



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

PERSONAL APPEARANCE STANDARDS AND EQUIPMENT

GENERAL ORDER: 04.06

CREATED: October 25, 2006

ISSUE DATE: March 17, 2021

CALEA STANDARD: 17.5.2, 22.1.8, 22.1.9, 22.2.2

EFFECTIVE DATE: March 17, 2021

ACTION: Amends revision dated July 24, 2020.

04.06.0 **PURPOSE**

The purpose of this general order is to establish policies and procedures for department uniforms, equipment, and appearance.

04.06.1 **POLICY**

It shall be the policy of the Concord Police Department that coworkers conform to the uniform, equipment, and appearance regulations as herein prescribed **unless** expressly authorized by the Chief of Police when their duties or other necessity requires a departure from this policy.

04.06.2 **UNIFORM REQUIREMENTS**

- A. Coworkers whose assignment or position requires the wearing of a uniform shall be in proper uniform while on duty. All uniforms, equipment, and accessories shall conform to the specifications as herein prescribed.
- B. Notwithstanding (A) above, coworkers whose assignment or position requires the wearing of a uniform, but who are assigned in an administrative capacity (e.g. command staff) and working within a secure environment, may use their discretion in terms of wearing their Sam Browne duty belt. Such coworkers, if accessible to the public, shall at minimum carry their department issued firearm. If such coworkers so assigned to an administrative role perform in a patrol capacity –even temporarily- they shall wear the full complement of duty gear as prescribed in this policy and (A) above while on patrol (e.g. responding to and answering calls for service, policing special events, etc.).
- C. Coworkers shall keep their uniforms, issued or assigned equipment, and accessories clean, serviceable, and professional in appearance.
- D. Coworkers shall not wear on any part of their uniform any unauthorized badge, patch, button, insignia, or decoration.
- E. Coworkers are prohibited from wearing the department uniform or any identifying insignia related to the department or the City of Concord while participating in a public demonstration.
- F. Coworkers shall not mix civilian attire with their uniform in public.

04.06.3 OFFICERS NOT REQUIRED TO WEAR A UNIFORM

- A. Officers, who by their position or duty assignment are not required to wear a uniform (e.g., detectives assigned to investigations), shall, while on-duty, dress in professional business attire (e.g., for males - a business suit or jacket, trousers, shirt and tie; for females - a business suit, or blazer with slacks or skirt, or a dress) unless otherwise prescribed within this policy.
- B. Supervisors assigned to investigations may wear a department uniform or dress in professional business attire.
- C. Officers and supervisors not required to wear a uniform shall wear professional business attire when appearing in court.

04.06.4 UNIFORM REGULATIONS**A. UNIFORM HAT**

- 1. The Class A hat shall be kept neat and clean, and readily accessible to uniformed officers while on-duty. Officers assigned to motorcycle or bicycle patrol shall have their required safety headgear readily accessible.
- 2. The badge shall be fastened appropriately to the front of the hat and centered vertically.
- 3. The Class A hat shall be worn during inspections, funeral services, formal ceremonies, or as otherwise directed by the Chief of Police.

B. NECKTIE

- 1. The uniform necktie shall be **black**, four-in-hand style slipknot, with a clip-on fastener for safety. Officers not assigned to patrol duties have the option of wearing a conventional tie without a clip-on fastener.
- 2. The uniform necktie shall not be worn with the short sleeve uniform shirt.
- 3. Except as otherwise prescribed in this policy, the uniform necktie is not required to be worn with the long sleeve uniform shirt. However, when not wearing the necktie, officers shall only have the top shirt button unfastened, and they shall wear the required undershirt.
- 4. The uniform necktie is required to be worn with the long sleeve Class A uniform shirt during funeral services, formal ceremonies, federal and superior court appearances, or as otherwise directed by the Chief of Police.
- 5. A solid **black** uniform necktie is required to be worn with the white long sleeve Class A uniform shirt issued to majors, the deputy chief, and the Chief of Police.
- 6. Officers wearing the uniform necktie may wear a single tie bar or tie tack that is professional in appearance.

