

Uniforms & Equipment



Equipment Maintenance & Inspections

Order
06.104

A. Policy

The Department provides employees with equipment to perform the police function. Certain equipment is issued at the time of hire and will be returned upon separation from the Department. Employees will be responsible for the care and maintenance of issued equipment and supervisors will make periodic inspections of their subordinates' appearance and equipment to ensure compliance with standards set forth in the Orders.

B. Definitions

1. *De Minimis*: Infrequent and brief stops or time during authorized breaks, lunch periods, or on the way to and from work.
2. **Equipment**: Gear used for the delivery of police services, which may or may not be Department-issued or reimbursed.
3. **Inspection**: An observation of a function or process to improve performance or ensure compliance with policy.

C. General Considerations

1. Police officers in uniform are the most visible sign of the presence of government to the public. A neat, professional appearance enhances an officer's image and reflects favorably upon the entire Department.
2. Due to security concerns, employees must take extra care to securing items readily identifiable as police equipment, including items of identification.
3. All employees are accountable for the misuse, loss, or abuse of any Department-issued item. When Department equipment is damaged or lost, a memorandum explaining the circumstances will be forwarded through the chain of command to a lieutenant/administrator or higher. Replacement equipment will be issued upon recommendation of the lieutenant/administrator or higher and approved by the bureau commander/manager.

- Supervisors will determine if the incident requires investigation or discipline in instances of equipment misuse, abuse, loss or theft.

D. Equipment

1. All sworn uniformed employees are required to be in possession of certain equipment while on duty.
 - a. Items designated with a "*" shall be carried by the officer (e.g., on duty belt, outer vest, in a pocket, etc.) and available for use at all times.
 - b. Items designated with a "^" shall be with the officer (e.g., in their patrol vehicle) and available to use as needed.
2. Equipment will be replaced by the Department or uniform reimbursement when deemed unserviceable.
3. Items Replaced by the Department
 - 1) Ammunition *
 - 2) Ballistic vest *
 - 3) Body worn camera (worn per [Order 17.105](#)) *
 - 4) Breast badge *
 - 5) Department-issued firearm and magazines *
 - 6) Department-issued radio *
 - 7) Department-issued rifle (if issued) ^
 - 8) Department approved less lethal launcher (if issued) ^
 - 9) Department-issued smartphone ^
 - 10) Gas mask with filter and bag ^
 - 11) Helmet ^
 - 12) Laptop computer (when applicable to duty)
 - 13) Police commission card and city identification *

14)Taser and Taser cartridges (if issued) *

15)Jersey claw or other breaching tools (if issued) ^

16)Rescue throw bag ^

4. Items Replaced Through Uniform Reimbursement

1) Duty belt, holster, pouches, and keepers

2) Fingerprint kit ^

3) Flashlight * and orange flashlight cone

4) Gun-mounted flashlight

5) Handcuffs and handcuff keys *

6) Nameplate (Class 'A' and 'B' uniform)

7) OC spray or PR-24/collapsible baton *

- Uniformed officers shall carry at least one of these items (e.g., on duty belt, outer vest, in a pocket, etc.) and available for use at all times.

8) Pursuit bag

9) Tie Bar (Class 'A' uniform)

10)Traffic vest ^

11)Trousers belt

12)Whistle ^

5. High-gloss duty belts worn with the Class A uniform for formal events (e.g., promotions, funerals, etc.) will have only the following high-gloss items:

a. Holster

b. Magazine pouch

c. Handcuff case

d. Keepers

6. Newly hired uniformed civilian employees will be issued the necessary equipment to perform their assigned duties.
7. Specialized equipment will be issued to employees who are assigned to special duties, (e.g., Traffic, SWAT, etc.). Equipment for special assignments will be issued when the employee is assigned to the detail and will be returned upon completion of the assignment.
8. Additional police equipment may be purchased through uniform reimbursement and should be maintained/secured in the same manner as department issued equipment.
9. The following equipment is required to be accessible to each non-uniformed officer while on duty:
 - a. Badge and commission card
 - b. Body worn camera (worn per [Order 17.105](#))
 - c. Ballistic helmet
 - d. Ballistic vest
 - e. Firearm and one additional magazine
 - f. Gas mask with filter and bag
 - g. Handcuffs & handcuff keys
 - h. Radio

E. Equipment Security

1. Employees are responsible for the proper storage and security of equipment that if lost or stolen would constitute a breach of security to the Department and public. This includes property identifiable as police equipment, including items of identification.
2. Unless defined below, employees will not leave any Department-issued or other items identifiable as police equipment in any vehicle, locked or unlocked, at any time.
3. Exceptions:

- a. Locked in a marked or unmarked city-owned vehicle while the employee is on-duty (unless exigent circumstances prevent the locking of the vehicle).
- b. Stored in any vehicle parked in an enclosed and locked garage under the control of the employee.
- c. Placed and concealed within the employee's locked personal vehicle during *de minimis* personal use on a normal workday shift.
- d. Placed and concealed in a locked vehicle parked within the fenced confines of a police facility.

