

ADMINISTRATIVE REGULATION**Restricted Uniforms**

Number: AR 2018-57
Eff. Date: March 1, 2018
Supersedes:
Date: Feb 28, 2018
City Manager's Approval: 

SECTION 1. PURPOSE & POLICY

As required by the Internal Revenue Service (IRS), the purpose and policy of the Restricted Uniforms administrative regulation is to provide an accountable plan for Restricted Uniforms to be considered a non-taxable fringe benefit.

SECTION 2. DEFINITIONSRestricted Uniforms

Restricted uniforms are unique in purpose, are a condition of employment with the City and use of items defined as restricted uniforms are restricted to on duty hours or as determined by Department Head or City Manager in official representation of the employee's position. Specific items comprising a restricted uniform is defined by written Department and/or Personnel Policy. Departmental policies may include additional restrictions beyond this policy and each employee is responsible to be knowledgeable of those regulations within their respective departments. Departmental policies specific to uniforms, not incorporated in the Personnel Policy, will be provided to the Finance Department to determine compliance with IRS regulations, City policy and application during the ordinary course of City operations.

Police Department Restricted Uniforms

Uniform shirts (long sleeves, short sleeves), hats, pants, gloves, vests, tactical vests, traffic vests, winter jackets, windbreaker jackets, rain jackets or any clothing items issued by the Aztec Police Department and worn while on duty, for training or on special assignment. Class "A" uniforms are a restricted uniform. Uniform components including name tags, badges, emblems, etc. are considered part of the restricted uniform.

Any police uniform and any other uniform equipment issued by the Aztec Police Department may not be worn except when acting in an official police capacity unless permission is obtained from the Chief of Police or designee. All uniforms are the property of the Aztec Police Department and shall be returned upon separation from the police department.

Each employee will be held accountable for all issued uniforms and equipment. Loss or destruction of uniforms or equipment that is not a result of employee negligence will be replaced by the Department. Negligence or carelessness could result in disciplinary action and/or reimbursement from the employee. A memo to the chief is required on all lost or damaged equipment.

SECTION 3. ACTION NECESSARY

The email dated March 1, 2018 along with attached Administrative Regulation will serve as acknowledgement to all City Employees. All employees have access to a City email address. All employees are responsible to check their city email during work hours and are accountable for items that are sent out via email.

The City of Aztec Personnel Policy and all current administrative regulations are available to employees on KIVA and from the Human Resource Department.