

Greer Police Department

General Order 510.4 Uniforms and Issued Equipment

This order consists of the following numbered sections:

- I. RESPONSIBILITIES
- II. ISSUED EQUIPMENT
- III. INSIGNIA-PLACEMENT AND DESCRIPTION
- IV. UNIFORM CLASSES
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By Order of: *Matt Hamby*
Chief of Police

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CALEA 17.5.1; 17.5.2; 22.1.6; 22.1.8; 41.3.4; 41.3.5; 41.3.6

I. RESPONSIBILITIES

- A. The Department will provide uniforms and equipment necessary for the performance of duties. Each employee is responsible for maintaining all issued equipment in good working condition and for having that equipment ready for service. Further, employees will have available the equipment necessary for the proper performance of their duties and utilize said equipment to its fullest advantage.

- B. The procurement, accountability, distribution and issuance of Department owned or assigned uniforms and equipment, with the exception of vehicular equipment and specialized items utilized or issued by such units as Emergency Response Team, K-9, Narcotics and the Department Armorer, is the responsibility of the Administrative Lieutenant and/or Training Sergeant. Stored Department owned property will be kept in a state of readiness by the Administrative Division through the direction of the Training sergeant. The following lists the Unit in which specified equipment or assigned property is maintained:
 - 1. Vehicles. Fleet Management is the responsibility of the Operational Support Lieutenant.
 - a. Officers utilizing fleet vehicles are responsible for ensuring they are in proper working condition and for reporting any defects or deficiencies.
 - b. Officers with assigned vehicles are responsible for ensuring they are properly maintained.
 - 2. Serialized equipment, personal wear items, expendable items, general report forms and miscellaneous items are the responsibility of the Training Sergeant. Items and forms specialized to specific Divisions, such as evidence, judicial services, criminal investigations; Emergency Response Team, etc. are the responsibility of the individual Unit Supervisor.
 - 3. Maintenance and inspection of munitions and weaponry are the responsibility of the Department Armorer.
 - a. All non-issued weaponry will be cleaned periodically and inspected to ensure operational readiness.
 - b. All issued weapons will be kept clean and in good working order by the assigned officer. Any malfunctions will be promptly reported to the Department Armorer.

- B. Division Commanders
 - 1. Ensure that all personnel in their respective units have the required issued equipment.

2. Establish periodic inspections procedure to ensure equipment is properly maintained.
- C. Supervisors
1. Conduct regular inspections of issued equipment and uniforms to ensure they are properly maintained and serviceable.
 2. Ensure that subordinates with damaged, defective or worn equipment and/or uniforms have them repaired or replaced.
- D. Employees
1. Maintain all issued equipment and uniforms in good working condition so that they are ready for service and available for inspection.
 2. Promptly report any damage, wear, or defect which renders any equipment or uniforms unserviceable to their Supervisor and take the proper action to have the equipment or uniforms replaced or repaired.
 3. Initiate the appropriate report if any issued equipment or item of uniform is lost or stolen. See Section VI, C for the procedure on lost/stolen serialized items.
 4. If any issued equipment or uniform is damaged in the performance of duties, the officer is to report the damage to his/her Supervisor. If the damage occurred during an arrest or attempted arrest, the officer should petition the judge for restitution to the City when the suspect appears in court.
 5. If the officer's personal property, i.e. glasses, watch, etc, is damaged while making or attempting to make an arrest, the officer should petition the judge for personal restitution when the suspect appears in court.
 6. If the equipment or uniform was damaged or lost due to neglect or carelessness on the part of the officer, the item must be replaced at the cost of the officer. The officer must report the loss or damage to his/her Supervisor who will contact the Administrative Lieutenant, or in the case of specialized equipment, the issuing Supervisor. The cost to the officer will be the current replacement cost, including tax and shipping.
 7. At the time of retirement, resignation or dismissal, officers shall turn in all issued equipment, except badge and service weapon prior to the last day of City service. The badge and service weapon shall be turned in on the last day of service. If equipment or uniforms are not turned in, the employee's final pay check may have the cost of that equipment or uniforms deducted.

II. ISSUED EQUIPMENT

- A. Equipment is issued to department personnel depending upon assignment. Special equipment used by specialized units will be authorized, issued and inventoried by the appropriate Division Commander. The quantity of issued items will depend upon both assignment and budget constraints.

