


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "QUARTERMASTER SYSTEM"	ORDER NUMBER: 32-1
		PLEAC STANDARD: NONE	PAGE 1 OF 2
RE-ISSUE DATE: 6/23/2015	EFFECTIVE DATE: 6/23/2015	ANNUAL REVIEW DATE: JUNE	RESCINDS: COP #03-314
		AMENDS: ALL PREVIOUS	

1.0 POLICY/PURPOSE

1.1 See the "Working Agreement between the Fraternal Order of Police and the City of Pittsburgh."

2.0 GENERAL RULES GOVERNING THE QUARTERMASTER SYSTEM

2.1 The City of Pittsburgh through the Bureau of Police shall replace only **REQUIRED** items of uniform and equipment. To receive a new item, a worn or damaged item must be presented for a determination of its condition and serviceability.

2.1.1 Members who are performing in an investigative capacity (e.g. detectives assigned to the Investigations Branch, Administration Branch or Zone Detectives) shall be limited to the replacement of one complete uniform (one long sleeve shirt, one short sleeve shirt and two pair trousers) per year.

2.1.2 This replacement is covered under the same conditions of "wear and tear" outlined in Section 2.1 above.

2.2 Members assigned to "Specialized Units" (i.e. SWAT, RED team, Bicycle Officers, Motorcycle Officers, Academy, Mobile Crime, Truck Safety, Fleet, and any/all other specialized units shall refer to *General Order 31-3 "Authorized Attire for Specialized Units"* for further details regarding proper uniform authorization for each unit.

2.3 Issues of type and quantity of items that are in dispute shall be resolved through the grievance procedure.

2.4 The Chief or his/her designated representative shall make determinations of serviceability.

2.5 **OPTIONAL** equipment and uniform items which a member is authorized to use or wear may be replaced at the discretion of the Chief.

2.6 All required items shall be issued to new recruits while they are attending the Training Academy.

3.0 REPLACEMENT PROCEDURES

3.1 When mandatory items require replacement, a member shall personally bring the items to the Quartermaster Office.

3.2 Members seeking replacement items must display their Bureau of Police identification card to the Quartermaster.

3.3 Quartermaster office personnel shall determine if an item is to be replaced.

3.4 The Quartermaster Office will contact the City-contracted supplier electronically to arrange for the replacement of the authorized items.

3.5 Members will be required to go to the City-contracted supplier within 30 days and exhibit their Bureau of Police identification card before the supplier will replace the authorized items.

3.6 After 30 days, the request for replacement will lapse, and a new request must be made at the Quartermaster Office.

3.7 When receiving items from the City-contracted supplier, members shall sign the requisition which verifies the order is complete.

- 3.7.1 If picking up a partial order – members will place their initial next to each item obtained.
 - 3.7.2 When the member has taken delivery of the **final** item on the requisition ~and **only** then ~ the member will affix his/her signature to the **completed** requisition.
 - 3.7.3 The full signature on the requisition will serve as proof of receipt that the authorized items were delivered by the supplier; the requisition may then be paid by the City of Pittsburgh to the supplier.
- 3.8 The City-contracted supplier will retain the requisition.

4.0 RETURN OF ITEMS OF UNIFORM & EQUIPMENT UPON SEPARATION OF SERVICE

- 4.1 All recruits or probationary officers who are dismissed or leave the employ of the Bureau of Police for any reason while in training at the Academy or in their probationary period shall return all items of uniform, equipment, insignia, identification, etc., to the office of the Quartermaster upon termination of their employment.
- 4.2 Upon separation of service from the Bureau of Police due to dismissal, resignation, retirement, etc., Bureau of Police property shall be returned as follows:
 - 4.2.1 All items of uniform, equipment, insignia, etc. and any firearm issued by the Bureau of Police shall be returned to the Quartermaster office.
 - 4.2.2 The return of the member's MPOETC Certification Card, Bureau of Police Identification Card, police badge and shall be returned to the Office of the Deputy Chief of Police.

Approved By:



Cameron McLay
Chief of Police