

FAYETTEVILLE POLICE DEPARTMENT
FAYETTEVILLE, ARKANSAS 72702

GENERAL ORDER # 17

SUBJECT: QUARTERMASTER SYSTEM

CROSS-REFERENCE: 41.3.5 GROOMING AND UNIFORM
REQUIREMENTS AND SPECIFICATIONS

DATE APPROVED BY COP: April 11, 2002


Chief Rick HOYT

PURPOSE: To establish guidelines for the implementation and operation of a Quartermaster system.

ORDER: All commissioned Police Officers of the Fayetteville Police Department are directed to adhere to the guidelines contained within this General Order pertaining to the issuance and replacement of items contained within the Authorized Uniform and Equipment List.

PROCEDURES:

A. New Officers

1. Contact the Uniform/Equipment manager for issuance of an entire set of uniforms and necessary equipment.
 - a. Three pairs of designated pants.
 - b. Three short sleeved shirts.
 - c. Three long sleeved shirts.
 - d. Three pairs of BDU pants.
 - e. Three short sleeved BDU shirts.
 - f. Three long sleeved BDU shirts.
 - g. Specified footwear (Class-A and Inclement Weather).
 - h. All other specified uniform and equipment as defined on the Authorized Uniform and Equipment List.

B. Incumbent Officers

1. Must contact their Lieutenant to request replacement of worn or damaged uniforms and/or equipment.

- a. Lieutenant must visually inspect the item in question and agree that it should be replaced.
 - b. Lieutenant must complete a Uniform/Equipment Replacement Form.
 - c. The completed form must be forwarded to the Uniform/Equipment Manager.
 - d. The Officer making the request must bring the damaged/worn item to the Uniform/Equipment Manager where it will be exchanged or marked for a replacement.
- The department will be responsible for providing hemmed uniform pants and uniformed shirts with sewn on patches. Any other alterations will be the responsibility of the Officer unless otherwise authorized by the Officer's Lieutenant.
 - Although some items will be kept in stock, some will have to be ordered. Uniform suppliers have varying degrees of waiting time to deliver certain items so officers will have to be patient while the process takes place.

**FAYETTEVILLE POLICE DEPARTMENT
UNIFORM AND EQUIPMENT REPLACEMENT FORM**

Officer: _____

Badge#: _____

Item(s) to be replaced

Reason for Replacement

1. _____

2. _____

3. _____

4. _____

5. _____

Lieutenant's signature is required before items can be replaced or ordered.

Lieutenant's signature: _____ Date: _____

Date item(s) replaced: _____

Replaced by: _____