

Laurel Police Department – General Order
Chapter III, Section 600, Order 609 – Uniform and Equipment, Wearing and Care
March 30, 2016

3 / 609.05 POLICY

It is Department policy to provide all personnel with the equipment necessary to perform their duties.

3 / 609.10 PURPOSE

To establish Department policies and procedures for the wearing of issued uniforms and equipment and proper grooming standards.

3 / 609.15 DEFINITIONS

Command Staff	Rank of Lieutenant through Chief of Police
Department	Laurel Police Department
Employee	Sworn and Non-Sworn Personnel
Uniform of the Day	The authorized uniform worn by sworn personnel of the Patrol Division on that particular day

3 / 609.20 PROCEDURES

A. GENERAL

1. All members and employees are required to maintain a clean, neat, well-groomed appearance at all times.
2. Personnel are responsible for the proper care and maintenance of all issued equipment.
3. Supervisors are responsible for inspecting personnel to ensure that they are properly groomed and their equipment is kept in good working condition.
4. Personnel may not wear uniform items or use equipment that is not issued by the Department or approved by the Chief of Police.

B. ISSUANCE OF UNIFORM EQUIPMENT

1. The Quartermaster will ensure that upon the distribution of any uniform equipment to all Department personnel an equipment list is issued.
2. For sworn employees in the police academy, documentation will consist of the completion of a "Uniform Equipment Issue List" which will be initialed/signed and dated by the employee receiving the Uniform Equipment, as well as signed by the issuing employee.
 - a. Once completed, the uniform equipment Issue List will be maintained by the Quartermaster.

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3. For other Uniform Equipment distributions, the Quartermaster will ensure that a requisition is signed and dated by the recipient and the issuer.
 - a. Every item of Uniform Equipment issued must be listed on a requisition and be signed for.
 - b. Only uniform equipment listed in this order and approved by the Chief of Police will be issued, and only to employees whose assignment and/or position entitle them to that equipment.
 - c. A division commander must approve all other requests for uniform equipment not listed in this order prior to its issuance.
4. The Commander of the Bureau of Administration or designee will distribute and account for any communications or technical equipment issued to individual Departmental employees.
5. The Commander of the Bureau of Administration or designee will maintain a current record of all such items distributed to Departmental employees, which includes the serial number or any other particular identifier.
 - a. A copy of this record, including any updated record or change to the record, will be provided to the Quartermaster who will maintain a copy in each employee's Uniform Equipment file.

C. LOST AND/OR DAMAGED UNIFORMS OR EQUIPMENT

1. Personnel shall immediately report in writing to their immediate supervisor any loss of or damage to Departmental property assigned to or used by them.
2. The supervisor shall be notified immediately of any defects or hazardous conditions existing in any Department equipment or property discovered by personnel.
3. In cases where an employee is requesting replacement of damaged or unusable Uniform Equipment, the employee must return the damaged or unusable item(s) to the Quartermaster prior to a replacement being issued.
4. Personnel may be required to reimburse the Department, replace an item at their own expense and/or be subject to appropriate disciplinary action if an article of clothing or piece of equipment issued to the employee is lost, damaged, or cannot be accounted for through the employee's negligence.

D. QUARTERMASTER FUNCTIONS

1. Primary Duties:
 - a. Prepare annual uniform and uniform equipment budget.
 - b. Coordinate with vendors relating to the order of uniform components.
 - c. Is responsible for procuring uniforms and equipment for Police Department personnel.
 - d. Orders, receives and issues all uniform and equipment within a prepared budget.

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- e. Tracks all uniforms and equipment via an inventory system.
 - f. Maintains a record of each item issued to and returned by each member of the Department.
2. Uniform Issuance
- a. As soon as practical after a new employee has been hired; the Quartermaster is responsible for coordinating the issuance of new and/or used uniforms and equipment (if in overall good condition).
 - b. The Quartermaster maintains a record relating to each piece of equipment approved for use by Department members, and to whom the equipment is issued.
 - 1)Exception:
 - a) Weapons
 - c. Department records shall reflect an item's description, model number, serial number, and/or any other descriptive information.
 - d. Department owned clothing and equipment in-storage will be maintained in a state of operational readiness by the Quartermaster.
 - e. Personnel needing or returning an article of clothing or piece of equipment will complete and submit to the Quartermaster a request form for such clothing or equipment.
 - f. Before a used article of clothing or piece of equipment is re-issued, the Quartermaster shall inspect it to ensure that it is safe and suitable for use.
 - g. Used items found to be in need of alterations or repairs will be taken for those alterations or repairs, unless deemed impractical.
 - h. When used items are re-issued, the Quartermaster will account for these items in the inventory records.