- B. Personnel assigned to CID and certain command-level assignments may receive a clothing allowance up to \$700.00 per year in order to purchase appropriate non-uniform clothing for duty wear. The clothing allowance is distributed at the beginning of each fiscal year.
- C. Uniform Regulations
1. All uniforms are issued by the Department. Non-issued uniform items are prohibited.
 2. Wearing of Departmental head gear (service hat) shall be optional for all uniform officers. The issued baseball hat may be worn at the discretion of the officer and is encouraged for wear while directing traffic or while amidst a large crowd.
 3. All duty gear (belt, holster and accessories) is issued by the Department. Personal duty gear is prohibited unless specifically authorized by the Training Sergeant. Submission of the Duty Gear Request form soliciting approval from the Training Sergeant must be received prior to deploying any non-department issued duty gear.
 4. Armored vests are issued by the Department to all sworn personnel.
 - a. Armored vests will be worn at all times by any personnel performing patrol duties.
 - b. Line personnel assigned to administrative duties such as detention or dispatch are not required to wear the vest during that assignment.
 - c. All other sworn personnel shall have the armored vest readily available in their vehicle.
 - d. Personnel, engaged in pre-planned, high-risk operations or situations, regardless of primary assignment or duty, will wear their department issued armored vests while participating in the high-risk operation or situation.
 5. The Utility uniform is for restricted use only, such as ERT, K-9, and Training Officer and will not be worn unless specifically authorized.
 6. Uniforms will be neatly pressed, metal objects shined and shoes polished.
 7. Only black belts and shoes will be worn with all uniforms. Non-black socks cannot be easily visible under the pant leg.
 8. At minimum, one additional loaded magazine for the sidearm being carried must be worn by Patrol Officers.

Personnel requiring replacement uniforms shall notify their Supervisor. The Supervisor will receive approval from their Division Commander to purchase the uniforms and send the employee to the designated uniform provider. When replacing defective equipment or uniforms items with patches, officers must turn the worn or defective items into the Training Sergeant.

D. Authorized Accessories

Only the following uniform accessories are authorized for wear on the department uniform:

1. The department-issued name plate will be worn centered over the right shirt pocket with the keeper pins touching the top seam of the pocket. If the sweater is worn over the shirt, the name plate will be placed in a similar position on the sweater.
2. Personal award ribbons authorized by the Department will be centered 1/4" above the name plate. A maximum of four award ribbons may be worn at one time.
3. Ornaments, jewelry, civic pins, fraternity pins, etc, will not be worn on the uniform. The only exceptions are those pins awarded or issued by the Department or approved by the Chief of Police. Authorized pins may be worn centered on the flap of the right pocket of the uniform shirt.

III. INSIGNIA-PLACEMENT AND DESCRIPTION

A. Collar Rank Insignia

1. Only Department issued collar insignia are authorized.
2. Collar Insignia Description
 - a. Chief of Police - Eagle
 - b. Captain - Double Gold Bars
 - c. Lieutenant - Single Gold Bar
 - d. Sergeant - Gold GPD
 - e. Corporal - Gold GPD
 - f. FTO - Silver GPD
 - g. Patrol Officer - Silver GPD

Specialized positions such as K-9 may wear the collar insignia for their specialty on Utility or specialized uniforms. However, in Class A, B or C uniforms, the GPD in gold or silver, depending on rank will be worn.

B. Sleeve Insignia

1. Lieutenant and above will wear no insignia on the sleeves
2. Sergeant will wear three stripes in gold on the sleeves
3. Corporal will wear two stripes in gold on the sleeves
4. FTO will wear one stripe in blue and silver on the sleeves

5. Longevity bars will be in gold and worn on the left sleeve at the cuff. One bar for every five years of law enforcement service regardless of rank.

IV. UNIFORM CLASSES

- A. Class "A" Uniform: long sleeve shirt with necktie and nylon gear.
- B. Class "B" Uniform: long sleeve shirt and nylon gear
- C. Class "C" Uniform: short sleeve shirt, crew neck T-shirt, and nylon gear
- D. Class "D" Uniform: Utility Fatigues, crew neck T-shirt, nylon gear
- E. Class "E" Uniform: Cargo pants, polo shirt

V. ISSUED SERIALIZED EQUIPMENT

- A. A record of each item of serialized equipment will be maintained by the Training Sergeant indicating to whom the item was issued.
- B. All transfer/reassignment of serialized equipment items must be done in person with the Training Sergeant. No transfers are to be made at the officer's unit level.
- C. Loss/Theft
 1. If a serialized piece of equipment is lost or stolen, the appropriate report will be written with an NCIC entry initiated.
 2. The report will be forwarded to the Chief of Police along with a supervisory investigation of the incident.
 3. The Training Sergeant will issue a replacement for the missing item upon receipt of a copy of the incident report.
- D. Damage

Any damage to serialized equipment will be reported promptly to the officer's supervisor who will investigate the circumstances surrounding the damage and forward a memorandum including the circumstances to the Chief of Police.
- C. It is the responsibility of each and every sworn officer to secure their service weapon at their residence in a manner that it is not accessible to children or other unauthorized persons. Gun locks may be obtained at the Police Department.

VI. INVENTORY

For inventory control and accountability, the Training Sergeant will track issued items (clothing and equipment) by an itemized listing. With the exception of serialized equipment, replacements for worn or defective uniforms and equipment will not require designation on the itemized list. Items turned in by officers will be compared against their current inventory of issued items.