



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Uniform Accounts

Eff. Date 11/15/2016

**Purpose**

The Madison Police Department (MPD) has implemented various procedures to provide for uniform purchases as authorized in the MPPOA and AMPS labor contracts, and the General Benefits Handbook for General Municipal Employees. This procedure is managed by the Purchasing Section of Finance.

**Procedure**

1. The use of uniform account funds to purchase items is specifically addressed within various labor contracts and/or employee handbooks. Only those items approved by the Chief of Police may be purchased with uniform account funds.
  - The list of approved items is maintained on the Police Intranet titled Uniform Purchasing. Within this document under the header "Uniform Account Benefits and Provisions" there is a complete list of approved items.
  - To make changes and/or additions to the approved list, an employee must follow the process outlined in the memo issued by Asst. Chief Davenport on October 16, 2013. This memo is also maintained on the Police Intranet in the document titled Uniform Purchasing, under the header "Uniform Account Benefits and Provisions." The link to the memo is titled "Process for Requesting Additions/Changes to Approved Uniform/Equipment Lists Memo."
2. No reimbursements will be made for items purchased by an employee outside of the approved process.
3. Each labor contract or employee handbook specifically outlines the funding that can be carried over from one year to the next by each labor group. Government financial guidelines require that an item be **RECEIVED** in the year it is paid for.
  - Employees are strongly encouraged to plan ahead when making uniform purchases in order to avoid the potential loss of uniform funds due to the inability of the vendor to deliver items prior to the end of a calendar year.
  - Items listed as "backordered" are not actually charged to an employee's account until they are received. If an item is still in backordered status at the end of the calendar year, the cost is then moved to the next calendar year uniform account. If not managed correctly, this could result in the loss of carryover funds to the employee. Regardless of when an item is ordered, the employee can only carry over the maximum amount allowed by contract.
  - Due to manufacturing criteria and product inventory related to winter clothing, it is recommended that employees order any winter gear by August.
  - Employees should always track their orders to ensure that there are no issues with backorders not being received in a timely manner. If there are issues with backorders, the employee should notify PD Purchasing, in addition to following the procedures for working with Galls. It is the employee's responsibility to monitor their personal uniform account balance.
4. Notices will be issued periodically from the MPD Purchasing Clerk (currently Elise Cole), regarding various purchasing deadlines. These deadlines apply to placing an order. It will remain the employee's responsibility to ensure that if they wait until a deadline for ordering, that there is still sufficient time to receive any item ordered prior to the end of the year and the close of funding for that cycle.

5. Each employee has a personal Galls account. Galls will deliver uniform articles to each of the District Stations and the MPD Training Center. The employee is responsible for selecting the address for their district station on their personal Galls website account. When an employee is reassigned, it is their responsibility to update the location for uniform item delivery. If there are any questions/concerns regarding receipt of items, the employee should work directly with the vendor.
6. Upon receipt of any uniform or equipment items, it's the employee's responsibility to review the packing slip and verify that all items have been received. Estimated shipping dates for items on backorder can be viewed on the employees online uniform account. Items received should be checked immediately for defects and/or accurate sizing. If there are any questions/concerns regarding receipt of items, including concerns about size/model, the employee should work directly with the vendor by contacting [madisonhelp@galls.com](mailto:madisonhelp@galls.com). Galls must be contacted within 30 days regarding any return requests. (Purchasing staff will not open deliveries of individual uniform items, even when those items are delivered downtown.) It is particularly important that officers receiving a new ballistic vest try the vest on immediately so that any fit issues can be brought to Galls attention for remedy.
7. The purpose of providing individual uniform accounts online is to allow each employee a process for managing their funds. Employees should review all information regarding deductions and/or credits on their account and verify that orders and adjustments are accurate. It is important that all questions, concerns and/or errors are addressed within 30 days, via an email to either Galls (for orders relating to that vendor) or PD Purchasing (for all non-Galls items).
8. At the beginning of each year, all employees that have a uniform account should verify that the amount carried over from the prior year and the amounts added as an annual allocation are correct. All employees on a clothing allowance should verify that any changes in clothing allowance deductions are accurate. This is particularly important for those employees that have elected to change from either uniform to clothing allowance or clothing allowance to uniform account. If an employee is receiving a clothing allowance, they are not authorized to also receive additional funds in their uniform account. It is the responsibility of the employee to notify PD Purchasing if their uniform account information is incorrect.

For any additional questions, please email PD Purchasing.

Original SOP: 02/25/2015  
(Revised: 02/24/2016, 11/15/2016)  
(Reviewed Only: 12/26/2017, 01/31/2020)