C. CLASS A UNIFORM SHIRTS

1. Class A uniform shirts shall be neat, clean, and fitted to the individual officer.
2. Officers may choose to wear either a long sleeve or short sleeve navy blue Class A uniform shirt throughout the year.
3. The long sleeve Class A uniform shirt is required during funeral services, formal ceremonies, federal and superior court appearances, or as otherwise directed by the Chief of Police.
4. The sleeves of the short sleeve Class A uniform shirt shall extend enough to attach the department patch, allowing at least 2" of material remaining below the patch; or if applicable, enough material to allow the wearing of sergeant and master police officer chevrons.
5. The sleeves of the long sleeve Class A uniform shirt shall be buttoned. Sleeves shall not be rolled up or under.
6. Class A uniform shirts shall be worn with a metal badge, metal name plate and two shoulder patches.
7. Officers may place articles inside their uniform shirt pockets provided that the pockets will be able to close and not excessively protrude from the body.
8. A white long sleeve Class A uniform shirt will be issued to majors, the deputy chief, and the Chief of Police. The white Class A shirt is required during funeral services, formal ceremonies, or as otherwise directed by the Chief of Police.

D. CLASS B UNIFORM SHIRTS

1. Class B uniform shirts shall be neat, clean, and fitted to the individual officer.
2. Officers may choose to wear either a long sleeve or short sleeve navy blue Class B uniform shirt throughout the year.
3. The sleeves of the short sleeve Class B uniform shirt shall extend enough to attach the department patch, allowing at least 2" of material remaining below the patch; or if applicable, enough material to allow the wearing of sergeant and master police officer chevrons.
4. The sleeves of the long sleeve Class B uniform shirt shall be buttoned. Sleeves shall not be rolled up or under.
5. Class B uniform shirts shall be worn with a fabric embroidered badge patch, fabric embroidered name tape, and two shoulder patches.
6. Officers may place articles inside their uniform shirt pockets provided that the pockets will be able to close and not excessively protrude from the body.

E. UNIFORM SHIRT ACCESSORIES

Only the following accessories will be worn on the Class A uniform shirt:

1. Department metal badge is worn above the left breast pocket.
2. Silver metal nameplate bearing the officer's name worn horizontally and centered above the right breast pocket. Officers with less than four years of service shall not wear the service tab. Officers with four or more years of service may wear the service tab, and it shall be properly attached, touching the top stitch line of the breast pocket. Ranks of major, deputy chief and chief shall wear gold in color nameplate and optional service tab with the Class A dress uniform.
3. Officers may wear up to six commendation ribbons on the Class A uniform shirt. If more than six commendation ribbons have been awarded, all of them may be worn at formal occasions along with any commendation medals that accompany the higher ranked ribbons. Examples of these occasions are honor guard duty, weddings, funerals, award functions, etc. Commendation ribbons shall be worn on the Class A uniform only. Though awarded, it is not mandatory that officers wear commendation ribbons when in uniform. The highest honor/commendation awarded shall be worn closest to the breastbone. If the officer has two rows of ribbons, then the highest honors shall be worn on top. Refer to G.O. 04.09 for approved commendations to be worn.
4. Specialized unit pins approved by the Chief of Police, (ex. Special Weapons and Tactics Team (S.W.A.T.), Public Safety Unit, Crisis Intervention Team (CIT), Canine), may be worn centered above the nameplate or name tape or above the commendation award(s) on either Class A or Class B uniform shirts. Should an officer possess more than one of these pins, only one shall be displayed on their uniform at the officer's choice.
5. Department shoulder patches are to be centered on each sleeve one-half inch below the top stitch line of the sleeve.
6. Sergeants shall wear sergeant chevrons centered on each sleeve one-half inch below the shoulder patch.
7. Master Police Officers shall wear master police officer chevrons centered on each sleeve one-half inch below the shoulder patch.
8. The ranks of captain and above shall wear the appropriate rank insignias on Class A uniform shirt collars. The ranks of captain and above shall have rank insignias embroidered on the epaulets of the Class B uniform shirt.
9. Service stripes may be worn on the long sleeve navy blue uniform shirt. Each stripe represents five years of completed full time service in law enforcement. Service stripes shall be worn centered on the outside bottom half of the left sleeve at a 45-degree angle four inches from the bottom of the sleeve.

F. UNDERSHIRTS

1. A clean white "crew-neck" or "V-neck" style t-shirt shall be worn underneath the long sleeve white Class A uniform shirt.

