Subject: Tool Allowance		Policy Number: ADM: 30
Revision Number: 02	Effective Date: 11/17/2025	Original Issue Date: 04/19/1997

1) PURPOSE

a) The purpose of this policy is to establish a process for the payment of a hand-tool replacement allowance for automotive and aircraft maintenance personnel of the Department of Public Safety.

2) POLICY

a) It is the policy of the Department of Public Safety to replace worn, broken, or outdated hand tools, which are no longer serviceable to adequately maintain or repair motor vehicles or aircraft.

3) APPLICABILITY

a) This policy applies to all Department of Public Safety, State Police Division, automotive, and aircraft maintenance personnel.

4) REFERENCES

a) NONE

5) DEFINITIONS

a) **Eligible Automotive and Aircraft Maintenance** Personnel – All personnel assigned to Fleet Management or Aircraft Section of the State Police Division, who perform automotive or aircraft equipment set-up, preventative maintenance, or repair of motor vehicles or aircraft.

b) **Allotment Period** – The first allotment period is July 1 – December 31. The second allotment period is January 1 – June 30.

6) OPERATIONAL PROCEDURES

a) All Department of Public Safety, State Police Division, Automotive, and Aircraft Maintenance personnel are required to maintain an adequate supply of operational and approved hand tools suitable for maintenance and repair of motor vehicles and/or aircraft.

Approved hand tools will be replaced at the department's expense in a sum not to exceed the individual employee's tool allowance for that fiscal year. Eligible automotive and aircraft maintenance personnel will be allowed to purchase replacement hand tools contingent adequate availability of funds. Tool allowance will be made available as follows:

i) Each eligible automotive aircraft maintenance personnel will acquire a tool allowance of $500.00 for every six (6) month allotment period for the purpose of purchasing authorized tools.
   (1) Newly hired automotive or aircraft maintenance personnel will become eligible to accrue tool allowance beginning with the first full allotment period following one year of satisfactory service.

ii) Automotive and aircraft maintenance personnel will only be authorized to make purchases semi-annually.

iii) The total tool allowance may be utilized by purchase order and requests must be submitted to the procurement section by June 1 of each year. This is necessary due to the closing of the fiscal year.
   (1) A balance may carry over from the first to second allotment period.
   (2) A balance will not carry over to the next fiscal year. An unused balance will be forfeited.
   (3) Balances are not transferable.

iv) An employee may opt to receive cash in lieu of purchase order. Only one payment method may be used during each allotment period.

v) Purchase orders will be accepted for automotive/aircraft repair tools only.

vi) The Chief of the New Mexico State Police or the Department of Public Safety Cabinet Secretary may approve deviations from these provisions, when deemed necessary.

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary