

CITY OF LAS VEGAS
ADMINISTRATIVE REGULATIONS



SUBJECT: UNIFORM SUPPLY AND ALLOWANCE

ADMINISTRATIVE NUMBER A-96-138
REVISION: December 5, 2016
SUPERCEDES: All
EFFECTIVE DATE: January 11, 2013
PAGE(S) 3

APPROVED BY:



Richard R. Trujillo, City Manager

I. PURPOSE:

To revise Administrative Regulation A-96-138 on uniform supply and allowance for labor trade, City employees and Department Directors.

II. OBJECTIVE:

To revise the allowance amount and add a partial uniform which will be determined by the Department Director.

III. SUMMARY:

AN ADMINISTRATIVE REGULATION AMENDING ADMINISTRATIVE REGULATION A-96-138 SETTING FORTH UNIFORM SUPPLY AND ALLOWANCE FOR LABOR TRADE; CITY EMPLOYEES AND DEPARTMENT DIRECTORS

SECTION I.

PROCEDURES: The City of Las Vegas will issue full or partial working uniforms to all regular status employees in labor trades or outdoor positions. This uniform

program is intended to create a sense of professionalism for the organization of the City of Las Vegas, and also a form of identity for the city of Las Vegas to the general public.

All such employees shall be supplied on July 1, a daily working uniform. This issuance shall be provided once every two years. Each department shall supply its employees with either a full uniform or partial uniform which will be determined by the Department Director.

A full uniform will consist of: five (5) pairs of specified pants, five (5) specified duty shirts (blue, black or tan in color) and a specified working jacket (brown, black or blue in color). The pant, duty shirt combination will be the same for all employees within the department. A partial uniform will consist of: two (2) pairs of specified pants and two (2) specified duty shirts (blue, black or tan in color).

Boots shall be provided by each department and two options will be available as to the type of boot that it to be utilized in the field. These options will include the slip on boot or a lace up boot. All boots will possess a steel "safety" toe and the color of boot shall be brown or black in color for all employees.

A winter or summer jacket is to be furnished by each department and the color of the jacket shall be brown, black or blue in color and is to be the same color for all employees.

SECTION II.

SUPPLY: Upon regular status employment, eligible employees will be issued, for the first time, a specified working uniform. Full Uniform to include five (5) specified working duty shirts, five (5) specified working pants, one (1) pair of steel "safety" toe working boots, and one (1) winter or summer working jacket every (2) years. The employer will provide one (1) winter or summer coverall as required by the employee's job at the discretion of the director every two (2) years. Partial Uniform to include two (2) specified working duty pants, two (2) specified duty shirts and one (1) pair of steel "safety" toe working boots. These items are to comprise a department working uniform. Only regular status employees who have successfully completed their probationary period shall be eligible to be supplied the initial clothing supply and allowance.

REPLACEMENT: If the employee can demonstrate to the satisfaction of his/her director that a uniform(s) is/are damaged in the line of duty the employer shall replace it.

ALLOWANCE: A clothing allowance of \$150.00 will be paid in the off year for the purpose of replacing damaged and/or worn uniforms. The \$150.00 allowance will be

arranged as follows: The first half \$75.00 will be arranged during the month of July and the second half \$75.00 will be arranged during the month of January.

SECTION III.

QUALIFICATIONS FOR UNIFORM ALLOWANCE: Clothing allowance shall be issued only to those employees who qualify and meet the following conditions;

- A. Regular status employee who has successfully completed probationary status.
- B. Regular status employee who has been issued a complete working uniform.
- C. Regular status employees who utilize at the job site the working uniform for a period of not less than three (3) consecutive months prior to the allowance period set forth here in this regulation.

SECTION IV.

USAGE: It will be mandatory for all regular status employees issued a working uniform to wear the complete uniform during working hours with the exception of the jacket.

Employees will be expected to maintain the working uniform in a fashion acceptable to the Department director and the City Manager. Refusal to wear or maintain a working uniform will be grounds for disciplinary action and it shall be the Department Director's responsibility to enforce use of the working uniform.

Any regular status employee who is terminated or resigns is required to turn in the issued working jacket.

