

Police Department Policy and Procedure Manual

Chapter 2 — Personnel

Section Number: 2-3-1
Section Title: Equipment, Supplies and Maintenance
Most Recent Update: 8/30/2023

I. Uniform and Clothing Regulations General

- A. All employees shall maintain a neat and clean appearance at all times during compensable hours of employment. In the event the circumstances of work require that an employee become disheveled, wet, or soiled, the employee shall be responsible for cleaning and, if necessary, changing the duty uniform, clothing or equipment as soon as practical while on duty.
- B. Upon reporting for duty and throughout the shift, all personnel shall be attired in a clean and well-fitted uniform or clothing devoid of tears, rips, holes, frayed edges and visible stains. Leather gear, if worn, shall be clean and polished. It is the sole discretion of a supervisor to determine whether employees meet this standard.
- C. No item of equipment, tags, pins, ribbons or clothing, other than those required or authorized by the Chief of Police shall be carried or worn during compensable hours of employment.
- D. In the event of operations of a special police nature, any supervisor from the rank of Sergeant or higher may waive any provision of this regulation.
- E. Employees are responsible for wearing the proper and complete department uniform in the prescribed manner, except when working in an assignment that requires them to be out of uniform. This provision also applies to grooming standards, which may be waived, for the safety of the officer assigned to a special operation/ investigation. Grooming standards may also be waived for medically prescribed reasons. Request for waivers should be forwarded to the Chief's Office for approval.

II. Personal Equipment Furnished by the Department – Initial Issue

- A. The following equipment is furnished by the Department. This equipment will be of the type prescribed by the Chief of Police.
 - 1. Portable Radio, Charger, Carrier, Shoulder Microphone and extra Battery

2. Gun Holster
3. Equipment Belt
4. Trouser Belt
5. Magazine Pouches
6. Hat Badge
7. Handcuffs
8. Handcuff Case
9. Badge (2)
10. Name Plate (2)
11. Service Patches
12. Key Holder
13. Rank Insignia as needed
14. Chain
15. Chemical Spray and Holder
16. Ammunition
17. Identification Card
18. Business Cards
19. Ballistic Vest
20. Re-Chargeable Flashlight
21. 1 Winter Jacket/Coat with liner
22. 1 Class A Trouser
23. 1 Class A Winter Shirt
24. 1 Class A Summer Shirt

25. Vest Carrier/Overlay with Molle Straps

26. 3 Class B Uniform Pants

27. 3 Class B Long Sleeve Uniform Shirts

28. 3 Short Sleeve Uniform Shirts

29. 1 Pair of Shoes or Boots

30. 1 Summer Cap

31. 1 Raincoat

32. 1 Winter Cap

33. 1 Rain Cap (Transparent)

34. 1 Tie

35. 1 Black, Long-Sleeved Mock-Neck T-Shirts

36. Expandable Baton with Holder

37. Gloves

38. Duty Bag (Black)

B. Special Equipment-Issued as Needed

1. Rifle GO Bag

2. Equipment designated for SERT assignment

3. Equipment for special events or Civil Unrest

4. Weapon Permit (Professional) Issued by County Sheriff

III. Personal Equipment Furnished by the Officer:

A. The following Equipment shall be furnished by the Officer. This equipment will be approved by the Chief of Police.

1. Approved Service Pistol
2. Any Equipment beyond initial issue

IV. List of equipment authorized to be carried while on duty in uniform is as follows:

A. The Chief of Police has final approval of all of the below listed equipment

1. Approved Service Pistol
2. Holster (approved design)
3. Equipment Belt (approved design)
4. Trouser Belt
5. Magazine Pouch
6. Ammunition (issued by department)
7. Handcuffs (approved type)
8. Handcuff Case (approved type)
9. Ballistic Vest
10. Chemical Spray (approved type)
11. Chemical Spray Holder
12. Key Holder
13. Whistle
14. Tie Tac
15. Nightstick and Holder (approved type) optional
16. Flashlight

17. Gloves (approved type)
18. Knife w/Holder (approved type)
19. Rubber Gloves and Pouch
20. Portable Radio and Holder
21. Briefcase
22. Pens (at least two in black)
23. Notebook (at least one)
24. Belt Keeper Straps (approved type)
25. Flex cuffs
26. Wire Cutters (if Flex cuffs are carried)
27. Cap Shield
28. Badges
29. Identification Card, Weapon Permit, Business Cards
30. Watch

V. Plain Clothes Officers

- A. Officers while on duty in plain clothes shall carry or have readily available the following equipment:
 1. Badge
 2. Identification Card
 3. Revolver/Pistol
 4. Weapons Permit
 5. Handcuffs
 6. Reserve Ammunition
 7. Pens (at least two)

8. Notebook

9. Flashlight

B. Optional Equipment for Plain Clothes Officers:

1. Plain clothes officers shall be authorized to carry any equipment allowed under Section 2-3-1 Paragraph IV as necessary to properly perform their duties.

C. Plain clothes officers that are wearing a weapon not concealed will wear the department badge that is close to the weapon and clearly visible to the public. Under special circumstances the Chief of Police or Command Officer may order plain clothes officers to conceal their weapons

VI. Miscellaneous Equipment Policies

A. All officers while off-duty and in public shall be equipped with an identification card.

B. All equipment or property supplied to the officer shall remain the property of the Department unless otherwise directed by the Chief of Police.

C. Employees using departmental equipment or property shall be responsible for its proper care and use. The State Code of Iowa prohibits the use of any public property for personal reasons.

D. Officers/employees shall promptly report in writing, by means of a memorandum to their Commanding Officer the loss of, damage to, or unserviceable condition of any departmental property or equipment issued for or assigned to their use. Such reports shall be forwarded to the Commanding Officer of the Division concerned.

E. Damaged or lost property as a result of negligence may subject the officer/employee responsible to reimbursement charges and/or disciplinary action.

F. Employees shall not move office equipment or furnishings outside of the Division to which they are assigned without permission of the Commanding Officer of the Division concerned.

G. Traffic citation books shall be issued to accordance with established departmental procedures.

H. Business or personal cards which refer to the Department shall be used by officers/employees only in connection with official business and shall conform to current department standards.

- I. Equipment, including first-aid kits, blankets, flares, accident investigation equipment, shotguns and ammo and other equipment shall be issued by the Department to be carried in department vehicles, and nothing in this chapter shall be construed to prohibit or restrict the issuing or use of said equipment as authorized.
- J. Supervisors shall conduct uniform and equipment inspections as needed.

A handwritten signature in blue ink, appearing to read "Michael G. Venema", is positioned above a horizontal line.

Michael G. Venema
Chief of Police