F. Equipment Maintenance

1. Employees are responsible for maintaining inventory and ensuring operational readiness of assigned police equipment. Employees will store equipment in a manner to prevent decay, deterioration, or damage.
2. Employees who work at least one day in a month shall don and doff their gas mask each month to ensure a proper seal and check the physical condition of the gasmask, filter, and bag.
3. Uniformed operational employees issued the listed equipment will whenever possible, inspect the equipment as described, ensuring an operationally ready condition:
 - a. Taser – spark test each workday; check condition of Taser and cartridges.
 - b. Handgun – chamber check each workday; check condition of firearm, magazines, and number of bullets.
 - c. OC spray – shake canister each workday; replace if quantity is low or canister is expired.
 - d. Handcuffs – Ensure working condition at least once every two weeks.
4. Plain-clothes, soft-clothes, and non-uniformed operational and administrative employees issued the listed equipment will whenever possible, inspect the equipment as described, ensuring an operationally ready condition:
 - a. Taser – spark test at least once every two weeks; check condition of Taser and cartridges.
 - b. Handgun – chamber check each workday; check condition of firearm, magazines, and number of bullets.

- c. OC spray – shake canister at least once every two weeks; replace if quantity is low or canister is expired.
 - d. Handcuffs – ensure working condition at least once every two weeks.
5. Monthly required inspections will be published by the Policy and Procedures Officer.
- Inspections not specifically published by the Policy and Procedures Officer will be conducted regularly in accordance with the Orders.

G. Inspection Procedures

All supervisors are responsible for ensuring personnel assigned to them maintain their equipment in a state of operational readiness. This is generally accomplished through regular inspections.

1. Informal visual checks of appearance, uniform, and equipment should occur daily during shift briefings.
2. Field Operations Supervisors will conduct inspections covering appearance, uniform, and equipment.
 - a. Supervisors must complete a Department [Uniform & Equipment Inspection Form \(TPD 455\)](#) for each employee under their supervision.
 - b. Deficiencies noted during an inspection will be addressed as follows:
 - 1) Minor uniform or equipment issues should be corrected immediately and documented on the Inspection Form.
 - 2) If an issue cannot be resolved immediately, the supervisor is responsible for conducting a re-inspection within 30 days.
 - 3) Persistent issues or those requiring further action may prompt the initiation of an investigation by the supervisor.
 - c. Completed Uniform & Equipment Inspection Forms will be posted to SmartForce in the [Shift Report Log](#) on a monthly basis.
 - d. Field Operations Lieutenants will maintain a log to ensure all employees are inspected at least quarterly.
3. Field Operations Sergeants assigned to Patrol Squads will conduct inspections of all patrol vehicles assigned to their squad, documenting findings on the

Department [Vehicle Inspection Log \(Form 456\)](#).

- a. Issues that may be resolved immediately will be addressed during the inspection.
 - b. Vehicles requiring service by the City Yard will be scheduled and taken out of service as necessary.
4. Completed Vehicle Inspection Logs will be posted to SmartForce in the [Shift Report Log](#) on a monthly basis.
 5. Employees must conduct daily visual inspection of vehicles before operation in accordance with [Order 07.101 Operation of Police Vehicles](#).

H. Authorized Duty Gear

1. High-gloss, leather and nylon duty gear will be manufactured by Safariland or Bianchi unless otherwise authorized.
2. High-gloss, leather and nylon duty gear will not be used together.
3. Holsters and pouches will be of a similar material and finish to the duty belt or outer vest carrier.
4. The following are requirements and specifications for duty gear and special equipment. Refer to [Order 06.103](#) and [Order 06.107](#) for additional requirements and specifications.
 - a. Ballistic helmet – Department-issued.
 - b. Baton – Department-issued or Training Unit Sergeant or designee approved.
 - c. Baton pouch or ring – Department-issued or approved.
 - d. Belt, duty – Refer to [Order 06.103](#) and [Order 06.107](#).
 - e. Belt, trouser – Department-issued or approved.
 - f. Drop pouch – black 5.11 Flex Drop Pouch 2.0.
 - When not actively in use, the drop pouch must be rolled up and secured.
 - g. Fingerprint kit – Department-issued or Forensic Services Unit Supervisor or designee approved.

- h. Firearms – Department-issued or Firearms Training Unit Sergeant or designee approved.
- i. Flashlight and orange flashlight cone – Department-issued or Training Unit Sergeant or designee approved.
- j. Flashlight pouch or ring – Department-issued or approved.
- k. Flashlight, gun-mounted – Department-issued or Firearms Training Unit Sergeant or designee approved.
- l. Gas mask, filter, and bag – Department-issued.
- m. Glove pouch – