
NUMBER: 3.31

EFFECTIVE DATE: JULY 1992
REVISION DATE: JANUARY 2002

SUBJECT: UNIFORM ALLOWANCE AND UNIFORM MAINTENANCE

3.31.01 PURPOSE

It shall be the policy of the Wheat Ridge police department to require its uniformed personnel to wear distinctive, professional apparel that is functional and easily identifiable to the general public. In order to maintain this appearance, uniformed personnel will be required to update their uniform apparel intermittently. The purpose of this directive is to provide guidelines on the maintenance of uniforms to insure that our standards are met.

3.31.02 RESPONSIBILITY

- A. It shall be the responsibility of each uniformed employee to maintain his/her uniform in a manner that symbolizes the authority, trust, and confidence that the uniform represents to the citizens of Wheat Ridge and the members of the police department. Supervisors shall periodically inspect the uniform attire worn to insure that standards are being met.
- B. All police officers employed by the city of Wheat Ridge regardless of duty assignment, will maintain at least one complete, well-fitted uniform in good condition, in readiness at all times. Officers shall maintain a long sleeved uniform shirt, a tie, trousers, and the eight-point hat with hat badge, for special events. These items may be required apparel at the direction of a supervisory or command officer in an attempt to maintain consistency in certain situations.

3.31.03 UNIFORM ALLOWANCE

- A. Members assigned as "non-uniformed officers" of the Wheat Ridge police department may receive a clothing and uniform allowance. See Uniform Specification Document, Cleaning/Replacement Supplement.
- B. This allowance should be used for replacement of worn out uniforms or appropriate non-uniform work clothing. Each employee shall be constantly mindful of the condition and appearance of their uniforms and equipment. The employee should use excellent judgment regarding the decision to remove an item from service. Under certain circumstances, outlined below, the replacement of uniform apparel will be at the expense of the city.

3.31.04 REPLACEMENT OF UNIFORMS AT CITY EXPENSE

A. General Procedures

- 1. Uniform replacement to be made at city expense may be requested by a member through their supervisor, or a supervisor may require a member to replace a uniform item at city expense. Replacement may be authorized at city expense when an item is damaged, lost or stolen, as a result of official police duties. Replacement is also authorized as a result of normal wear.

Uniform or equipment that is lost, damaged, or worn out through negligence or improper care will not be replaced.

B. City Incident Report Required

1. Replacement of personal property – a city incident report form will be completed and submitted when any personal property is damaged, lost, or stolen as a result of official police duties. Examples of this type of replacement include eyeglasses, watches or sunglasses.