


Uniforms & Equipment		
	Uniform Reimbursement	Order 06.105

#### A. Policy

Employees of the Department assigned to the following positions will be provided with an annual uniform/equipment reimbursement allocation:

1. Detention Officers
2. Forensic Technicians
3. Parking/Traffic Enforcement Aides
4. Community Responders
5. Property Technicians
6. Commissioned Employees

#### B. Uniform/Equipment Reimbursement

1. Commissioned Employees
  - a. New commissioned employees are provided with a Recruit Kit
  - b. New employees, including lateral hires, will receive an allocation to be used during the first years of employment.
    - 1) New employees will receive \$2600 in uniform reimbursement funds (accounting for their first and third years) and a prorated amount of \$1100 (accounting for their second year) based on the fiscal year calendar (July 1 – June 30).
      - The maximum reimbursement allocation for each fiscal year will be determined prior to July 1<sup>st</sup> of the current fiscal year.
    - 2) At the beginning of the fiscal year during an employee's third year of employment, employees will become part of the \$1100 reimbursement

cycle.

- 3) Recruits in pre-academy and the academy will obtain approval from the Personnel Services Bureau (PSB) Sergeant prior to making any purchases with reimbursement funds.
- c. The Department will retain all equipment purchased through uniform reimbursement during the final 12 months of employment or the employee must reimburse the City at a pro-rated amount.
  - d. In the event an employee does not complete probation, all uniforms and equipment, issued and reimbursed by the City, must be turned in.
  - e. No equipment will be purchased by recruits in pre-academy or the academy without the permission of the PSB Sergeant.
  - f. Employees of the Department who become pregnant and require a larger ballistic vest to maintain proper sizing/ballistic protection, shall advise the PSB Sergeant of their need for a larger vest.
  - g. The Department will make one new ballistic vest accommodation for the pregnant employee. The employee must anticipate any special needs/future sizing concerns and choose one of the following accommodation options for the duration of the pregnancy and post-pregnancy. The accommodation options are as follows:
    - 1) The pregnant employee may switch to a larger ballistic vest from a rotating stock maintained by the PSB Sergeant. If the employee elects to switch out their originally issued ballistic vest for a larger one, they must turn in their originally issued ballistic vest to the PSB Sergeant.
      - Employees should consider the timelines and other factors associated with receiving new ballistic vest, to include the outer vest carrier, when ordering a new ballistic vest.
    - 2) The employee may purchase a larger ballistic vest, one time per employee pregnancy, at the expense of the Department. The employee must return their previously issued vest to the PSB Sergeant after the newly purchased vest has arrived.
  - h. In addition, at any time during or post-pregnancy, the employee may elect to have their newly assigned ballistic vest, or their originally issued one, tailored for better fit at the expense of the Department. The Department will

cover the cost of the re-sizing one time per employee pregnancy. A receipt for the re-sizing must be turned into OMBR for uniform reimbursement but will not be counted towards the employee's yearly reimbursement total.

- i. Within six months of returning to duty post-pregnancy, the employee must decide which ballistic vest they will keep for the remaining duration of the ballistic vest's 5-year lifespan. If the officer elects to switch back to their originally issued vest, they must turn in the other ballistic vest to the PSB Sergeant.

- 1) At no time will an employee be in possession of two Department issued ballistic vests.

- 2) The PSB Sergeant will keep OMBR advised of the employee's accommodation option decisions for ballistic vest lifespan and tracking purposes.

## 2. Professional Uniformed Employees

- a. Probationary employees will receive a pro-rated reimbursement allocation for the remainder of the fiscal year.
- b. The Department will retain all equipment purchased through uniform reimbursement during the final 12 months of employment or the employee must reimburse the City at a pro-rated amount.
- c. In the event a probationary employee does not complete probation, all uniforms and equipment issued and reimbursed by the City must be turned in.