2. A clean black or dark navy blue "crew-neck" style t-shirt shall be worn underneath the long and short sleeve navy blue Class A and Class B uniform shirt. White undershirts, if worn, are not to be visible with the navy blue uniform shirt.

G. UNIFORM PANTS

1. Uniform pants shall be neat, clean, and fitted to the individual officer.
2. Officers required to wear a uniform shall wear regulation navy blue uniform pants unless expressly authorized by the Chief of Police.
3. Majors, the deputy chief, and the Chief of Police shall wear a one (1) inch black stripe along the outside seam of each leg when wearing the Class A dress uniform.

H. FOOTWEAR / HOSIERY

1. Officers required to wear a uniform shall wear shoes or boots that are solid black in color, and made of natural or synthetic leather with a round toe design. Solid black in color by the manufacturer, including all portions of the upper, toe, heel, outsole, tongue, laces, eyelets, stitching, and any manufacturer's logos.
2. Shoes or boots shall be kept clean, polished, and in good condition.
3. Black running or athletic style shoes shall not be worn with the uniform, except for officers assigned to bicycle patrol.
4. Solid black over-the-calf style socks shall be worn when wearing shoes that reveal the socks when seated.
5. Solid black ankle socks are permitted for officers assigned to bicycle patrol.

I. JACKETS

1. Issued jackets shall be worn at the discretion of the officer.
2. Only the following accessories are authorized to be worn on the jacket:
 - a. Badge/Badge patch – worn above the left breast pocket.
 - b. Shoulder patches centered on each sleeve one-half inch below the top stitch line of the sleeve.
 - c. Sergeant or MPO chevrons centered on each sleeve one-half inch below the shoulder patch.
 - d. Rank insignia for captains and above shall be worn on the epaulets.

J. RAINWEAR

The issued raincoat and hat cover may be worn as needed. The hat cover shall only be worn during inclement weather.

K. OPTIONAL ACCESSORIES

1. Scarves may be worn during cold or inclement weather, provided it is solid black in color.
2. Gloves may be worn during cold or inclement weather, provided they are solid black in color.
3. A department issued navy blue pullover sweater may be worn for seasonal comfort. The sweater shall have a department shoulder patch affixed to each shoulder, with badge or badge patch attached to upper left breast and name plate or name tape on upper right breast.
4. The outer vest cover shall be worn with badge or badge patch attached to upper left breast and name plate or name tape on upper right breast. The outer vest carrier shall be dark navy blue in color. Optional undershirts that may be worn with the outer vest carrier may be requested and purchased by the department in lieu of a Class A or Class B uniform shirt. Optional undershirt requests may be made at any time throughout the year, but orders will be placed twice in the calendar year, January and July.
5. Mock turtle-neck shirts or a mock-turtle neck dickie may be worn with both long sleeve Class A and Class B shirts with no tie. Mock turtle-neck or mock turtle-neck dickie shall be black in color and with "CPD" embroidered in silver at the neck. This is a personal purchase uniform item and shall be purchased through the department's uniform vendor to ensure uniformity and consistency.

Note: Uniforms that require a metal badge, must be worn with a metal name plate. In instances where a badge patch is affixed to the uniform, an embroidered name tape is required. A uniform with a metal badge and embroidered name tape, or a uniform with an embroidered badge patch and a metal name plate are prohibited.

L. BICYCLE PATROL

Officers assigned to bicycle patrol shall wear such uniforms, accessories, and insignia as prescribed by the Chief of Police. They shall wear their helmet and other protective gear when riding a bicycle.

M. CANINE OFFICERS

Officers assigned to canine duties may wear navy blue "BDU" style shirt and pants while performing canine related duties. Such officers are still required to wear regulation uniform during funeral services, formal ceremonies, federal or superior court, or as otherwise directed by the chief of police.

N. HONOR GUARD

Members of the honor guard shall wear such uniforms, accessories, and insignia as prescribed by the Chief of Police. White gloves shall be worn when so ordered while attending important events or assemblies while on-duty and serving as a member of the honor guard.

