

## UNIFORM REGULATIONS

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### UNIFORM ISSUE/ALLOWANCE

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**Purpose:** This directive establishes a departmental policy for the acquisition and issuance of clothing and accessories for uniform personnel.

**Policy Statement:** It is the policy of this Department that employees authorized to wear uniforms purchase those authorized uniforms and accessories from an authorized uniform vendor whose prices and quality meet the North Little Rock Police Department's uniform and equipment specifications.

**Summary of Changes:** Updated non-sworn and CSA uniform description (sec. 2.1 and 2.2). New format.

#### **Procedure:**

##### **1 Sworn Employees**

- 1.1 Sworn employees are authorized an annual uniform credit or clothing allowance in an amount as authorized by contract, the Chief of Police, and the City.
- 1.2 Uniform Assignments: Sworn employees assigned to uniform duties will receive an annual uniform allowance in the form of a credit balance with the Department's authorized uniform vendor. The authorized amount will be credited to the employee's account as soon as possible after the approval of the annual City budget.
- 1.3 Sworn employees completing their probationary period will receive a pro-rated allowance for the remainder of the year.
- 1.4 Sworn members assigned to a non-uniform assignment will receive a clothing allowance. This allowance will be paid by check or direct deposit as required by City policy or contract.
  - 1.4.1 Non-uniform assigned members have the discretion to receive a uniform allowance in lieu of a clothing allowance.
- 1.5 Sworn employees transferring from a non-uniform to a uniform assignment will receive a pro-rated uniform allowance credit upon transfer.
- 1.6 Sworn employees transferring from a uniform to a non-uniform assignment may elect to receive a pro-rated clothing allowance on the next payment date, provided the employee has served in the non-uniform assignment for more than two months, and has a credit balance with the uniform vendor equal to the prorated amount to be paid.
- 1.7 The transferring employee is responsible for contacting the Support Services Division Commander if he or she wishes to receive a pro-rated uniform allowance or clothing allowance.
- 1.8 Employees transferring from a uniform to a non-uniform assignment will keep and properly care for all uniform items issued or purchased with City funds. Uniform allowances are considered City funds.
- 1.9 Employees having a uniform allowance must use the credit before the cutoff date of November 20<sup>th</sup> of each year, or the Friday before if November 20<sup>th</sup> falls on a weekend. The Support Services Division Commander will remind members of the cutoff date by posting a notice on DHQ 30 days prior to the date.
  - 1.9.1 After the cutoff has passed, no additional purchases will be allowed.
  - 1.9.2 Employees needing uniform items after the cutoff date will contact the Support Services Division Commander for approval.
  - 1.9.3 Requested items will be approved on a case by case basis.

##### **2 Non-Sworn Employees**

- 2.1 The Department issued non-sworn member uniform consists of a pullover knit shirt, embroidered with the employee's first initial and last name on the right front side, and "North Little Rock Police Department" with the employee's division on the left side. Issued trousers or pants will be in a color to coordinate with the shirt. Footwear is not issued, however, should either be athletic shoes or flat dress shoes in a conservative color.
- 2.2 The Community Service Assistant uniform will consist of a white or gray polo-style shirt, with an embroidered CSA badge sewn on the left, and the employee's first initial and last name embroidered on the right, worn with navy blue utility pants. Footwear is not issued, however, should be conservative in color and style.
- 2.3 Non-sworn members that are not required to wear a uniform will comply with Policy Directive 15-05, *Dress, Non-Sworn Members*.
- 2.4 Non-sworn members do not receive a clothing allowance.

**3 Uniform Issue/Replacement**

- 3.1 All newly hired sworn employees will be issued one complete class A long sleeve uniform and one complete duty uniform, long sleeve or short sleeve at the employee's option, prior to attending the academy. Certified employees not attending the academy will be issued uniforms as required for their initial assignment.
- 3.1.1 Two weeks prior to graduation, employees attending the academy will contact the Department's Quartermaster or designee for issuance of additional uniform issue items as needed for the season and their initial assignment.
- 3.1.2 Prior to completing probation, sworn employees will receive a complete initial set of issue uniforms.
- 3.2 Uniforms and items sustaining non-repairable damage in the line of duty will be replaced without charge to the employee.
- 3.2.1 To obtain a replacement uniform or item, the employee must submit the damaged item along with an Incident Report or Intradepartmental Communication to the Quartermaster or the Support Services Division Commander describing how the damage was sustained.
- 3.2.2 If approved, the employee will be given a uniform issue request to take to the Department's uniform vendor.
- 3.2.3 Uniforms or items damaged due to an employee's negligence will be replaced or repaired at the employee's expense.
- 3.3 To properly track the use of the uniform budget line item, all items purchased from the uniform line item, other than authorized items purchased by employees using their uniform allowance credit, must be authorized by a uniform issue request obtained from the Department's Quartermaster or the Support Services Division Commander.

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Mike Davis  
Chief of Police