



DEPARTMENTAL
GENERAL
ORDER

C-6

Index as

Safety Glasses

Effective Date
12 Mar 15

Evaluation Coordinator:
Fiscal Services Manager

Evaluation Due Date:
12 Sep 15

Automatic Revision Cycle:
3 Years

SAFETY EYEGLASSES

The purpose of this order is to set forth Departmental policy and procedures for obtaining safety eyeglasses.

I. GENERAL PROVISIONS

- A. City Administrative Instruction No. 2900, Protective Equipment, requires that protective or safety eyewear be provided to members and employees to ensure adequate eye protection at work. The City optical contractor must provide safety eyeglasses that meet state and federal health and safety standards. All members and employees who require prescription eyeglasses shall wear corrective safety eyeglasses if their jobs involve potential eye hazards.
- B. On the basis of job assignments, the following personnel are eligible to receive safety eyeglasses, when approved by their commander:
 - 1. Members;
 - 2. Police Evidence Technicians and Police Services Technicians;
 - 3. Reserve Police Officers;
 - 4. Police Property Specialists, Reproduction Offset Operator, Reprographics Shop Supervisor;
 - 5. Crime Laboratory personnel;
 - 6. Police Cadets; and
 - 7. Other Department personnel, when approved by their commander.

C. Members

1. Members assigned to field duties shall each be authorized two pairs of safety prescription eyeglasses, one tinted pair and one non-tinted pair.
2. Motorcycle officers and aerial patrol officers shall be authorized:
 - a. Two pairs of prescription or non-prescription safety eyewear, one tinted pair and one non-tinted pair; or
 - b. Motorcycle officers may opt for one pair of non-safety, non-prescription glasses.

D. Employees

1. Eligible employees assigned to indoor duties shall be authorized one pair of non-tinted safety prescription eyeglasses.
2. Eligible employees assigned to field duties shall be authorized two pair of safety prescription eyeglasses, one tinted pair and one non-tinted pair.

E. All personnel shall be responsible for all costs associated with:

1. Eye examinations; and
2. Repair or replacement of eyewear damaged or lost due to carelessness or negligence.

F. The Department will pay the City optical contractor for:

1. Initial pair(s) of authorized safety eyewear;
2. Replacement eyewear every two years; and
3. Repair or replacement of eyewear lost or damaged in the line of duty.

II. PROCEDURES FOR REQUESTING INITIAL EYEWEAR AND REPLACEMENT OR REPAIR OF EYEWEAR DAMAGED IN THE LINE OF DUTY

- A. Eligible members and employees requiring prescriptive eyeglasses shall obtain prescriptions from their personal physician or optometrist.

- B. The member or employee shall contact Fiscal Services to obtain a Request for Safety Eyewear (TF-998) form or download the form from the document management system.
- C. The member/employee shall have their commander/manager sign Part 1 of the Request for Safety Eyewear (TF-998) form and return the approved form to the Fiscal Services for assignment of a release number.
- D. The requesting member/employee shall take a copy of the Request for Safety Eyewear form to the designated City optical contractor listed on the form to place the order.
- E. The member/employee shall make arrangements to be notified directly with the optical contractor when the order is ready.
- F. The member/employee shall ensure at the time of pick-up and before accepting delivery that:
 - 1. The order is correct;
 - 2. The eyewear has been properly fit by the optical contractor; and
 - 3. Any necessary frame or lens adjustments or corrections are made.
- G. Advise the optical contractor to send the invoice to Fiscal Services once the order has been correctly filled.

III. FISCAL SERVICES PROCEDURES

- A. Upon initial contact by an eligible member or employee, Fiscal Services shall:
 - 1. Verify the member/employee's eligibility to receive safety eyewear;
 - 2. Assign a release number; and
 - 3. Return the form to the member/employee.
- B. Upon receiving invoices from the optical contractor, the Fiscal Services shall:
 - 1. Verify the invoices against approved eyewear request forms and the approved prices; and
 - 2. Process the invoices for payment.

- C. Fiscal Services shall retain all request forms, related control logs, optical contractor invoices and other expense receipts for a minimum of three (3) years.
- D. The Fiscal Services Manager or designee shall review and update the Request for Safety Eyewear form with the current City approved optometrist as needed.

By order of

A handwritten signature in black ink, appearing to read "Sean Whent". The signature is written in a cursive, flowing style.

Sean Whent
Chief of Police