O. HONORING LAW ENFORCEMENT DEATHS

1. When a member in law enforcement dies in the line of duty, while serving in Cabarrus County, black mourning bands will be permitted to be worn on the badge from the time of death until sunset on the day of the burial.
2. When a member in law enforcement dies in the line of duty outside Cabarrus County, individual officers may request to wear a mourning band. Such requests shall be made to the respective commander.
3. When a member in law enforcement dies in the line of duty, and the governor declares that flags be lowered, officers may wear black mourning bands on the badge from sunup to sunset on the day the flags are lowered.

P. MOTORCYCLE PATROL

Officers assigned to the motorcycle unit shall wear such uniforms, accessories, and insignia as prescribed by the Chief of Police. They shall wear their helmet, boots, and other protective gear when operating the motorcycle. When not operating the motorcycle (due to inclement weather or motorcycle maintenance) they shall be dressed and equipped as other officers who are required to wear a uniform.

04.06.5 **OPTIONAL PERSONAL PURCHASE ITEMS**

A. The department authorizes the use or wearing of specific uniform items and accessories. The below items may be purchased, at the coworker's expense:

1. Load bearing vest (**Shall be purchased from department approved vendor**)
2. Outer vest carrier (**Shall be purchased from department approved vendor**)
3. Streamlight / Stinger / Handheld flashlight holders
4. Latex / Neoprin glove pouch
5. Second badge & wallet

NOTE: The department will periodically advertise the intended order of mini-badges for coworkers to purchase for off duty carry.

6. Extra handcuffs and carrier
7. Knives / Multi-tools / Seatbelt cutter
8. Radio earpiece
9. Gloves

B. PERSONAL PURCHASE ITEM GENERAL GUIDELINES

1. Coworkers are prohibited from using or wearing any personal purchase uniform item while off-duty, except for the second badge, which may be used for off-duty identification in conjunction with the department-issued identification card.

2. The Chief of Police reserves the right to condemn any personal purchase item if such item is determined to be unserviceable or if used in a manner not consistent with policy.
3. Personal purchase items must be used and/or worn in a professional manner at all times while on duty.
4. Coworkers may submit claims for the reimbursement or replacement of personal purchase items damaged as a result of duty-related activity.
 - a. Coworkers shall submit a memorandum to the Chief of Police through their chain of command and shall retain the item in question until the claim is settled.
 - b. Upon reception of the memo, the Chief of Police shall consider the replacement or reimbursement of the personally purchased item.

04.06.6 PERSONAL APPEARANCE STANDARDS – SWORN LAW ENFORCEMENT

Officers, while on-duty, shall conform to the following appearance standards as herein prescribed. They shall always strive to present a professional appearance. **It shall be the responsibility of all supervisors to regularly monitor their subordinate's general appearance to ensure conformity with this policy.** In doing so, supervisors shall use their discretion with an emphasis placed upon presenting a professional appearance. Supervisors finding a subordinate officer who is not in compliance with any of the following sections shall take prompt, appropriate action to correct any deficiency.

A. FACIAL HAIR

1. **Full** beards and goatees may be worn provided they do not interfere with the wearing of necessary police equipment or expose the wearer to undue risk or hazard.
 - a. Beards, and goatees as applicable, shall be neatly trimmed along the throat, neckline, and cheekbones. Beards and goatees shall present a groomed appearance while in uniform or otherwise on-duty.
 - b. Beards and goatees shall be maintained at a length not to exceed one quarter inch (1/4") in length.
 - c. The mustache portion of a beard or goatee shall be neatly trimmed so that the top line of the upper lip is visible.
2. Officers shall affirmatively communicate their intent to grow a beard or goatee to their commanding officer by email or memo. Officers choosing to wear a beard or goatee shall maintain the beard or goatee and avoid shaving. Periodic shaving or being in a state of continual beard or goatee growth (i.e., stubble) is prohibited.

- a. Likewise, officers with an approved beard or goatee shall affirmatively communicate their intent to shave off their beard or goatee to their commanding officer by email or memo. Officers shall remain clean shaven thereafter.
3. Officers with a medical condition for which the Chief of Police authorized an accommodation to wear a beard **shall** wear a full beard **in accordance with their medical restrictions and in accordance with this policy** and shall not shave.
4. Officers who choose to wear a beard or goatee shall be given no more than two weeks to grow a beard or goatee. It is a recognized fact that some people are capable of growing facial hair with a neat and professional appearance and some are not. If the chief of police feels that facial hair does not meet the regulations set forth in this policy; or if he/she feels a person does not have the potential to grow facial hair (i.e., scraggly, patchy or sparse facial hair); or that a person is not maintaining their facial hair (i.e., facial hair that regularly exceeds length standards, fails to keep facial hair properly trimmed and uniform in appearance), he/she may order the facial hair be shaved.