## 3. Allowable Expenses

- a. The purchase and initial alterations of authorized Class A through Class D and Utility uniforms.
- b. The purchase of police related gear, to include:
  - 1) Approved firearms
    - a) Employees are limited to the purchase of a total of three weapons during their tenure with the Police Department.
    - b) The following is a list of weapons that may be purchased through the uniform reimbursement program, by sworn personnel, to be used for

work purposes:

- i. One optional on-duty weapon
  - ii. One optional back-up weapon
  - iii. One optional covert weapon
- c) Should an optional weapon be determined to be unserviceable by the Firearms Training Sergeant, the employee may be authorized to purchase a replacement weapon.
- d) Optional weapons purchased by employees must be retained for a minimum of five (5) years. In the event an employee leaves the Department for any reason other than retirement, prior to five (5) years from date of purchase, the employee must reimburse the City at a pro-rated amount. In the event an employee leaves the Department for retirement, prior to one (1) year from date of purchase, the employee must reimburse the City at a pro-rated amount based on the normal 5-year calculation
- e) Any weapon purchase must be approved through the employee's Chain of Command and the Firearms Training Sergeant, prior to any reimbursement.
- f) Approvals must accompany the Uniform Reimbursement Form in the form of a memo or the Personal Firearm Authorization Request.
- g) If an optional on-duty weapon and/or equipment item is purchased to replace Department issued equipment, the Department issued equipment will be turned in to the Firearms Training Sergeant or a Personnel Services Bureau Sergeant.
- 2) Night sights
- 3) External repair of weapons (with prior approval of Firearms Training Sergeant or designee)
- 4) Shooting glasses (as approved by the Firearms Training Sergeant or designee)
- 5) Hearing protection (as approved by the Firearms Training Sergeant or designee)
- 6) Templates

- 7) Reference materials (e.g., ARS manuals, field guides, etc.)
- 8) Clipboards
- 9) Briefcases/pursuit bags or cases
- 10) Flashlights, rechargeable batteries, light bulbs
- 11) Work shoes/boots, polish, shoe inserts
- 12) Approved knife
- 13) Gloves (non-weighted)
- 14) Special batteries/chargers/cases (needed for work related equipment)
- 15) Taxes & shipping/freight charges (must be shown on the receipt)
- 16) Additional handcuffs & soft restraints
- 17) Approved holsters for Department weapons (including "fanny packs" and purses with built in holsters)
  - If the employee elects to purchase their own optional approved duty weapon, they will be required to purchase their own approved holster.
- 18) Trigger locks for Department approved weapons
- 19) Nylon web gear or Porvair gear
- 20) Binoculars (no more than one set and \$500 every three years)
- 21) Thermal imaging devices (no more than one set and \$500 every three years)
- 22) Gun cleaning supplies
- 23) Gun safe (no more than one and \$500 every three years)
- 24) Approved batons
- 25) Flat badge & wallet
- 26) Multi-purpose tool

27) Commercial dry cleaning/laundry services for police uniforms (receipt must clearly indicate "Police Uniform")

28) Work related hand tools (with prior permission of appropriate Assistant Chief/Director - written permission must accompany reimbursement form).

4. Non-Reimbursable Items – Due to IRS guidelines, the following items are not subject to reimbursement:

- a. Socks
- b. T-shirts (any color)
- c. Other items without a general police insignia
- d. Other items not for police use

#### C. Reimbursement Guidelines

1. It is the intent to reimburse employees, per IRS rules, in a tax-exempt manner. As such, these guidelines are subject to revisions due to changes in federal tax laws.
2. Under normal circumstances, reimbursement will be made within three Fridays of the submittal date in the employee's regular paycheck (but without taxes or pension withholdings).
3. The guidelines for employees submitting receipts for reimbursement of approved uniforms and/or equipment includes, but is not limited to the following (employees should contact the Office of Management, Budget and Research for any recent changes in the reimbursement guidelines):
  - a. Employees will seek reimbursement on a Uniform and/or Equipment Reimbursement Form, using original itemized invoice.
  - b. Receipts must be for reimbursable items only (in the event non-reimbursable items are included on the receipt, the receipt will not be considered for reimbursement).
  - c. Cash register receipts or credit card slips that are not itemized must be accompanied by an itemized invoice.
    - 1) All credit card receipts must have the last 4 digits of the card number on the receipt for verification.