SECTION V.

DEPARTMENT DIRECTOR'S ATTIRE: Department Directors are required to dress in a professional manner, therefore, a working uniform and uniform allowance shall not be issued to Department Directors. Department Directors shall be issued a specified working jacket and a pair of specified steel toe boots (black or brown in color). If replacement of these items shall occur when these items are worn to a point where they no longer can be utilized, the City Manager shall authorize the replacement of these items.

EFFECTIVE DATE: September 14, 1994

SUBJECT: Personnel

A-94-112

AN ADMINISTRATIVE REGULATION
THAT PROVIDES UNIFORM ALLOWANCE FOR
LAS VEGAS POLICE DEPARTMENT PERSONNEL

SECTION 1. Authorized Personnel

- 1.1 All Commissioned Officers including the Chief of Police, Dispatchers, Detention Officers, Animal Control Officers, Police Custodian, Maintenance Personnel, and Mechanic, shall be entitled to receive \$400.00 uniform allowance annually.
- 1.2 The uniform allowance disbursement shall be issued in two (2) separate checks, in October (\$200.00) and April (\$200.00).
- 1.3 The uniform allowance shall be used by authorized personnel to maintain the cleaning of all uniform articles, replacement and repair of shirts, pants, and footwear.

SECTION 2. New Employees

- 2.1 Upon hiring of authorized personnel, the Police Department shall supply uniforms specified by Department Guidelines.
- 2.2 New authorized personnel shall be employed with the City of Las Vegas Police Department a minimum of one (1) year prior to receiving their first uniform allowance check. The first check will be issued the first October or April after the employee completes his/her year probationary status.

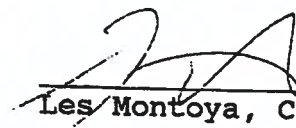
SECTION 3. Department Director Responsibility

- 3.1 It shall be the responsibility of the Chief of Police to submit a current list of authorized personnel to the Finance Director in September and March of each year. A Purchase Order for each authorized person shall be submitted for payment, otherwise the City cannot issue checks to employees.

- 3.2 The City of Las Vegas Police Department, through the authority of the Chief of Police, shall replace jackets, leather gear, (other than footwear), badges, patches, or any other item not listed in Section 1.3 of this Administrative Regulation on an "as needed" basis.
- 3.3 The Chief of Police shall submit a cost analysis annually to ensure that this budget line item has sufficient funds for operational expense to the Finance Director.

SECTION 4: Use of Uniform

- 4.1 All commissioned police officers, dispatchers, jail personnel, animal control officers, police custodian, maintenance personnel and mechanic, are required to wear their assigned work uniforms during regular and assigned work hours.
- 4.2 Investigators and Juvenile Crime Personnel are not required to wear a uniform while on duty but shall maintain two summer uniforms and two winter uniforms in the event they are called to perform patrol duties. Investigators are required to wear slacks or dress pants, shined shoes or boots and a tie should they choose to wear civilian clothes. Juvenile Crime Personnel do not have to wear ties but must dress appropriately for their assignment. The Supervisor of the Investigations Division, and the Supervisor of the Juvenile Crime Unit, may direct their personnel to wear a uniform when the assignment requires them to do so.
- 4.3 Narcotics Personnel are required to dress appropriately for their assignment(s). They are also required to maintain two summer and two winter uniforms, in the event they are called for patrol duties.
- 4.4 The responsibility to enforce this regulation rests on the Chief of Police and all Supervisors under his command.



Les Montoya, City Manager

10-11-54

Date

114. Parking of Apparatus

Parking of apparatus, on routine assignments, within no parking areas shall not be permitted.

115. Training - Minimum Requirements

- a. The Operations & Inspection Officer has the responsibility to see that members receive at three (3) hours of training per person per month.

116. Records

Shall be kept of all training and personnel attendance.

117. Clothing

- a. All members shall wear the appropriate clothing as approved or required by the Operations & Inspection Officer. At no time shall personnel be without a shirt.
- b. Helmets, shields and gloves shall be required on drills where danger of falling or flying objects may exist. Where injury to hand may occur, members will be required to wear gloves.