Note: Lengthy facial hair, hair generally exceeding ¼" in length, can interfere with the wearing of safety equipment (i.e., gas mask). Officers choosing to wear a beard or goatee shall ensure compliance with this policy and that their department issued gas mask is able to maintain an air tight seal.

5. Mustaches, if worn without a beard or goatee, shall not extend above, beyond, or below the normal hairline of the upper lip. Mustaches shall be maintained in a neat, clean manner presenting a groomed appearance.
6. Sideburns, if worn without a beard, shall be neatly trimmed and shall not extend below the middle of the ear. Sideburns shall be straight and of even width (not flared) and end in a clean-shaven horizontal line.
7. The chief of police reserves the right to order a clean shaven appearance for formal ceremonies, department photographs, etc.

B. FINGERNAILS

Fingernails must be kept clean and trimmed to a reasonable length so as not to interfere with the performance of duty. Female coworkers may wear nail polish that is professional and does not present an extreme appearance. Male coworkers shall not wear nail polish of any type. Fingernail decals or ornamentation is not permitted.

C. HAIR

1. Males

Hair shall be neat, clean and shall not interfere with full vision. The length of hair for males shall not extend past the top of the shirt collar at the center of the back. Hair may extend over the ears, but shall be no longer on the sides than the middle of the ear. The hair must be neatly clipped and shaped at the top and sides to present a well-groomed appearance. In all cases, the bulk or length of hair shall not interfere with the normal wearing of the uniform hat. Extreme hairstyles such as Mohawks, scalp sculpturing, and exotic styling are prohibited.

2. Females

Hair shall be neat, clean and shall not interfere with full vision. Female officer's hair shall be worn in a tightly wrapped braid, ponytail, or bun and shall not extend more than a few inches below the bottom of the uniform collar. The hair may extend over the ears, but shall be no longer on the sides than the top of the shirt collar. If the hair is worn over the ears, it shall not be arranged in a way that would be advantageous for a suspect to grab. Hairpins and barrettes will not be conspicuous and exposed. Hairclips and other ornamentation are prohibited for uniformed officers. Female hairstyles, if the officer is in uniform, shall not interfere with the proper wearing or alter the original shape of the uniform hat.

3. Hair Color

Hair color, if dyed, should present a natural appearance. Regardless of the sex of the coworker, colors (such as green, blue, pink, and purple) that do not occur naturally are prohibited.

D. JEWELRY – PLAINCLOTHES OFFICERS

1. Facial jewelry of any kind shall not be worn.
2. Female officers may wear one set of earrings provided they are conservative in style and do not interfere with the performance of duty or endanger the safety of the officer or others. Male officers can only wear earrings if they are assigned to the Vice/Narcotics Unit or otherwise working in an undercover assignment.
3. Necklaces, bracelets, and rings may be worn as long as they do not interfere with the performance of duty or endanger the safety of the officer or others.
4. Rings shall be limited to one per hand.
5. Visible body piercings are prohibited. Simply covering facial jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing, etc.) with a bandage or other disguise does not constitute compliance with this standard.

E. JEWELRY – UNIFORMED OFFICERS

1. Facial jewelry of any kind shall not be worn.
2. Female officers may wear one set of silver or gold in color earrings worn in the lower ear lobe that is small ball or disk style with small posts. Male officers are prohibited from wearing earrings while on duty while dressed in Class A uniform.
3. A single necklace/chain or religious medallion may be worn, but shall not be visible.
4. A single bracelet may be worn.
5. A wristwatch may be worn and should not be excessive in size or appearance. A watch should coincide with the professional appearance of the officer's uniform.

6. Multiple necklaces, chains, charms, bracelets, or costume type jewelry shall not be worn.
7. One ring may be worn on each hand if the ring does not interfere with the performance of duty or endanger the safety of the officer or others.
8. Visible body piercings are prohibited. Simply covering facial or ear jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing) with a bandage or other disguise does not constitute compliance with this standard.

F. MAKEUP

Officers may wear a reasonable amount of makeup that would be considered standard for the adult business community.