- 2) A copy of a credit card statement with the last 4 digits of the card number and the purchase listed may be submitted with the receipt if a vendor is unable to produce a receipt with the last 4 digits of the card number.
- d. Reimbursement requests must be for items of a reasonable quantity.
- e. Reimbursement requests must total at least \$25.
- f. Small sized receipts that are submitted must be taped flat onto white 8½ " by 11" paper.
- g. It is the obligation of employees to keep track of their allocated reimbursement monies (employees who seek more money than allocated will only be reimbursed up to their remaining amount).
- h. Clothing damaged in the line of duty will be reimbursed through existing procedures within the employee's division.
- i. If an employee is in doubt about the eligibility of a specific item, they must seek approval of the Office of Management, Budget and Research (OMBR) prior to purchasing the item.
- j. Reimbursement allocations cannot be carried over from one fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) to the next.
- k. Purchases made between June 1<sup>st</sup> and June 30<sup>th</sup> will not be reimbursed until July 1<sup>st</sup> of the next fiscal year.
- l. Upon separation from the Department, employees will turn in any ballistic vest purchased by the Department within the past five years.
- m. Separations – For all uniforms and equipment reimbursed during the last 12 months prior to their separation date, the employee may be required to return the uniforms and/or equipment to the Department or reimburse the City for the items at a pro-rated amount.
- No reimbursement will be made after an employee submits their notice of resignation.
- n. IRS Rule 1.62, as amended from time to time, for "Accountable Plans" shall apply to purchases which are reimbursed.
- o. Employees agree to notify the Department of any sale, return, exchange or other disposition of the uniform and/or equipment for which reimbursement is

made, within 14 days of the transaction.

- p. Such sale, return or exchange before the expiration of the useful life of the uniform and/or equipment may subject the City's reimbursement to treatment as payment under a non-accountable plan.
- q. The City reserves the right to inspect items for which reimbursement is made and require any information it deems sufficient to conclude the expense is attributable to Department business.

#### D. Replacement of Personally Owned Equipment

1. An employee who, while on duty, damages personally owned equipment, optional "Porvair", or nylon duty gear will be reimbursed for the replacement value of the equipment on a prorated basis, with supervisory recommendation.
2. Only items damaged in the line of duty (e.g., during training exercise, while apprehending suspect, in an accident on duty, etc.) will be considered for replacement/repair.
  - This may also apply to an item lost in the line of duty, such as an item disappearing during a physical altercation with an individual, provided the item was properly carried/secured and the loss was not due to negligence of the employee.
3. Where restitution is possible, reimbursed employees will seek restitution for the City as the case is adjudicated.
4. All Bureau Commanders/Managers are responsible for the review and authorization of all expenditures.
5. Employees will be reimbursed from itemized paid receipts.
6. All items damaged in the line of duty will be inspected by a supervisor and may become the property of the City upon reimbursement or replacement.
7. A memorandum explaining the circumstances surrounding the damage of the item will accompany the request for reimbursement.
8. Uniforms/clothing (shirt, pants, shoes, etc.) are prorated with a life span of one year and equipment (duty belt, flashlight, handcuffs, etc.) two years. It will be the employee's responsibility to provide receipt of date/amount of the original purchase.
9. The following illustrates the maximum reimbursement for certain items:



a. Watches - \$100

b. Sunglasses - \$100

10. Replacement of prescription glasses, contacts, hearing aids or dental items will not include the cost of any new exams or consultations and will not be prorated.

11. No reimbursement will be made for jewelry items.

12. No reimbursement will be made for personal tools, calculators, knives or similar items.

13. Unusual circumstances and/or situations outside of these guidelines may be reviewed on a case by case basis by an Assistant Chief/Director.