



## REQUESTING UNIFORMS & EQUIPMENT

**Directive: 6 – 103**

Date of Issue: July 2013    Amends/Cancel: N/A

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### I. PURPOSE

The purpose of this Directive is to establish policy and procedures in regards to requesting uniforms and equipment.

### II. POLICY

The Department of General Services Maryland Capitol Police (DGS-MCP) will provide an orderly and efficient system to allow uniformed employees the ability to acquire needed uniforms and equipment and provide management with the data, records and other information needed for budgetary and planning issues.

### III. PROCEDURES

- A. The Chief of Police (or his designee) will determine what comprises the standard issue for uniforms and equipment. This list will meet or exceed all criteria set forth in the employee's respective collective bargaining unit. When a new employee is hired, the quartermaster will provide the new employee with a complete set of uniforms and equipment. If items need to be ordered for the employee, the quartermaster will place the order in a timely manner.
- B. Employees needing additional equipment, replacement equipment or uniforms will complete a Form 120 and forward it to their immediate supervisor.
- C. At a minimum, the following information will be included on the form:
  1. Rank and name of the employee;
  2. Detachment where the employee is assigned;
  3. Telephone number(s) where the employee can be contacted;
  4. Quantity and complete description of the items requested, including sizes, etc;
  5. Signature of the requesting employee, supervisor, and the date; and
  6. If the officer is requesting replacement uniforms or equipment, the officer will include the reason(s) for the request.

D. When the uniforms and/or equipment arrive, the quartermaster will promptly notify the employee's supervisor that the items have arrived. The supervisor will then be responsible for making arrangements for the items to be picked up from the quartermaster.

E. Accountability

1. In the event equipment and/or uniforms are lost or damaged, the employee will submit a memorandum to his/her immediate supervisor, in addition to completing and submitting a Form 195 to the quartermaster. When damaged or worn equipment or uniforms are being replaced, the quartermaster may require the employee turn in the used items before being issued replacements.
2. The quartermaster will require that employees to sign for any piece of equipment or uniforms that are issued to them. It is the responsibility of the employee receiving the equipment or uniforms to check the items and make sure the items listed on the form are the same they have been given before signing the form. It is assumed if an officer signed for a piece of equipment or uniforms, the officer received the items on the date the form was signed.
3. If an officer has a problem obtaining uniforms and/or equipment, the officer will contact his/her the immediate supervisor and then, if necessary, the problem will be addressed through the chain of command.