E. WEARING OF UNIFORMS

- 1. Wearing of the Department uniform, or any part thereof, is authorized only when a sworn officer is:
 - a. On actual duty;
 - b. Traveling to and from duty;
 - c. Attending Department functions when its wear is prescribed;
 - d. While working in a Department-approved extra-duty employment opportunity;
 - 1)if wearing of the uniform is required
 - e. While working in a Department approved off-duty or part-time employment opportunity for which the uniform is required; or
 - f. At other times as directed by the Chief of Police or designee.
- 2. Stops made while in full or partial uniform traveling to and from duty will be limited to the obtaining of personal or household necessities and shall not include the purchase or consumption of alcoholic beverages.

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3. Class “A” Uniform
 - a. The Department’s Class “A” uniform is the dress uniform for wear at special ceremonies, funerals or other special events.
 - b. When worn, the Class “A” uniform shall be clean and pressed and present a professional appearance.
 - c. All metal badges and insignia worn on the Class “A” blouse (dress coat) shall be clean (without using cleaners or solvents that could cause damage to them).
 - d. The Class “A” uniform consists of the following:
 - 1) Dress blouse with Department patch sewn ½ inch below the shoulder seam;
 - 2) Laurel insignia on right and left blouse collar;
 - 3) Rank stripes sewn on the blouse sleeves for Sergeants and below;
 - 4) Badge worn in the holder on the left breast, and nameplate and service ribbons worn above the nameplate on the right breast pocket above the pocket;
 - 5) Long sleeve gray uniform shirt with black necktie;
 - 6) Rank insignia on the shirt collar;
 - 7) Blue uniform pants with royal blue stripe on side;
 - 8) Black or navy blue socks;
 - 9) Shiny shoes;
 - 10) Dress cap with cap plate;
 - 11) Leather gun belt with shoulder strap, magazine pouch, handcuff case and holster; and
 - 12) White gloves.
 - e. No decoration or insignia shall be worn on the Department uniform unless authorized by the Chief of Police.
 - f. All on-duty personnel wear the Department uniform unless a supervisor approves the wearing of civilian clothes.
 - 1) Exceptions:
 - a) personnel assigned to investigative functions;
 - b) personnel assigned to undercover, covert; or
 - c) personnel assigned to plain-clothes activities.
4. The wearing of combinations of uniform items not prescribed in this directive or others is prohibited.

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F. COMMAND STAFF UNIFORM

1. Command Staff are authorized to wear approved “patrol uniform of the day” or:
 - 1) Short or long sleeve white shirt with rank insignia on collar;
 - 2) Custom trousers with gold colored stripes
 - 3) Black shoes/boots;
 - 4) Navy blue or black socks;
 - 5) White short sleeve t-shirt (to be worn under uniform shirt);
 - 6) Patrol/commando style jacket (optional)
 - 7) Black V-Neck commando style sweater;(worn seasonally)
 - 8) Black tie;
 - 9) Patrol jacket; (worn seasonally)
 - 10) Alpha Flight Jacket which meets Department standards. (worn seasonally)

2. When Command Staff personnel work an evening or night shift, they are to wear the following uniform:
 - a. Department dark blue uniform trousers;
 - b. Department dark blue long or short sleeve shirt; or
 - c. Web gear with accessories; and
 - d. This uniform is also authorized for inclement weather as directed by the Chief of Police.
 - e. Black or navy blue short sleeve t-shirt

