

Laurel Police Department –General Order
Chapter III, Section 600, Order 611 – Clothing Allowance Program
June 23, 2013

3 / 611.05 POLICY

It is the policy of the Department to maintain, within set guidelines, a Clothing Allowance Program for eligible members of the Department.

3 / 611.10 PURPOSE

It is the purpose of this general order establishes guidelines for eligibility, reimbursement and requirements for the clothing allowance program.

3 / 611.15 DEFINITIONS

BAPS	City of Laurel Department of Budget and Personnel Services
Sworn Employee	City of Laurel Police Officer

3 / 611.20 PROCEDURES

A. ELIGIBILITY

1. Sworn employees assigned to the Bureau of Operations, Special Operations Division (SOD), are required to wear civilian clothing and are eligible to receive reimbursement for clothing items purchased during their assignment.
2. Reimbursable purchases for ordinary street clothes including:
 - a. For Men: shirts, ties, pants, sports jackets, suits, belts and shoes; and
 - b. For Women: blouses, pants, skirts, dresses, blazers, suits, belts and shoes.
3. Specifically excluded are undergarments and socks and accessories such as watches, jewelry, wallets and purses.

B. REIMBURSEMENT AMOUNT

1. Sworn employees assigned to the Bureau of Operations, Special Operations Division (SOD) are eligible to receive a maximum of eight hundred dollars (\$800.00) of reimbursement for clothing items purchased during each fiscal year.
2. The Department will reimburse the sworn employee for any sales tax paid on these purchases.
 - a. Taxes will count toward the maximum reimbursement amount.

C. PROCESS

1. Eligible sworn employees must pay for clothing “up-front” and submit a receipt for re-imbursement.
2. Each, September 30th, December 31st, March 31st, and June 30th receipts for purchased clothing by eligible sworn employees shall be submitted directly to the Department Office Manager.

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- a. The Department Office Manager will submit the list of sworn eligible employees to receive reimbursement to BAPS.
3. BAPS will on a quarterly basis issue a check based on a submitted receipt amount, not to exceed two hundred dollars (\$200.00) per quarter, to the eligible sworn employee.
4. Eligible employees will be required to purchase necessary clothing items during the fiscal year and turn in the corresponding receipts to the Department Office Manager.
 - a. Receipts must clearly indicate:
 - 1) Officer’s Full Name and ID Number;
 - 2) Place of Purchase;
 - 3) Date of purchase; and
 - a) Must be within the current fiscal year
 - 4) Price paid for eligible items.
 - b. The Department Office Manager will be responsible for maintaining a log of purchases and an accounting of monies spent by each eligible sworn employee.
 - c. Any clothing allowance funds not used within the fiscal year will be forfeited.
5. If an employee assigned to SOD at the beginning of the fiscal year is transferred to another assignment before the next fiscal year, their clothing reimbursement will be prorated.
 - a. Mid-month transfers will also be prorated.
6. If a sworn employee is transferred into SOD after the start of the fiscal year, the SOD Sergeant-In-Charge is responsible for submitting the name of the eligible sworn employee to Department Office Manager.

3 / 611.25 LEGISLATION AND REFERENCE

None

3 / 611.30 ANNEX

CALEA Standard 22.2.5