

September 30, 2020

Kirk Allen

Subject: Your FOIA Request of receipts for uniform purchases for Sheriff Koonce

The Sheriff's Office has an Administrative Order 94-007, Uniform cleaning and allowance.

All employees shall purchase and wear the standard county uniform

As the Sheriff he has to maintain his appearance and upkeep on his uniforms

The Sheriff's clothing allowance is included in the Sheriff's Office budget

Since checks are issued for clothing allowance no receipts are necessary

UNIFORM CLEANING AND ALLOWANCE

ADMINISTRATIVE ORDER 94-007
November 10, 1994

RE: Uniform cleaning & allowance

Attached is a check for the balance of your uniform/cleaning allowance for fiscal year 94/95.

This payment makes YOU responsible for your own uniform purchases and cleaning.

All employee's shall purchase and wear the standard COUNTY uniform that is currently being used under this agreement.

The Sheriff's patches are available at Ray O'Herrons. If uniforms are purchased elsewhere contact the Chief Deputy or the Sheriff.

Periodic uniform inspections will be made by the Sheriff and/or a command officer.

All employees shall be in uniform unless other arrangements have been made and approved by the Sheriff and or Command Officer.

Uniform purchases shall be billed to the individual employee and not to the Shelby County Sheriff's Department