G. GENERAL HEALTH AND PHYSICAL FITNESS

Physical fitness should be a professional goal of all officers. Therefore, officers are expected to maintain a level of general health and physical fitness, which allows for work to be performed efficiently and which minimizes the potential for personnel shortages caused by excessive sick leave or injury. Overall physical wellness should focus on exercise and nutrition as well as preventive screening. In support of overall physical wellness, the department encourages the use of facilities and programs aimed at improvement in nutrition habits and the maintenance of strength and flexibility. Officers have access to, without cost to the coworker, cardiovascular and strength building fitness equipment in the department's fitness areas.

04.06.7 **PERSONAL APPEARANCE STANDARDS – CIVILIAN OR LIGHT DUTY SWORN**

Such coworkers shall convey an appearance of professionalism, particularly when dealing with the public.

- A. Civilian or officers on light duty assignments, shall maintain a neat, well-groomed appearance and shall wear appropriate business attire for their assignments. Those assigned a uniform shirt (i.e., Code Enforcement) shall wear said shirt at all times while on duty. Light duty sworn personnel shall wear casual business attire.
- B. General order sections related to makeup, hair color, body art, and jewelry, and fingernails also apply to civilian and light duty coworkers.
- C. The following items of clothing shall be considered unprofessional and inappropriate for work attire:
 1. T-shirts / tank tops as an outermost garment.
 2. "Skorts" or shorts.
 3. Denim clothing.
 4. Beach or thong type sandals.
 5. Athletic shoes (unless solid black in color).

6. Athletic / workout attire (such as yoga pants or compression shirts)
7. Apparel bearing sport or company logos larger than 3" x 3".
8. Leggings / skin tight pants/ spandex as an outermost garment.
9. Revealing blouses or shirts that expose excessive skin and cleavage.
10. Mini-skirts or dresses that are more than 3 inches above the knee.

Note: This list is not all-inclusive, and violations of civilian or light duty dress attire shall be addressed by the coworker's commanding officer on a case-by-case basis. Civilian and light duty coworkers shall abide by these standards.

04.06.8 PERSONAL APPEARANCE STANDARDS – ATTENDING TRAINING

- A. Coworkers who are attending training, either internally or outside of the department, are expected to represent the department in a professional manner and present the best image possible.
- B. Attire may be the department uniform, or neat clean pants, shirt and appropriate footwear unless otherwise directed. Shorts and sandals are not allowed.
- C. Jeans are permissible while attending training unless otherwise specified by the instructor or by the nature of the course (i.e. firearms training). Jeans will be permitted provided they are neat, properly fitted, and without holes or tears. Shirts must also property fit, without holes or tears, and without inappropriate or offensive print or graphics.

04.06.9 BODY ART – TATTOOS

- A. The Concord Police Department is a paramilitary professional organization that has a reasonable interest in not offending or appearing unprofessional before the public it serves. For this reason, the department requires a standard appearance wherein its coworkers may not display tattoos and/or body art that are profane, demeaning or contain messages that may be disruptive in the workplace, negatively impact productivity, or give the appearance of a preference or bias to the public or other coworkers.
- B. Inappropriate tattoos and/or body art shall not be visible to the public and must be concealed by the uniform while on duty. Tattoos and/or body art may be deemed inappropriate if they meet the criteria in (A) above. Inappropriateness may also be determined based upon the amount of skin covered with tattoos and/or body (i.e., an arm sleeve of tattoos extending well below the elbow joint).
- C. The Chief of Police will determine if a tattoo or body art is inappropriate.

04.06.10 PRIVATELY OWNED MOBILE PHONES

- A. Department coworkers may possess and use privately owned mobile phones while on-duty for department business.

- B. Privately owned mobile phones shall be kept in an inaudible or vibrating mode when dealing with the public.
- C. Coworkers shall not use/wear privately owned Bluetooth (wireless) devices while on-duty in public view.
- D. The department shall assume no liability for the loss, damage, or expenses incurred from the possession or use of any privately owned mobile phones while on-duty, unless the coworker is required to have the phone at all times and receives a stipend from the city.

04.06.11 DUTY EQUIPMENT

A. ISSUED EQUIPMENT

Newly sworn officers shall be equipped with appropriate uniforms and equipment necessary to the performance of their duties.