G. PATROL OFFICER UNIFORM

1. Unless otherwise directed by their supervisor or an officer of higher rank, patrol officers on-duty shall wear the following as their “uniform of the day”:
 - 1) Dark blue short sleeve shirt with the Department shoulder patch on the left shoulder of the shirt;
 - 2) Dark blue trousers;
 - a) Style Color “LAPD Navy Blue”
 - 3) Black Department-issued or approved gun belt, holster, keepers, handcuff case, and other pouches and accessories for the gun belt;
 - 4) Black or navy blue socks; and
 - 5) Navy blue, or black colored T-shirt worn under the blue uniform shirt.
 - 6) Seasonal changes:
 - a) Short sleeve shirts shall be worn May 1st through October 31st
 - b) The month of October is optional between short and long sleeve
November 1st is the official change over date to long sleeves
 - i. The shift supervisor may permit them to be worn at other times of the year based on the weather and temperature.
 - ii. Temperatures must be projected to be 70° or above.

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- c) Long sleeve shirts shall be worn during the transitional weather months of November through April
- d) The month of April is optional between long and short sleeve
May 1st is the official change over date to short sleeves
 - i. The shift supervisor may permit them to be worn at other times of the year based on the weather and temperature.
 - ii. Temperatures must be projected to be 70° or under.
- 7) Officers are not permitted to make or have made any alterations to any piece of the uniform or equipment unless authorized by the Chief of Police.
 - a) Exception:
 - i. Alterations pre-approved by the Quartermaster for the purpose of sizing to ensure proper fitting.

G. COLOR GUARD UNIFORM

- 1. Honor and Color Guard personnel shall wear the Class 'A' uniform with the following additions to the uniform:
 - a. The shoulder strap that attaches to the pistol belt, using the issued D-rings, is worn over the shoulder, laced under the shoulder loop, opposite the side the holster is worn, with the buckle facing the front.
 - b. The Class "A" uniform's shoulder patch will contain an Honor Guard "rocker patch" worn above the Department shoulder patch.
 - c. Will wear the royal blue lanyard.

G. CANINE OFFICER UNIFORM

- 1. The basic uniform for Canine Officers:
 - a. 'BDU' style navy pants;
 - b. 'BDU' style navy blue short/long sleeve shirts with sewn on name tag and badge (subdued);
 - c. Appropriate rank insignia (chevrons);
 - d. Black turtleneck shirt;
 - e. Black boots;
 - f. Nylon belt with accessories;
 - g. Holster;
 - h. Winter jacket by Alpha Industries; and
 - i. Black V-Neck sweater.

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H. BICYCLE OFFICER UNIFORM

1. The Bicycle Officer Uniform will only be worn by certified bicycle officers when they are assigned to ride the bicycle for at least 50% of their shift.
2. Officers riding Department issued bicycles wear a uniform that provides for higher visibility and versatility than the uniform worn by patrol officers, and depending upon the weather, consists of:
 - a. Grey short sleeved shirt with identifying Department-approved patches and markings;
 - b. Dark blue Tactical bike pants, gathered at bottom for safety;
 - c. Dark blue bike shorts or BDU style shorts;
 - d. Black/blue compression type shorts with padded rear section can be worn under any pants or shorts;
 - e. White or black socks may be worn with shorts;
 - f. Black socks must be worn with trousers;
 - g. Black athletic-type shoes;
 - h. Issued bike jacket;
 - i. Approved eye protection;
 - j. Black and white bicycle helmet with “POLICE” imprinted on side;
 - k. Cycling gloves; and
 - l. Black/navy blue turtleneck shirt and appropriate cold weather gear.
 - 1)In colder weather conditions a black colored balaclava may be worn.

I. RANGE OFFICER UNIFORM

1. When conducting firearms training or qualifications, Department Firearms Instructors or Range Officers may wear the uniform of the day, specified by the Range OIC, or other uniform that readily identifies them as Firearms Instructors or Range Officers.
2. Firearms Instructors or Range Officers may, depending upon the type of course in which they will be instructing, wear other clothing as deemed necessary by the senior Firearms Instructor.

J. INVESTIGATIVE ATTIRE

1. The investigator shall wear the appropriate business attire (non-uniformed) for normal-day-to-day activities.
 - a. Exception:
 - 1)Depending upon the nature of assigned duties or the type of investigation in which involved, wear plain clothes that present less-than business-like attire.
2. Investigative personnel are not eligible for clothing allowance checks during their ninety (90) day probationary period.
 - a. Once removed from probationary status, clothing allowance eligibility will begin in the next calendar quarter.