118. Reports

- a. Upon returning from an alarm the driver of the apparatus responding shall complete the proper apparatus reports. Report shall include necessary information, if a report is not filled out, person signing report may be called back in to finish the report.
- b. Any relevant information or data not called for in the department fire report form shall be reported by the appropriate member in a supplemental report.
 1. Malfunction of the fire department's first aid equipment at the scene of an emergency.
 2. Improper first aid procedures performed by law enforcement personnel.

3. Any extrication procedues causing injury to victim through the use of various rescue tools.
- c. Problems with the law enforcement personnel:
 1. Lack of cooperation.
 2. Arguments or disagreements occurring on emergency scenes.
- d. Citizens that are irate due to our actions and cannot be calmed. Include those cases where a police officer must be called to restrain the citizen.

119. Fire Report Entries

- a. All fire report entries shall be written or printed clearly and neatly using blue or black pen.
- b. No pencil entries or erasures shall be made.
- c. Fire report shall be made for all emergency calls, public service, smoke reports, etc..

120. Uniforms - Department Insignia

- a. The official department shoulder insignias will be provided by the department and attached to both the dress and work jackets and all uniform shirts and summer coveralls by the employees.
- b. The insignia is to be placed on the left and right sleeves with the top of the insignia one (1) inch below the shoulder seam, centered on the sleeve.

121. Name Tag

- a. Gold metal will be furnished by the department.

122. Badge

- a. Gold metal will be furnished by the department.
- b. Lapel pins will be furnished by the department.

New Employees:

- a. Upon hiring of authorized uniform allowance personnel the Fire Department will supply uniforms specified by the department uniform and appearance regulations.
- b. New authorized uniform allowance personnel shall be employed with the City of Las Vegas Fire Department for six (6) months prior to receiving their first uniform allowance check.
- c. After the first six (6) months, each employee will accumulate uniform allowance at a rate of \$25.00 per month.

Department Director Responsibility:

- a. It shall be the responsibility of the Operations & Inspections Officer to submit a current list of authorized uniform allowance personnel to the Finance Director in October and in April of each year.
- b. The City of Las Vegas, thru the authority of the Operations & Inspections Officer shall replace jackets, boots, badges, insignias or any other item not listed in Section 1.3 of the Administrative Regulation on a "as need" basis.
- c. The Operations & Inspections Officer shall submit annually, a cost analysis to insure that this budget item has sufficient funds for operational expenses.

135. Badges and Identification Cards

These procedures are designed to establish uniformity in methods used in the issuing, maintenance and ordering of departmental identification cards and badges.

136. Identification Cards

Identification cards shall be issued to all fire department members. Title of rank-all members shall have their exact title on the identification card.

CITY OF LAS VEGAS
RESOLUTION NUMBER 82-43

A RESOLUTION ADOPTING A GENERAL POLICY FOR THE LAS VEGAS
FIRE DEPARTMENT PAID PERSONNEL.

WHEREAS, it is important for the safety of the general
public as well as paid personnel of the Las Vegas Fire Department
for the City to adopt a general policy concerning rules and
regulations for the fire department.

NOW, THEREFORE, THE CITY COUNCIL, THE GOVERNING BODY OF THE
CITY OF LAS VEGAS, HEREBY RESOLVES that: The attached General
Policy for the Las Vegas Fire Department be and is hereby adopted
for use in regard to all paid personnel of the Fire Department.

PASSED, APPROVED and ADOPTED THIS 16th day of December, 1993.



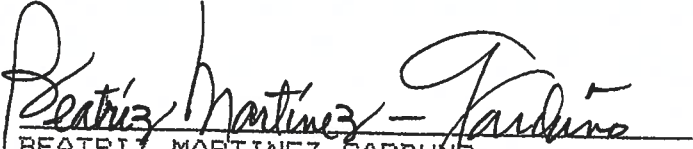
TONY MARTINEZ JR., MAYOR

ATTEST:



CARMEN GONZALES, CITY CLERK

REVIEWED AND APPROVED BY:



BEATRIZ MARTINEZ-GARDUNO
CITY ATTORNEY