

**TITLE: UNIFORM AND EQUIPMENT
(REPLACEMENT OR REPAIR)**

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PURPOSE

The purpose of this directive is to establish and maintain a system for the replacement or repair of uniform items and/or equipment as it pertains to all sworn police officers and civilian staff.

DISCUSSION

Contained within this policy are three separate and distinct categories:

- Replacement or repair of department issued equipment;
- Replacement of department issued weapons that become stolen through no negligence on the officer's part;
- Replacement or repair of a member's uniform items that become damaged in the line of duty.

POLICY AND PROCEDURE

Individual members will be in complete uniform with equipment in good repair during each tour of duty or when assigned to functions. These procedures will assure members that repairable equipment will be repaired, worn out equipment will be replaced, and department issued equipment lost or stolen while in performance of their duties through no negligence or carelessness on the member's part, shall be replaced.

**Replacement/Repair of Department Issued
Equipment**

90.1.01 Members that have department issued equipment damaged or stolen, will immediately submit a written memorandum through the member's chain of command to the office of the Chief detailing the loss or damage. The member will then contact the property custodian for an immediate replacement of the item(s) that are necessary in performing the job assignment. These items will only be loaned on a temporary basis and will be documented and properly receipted by the property custodian.

90.1.02 The Budget Officer shall subsequently be notified of the request and shall advise on approval of repair or replacement as per budgetary constraints. If approval is obtained, the Fleet Maintenance Manager will be notified so the property can be re-issued or repaired.

90.1.03 All memorandums of request shall specify the circumstances of any damage or loss and will include supporting documents, if appropriate. Photographs will also be taken if deemed appropriate by the commander/supervisor.

90.1.04 The commander/supervisor will visually inspect the items and note on the memorandum whether the repair or replacement of the equipment is:

- A. Acceptable loss, damage, or destruction during required performance of duty.
- B. Chargeable to the member concerned due to negligence or misuse of City property

90.1.05 When the memorandum of request is returned to the Unit Commander or supervisor and the notation by the Chief's office is:

- A. Chargeable to normal wear or acceptable as occurring during required performance of duty, the member concerned shall take the memorandum to the property custodian for re-issue of equipment. The property custodian will retain the memorandum in file along with the damaged equipment.
- B. Chargeable to the member concerned, arrangements shall be made with the budget section for the member to pay for the item. After the Budget Officer issues a receipt for payment, the member shall report to the property custodian and receive a re-issue of equipment. The Fleet

Maintenance Manager will retain the memorandum in file, along with the damaged equipment.

Replacement of Department Issued Weapon(s)

90.1.06 When an officer's department issued weapon is stolen and no negligence was involved, the officer shall not be held liable if all reasonable precautions were used to safeguard that weapon.

- A. If an officer's locked residence is burglarized and the department issued weapon is stolen, the officer will not be held responsible if it is determined that the officer had taken reasonable precautions to safeguard the weapon.
- B. However, if the officer does not securely lock the residence, then reasonable care has not been taken and the officer shall assume the monetary loss of the weapon.
- C. Any time a weapon is to be secured in a vehicle, that weapon will either be locked in the trunk or secured in a locking rack provided for that purpose. In the case of SWAT members, the weapon will be secured in the locked trunk of the vehicle and the trunk will be further secured with a chain/lock provided for that purpose.
- D. Santa Fe Police Department Armorers shall not repair any personal weapons that are used as a matter of choice.
- E. In the event a personal weapon is discharged in the line of duty, that weapon may be seized as evidence and held for an undetermined amount of time.
- F. Immediately upon sustaining the loss of a department issued weapon or a loss of a weapon as described in the above paragraph regarding declared shortages, the officer will contact their commander/supervisor and make arrangements with a department Armorer to temporarily replace the weapon.
 - 1. The request for replacement of a weapon shall be in the form of a memorandum to the Chief of Police through the Chain of Command.

