



CLOTHING ALLOWANCE

FC No.: 414

Date: 10-07-16

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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I. Clothing Allowance Categories

- A. The *categories and* amount of clothing allowance authorized will be *agreed upon by the department and the FOP (FOP Contract, Article 6)* and *have been* determined as follows:
 1. Formal *and Variety* - Officers are assigned to a unit involved in active police investigative functions 365 days a year. Business attire (e.g., suits/sport coats with shirt and tie, dress, or pant suit) or a combination of formal and informal attire that best suits the varying nature of the investigations which are the primary responsibility of the unit *is* required by the Chief of Police.
 2. *SAT - Officers are assigned to a Special Assignment Team.*
 3. Casual – *Officers are assigned to a unit where* casual attire (e.g., dress trousers, slacks and shirts, jeans, "T" shirts, cut-offs, etc.) *is required* by the Chief of Police as appropriate for the particular assignment.
 4. Partial – *Officers are assigned to a unit where* civilian attire, on a non-regular basis, *is* required by the Chief of Police.
- B. *Officers assigned to* the following units, in accordance with the above policies, are authorized to receive clothing allowances as indicated:
 1. Formal *and Variety*
 - a. Auto Theft Section
 - b. *Background Investigations Section*
 - c. *Criminal Investigations Division Administration*
 - d. District Investigative Sections
 - e. *Financial Crimes Section*
 - f. *Internal Affairs Division*
 - g. *Legal & Labor Division*
 - h. *Major Crimes Division*
 - i. *Policy and Planning Division*
 - j. Special Investigations Division
 - k. *Special Victims Investigations Division*
 2. SAT
 - a. *Special Assignment Teams*
 3. Casual
 - a. Fleet Coordinator
 - b. *SWAT Unit (Centralized)*

4. Partial
 - a. *Assistant Chiefs*
 - b. *Chief of Police*
 - c. *Director, Personnel Division*

C. The maximum annual allowances for each category shall be established in accordance with the current collective bargaining agreement in effect between the FOP Lodge 35, Inc., and the county government.

II. Procedure for Payment of Clothing Allowance

A. In order to receive a clothing allowance, regardless of category, the following conditions will apply:

1. The officer must be assigned to a unit that has been designated as eligible to receive a clothing allowance.
2. The officer must be assigned for at least one full pay period.
3. The officer must be responsible for performing all the duties and responsibilities of the unit to which the officer is assigned.

B. Regular Payment

1. *The clothing allowance shall be paid to the eligible officer in quarterly installments every three months from the time the officer is assigned. The amount paid to the officer shall be pro-rated and paid, on a quarterly basis, in January, April, July, and October.*
2. *Officers are reminded that when considering payment requests, clothing allowances are tallied by fiscal year (July to June).*
3. *On a quarterly basis, the Management and Budget Division will distribute the list of officers who received clothing allowance payments the previous quarter to each bureau chief and the Office of the Chief. The bureaus and Office of the Chief will make any necessary corrections and return the list to the Management and Budget Division.*

C. Advance Payment

Officers transferred to a position, which is a non-uniform capacity, shall receive a clothing allowance advance under the following conditions:

1. The officer must be transferred from a uniform to a non-uniform status for at least two full pay periods.
2. The officer must not have worked in the past calendar year in a unit which receives a **Formal and Variety** allowance.
3. The advance received shall be equal to the amount the member is entitled to annually.

D. Temporary Assignments

1. *Officers on temporary assignments from a uniform to a non-uniform status for at least two full pay periods will receive a clothing allowance.*
2. *The clothing allowance will be pro-rated based on the length of the temporary assignment.*

E. Shoe Allowance

1. *Shoe Allowance for Non-Uniformed Officers - Officers receiving a clothing allowance shall receive an annual shoe allowance.*
2. *Shoe Allowance for Certain Uniformed Officers - Officers requiring irregular shoes sizes that are considered "hard to fit" (i.e., size not available through police supply) shall receive an annual shoe allowance.*
3. *Officers who are assigned physical fitness training duties at the Training Academy shall be eligible for a shoe allowance for the purchase of running shoes. This shall not apply to members of a recruit class.*
4. *Bicycle Officers, who are assigned to bike duties, shall receive a shoe allowance to purchase bike shoes.*

- F. **Receipts**
Clothing allowance receipts are not necessary

III. Authorized Expenditures

- A. Purchase of clothing items shall be compatible with duty assignment.
- B. Repairs to clothing items not made by the **county** contractor are the responsibility of the officer. Non-uniform officers shall be permitted to have one pair of shoes per year repaired by the county contractor. The Supply Section maintains a list of current county contractors.
- C. The purchase or repair of jewelry, watches, glasses, sunglasses, or any other personal items is not an authorized clothing allowance expenditure, except under the provisions of section IV.

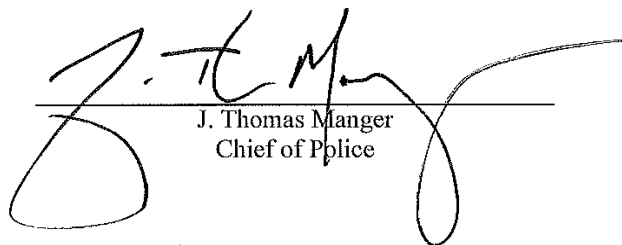
IV. Repair/Replacement of Personal Items

- A. The county will repair or replace personal items which are lost or damaged in the line of duty. The item must be moderately priced and an item normally worn with the style of clothing required in the unit of assignment. The loss or damage incurred cannot be the result of negligence.
- B. Civilian clothing worn by officers while operating *a* PPV/SOFV will be considered personal items.
- C. Requests for reimbursement will be in memorandum format to the Chief of Police via the chain of command and contain the following information:
1. Description of the item,
 2. Cost of the item and approximate date of purchase,
 3. Circumstances regarding the loss or damage,
 4. First endorsement by immediate supervisor, and
 5. Estimated cost of repair or replacement.
- D. The department is not responsible for personally purchased items of clothing or equipment (e.g., handguns, badges, flashlights, radios, etc.) which are nonessential or purchased and used in lieu of, or in addition to, equipment issued by the department.

V. CALEA Standards: 22.2.5

VI. Proponent Unit: Management and Budget Division

VII. Cancellation: *This directive cancels Function Code 414, effective date 01-28-99.*



J. Thomas Manger
Chief of Police