


# GAINESVILLE POLICE DEPARTMENT

## GENERAL ORDER

	<b>TITLE</b> Authorized Duty Equipment		<b>ACCREDITATION</b> CALEA Chapters 41 & 46
	<b>PROponent UNIT</b> District 1 and District 2 Patrol		<b>PRIOR REVISIONS</b> 12/01/98, 11/30/99, 12/07/05, 04/05/11, 03/26/18
<b>NUMBER</b> 41.6	<b>ISSUE DATE</b> 07/01/98	<b>REVISION DATE</b> 01/30/2025	<b>ATTACHMENT:</b> <b>TOTAL PAGES</b> 7

**I. PURPOSE:** This Order contains regulations pertaining to equipment that shall be accessible to and carried/worn by Department members.

**II. POLICY:** To ensure that Department members carry the necessary, authorized equipment, the Gainesville Police Department shall issue equipment and provide regulations governing the use/carrying of that equipment. The Department may also authorize its members to carry or use equipment that is either supplemental to or substituted for issued equipment. By the authority of Florida State Statute and the Chief of Police, sworn members are authorized to carry, on or off duty, department issued weapons, personally owned weapons, and/or less-lethal weapons provided they have met the training and standards set by the Gainesville Police Department.

**III. DEFINITIONS:**

**Authorized or Permitted:** Either issued by the Department or which use is explicitly approved in writing by the Training and Education Division and/or the member's Bureau Commander.

**Field Operations:** Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in a law enforcement capacity rather than administrative or support capacities.

**Issued:** Provided by the Department and which use / availability is deemed mandatory.

**Mandatory:** Required by the Department to be used, worn, or carried by a member in the performance of his/her duties.

**Personally-Owned Equipment:** Purchased by the member for use supplemental to issued equipment or, with explicit approval, substituted for issued equipment.

**IV. PROCEDURE**

**A. Sworn Personnel:**

**1. Uniformed Members: [CALEA 41.3.2]**

- i. Uniformed sworn members shall wear or carry the following equipment (see General Order 1.6 for weapons regulations):**

## GAINESVILLE POLICE DEPARTMENT

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- a. Handgun (fully loaded);
- b. Two magazines fully loaded;
- c. Taser
- d. Impact instrument (Expandable Baton);
- e. Handcuffs and handcuff key;
- f. Department identification card [and case]
- g. Valid Florida driver's license; the information on members' drivers' licenses shall comply with State law, being updated as needed and required.
- h. Portable police radio;
- i. [Field] Note pad;
- j. Chemical Weapon

**ii. Sworn uniformed members shall have the following equipment available [CALEA 41.3.2]:**

- a. Traffic baton (flashlight cone);
- b. Traffic whistle;
- c. Fluorescent traffic gloves and reflectorized vest;
- d. Flashlight;
- e. Uniform Traffic Citations;
- f. Forms/Civil Citations/Written Warnings in sufficient quantity to perform assigned duties;
- g. Department issued laptop computer;
- h. Gas mask and other issued emergency equipment;
- i. Gas (refueling) card;
- j. Miranda Warning card;
- k. Issued Department keys;

I. Other equipment required to perform assigned duties.

**iii. Tactical Team Sworn Members:** Shall be issued specialized equipment. Refer to General Order 46.4 Special Response Group and applicable manuals. [CALE 46.2.3]

**2. Non-Uniformed Members:**

**i. Arrest Duties:** While on-duty, non-uniformed, sworn members whose routine duties include arrest shall carry on their person the following equipment, at a minimum:

- a. Department badge;
- b. Handgun, fully loaded with ammunition;
- c. Magazine & ammunition
- d. Handcuffs and handcuff key;
- e. Department ID card;
- f. Miranda card;
- g. Portable radio.

**ii. Non-Arrest Duties:** Non-uniformed, sworn members whose routine duties do not include making arrests shall carry on their person the following equipment, at a minimum:

- a. Department badge;
- b. Handgun, fully loaded with ammunition;
- c. Department ID card;
- d. Handcuffs and handcuff key

**iii. Concealing Weapons:** Sworn members working in a plainclothes capacity are encouraged to wear their duty weapons concealed while in public. If the weapon is not concealed, the sworn member shall wear their department badge as close to the weapon as possible and plainly visible.

**iv. Undercover Personnel:** Undercover personnel shall be equipped as indicated for non-uniformed sworn personnel.

**Exceptions:** While actually engaged in an undercover operation, and with the prior approval of their respective Bureau Commander/designee, assigned members may wear or use non-issued equipment or less equipment than normally required.

**v. Station Duty Personnel:** On-duty uniformed personnel assigned to station duties who wish to carry less equipment than required for field duty may do so with the prior approval of the their respective Bureau Commander.

**vi. Restricted Duty:** Sworn personnel on restricted duty or who are classified as Administrative Police Officers shall only wear or carry equipment that is in accordance with the limitations of their duty status [See GO 22.10].

**a.** The Administrative Services Division Commander/designee shall determine what equipment the member is authorized to use.

