General Order

Houston Police Department

ISSUE DATE:	NO.
July 8, 2015	300-18

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 300-18, dated February 1, 2005

SUBJECT: CLOTHING ALLOWANCE

POLICY

The Houston Police Department *official uniform* or *special assignment uniform* as outlined in General Order 300-15, **Appearance and Grooming Standards – Classified**, shall be worn while on duty unless otherwise approved.

To ensure consistent application of this policy, the administration of the clothing allowance shall be based on need using the objective criteria established in section 1 of this General Order.

This General Order applies to classified employees only.

DEFINITION

Clothing Allowance. A sum of money paid to officers who meet the qualifications for a clothing allowance as listed in the current Meet and Confer Agreement.

1 CRITERIA

While working special assignments or under certain circumstances, officers may be required to wear civilian clothing while performing their duties. To accommodate such cases, a clothing allowance may be granted to officers who meet any of the following criteria:

a. The officer is assigned to a division or unit specified in the current Meet and Confer Agreement as qualifying for a clothing allowance.

b. The officer holds the minimum rank of captain or captain equivalent.

c. The officer's permanent assignment requires the officer to work in business attire or dress for undercover assignments on a regular basis. If the assignment is of a temporary nature, the assignment shall be for a period of one year or more.

Assignments that do not meet the above criteria shall not be considered for payment of a clothing allowance.

2 SUBMISSION OF WRITTEN JUSTIFICATION

The granting of a clothing allowance to officers not permanently assigned to a division within the Criminal or Special Investigations commands or to those officers below the rank of captain, shall be based on the Clothing Allowance Committee's evaluation of the written justification submitted. This justification shall demonstrate in each case that the officer who shall receive a clothing allowance meets the criteria established in section 1, item "c" above.

For authorization of clothing allowance pay, division commanders shall submit written justification to the Clothing Allowance Committee for each classified employee assigned to their division whose assigned duties meet the criteria in section 1, item "c" above.

Written justification shall be submitted for each employee who transfers into an assignment that meets the above listed criteria. This written justification is mandatory regardless of whether the officer received a clothing allowance for his previous assignment. The transferring officer's clothing

allowance shall be discontinued until the Employee Services Division receives approval from the Clothing Allowance Committee to reinstate the allowance. When an officer fails to submit written justification in a timely manner, he is not entitled to receive back pay for clothing allowance.

3 CLOTHING ALLOWANCE COMMITTEE

Once a written request for a clothing allowance is reviewed and approved by the assistant chief of the concerned division, the written request shall be forwarded to the Clothing Allowance Committee.

This Committee shall be comprised of a membership to be determined by the Chief of Police. It shall be the responsibility of this Committee to ensure that the implementation of this policy is done in a manner consistent with this General Order and the provisions of the Meet and Confer Agreement.

The Committee shall vote (by majority) to approve or deny the request for a clothing allowance. Copies of the Committee's decision shall be sent to the assistant chief of the concerned division as well as to the Employee Services Division.

If an employee disagrees with a decision of the Committee, the employee may file an appeal in accordance with the current Meet and Confer Agreement.

4 RELATED GENERAL ORDERS AND REFERENCE MATERIAL

300-04, **Compensation**
300-15, **Appearance and Grooming Standards – Classified**
Meet and Confer Agreement 2015

Charles A. McClelland, Jr.
Chief of Police