B. REQUESTING UNIFORM ITEMS

Officers may request additional uniform items as needed for replacement. The request may be made at any time throughout the year, but orders will be placed twice in the calendar year, January and July. The Professional Standards Division administrative assistant will send a reminder prior to the order being submitted. This will allow sufficient time for officers to make uniform requests. Typically, officers may order the following:

1. Three pairs of uniform pants;
2. Three uniform shirts of choice;
3. Footwear (follow the reimbursement plan in place);
4. Any other worn or damaged items that need to be replaced for appearance.

C. REPLACEMENT OF DAMAGED OR LOST ITEMS

The department recognizes that throughout the course of police work, uniform items can be damaged or lost and need to be replaced immediately. In the case where items are damaged or lost, the officer should report the items to their supervisor and then make a request to the Professional Standards Division administrative assistant as soon as practicable, and replacement items can be ordered immediately once approved.

D. INVENTORY

The Administration Bureau commander or designee is responsible for maintaining and storing agency property in a state of operational readiness and controlling the inventory and issuance of certain items such as police clothing, gear, firearms, ammunition, badges and supplies.

04.06.12 DEPARTMENT EQUIPMENT**A. COWORKER RESPONSIBILITY**

1. It shall be the responsibility of each coworker to take proper care of all equipment and property issued or assigned to them. Equipment and property owned by the City of Concord shall not be converted to the coworker's personal use.
2. The coworker must use all equipment in a lawful manner and may be required to reimburse the City of Concord for property lost or damaged because of willful or negligent action by the coworker. Such reimbursement shall be in addition to any disciplinary action arising out of the loss or damage.
3. Any damage or loss of property or equipment is to be reported to the coworker's supervisor during the same tour of duty as damage or loss occurs.
4. Operators of police vehicles are to inspect vehicles prior to driving them. Any damage to the coworker's vehicle shall be reported as soon as practicable. Damage not reported prior to operation will be charged to the coworker in possession of the vehicle when damage is discovered.
5. Except when otherwise directed by a competent authority or otherwise reasonable by circumstances, department equipment shall only be used by those to whom it was issued or assigned. Use should be limited to official purposes and in the capacity for which it was designed.
6. Department equipment or property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority to do so and only in compliance with established city procedures.
7. Any firearm that has malfunctioned, misfired, or been damaged shall be turned in immediately to the Professional Standards Division Lieutenant. The Professional Standards Division Lieutenant shall turn over the firearm to the lead firearms instructor or their designated firearms instructor.
8. No coworker shall attempt to disassemble or repair any departmental equipment unless authorized to do so by the Chief of Police or designee.

B. HANDGUNS / ON-DUTY

1. All officers authorized to carry a department issued handgun shall do so in the following manner: for all officers in uniform, in department issued holsters and belts; and, for detectives and others not in uniform, in a department approved holster.
2. Officers shall carry and use only ammunition that is issued or authorized by the Department.

C. LESS LETHAL

1. Only department issued or approved less-lethal devices, munitions and weapons as defined in General Order 05.09 are authorized for carry, use and deployment shall be carried only by those personnel who have successfully completed training on each device.

2. All uniformed officers who have successfully completed training will wear the less lethal instruments issued by the department on their duty belt as part of the officer's required uniform. This includes OC spray, ECD and batons if available.
3. Plain clothes officers must carry some type of less lethal device when executing an arrest away from headquarters or when entering an obvious confrontational situation.

04.06.13 IDENTIFICATION CARDS

- A. When on duty, all coworkers shall have with them their department issued identification card, in addition to their city identification card. Upon a citizen's request, coworkers shall present their identification. Employee identification shall include verbal identification over the telephone.
- B. Civilians and officers that work in a plain clothes capacity are required to have their identification card displayed in a fashion that allows them to be readily identified as a department employee. Exceptions include when a sworn coworker is serving in an undercover or covert assignment. In such case the coworker shall have the identification on their person in the field. Also, they shall have their identification visible inside of the department or city facilities.
- C. The front of the department identification card shall have at a minimum the coworker's photograph, the coworker's rank, employee number and the signature of the Chief of Police.