**b.** Administrative Services Division Commander/designee shall notify the affected bureau commander if a person assigned to him/her is restricted from carrying certain equipment.

**B. Soft Body Armor:**

**1. Issuance:** All sworn personnel shall be issued agency-approved soft body armor to maximize protection/safety to Department members. [CALEA 41.3.5]

**2. Use:**

**i.** All officers and supervisors who are assigned to a uniformed function are required to wear body armor while engaged in patrol or field operations both on-duty AND while working overtime details. The only exemptions are as follows:

When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or

**ii.** For members who do not wear their vests, Worker's Compensation benefits and performance evaluations may be negatively affected.

**iii.** Non-uniformed sworn officers shall have their issued body armor available for immediate use while on duty.

**iv.** Personnel engaged in pre-planned, high-risk situations, such as planned warrant executions, drug raids, etc., shall wear protective body armor during the detail regardless of the exemptions listed above. [CALEA 41.3.6]

This requirement extends to participating sworn personnel, regardless of assignment.

**3. Inspections of Body Armor:**

- i. Supervisors shall be responsible for ensuring that body armor is worn as required by this General Order through routine observation and periodic documented inspections. Failure to wear body armor as required by this policy shall be handled in accordance with General Order 26.5.
- ii. Officers are responsible for inspecting their soft body armor on a regular basis. Any damage or excessive wear to the ballistic panels or heir cover shall be immediately reported to the supervisor.

**C. Non-Sworn Uniform Personnel**

**1. Police Service Technicians:**

**i. Police Service Technicians shall wear or carry the following equipment:**

- a. Department identification card;
- b. Valid Florida driver's license;

The information on members' drivers' licenses shall comply with State law, being updated as needed and required.

- c. Portable police radio;
- d. Issued Department keys;
- e. Field note pad;

**ii. Police Service Technicians shall have available the following equipment:**

- a. Traffic baton;
- b. Traffic whistle;
- c. Fluorescent traffic gloves, cones, & reflectorized vest;
- d. Flashlight;
- e. Citation books;
- f. Report forms in sufficient quantity to perform assigned duties;
- g. Department issued laptop computer;
- h. Gas (refueling) key fob;
- i. Other equipment required to perform assigned duties.

**2. School Crossing Guards:** School Crossing Guards shall wear and/or carry the following equipment:

- i. Police whistle;
- ii. Reflectorized traffic vest and fluorescent gloves.

**D. Personally-Owned Equipment** [CALEA 41.3.4]:

**1. Authorization:**

**i. Supplemental Equipment:** Members may use equipment that is not issued if it enhances their law enforcement function, is of professional appearance, and is not against any policy prohibiting its use.

For example, clipboards and organizers are permitted, but unauthorized weapons, such as weighted gloves, are not permitted.

**ii. Substituted Equipment:** Members who wish to carry or use a personally-owned item in lieu of issued equipment must receive prior written approval to carry the item.

Members shall submit a *Request to Carry/Use Personal Equipment Form* (to include the justification for the request) to their respective bureau commander for approval. If the request involves a weapon, the request shall be forwarded to the Training and Education Division Commander who will then make a decision to grant or deny the request.

**2. Reimbursement Requests:**

**i. Submission:** Members who wish to request reimbursement for personally-owned equipment that is lost or damaged in the line-of-duty shall, within seven days of the incident, submit an *Inter-Office Communication* to his/her bureau commander.

**a.** The member shall include the circumstances of the loss/damage, the justification for reimbursement, and the value of the item.

**b.** Reimbursement requested via Worker's Compensation, if applicable, shall be submitted on the State of Florida Report of Injury Form on the date of loss or the next business day, at the latest.

**ii. Review:** After reviewing the request, the bureau commander shall decide, on a case-by-case basis, whether to reimburse the member, considering factors such as:

**a. Nature of the Equipment:**

**1). Supplemental:** Whether the item enhanced or supported the member's duties.

**2). Substituted:** Whether the member had written approval to carry/use the item.

**b. Member's Contribution:** Whether the member was negligent or contributed to the loss of, or damage to, the equipment.

**c. Compensation:** If reimbursement is approved, compensation shall be limited to the following:

**1). Supplemental Equipment:** The Department may reimburse members up to \$50.00 per item for equipment that enhances their ability to perform the law enforcement function (e.g., wristwatch).

The Department will not be responsible for assuming the cost of replacing or repairing lost or damaged items that do not enhance performance (e.g., jewelry).

**2). Substituted Property:** The Department may reimburse members for the loss or damage of an approved, substituted item at an amount that does not exceed the Department's cost for a similar (issued) item.

**3). Workers' Compensation:** When in accordance with the requirements of the Workers' Compensation program, the Department/City will bear the cost of the repair or replacement of an item that is lost or damaged in the line-of-duty (e.g. corrective lenses).

**E. Equipment Maintenance:** Members shall, as often as necessary, examine, clean, and maintain their equipment in good, serviceable condition.

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By Order of

*Signed Original on File in the  
Accreditation Section*

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**Nelson Moya  
Chief of Police**