

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number FSS-005
	Subject Basic Equipment for Department Commissions	
	Special Instructions Replaces LOG-005 dated December 8, 2011	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for the basic equipment to be carried in Department commissions.

II. POLICY

Department police employees shall routinely carry in their assigned commission the equipment, as outlined in this procedure. An officer's primary duty assignment (administrative or patrol) may dictate some of the required equipment to be issued and/or carried in the commission.

III. PROCEDURE

A. All Department commissions shall routinely carry the following equipment:

1. First Aid Kit	5. Crash Investigation equipment and report forms*
2. Fire Extinguisher	6. Extra Handcuffs
3. Fuses	7. ANSI Reflective Vest
4. Ticket/Warning Books*	

*These items may be replaced by Department Technology (issued computer and related programs).

B. Department commissions assigned to road patrol duties shall also routinely carry the following additional equipment:

1. Tape measure	4. Rechargeable Flashlight	7. Alco-Sensor
2. Camera: Digital or film	5. Laptop computer and case	8. Shotgun with shells
3. Tire deflation devices	6. Plastic foul-weather hat cover	9. Blanket

C. Issued body armor, if not worn by police employees, shall be carried in their assigned commission or the commission the employee is using and/or shall be kept in close proximity to the officer so that it is quickly accessible.

D. Officers assigned to a Department specialty team (e.g., SCUBA, SWAT, TIP, etc.) shall carry in their commissions the issued equipment as required by other Department directives and/or SOPs, unless otherwise exempted.

E. This policy should not restrict officers from routinely carrying other equipment that is specifically authorized or approved.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.