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K. COURT ATTIRE

1. General
 - a. Any officer appearing for any judicial or quasi-judicial proceeding as a representative of or for the Department shall wear either the Uniform of the Day or Business Attire and adhere to all other provisions of this order.
2. On-Duty
 - a. Full Uniform of the Day
 - 1) Bicycle Officer uniform is not authorized
 - b. Appropriate business attire
 - 1) Male officers are authorized to wear a sport coat or business suit with collared shirt and tie
 - 2) Female officers are authorized to wear a pants suit, dress, or skirt and blouse.
 - c. Canine Officer uniform
3. Off-Duty
 - a. Full Uniform of the Day
 - b. Appropriate business attire
 - 1) Male officers are authorized to wear a sport coat or business suit with collared shirt and tie
 - 2) Female officers are authorized to wear a pants suit, dress, or skirt and blouse.
 - c. Bicycle Officer uniform and casual style clothes are not authorized
 - d. Casual clothing will not be worn during court appearances when representing the Department.
4. Jury Duty
 - a. Employees summoned to jury duty will wear appropriate civilian business attire that does not identify them as a police department employee.
 - b. Employees will have their work attire available if they are released from jury duty and are available to return to work.

L. UNIFORM SPECIFICATIONS FOR NON-SWORN PERSONNEL

1. General
 - a. Unless otherwise directed by the Bureau of Administration Commander, non-sworn personnel office and administrative staff, while on-duty may wear the following uniform:
 - 1) Department-approved golf shirt or uniform shirt that clearly distinguishes them from sworn personnel ;
 - 2) Dark shoes; or
 - 3) Appropriate business or professional casual attire.

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2. Communications Personnel
 - a. Black khaki pants;
 - b. Blue polo shirts with Support Services and department logo on left breast;
 - c. Dark colored shoes;
 - d. Navy blue or black turtleneck;
 - e. Black or brown belt;
 - f. Dark colored socks;
 - g. May wear dark colored sweater over uniform shirt; and
 - h. Long-sleeved polo shirt in winter.

3. Animal Warden/Parking Enforcement Officer
 - a. Tan uniform trousers;
 - b. Dark blue polo shirt;
 - c. Black or dark colored t-shirt;
 - d. Dark colored turtleneck;
 - e. Black tennis-style shoes or boots;
 - f. Dark blue uniform jacket;
 - g. Dark colored socks; and
 - h. Inclement weather gear as needed.

4. Quartermaster
 - a. Dark colored trousers;
 - b. Department issued polo shirt with appropriate department or office designation
 - c. Casual professional attire;
 - d. Dark shoes;
 - e. Optional approved sweater; and
 - f. Dark colored jacket.

5. Volunteer Auxiliary
 - a. Members of the Volunteer Auxiliary will purchase, wear and maintain the following uniform, in a clean, well-kept, and appropriate manner.
 - 1)Black or dark blue dress slacks;
 - 2)White, short-sleeved or long-sleeved collared shirt with volunteer patch on left sleeve;
 - 3)Black footwear;
 - a) Polished shoes or boots
 - b) No “sneaker” shoes,
 - c) Plain black athletic shoes or boots in leather or simulated leather is acceptable
 - 4)Winter jacket will be of a khaki color with the volunteer patch on left sleeve; and
 - 5)An overall appearance should be neat, well groomed, and reflective of the Department uniform standards.

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M. INCLEMENT WEATHER APPAREL

1. Issued foul weather gear includes:
 - a. 'Gore-Tex' reversible rain suit
 - 1) Issued to:
 - a) Sworn Personnel; and
 - b) Parking Enforcement personnel.
 - b. Rain hats (or approved baseball style hats).

