

GENERAL ORDER

08/10/94

UNIFORM AND EQUIPMENT ISSUANCE AND REPLACEMENT

This order establishes the policies for issuing and replacing uniform and equipment items and outlines responsibilities of the Property Control Section.

I. POLICY

A. ISSUANCE

1. **RESPONSIBILITY.** The Property Control Section shall issue vouchers to members for uniform and equipment items. In addition, each member shall have a record on file with the Property Control Section itemizing all issued uniform and equipment items. Issued uniform and equipment items remain the property of the Department.
2. **ALTERATIONS/DEFECTS.** Except in cases of defects or faulty workmanship, once the voucher has been signed by the member, exchange or alteration of a uniform item is the responsibility of the member.

B. REPLACEMENT. Issued uniform and equipment items that are lost, damaged, destroyed, stolen or rendered unserviceable in the line of duty will be replaced, provided that the loss, damage or theft did not result from the member's negligence or failure to exercise reasonable care of the item.

1. **EVIDENCE.** Issued uniform or equipment items held for evidence may be replaced pending disposition upon submission of a memorandum.
2. **CLAIMS.** A member shall not submit an indemnification claim (SFPD 208 and/or SFPD 209) for any city-owned uniform or equipment item (see DGO 3.15, Personal Property Claims).
3. **REPORT, INVESTIGATION, INSPECTION**
 - a. A member shall submit a report on memorandum to his/her commanding officer stating the circumstances surrounding the loss, damage or theft of any issued uniform or equipment item.

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- b. The commanding officer shall review the memorandum and certify that the circumstances were as stated, inspect the item (if applicable), and determine whether the loss, damage, or theft resulted from the member's negligence.
 - c. If the commanding officer determines that a damaged item is serviceable, but the member disagrees, the matter shall be resolved by the Uniform and Safety Committee. The member must submit a written request to the Committee stating why he/she disagrees with the commanding officer's decision and include his/her original request for replacement. The Committee's findings will be final.
4. RETURN OF OLD ITEM. Before being issued a replacement, a member may be required to return the old uniform or equipment item.
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