



Policy 1805

Subject	
CLOTHING ALLOWANCE	
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By Order of the Police Commissioner

Uniformed Assignments. Certain assignments require members to wear plainclothes not issued by the Baltimore Police Department (BPD). In such cases, the BPD shall reimburse certain sworn personnel who are required to purchase plainclothes as a regular part of their official assignments.

GENERAL

1. Authority to disburse a clothing allowance rests with the Police Commissioner or designee.
2. The clothing allowance shall not be paid to sworn members above the rank of lieutenant.
3. Sworn members who are eligible to receive the clothing allowance shall be paid at the annual rate of \$500.00 distributed in quarterly installments of \$125.00 at the conclusion of each quarter.
 - 3.1. Sworn members entering or leaving an assignment qualified for clothing allowance will receive a pro-rated payment at the conclusion of each quarter.
 - 3.2. A member must have been permanently assigned to a qualified assignment for at least half of the quarter (6 weeks) to be eligible for prorated payment.
4. The payment shall be entered in the bi-weekly payroll system database, covering the period in which the end of the calendar quarter falls, as directed by Fiscal Services.
5. Only permanently assigned members are eligible to receive a clothing allowance. Members detailed to an assignment eligible to receive a clothing allowance are not authorized to receive a clothing allowance.

Members Eligible for Clothing Allowance

1. All members permanently assigned to investigative duties in the below Divisions/Sections/Units are eligible to receive a clothing allowance:
 - 1.1. Criminal Investigation Division;
 - 1.2. Office of Professional Responsibility; and
 - 1.3. Media Relations Section
2. Members assigned to administrative functions within these Divisions/Sections/Units (e.g., property officer, administrative supervisor, etc.) are not eligible to receive a clothing allowance.

REQUIRED ACTION**Member**

Request to receive a clothing allowance by submitting a Request for Clothing Allowance, Form 135 to your Commanding Officer.

Commanding Officer

Approve/Disapprove requests for clothing allowance.

1. Return disapproved requests to the requesting member.
2. Forward approved requests to the Director, Fiscal Services.

Fiscal Services

1. Review and retain records for requests for clothing allowance.
2. Provide a quarterly listing of eligible recipients to unit payroll clerks for entry into the payroll database.

Payroll Attendance Clerk

1. Enter the amount payable to each eligible member in the payroll database on the last day of the pay period as directed by Fiscal Services and indicate it as comment #26, "Police Clothing Allowance."
2. Use the payroll account number established by Fiscal Services for payment of the Clothing Allowance.

APPENDIX

- A. Request for Clothing Allowance, Form 135

RESCISSION

Remove and destroy/recycle General Order R-5, *Clothing Allowance*, dated 5 February 2002 and all amendments.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Request for Clothing Allowance Form 135



BALTIMORE POLICE DEPARTMENT REQUEST FOR CLOTHING ALLOWANCE

Form 135

DATE

REQUESTOR INFORMATION		
<i>Requestor's Printed Name:</i>	<i>Rank:</i>	<i>Seq. #:</i>
<i>Assignment:</i>	<i>Contact Number:</i>	
<i>Requestor's Signature:</i>		
<i>Reason for Request:</i>		

FIRST LINE SUPERVISOR			
<i>Supervisor's Printed Name:</i>	<i>Rank:</i>	<i>Seq. #:</i>	<i>Date:</i>
<i>Supervisor's Signature:</i>			
<input type="checkbox"/> <i>Approve</i> <input type="checkbox"/> <i>Disapprove</i>	<i>Disapproval Reason:</i>		
<i>Comments:</i>			

COMMANDING OFFICER			
<i>Commander's Printed Name:</i>	<i>Rank:</i>	<i>Seq. #:</i>	<i>Date:</i>
<i>Commander's Signature:</i>			
<input type="checkbox"/> <i>Approve</i> <input type="checkbox"/> <i>Disapprove</i>	<i>Disapproval Reason:</i>		
<i>Comments:</i>			