M. UNIFORM ITEMS

1. Issued Jacket
 - a. The dark blue patrol jacket may be worn at any time by an officer while on duty.
 - b. The jacket is considered an outer garment and when it is worn the wearer shall ensure that the jacket contains:
 - 1) A Department badge (cloth or metal);
 - 2) Nameplate or sewn-on name strip;
 - 3) Any special unit designation if authorized; and
 - 4) Appropriate rank insignia.
 - c. The Department shoulder patch shall be worn on the left sleeve.
2. Commando Style Jacket
 - a. Only the Department approved collared Alpha Flight Jacket is authorized for wear by sworn personnel as long as the following criteria are met:
 - 1) Purchased by individual officer at officer's expense to include nametapes;
 - 2) Badge patch and chevrons to be provided by the Department;
 - 3) Sewing of police patch, nametape, badge patch and chevrons will be at officer's expense and must meet standards described in this directive);
 - 4) Subdued patches are for Emergency Response Team and Canine Officers only;
 - 5) Shoulder brass will be worn for the rank of Sergeant and above, all other rank insignia will be on sleeve; and
 - 6) Black in color.
3. Uniform Sweaters
 - a. All Department issued or approved sweaters for officers are black and are "V-Neck" style.
 - b. When worn, all sweaters must have:
 - 1) Department shoulder patch affixed to the left sleeve;
 - 2) A badge on the left breast;
 - 3) The wearer's issued or approved name plate; and
 - 4) Appropriate rank insignia.
 - c. No sweater shall be worn with the Department's Class 'A' uniform.
 - d. The wearing of the V-Neck sweater to court is permissible provided the policies and procedures set forth in this directive are followed.

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4. Turtlenecks
 - a. Only Department issued or approved turtleneck shirts may be worn by personnel.
 - b. Unless otherwise directed by their supervisor or officer of higher rank, officers may wear the Department issued turtleneck under their uniform shirt.
 - c. The turtleneck may be worn as an outer garment, or as the only garment under a jacket in lieu of the uniform shirt or sweater.

5. Wearing the Black Tie
 - a. The Department issued tie is worn whenever the Department's Class "A" uniform is worn.

6. Shoes and Boots
 - a. When in uniform, all sworn personnel may wear a black athletic style leather or simulated leather shoe or boot.
 - b. Unless given an exception by a physician for a limited time, shoes will be worn with plain black or dark colored socks.
 - c. Combat type boots may also be worn, and shall likewise have a plain toe.

7. Nameplates
 - a. The issued nameplate is worn on the outermost garment, centered on upper flap of the right breast pocket.
 - b. Department-issued metal nameplates are gold in color.
 - c. Sewn-on or embroidered nametags may be worn if the Department approves them and if they comply with this directive.
 - d. "Serving Since" pin will be attached to the issued nameplate.

8. Awards and Medals
 - a. At the officer's discretion, issued ribbons and decorations may be worn on the uniform shirt.
 - b. Awards, decorations, or service medals shall be worn on the Class "A" blouse.
 - 1)When worn on either on the uniform shirt or the Class A blouse, they will be centered above the nameplate.
 - c. Unless authorized by the Chief of Police, no other pins, decorations or awards may be worn on any part of the uniform-of-the-day or Class "A" uniform.

9. Insignia
 - a. Chief of Police
 - 1)Wears rank insignia on the shoulder loops of the Class "A" uniform blouse and the outer jacket.
 - 2)The issued insignia are metal.
 - 3)The Chief of Police is authorized to wear Silver Eagles
 - b. Majors
 - 1)Wears rank insignia on the shoulder loops of the Class "A" uniform blouse and the outer jacket.
 - 2)The issued insignia are metal.
 - 3)Majors are authorized to wear Bronze Leaf Clusters

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- c. Captains
 - 1)Wears rank insignia on the shoulder loops of the Class “A” uniform blouse and the outer jacket.
 - 2)The issued insignia are metal
 - 3)Captains are authorized to wear Double Gold Bars
- d. Lieutenant
 - 1)Wears rank insignia on the shoulder loops of the Class “A” uniform blouse and the outer jacket.
 - 2)The issued insignia are metal
 - 3)Lieutenants are authorized to wear a Single Gold Bar
- e. Sergeant and Below
 - 1)Rank insignia is worn on the sleeves of shirts, jackets; Class “A” uniform blouse, etc. unless otherwise designated in this directive.
 - 2)Authorized to wear issued chevrons indicating rank

N. ISSUED LEATHER AND WEB GEAR

- 1. All issued leather and web gear are to be worn year round with Patrol uniforms:
 - a. Outer belt;
 - b. Inner belt;
 - c. Holster;
 - d. Double magazine pouch;
 - e. Handcuff case;
 - f. OC spray holder;
 - g. ASP baton holder;
 - h. Radio case
- 2. Only leather gear will be worn with the Class “A” uniform.
 - a. Officers may wear web or leather gear for normal patrol usage, as preferred.

