



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
ADM: 08	
EFFECTIVE DATE: 07/20/2017	ORIGINAL ISSUED ON: 07/01/1990
REVISION NO: 10	

SUBJECT: UNIFORM CLOTHING ALLOWANCE

1.0 PURPOSE

The purpose of this policy is to establish a process for the reimbursement of uniform expenditures incurred by eligible commissioned officers of the Department of Public Safety.

2.0 POLICY

It is the policy of the Department of Public Safety to reimburse each eligible commissioned employee and non-commissioned transportation inspector for uniform expenditures incurred as a result of Department requirements.

3.0 APPLICABILITY

This policy is applicable to all commissioned officers and non-commissioned transportation inspectors of the New Mexico State Police Division of the Department of Public Safety.

4.0 REFERENCES

A. § 29-2-13 NMSA, 1978

B. CALEA Chapter 22 - Compensation, Benefits, and Conditions of Work

5.0 DEFINITIONS

A. Department – Department of Public Safety.

B. Secretary – Cabinet Secretary of the Department of Public Safety

6.0 PROCEDURE

A. Commissioned Employees

1. Commissioned employees are required to maintain an adequate supply of approved uniforms or civilian clothing depending on duty assignments.
2. Eligible commissioned employees will accrue a clothing allowance contingent upon legislative appropriation. Reimbursement will be made as follows:
 - a. Clothing allowance is accrued according to § 29-2-13 NMSA, 1978, at a rate established by the secretary, currently \$83.33 per month, for the purpose of purchasing authorized clothing, uniforms, and uniform items, which will be paid semiannually on the last pay day in June and December of each year.
 - b. Employees must work at least 40 hours during the accrual month to be eligible for the allowance. For purposes of this policy, Duty-Injury Leave, Annual Leave and Sick Leave all constitute time worked. Administrative Leave pending disciplinary action and Leave without Pay do not constitute time worked.
 - c. Newly commissioned employees will become eligible to accrue clothing allowance on the first day of the calendar month that follows the 120th calendar day of service.
 - d. The Cabinet Secretary may approve deviations from provisions of this policy.

B. Transportation Inspectors and Port Supervisors

1. Transportation Inspectors are required to maintain an adequate supply of approved uniforms.
2. Eligible transportation inspectors and port supervisors will accrue a clothing allowance contingent upon legislative appropriation. Reimbursement will be made as follows:
 - a. Clothing allowance is accrued at a rate established by the secretary, currently \$66.66 per month, for the purpose of purchasing authorized clothing, uniforms, and uniform items, which will be paid semiannually on the last pay day in June and December of each year.
 - b. Employees must work at least 40 hours during the accrual month to be eligible for the allowance. For purposes of this policy, Duty-Injury Leave, Annual Leave and Sick Leave all constitute time worked. Administrative Leave pending disciplinary action and Leave without Pay do not constitute time worked.
 - c. Newly hired transportation inspectors and port supervisors will become eligible to accrue clothing allowance on the first day of the calendar month that follows the 120th calendar day of service.
 - d. The Cabinet Secretary may approve deviations from provisions of this policy.

7.0 ATTACHMENTS

NONE

8.0 APPROVAL

APPROVED BY: S/ Scott Weaver **DATE:** July 20 , 2017
DPS Cabinet Secretary