

EXECUTIVE ORDER NO. 110

TO: All Agencies Under the Mayor

FROM: Mayor

DATE: February 19, 1975

SUBJECT: Procurement and Maintenance of Work Garments and Uniforms and Handgun Purchase and Maintenance Allocation for City Employees

- 1) This Executive Order establishes the policy of the City and County of Denver as to procurement and maintenance of work garments and uniforms and handgun purchase and maintenance allocation for City employees. Executive Order No. 110, subject "Procurement and Maintenance of Work Garments and Uniforms for City Employees," dated January 19, 1972 is hereby cancelled and superseded by this Executive Order.

DEFINITION

- 2) A uniform is defined as an article(s) of clothing whose primary function is that of identifying any employee in his work with the City and County of Denver. Other approved articles of clothing will be considered work garments.

WORK GARMENTS, EMBLEMS, NAME IDENTIFICATION

- 3) Each City agency, with review and approval of the Budget and Management Office, shall set work garment dress standards and specify work garments for personnel in appropriate job classifications or work assignments. City emblems and name identification will be considered as part of work garments. The City shall furnish work garments to authorized personnel when approved by the agency head or his representative.
- 4) Laundry and maintenance through an authorized City vendor(s) will be paid by the City. If the employee chooses to furnish his own laundry maintenance, the City shall not pay any of the costs or reimburse the employee. The employee shall launder and maintain work garments acceptable to agency standards.
- 5) Each employee shall be accountable for all work garments issued. Initially and subsequently the employee will sign for and receive a list of garments issued. Upon reassignment to an unrelated job, transfer to another agency or resignation from the City, the employee shall be accountable for issued items. All work garments shall be returned in an acceptable manner to the agency representative before his personnel action is forwarded.
- 6) There shall be no purchase of work garments or laundry and maintenance services except with authorized agency approval and concurrence by Budget and Management.

UNIFORMS

- 7) Each City agency, with review and approval of the Budget and Management Office, shall set uniform dress standards and specify uniforms for personnel in appropriate job classifications or work assignments.

The City shall pay 100% of the cost for initial and replacement uniform items when approved by the agency head or his representative after January 1, 1975. The City shall not pay for replacement if it is determined by the agency head that misuse, abuse, carelessness or intentional destruction was involved. Replacement shall be at the expense of the employee.

The employee shall maintain uniforms at his own expense acceptable to agency standards.

- 8) Each employee shall be accountable for all City purchased uniform items. Upon transfer to another agency or resignation from the City prior to completion of the probationary period, the employee shall return all uniform items. All uniform items shall be returned in an acceptable manner to the agency before the personnel action is forwarded.
- 9) Theatres and Arenas shall establish an inventory for providing uniforms to intermittent employees. Technical and professional job classifications which require the individual to provide his own uniforms or work garment will continue to do so.
- 10) There shall be no purchase of uniforms except with authorized agency approval and concurrence by Budget and Management.
- 11) Effective date for implementation of the Executive Order for uniforms shall be January 1, 1975.
- 12) The procedure for implementing this Executive Order shall be defined by memorandum attachment which shall become a part of this Executive Order.

HANDGUNS

- 13) Each City agency subject to the approval of the Manager of Safety, shall specify handguns for personnel in appropriate job classifications or work assignments. The Manager of Safety shall, after thorough analysis, determine those positions eligible for the allocation of funds. The criteria used in making this selection should be the determination by the Manager of Safety that a handgun is an integral part of the individual's duties.

- 14) The City shall allocate a one time \$50.00 allowance to current qualified personnel for the purpose of handgun maintenance. This shall not be a recurring allocation. The \$50.00 shall be appropriated from the responsible agency budget.
- 15) The City shall allocate \$50.00 one time to each new employee following the probationary period to assist in purchasing and maintaining a handgun. The \$50.00 shall be appropriated from the responsible agency's budget.
- 16) Each employee shall be accountable for all handguns purchased with City funds. The City shall not pay for the replacement or repair of a handgun if it is determined by the agency head, with review of the Manager of Safety, that abuse, misuse, carelessness or intentional destruction was involved. The employee shall maintain the handgun at his own expense acceptable to agency standards.
- 17) Each City agency having qualified personnel shall develop a program for the regular inspection of handguns.
- 18) There shall be no allocation of funds for the purchase of handguns except with authorized agency approval and the concurrence of both the Manager of Safety and the Budget and Management Office.
- 19) Effective date for implementation of the Executive Order for handguns shall be January 1, 1975.
- 20) The procedure for implementing this Executive Order shall be defined by memorandum attachment which shall become a part of this Executive Order.

MEMORANDUM NO. 110A

TO: All Agencies Under the Mayor

FROM: Mayor

DATE: February 19, 1975

SUBJECT: Procedures for Implementing Executive Order No. 110

- 1) This memorandum shall be attached to and become a part of Executive Order No. 110, dated February 19, 1975, subject "Procurement and Maintenance of Work Garments and Uniforms and Handgun Purchase and Maintenance for City Employees.

WORK GARMENTS

- 2) Each agency head shall appoint a representative who shall be responsible for maintaining all agency-employee records relating to work garments.
- 3) An individual Employee Work Garment Record (Form No. 53 ADM 6/72) shall be maintained on each employee for all garments issued, including the value of each item and when each item is replaced or returned. At the time a garment(s) is issued, the employee will sign the form indicating the items received and the employee responsibility for loss or damage as a result of personal negligence. If additional items are issued later, another form will be prepared and signed. A duplicate copy of Form No. 53 showing all work garments issued will be furnished the employee. The original shall be maintained as the agency record.
- 4) The Laundry Control Sheet (Form No. 54 ADM 6/72) shall be used by agency representatives for employees using authorized laundry service. The name of the employee will be shown, the date, type or kind of garments and the number of garments sent to the laundry; the date, type or kind of garments and number of garments returned from the laundry.

