

A. PURPOSE. To establish procedures for the issuance, re-issuance, and return of all departmental issued uniforms and individual equipment.

B. DISTRIBUTION OF UNIFORMS AND UNIFORM ACCESSORIES

1. Responsibility: The responsibility for the issuance and distribution of all department-owned uniforms and uniform accessories shall be placed with the Property Management Unit Supervisor who acts as the Quartermaster.
2. Request Procedures
  - a. Members of the Department shall prepare a Uniform Request in the records management system when requesting issuance, replacement, repairs or alteration of uniforms or individual equipment.
  - b. The completed request shall be submitted to the Support Services Division Commander or designee for review and authorization.
3. Issuance Procedures: When the authorized request is received, the Property Management Unit Quartermaster shall:
  - a. Review the request to ensure it is properly prepared and authorized.
  - b. Issue the requested items which are in supply.
  - c. Order items which are not in supply and notify the requesting employee when the items are received.
4. Return of uniforms and individual equipment
  - a. When an employee ends their service they shall schedule an appointment with the Quartermaster or designee to turn in all uniforms and equipment issued by the department.
  - b. If an employee is terminated, the Quartermaster or designee will assist in the recovery of uniforms and equipment. A list of uniforms and equipment not recovered promptly after notification of termination will be provided to the Support Services Division Commander for further action.

5. The property being replaced shall be returned to the Property Management Unit Quartermaster. If the uniforms or equipment was lost or disposed of as a biohazard, the requesting employee shall provide the Quartermaster with an incident number for the report outlining the reason for the re-issuance.
  
6. The Property Management Unit Quartermaster shall maintain an accurate inventory of all uniforms and individual equipment purchased by the Department and separate file of issued uniforms and individual equipment for each department employee.