O. ISSUED/APPROVED EQUIPMENT

- 1. Personnel may wear only Department authorized or approved equipment or apparel.
- 2. The following equipment and uniforms are issued/approved to appropriate Department personnel:
 - a. Magazine pouches for issued weapon;
 - b. Department-approved ammunition;
 - c. Body Armor;
 - d. Handcuffs and case;
 - e. Gold colored nameplate (2);
 - f. Department badge(s) (with gold panels containing blue lettering and gold seal in center);
 - g. Expandable baton and carrier;
 - h. Semi-automatic pistol;
 - i. Black leather/nylon gun belts;

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- j. Black holster with thumb-break snap, or other security device;
- k. Reversible dark-colored or high-visibility rain coat and pants;
- l. Multi-channel handheld portable transceiver and belt attachment with mike;
- m. Sam Browne shoulder strap;
- n. Metal or cloth rank insignia;
- o. Low-quarter shiny dress shoes (1 pair);
- p. Dark colored commando-type V-neck sweater;
- q. Dress hat with cap badge;
- r. High-visibility traffic direction vest;
- s. Black or navy blue baseball cap with cloth badge embroidered/sewn on;
- t. Dark blue long sleeve shirts (6);
- u. Dark blue short sleeve shirts (6);
- v. Black commando style jacket (only approved version);
- w. Dark blue trousers (6);
- x. Dark blue waist-length jacket;
- y. Dress blouse;
- z. Ties (black, clip-on) with tie bar;
- aa. Police ID cards (2);
- bb. ID badge case;
- cc. Hanging ID carrier;
- dd. Collar bars for Class “A” dress blouse;
- ee. Oleo capsicum (OC) spray and holder;
- ff. Custom trousers with blue stripe;
- gg. Gray long sleeve shirts;
- hh. Traffic template;
- ii. Slim Jim;
- jj. Evidence kit;
- kk. First aid kit;
- ll. Biohazard kits;
- mm. Navy blue pants with gold stripe (Command Staff only);
- nn. White shirts (Command staff only); and
- oo. Golf-type shirts with Department lettering (non-sworn employees as specified in this directive);

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3. The following equipment may be issued when requested:
 - a. Ticket book holder;
 - b. Fire extinguisher (take-home car);
 - c. Gloves;
 - d. Winter hat;
 - e. Emergency blankets;
 - f. Leg irons;
 - 1) Items require prior training before they will be issued
 - g. Spit hoods; and
 - 2) Items require prior training before they will be issued
 - h. Leg restraints.
 - 3) Items require prior training before they will be issued.
 - i. Suspenders

P. PERSONNEL UNDER SUSPENSION

1. Personnel under suspension pending a hearing for removal must turn in to the Quartermaster all issued Department property.
2. Whenever an employee is under suspension for a period of at least thirty (30) days as a result of disciplinary action(s) the employee shall be required to surrender to the Quartermaster, for the period of the suspension, issued badges and issued cards that identify the employee as an employee of the Department.
 - a. Department issued weapons shall be surrendered to the suspended employee's Division Commander.

Q. TERMINATED PERSONNEL

1. Employees upon separation from the Department shall surrender all issued Department property to the Quartermaster.
 - a. Department issued weapons shall be surrendered to the suspended employee's Division Commander
2. Failure to return non-expendable items may cause the employee to reimburse the Department for the fair market value of the article(s) and/or to be subject to appropriate sanction through garnishment of final paycheck.

3 / 609.25 LEGISLATION AND REFERENCES

City of Laurel Employee Handbook, Section 5. Standards of Conduct, Appropriate Dress

3 / 609.30 ANNEX

None