

**AN ORDINANCE AUTHORIZING THE ADOPTION OF EMPLOYEE POLICY
5.13P – POLICE UNIFORM ALLOWANCE AND THE ADDITION OF THE
POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt Employee Policy 5.13P – Police Uniform Allowance and to modify the Village Employee Handbook to include a Employee Policy 5.13P – Police Uniform Allowance.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt Employee Policy 5.13P – Police Uniform Allowance as defined below and shall add Section 5.13P - Police Uniform Allowance Policy to the Village Employee Handbook as follows:

Employee Policy 5.13P – Police Uniform Policy

A. Uniform Allowance – Police

1. Amount of Allowance

- a. The Village will provide each part-time police officer a uniform allowance not to exceed \$350 annually, available on January 1st of each year.
- b. The Village will provide each full-time police officer a uniform allowance not to exceed \$750 annually, available on January 1st of each year.

2. Allowance Administered by Purchase Order Procedure.

The uniform allowance shall be administered by Purchase Order Procedure. Officers will obtain a purchase order number from the Village Clerks Office. A purchase amount must be provided at the time of receiving the purchase order. All invoices will be turned into the Chief of Police for approval of purchased items. Any item not approved will be the Officer’s responsibility to either return the item(s) or reimburse the Village.

3. Carry-Over of Uniform Allowance

No carry-over of uniform allowances will be allowed.

4. New Officers

New officers shall be entitled to the applicable allowance (full-time versus part-time) upon completion of their probationary period on a pro-rata basis.

5. Approved, Non-Approved, and Pre-Approved Uniform Purchases

Officers will follow the Brewster Police Department Policy #1024, Police Uniform Regulations for any Uniform Allowance Purchases.

6. Retention or Reimbursement Upon Separation

Any uniform items purchased pursuant to this provision remain the property of the officer following separation from employment with the Village (resignation, termination, or retirement), but the Village reserves the right to require an officer who resigns or is terminated to reimburse the Village on a pro rata basis for the applicable allowance.

B. Protective Vests/Body Armor

The Village shall supply each full-time and part-time officer, at no cost to the officer, a protective vest (body armor) upon commencement of employment. Issued vests are property of the Village of Brewster, and shall be returned to the Brewster Police Department upon separation.

C. Wearing Footwear, Clothing, and/or Personal Protective Equipment

Officers are required to wear appropriate/proper footwear, uniforms, clothing, protective vest (body armor), and personal protective equipment while performing Village work.

Officers shall not wear items that are purchased, reimbursed by, or provided by the Village while not working for the Village, except for approved outside work assignments and while reporting to work from home or returning to home after work.

D. Damaged or Unserviceable Footwear, Clothing, and/or Personal Protective Equipment

1. Officers will replace or repair, at their expense, any uniform items and/or personal protective equipment that the employee is responsible to provide if it is deemed unserviceable upon inspection , such as due to wear or other damage.

2. The Village shall replace or repair at its expense any uniform items and/or personal protective equipment that the Village is responsible to provide if it is deemed unserviceable upon inspection, such as due to wear or other damage.

E. Lost items.

Employees may be required to replace lost or destroyed items.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on October 21, 2019

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni’s IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King