



Sheridan Police Department
Policies and Procedures
17.4 Replaces 304.5
Chapter 17 – Uniforms & Equipment
Section 4 – Clothing & Equipment Allowance

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Revised: 02/09/2022

Signature:

Clothing allowances are intended to encourage professional dress by non-uniformed officers by reimbursing them for special items of clothing.

17.4.1 Clothing Allowance

- A. Non-uniform sworn members of the police department are eligible for reimbursement of clothing purchases.
- B. Clothing allowances are \$400 per year.
- C. Clothing allowances are provided so recipients may dress in a manner which reflects professionalism. Clothing reimbursements are limited to the following items:
 - 1. For males:
 - a. Business suits;
 - b. Sport coats;
 - c. Dress slacks;
 - d. Dress shirts;
 - e. Ties;
 - f. Polo shirts (imprinted with the department badge or authorized logo and officer's name); and
 - g. Dress shoes.
 - 2. For females:
 - a. Business suits;
 - b. Blazers;
 - c. Dress slacks;
 - d. Dress blouses;
 - e. Polo shirts (imprinted with the department badge or authorized logo and officer's name); and
 - f. Dress shoes.
- D. Employees will request funds by submitting receipts to their bureau commander through the chain of command. The bureau commander will review for eligibility and forward the information to the administrative assistant who will record all receipts and initiate disbursement of funds.
 - 1. Receipts may be submitted annually, or at the time of purchase.
 - 2. Any officer who has receipts in excess of the allowance will need to pay the excess.
 - 3. The reimbursement will be issued for the actual amount of money spent, to the maximum allowance, by personnel in each quarter.