

 NEW YORK STATE Corrections and Community Supervision DIRECTIVE	TITLE Uniform Issue Record		NO. 3084
			DATE 08/17/2020
SUPERSEDES DIR #3084 Dtd. 10/26/15	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **DESCRIPTION:** This directive provides instructions for preparation of [Form #1245](#), “Uniform Record.” This form records the initial issue of uniform items to each uniformed Officer, and the issue of scheduled replacement items and updates due to promotions and transfers.
- II. **PROCEDURE**
- A. Initial Issue Training Academy
1. Training Academy Quartermaster
 - a. Initiates [Form #1245](#) during training and issues uniform items and badges;
 - b. Circles the “1st Issue” number for any items not issued;
 - c. Obtains Officer’s initials and date certifying receipt of issue; and
 - d. Inserts completed [Form #1245](#) into personnel records for transfer to facility Quartermaster.
 2. Facility Quartermaster
 - a. Reviews card to assure complete initial issue;
 - b. Orders items needed to complete initial issue from Central Quartermaster; and
 - c. Files [Form #1245](#).
- B. Replacement Issue
1. Facility Quartermaster
 - a. Records all items replaced in the appropriate box on [Form #1245](#). Note the actual amount issued; a check mark is not sufficient;
 - b. Assures unusable clothing is exchanged for each item issued and is noted on [Form #1245](#);
 - c. Inserts date of issue and obtains Officer’s initials under “Receiving,” certifying receipt of issue and exchange of unusable items for each issue received;
 - d. Initials under “Issuing” in the row of the date issued, certifying an exchange of unusable items was received for each item issued;
 - e. Update Quartermaster inventory; and
 - f. Re-files [Form #1245](#).

C. Transfer Out

1. Facility Quartermaster: Forwards [Form #1245](#) to facility Personnel Office.
2. Facility Personnel Office: Ensures that [Form #1245](#) is placed in the Officer's personnel record and shipped to the new facility.

D. Transfer In

1. Facility Personnel Office
 - a. Ensures [Form #1245](#) is present; if not, requests the copy from the last facility; and
 - b. Forwards [Form #1245](#) to Facility Quartermaster.
2. Facility Quartermaster
 - a. Reviews form and adjusts ordering records accordingly; and
 - b. Files [Form #1245](#).

E. Promotions

1. In most cases, a promotion is usually a transfer and should be handled accordingly;
2. Facility Quartermaster will initiate a new record card, stapling to the front of the old card; and
3. Follow the same procedure as for initial issue at the Training Academy.

NAME		UNIFORM RECORD SECURITY STAFF	BADGE #	RANK	SS# Last Four Digits
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ITEM	CLASS A			CLASS B			CLASS C			UNIFORM ACCESSORIES																					
	Belt, Black Leather	Cap, Garrison	Coat, All Weather/Reefer **	Hat, Arctic	Jacket, Iike	Necktie, Clip-On	Pants, Skirts, Culottes	Shirts, Long Sleeve	Shirts, Short Sleeve	Sweater	Pants, Chino, Skirts	Cap, Baseball Solid Panel	Cap, Baseball Semi-Solid	Turtleneck Shirt	Shirts, Long Sleeve	Shirts, Short Sleeve	Pants, Chino	Collar & Sweater Insignia	Shoulder Insignia	Name Tag – (2 Long, 2 Short Pin)	Service Bars	Glove Pouch & Gloves	Tie Bar	Badge/Case	Hat Emblem	Raincoat	Other *	Other *	Employee Receiving – Initials	Quartermaster Issuing – Initials	
SIZE							Nk Slv							Nk Slv																	
1 ST ISSUE DATE	1	1	1	1	1	3	1	5	5	1	5	1	1	2	5	5	5	2	1	4	0	1	1	1	1	1					

FORM 1245 (11/18) **NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**

Staff must initial the Receiving or Issuing box, accordingly. Initials certify receipt or issue, accordingly, of items in the quantities indicated for each date represented. Initials also indicate returns or receipts, accordingly, of unacceptable items in the quantities indicated for each date represented. Returns pertain to "unpresentable" items per Directive #3083, "Uniform/Equipment Issue and Appearance.

* Other columns are for Drill Instructor issue or any other uniform accessory not specifically listed.
Please see Directive #3083.