



# Uniforms & Equipment

S.O.P. #	ORIGINAL DATE	REVISION DATE	APPROVED BY
5.1	1/1/1994	2/1/2018	E. Fox, Chief of Police

## 5.1.1 DEFINITIONS

Department equipment and/or property includes the following

- A. All uniforms and equipment issued to employees.
- B. Department vehicles (when issued as PPV's), accessories, and department owned property contained therein.
- C. Department owned buildings including Crofton owned equipment and/or the property they contain.
- D. All other department equipment or property which comes into the possession of an employee at any time.

## 5.1.2 EQUIPMENT ISSUE

The department provides all sworn personnel with the uniforms and equipment to properly perform their duties at no cost to the employee. Appendix A lists the uniforms and equipment issued.

## 5.1.3 REPLACEMENT

The department will replace or repair uniforms or equipment which has been lost, damaged or destroyed in the line of duty or through normal wear and tear. Department property that is lost, damaged or destroyed due to carelessness, neglect on the part of the employee may be replaced at the employee's expense.

Replacement of an employee's personal property which is lost, damaged or destroyed in the line of duty will be done by the department on a case by case basis. An explanation of the circumstances of the loss or damage is required in writing. The explanation and any receipts for the replacement of the property will be submitted to the Chief of Police for approval.

## 5.1.4 REPAIRS AND ALTERATIONS

All officers are required to have well fitting and professional uniforms. Alterations may be completed by a competent tailor, any receipts will be submitted to the Chief of Police for reimbursement on a case by case basis.

## 5.1.5 DISPOSAL

Uniforms and equipment that is old or damaged beyond repair will be disposed of upon approval of the Chief of Police.

## 5.1.6 RETURN OF EQUIPMENT

All uniforms and equipment will be returned and inventoried upon termination of employment whether resigned, terminated or retired. Any non returned equipment or uniforms will be documented and may require reimbursement by the employee.