



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



Subject: Uniform Clothing Allowance		Policy Number: ADM: 08
Revision Number: 11	Effective Date: 11/17/2025	Original Issue Date: 07/01/1990

1) PURPOSE

- a) The purpose of this policy is to establish a process for the reimbursement of uniform expenditures incurred by eligible commissioned officers of the Department of Public Safety.

2) POLICY

- a) It is the policy of the Department of Public Safety to reimburse each eligible commissioned employee and non-commissioned transportation inspector for uniform expenditures incurred as a result of Department requirements.

3) APPLICABILITY

- a) This policy is applicable to all commissioned officers and non-commissioned transportation inspectors of the New Mexico State Police Division of the Department of Public Safety.

4) REFERENCES

- a) § 29-2-13 NMSA, 1978
- b) CALEA Chapter 22 - Compensation, Benefits, and Conditions of Work

5) DEFINITIONS

- a) **Department** – Department of Public Safety.
- b) **Secretary** – Cabinet Secretary of the Department of Public Safety

6) OPERATIONAL PROCEDURES

a) Commissioned Employees

- i) Commissioned employees are required to maintain an adequate supply of approved uniforms or civilian clothing depending on duty assignments.
- ii) Eligible commissioned employees will accrue a clothing allowance contingent upon legislative appropriation. Reimbursement will be made as follows:



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- (1) Clothing allowance is accrued according to § 29-2-13 NMSA, 1978, at a rate established by the secretary, currently \$83.33 per month, for the purpose of purchasing authorized clothing, uniforms, and uniform items, which will be paid semiannually on the last pay day in June and December of each year.
- (2) Employees must work at least 40 hours during the accrual month to be eligible for the allowance. For purposes of this policy, Duty-Injury Leave, Annual Leave and Sick Leave all constitute time worked. Administrative Leave pending disciplinary action and Leave without Pay do not constitute time worked.
- (3) Newly commissioned employees will become eligible to accrue clothing allowance on the first day of the calendar month that follows the 120th calendar day of service.
- (4) The Cabinet Secretary may approve deviations from provisions of this policy.

b) Transportation Inspectors and Port Supervisors

- i) Transportation Inspectors are required to maintain an adequate supply of approved uniforms.
- ii) Eligible transportation inspectors and port supervisors will accrue a clothing allowance contingent upon legislative appropriation. Reimbursement will be made as follows:
 - (1) Clothing allowance is accrued at a rate established by the secretary, currently \$66.66 per month, for the purpose of purchasing authorized clothing, uniforms, and uniform items, which will be paid semiannually on the last pay day in June and December of each year.
 - (2) Employees must work at least 40 hours during the accrual month to be eligible for the allowance. For purposes of this policy, Duty-Injury Leave, Annual Leave and Sick Leave all constitute time worked. Administrative Leave pending disciplinary action and Leave without Pay do not constitute time worked.
 - (3) Newly hired transportation inspectors and port supervisors will become eligible to accrue clothing allowance on the first day of the calendar month that follows the 120th calendar day of service.
 - (4) The Cabinet Secretary may approve deviations from provisions of this policy.



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7) ATTACHMENTS

a) NONE

8) APPROVAL

APPROVED BY: _____

DPS Cabinet Secretary

DATE: _____

11/17/25