The above two forms will be available at the Stationery Stores commencing June, 1972.

Records will be maintained for each employee starting July 15, 1972 regardless whether an employee has or has not been issued work garments prior to this date.

- 5) Each agency shall be responsible for maintaining and storing work garments turned-in when an employee leaves.

The agency shall be responsible for using the current vendor contract for fulfilling employee work garment requirements, except when it has been determined that some or all of the garments needed can be taken from the agency inventory of previously turned-in garments. All garments will be laundered or cleaned by the agency prior to being reissued.

- 6) If the existing vendor contract does not fulfill the requirements for issuing a particular type of garment, the agency shall contact Budget and Management with a specific request and an explanation. If the request is approved by Budget and Management, the agency will proceed through Purchasing to obtain the desired work garment(s).
- 7) All City work garment costs shall be paid from respective agency operating budgets.

UNIFORMS

- 8) Each agency head shall appoint a representative who shall be responsible for maintaining all agency-employee records relating to uniforms.
- 9) An Employee Uniform Purchase Authorization Record (Form No. 52 or 52A) shall be maintained on each employee commencing January 1, 1975.

The purchase authorization shall show the following:

- 1) Name of the department or agency
- 2) A preprinted number for identification and verification
- 3) Name of the vendor who is authorized to sell to the employee
- 4) Name of employee authorized to purchase
- 5) Item(s) listed which employee is authorized to purchase
- 6) Signature of agency representative authorizing purchase
- 7) Cost of each item and appropriate totals
- 8) Vendor contract number

Each purchase authorization shall be made in duplicate, the original given to the employee to be presented to the vendor and a duplicate filed by the agency as a permanent agency-employee record.

- 10) Employee Uniform Purchase Authorization forms shall be purchased from the Stationery Stores (Form No. 52 or 52A).

- 11) Each agency shall be responsible for using the current vendor contract for fulfilling employee uniform requirements.
- 12) If the existing vendor contract does not fulfill the requirements for issuing a specified uniform, the agency shall contact Budget and Management with a specific request and an explanation. If the request is approved by Budget and Management, the agency will proceed through Purchasing to obtain the desired uniform.
- 13) All City uniform costs shall be paid from respective agency operating budgets.

HANDGUNS

- 14) Each agency head shall appoint a representative who shall be responsible for maintaining all agency-employee records relating to handguns.
- 15) Upon completion of the probationary period, each new employee shall be allocated \$50.00 to assist in purchasing and maintaining a specified model handgun.
- 16) Each appropriate agency shall develop a handgun maintenance program including both regularly scheduled and "spot" inspections.
- 17) Each employee shall be responsible for the maintenance of the handgun acceptable to agency standards.
- 18) All City handgun costs shall be paid from respective agency operating budgets.

Approved for Legality:

Max P. Zall
Attorney for the City and County
of Denver

Approved:

William H. McNichols, Jr.
Mayor

Harold V. Cook
Manager of Public Works

Abraham J. Kauvar, M.D.
Manager of Health and Hospitals

Dan Cronin
Manager of Safety

Elmer Johnson
Manager of Revenue

Bernard Valdez
Manager of Welfare

Joe Ciancio, Jr.
Manager of Parks and Recreation

R. P. Locke
Manager of General Services

MEMORANDUM NO. 110B

TO: All Agencies Under the Mayor

FROM: Mayor

DATE: March 31, 1975

SUBJECT: Procedures for approval and Allocation of Handgun Allowance

- 1) This memorandum shall be attached to and become a part of Executive Order No. 110, dated February 19, 1975, subject "Procurement and Maintenance of Work Garments and Uniforms and Handgun Purchase and Maintenance for City Employees".
- 2) Each agency shall prepare a memorandum addressed to the Manager of Safety, listing the employees they deem qualified to receive the \$50.00 allocation. The list shall contain the agency fund and appropriation number as well as each employee's name, job classification, and personnel number. A total dollar expenditure shall be included within the memorandum. The memorandum shall stipulate that the funds shall be designated as a Code 431, "Police Special Supplies, Materials and Minor Equipment", expenditure. The memorandum shall provide space for the signature of the Manager.
- 3) The completed memorandum shall be forwarded to the Manager of Safety. If the Manager determines that all of the listed employees are qualified to receive the allowance he shall sign the memorandum and return it to the appropriate agency. Should the Manager determine that all or some of the listed employees are not qualified, the memorandum shall be returned to the agency without signature. In such cases the Manager shall attach a letter of explanation citing those positions rejected and the reasons for their rejection.
- 4) Following the return of the memorandum from the Manager the agency shall prepare vouchers for all approved employees. In the event that the list of employees has been only partially rejected, the agency shall prepare vouchers only for authorized employees. A copy of the memorandum shall be attached to the vouchers. The vouchers shall be processed according to the normal procedures.
- 5) Upon receipt of the vouchers, containing the necessary signatures, the Auditor will prepare and issue separate checks to qualified employees.

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- 6) Each agency having employees receiving the allocation shall develop a program for the regular inspection of the handguns.
- 7) The \$50.00 allowance for qualified employees shall be appropriated from the responsible agency's budget as a B item expenditure.