- 2. All memorandums of request shall specify the circumstances of the loss and will include a copy of the offense report.
- 3. The request will be reviewed by the unit commander /supervisor and will note on the memorandum before routing to the Chief's office, whether replacement of the weapon is:
 - a. Qualified for replacement by the department.
 - b. The loss was not due to any negligence by the officer and all reasonable precautions were taken.
 - c. There was an element of negligence by the officer.
- G. When the Chief of Police renders a determination of non-negligence, a notation to that effect shall be made before returning the memorandum to the officer concerned. The officer shall then take the memorandum to a department Armorer for re-issuance of a weapon. The Armorer will retain the memorandum on file.
- H. When the Chief of Police renders a determination of negligence, a notation to that effect shall be made before returning the memorandum to the officer concerned. The officer shall make arrangements with the Budget officer to pay for the weapon. After the Budget officer issues a receipt for payment, the Armorer shall re-issue a weapon. The Armorer will keep a copy of the memorandum and receipt on file.

Repair or Replacement of Uniform Items

90.1.07 Uniform items that are damaged other than by normal and usual wear in the line of duty will be repaired or replaced at the expense of the City of Santa Fe, providing that the damage is not the result of carelessness, negligence, or abuse on the part of the employee making the claim.

90.1.08 Non-uniform sworn employees will also be reimbursed in the event their clothing or equipment is damaged while in the performance of his/her duty.

90.1.09 When a member needs to make a request for either repair or replacement of a uniform item, a memorandum shall be submitted to the unit commander or supervisor through the chain of command.

- A. All memorandums of request shall specify the circumstances of any damage or loss and will include supporting documents, if appropriate. Photographs will be taken when deemed necessary by the area commander/ supervisor.
- B. The request will be reviewed by the unit commander /supervisor concerned who will note on the memorandum before routing to the Chief's office, whether the repair or replacement of the equipment is:
 - 1. Acceptable loss, damage, or destruction during required performance of duty.
 - 2. Chargeable to the member concerned due to negligence or misuse of City property.

90.1.10 When the memorandum of request is returned to the Unit Commander or supervisor and the notation by the Chief's office is:

- A. Acceptable as occurring during required performance of duty, then the clothing items will be replaced at Department expense (when all funds are expended from that budget line item, replacement costs will be taken from the member's clothing allowance).
- B. Chargeable to normal wear, the clothing items must be purchased with the member's clothing allowance.
- C. Chargeable to the member concerned, the clothing items must be purchased with the member's clothing allowance.

90.1.11 Uniform items eligible for repair or replacement shall include all personally owned uniform items as pertains to the members of the Santa Fe Police Department. Health aids such as prescription glasses, (prescribed by a licensed medical professional) shall be eligible when they meet the requirements for repair or replacement, dependant upon budgetary availability.

- A. The maximum allowable cost for replacement of prescription eyewear shall be \$200.00 and

replacement cost shall not include the cost of any related eye exams.

90.1.12 Items not eligible for repair or replacement shall include such personal items as wallets, watches, rings, or other jewelry. No uniform item shall be replaced when it is lost, damaged, or destroyed as a result of an employee's carelessness, negligence, or abuse.

- A. Additional personal items not eligible for repair/replacement are citizen band radios, cellular telephones, personally owned pagers, and any other items carried by the member for his/her own convenience and not at the direction of the Chief of Police.

90.1.13 The final decision in regards to repair and/or replacement of all items in this order shall rest with the Deputy Chief, who will direct appropriate action.

Physical Inspection

90.1.14 In all circumstances listed above, items that are damaged shall be made available to the concerned unit commander for a physical inspection. The unit commander shall make a determination as to whether the item can be repaired or if replacement is necessary.

90.1.15 When a determination has been made that the item shall be replaced, the officer shall submit, where practical, the damaged item to the property custodian, who will dispose of the item through proper methods and channels.

90.1.16 No item mentioned in this directive will be determined for reimbursement expense if the item is also covered by insurance.

90.1.17 There will be no reimbursement for any item destroyed or damaged by normal wear.

Miscellaneous

90.1.18 Replacement of uniform articles or plainclothes articles, purchased originally with a purchase order from the City of Santa Fe, will be accomplished from funds from the individual

affected employee's clothing allowance or remaining budget thereof.

90.1.19 Should the employee's clothing allowance not have a sufficient balance, and the article is critical to the employee's ability to function properly, then contingency funds, should they exist, may be utilized to pay for the replacement.

90.1.20 All clothing/article replacements shall be addressed on a case by case basis.

Drafted (awm) 03/03

APPROVED: 
BEVERLY K. LENNEN
Chief of Police

DATE: 07-23-04