventory records in regard to clothing, equipment, and other items which are issued to department personnel shall be maintained by the issuing authority. Such records shall be kept current and will be made available to the Chief of Police or appropriate bureau commander upon request. In addition to the preceding, uniforms and ancillary equipment which may be stored awaiting future use shall be inventoried on an annual basis, with the results documented for fiscal reference and planning purposes.

### IV. RETURN OF UNIFORMS/EQUIPMENT.

On those occasions where a department member terminates their employment with the Police Department, the employee shall be required to return all uniform items, equipment, and manuals that the employee has been issued. The Commander of the Investigations and Support Bureau shall take possession of these items and store those of suitable quality which may then be re-issued at a future date. Clothing or equipment items which are deemed unsuitable for further use shall be appropriately discarded.

Should an employee fail to return issued uniforms or equipment, their last paycheck may be held until all department-owned property has been delivered to the Commander of the Investigations and Support Bureau.

BY ORDER OF:

RICHARD T. MORRIS  
Chief of Police

RTM:dld

CALEA Reference 17.5.2