04.06.14 RETURN OF DEPARTMENT EQUIPMENT

A. SEPARATION CHECKOUT SHEET (FORM #SC-1)

Whenever coworkers are placed on an unpaid status (removed from the payroll) for any reason except for suspension or an unpaid status of 14 days or less, the Professional Standards Division administrative assistant shall prepare a Separation Checkout Sheet (form SC-1). The Office of the Chief of Police – Executive Assistant, shall forward a copy of Form SC-1 to the respective commanding officer. Form SC-1 is available on the department network.

B. COMMANDING OFFICER RESPONSIBILITIES

1. Upon receiving a Separation Check-Off Sheet (form SC-1) from the Office of the Chief of Police – Executive Assistant, commanding officers shall ensure that the coworker's department issued equipment is retrieved and either stored at the coworker's work location or delivered to the Professional Standards Division – administrative assistant, if applicable. If the coworker is expected to return to duty, the equipment shall be stored at the work location. These items shall not be inventoried. In extraordinary cases, the equipment may be stored at another location as determined by the Chief of Police.

2. If a coworker's 15 day or greater leave of absence begins prior to Form SC-1 being received from the Office of the Chief of Police – Executive Assistant, the commanding officer or designee must collect and document the employee's applicable equipment prior to the employee's last day of work. Once Form SC-1 arrives at the work location, the list of equipment collected should be transferred to the second page of the form.

Note: If a coworker has been approved for an extended leave of absence which may go into an unpaid status of greater than 15 days, the applicable equipment must be surrendered prior to the commencement of the leave. Supervisors are to use their discretion when handling unpaid leaves and the surrendering of equipment.

C. UNPAID LEAVE 14 DAYS OR LESS

Coworkers on an unpaid leave of absence of 14 days or less are not required to surrender any department issued equipment unless otherwise ordered by the Chief of Police or designee.

D. UNPAID LEAVE 15 TO 90 DAYS OR SUSPENDED FROM DUTY

Coworkers on an unpaid leave of 15 to 90 days or suspended from duty for any reason shall surrender their regulation metal badge, identification card, class "A" hat with badge, OC, expandable baton, handcuffs, taser and handgun to the Professional Standards administrative assistant. The items shall be retained at police headquarters or another location as authorized by the Chief of Police.

E. UNPAID LEAVE OVER 90 DAYS

Coworkers on an unpaid leave over 90 days shall surrender all department issued equipment (excluding uniform items) to their commanding officer. The commanding officer shall ensure the equipment designated on the Separation Check-Off Sheet (form SC-1) is retrieved and delivered to Professional Standards Division administrative assistant. This is to include the coworker's badge(s), class "A" hat with badge, identification card. Handguns shall be returned the lead firearms instructor for retention. The coworker's equipment will be reissued upon reinstatement.

F. TRANSFER FROM SPECIALIZED UNIT

Should a coworker transfer from a specialized unit, it shall be the responsibility of the coworker to return all specialized uniforms and/or equipment to the captain of the respective unit. Upon return of the specialized equipment and/or uniforms, commanding officers shall ensure that a Specialized Equipment Check-Off Sheet (form SC-1) is completed. Commanding officers shall ensure the specialized equipment and/or uniforms and Specialized Equipment Check-Off Sheet are delivered to the Professional Standards Division administrative assistant during normal business hours

G. DISCHARGE, RESIGNATION OR RETIREMENT

Upon dismissal, resignation or retirement, it is the responsibility of the coworker to immediately return to their commanding officer all department equipment and/or uniforms that have been issued or otherwise entrusted to them, including any specialized equipment (e.g., bicycle equipment, web belts, detective windbreakers, forensic photo vests, tactical coveralls or 5.11 TDU shirts/pants, arson investigators equipment). If the coworker is unable or unwilling to return the uniforms and/or equipment, it is the responsibility of the coworker's commanding officer to assign a supervisor to retrieve the outstanding uniforms and/or equipment as soon as practicable.

04.06.15 LOST OR STOLEN UNIFORMS AND EQUIPMENT

- A. Coworkers shall immediately notify their immediate supervisor of the loss or theft of department property. The coworker's immediate supervisor shall notify the division captain and bureau commander.
- B. If it is determined that an item(s) was stolen, an incident report shall be created that includes all pertinent serial numbers for the item(s) to be entered into NCIC.



GARY J. GACEK
CHIEF OF POLICE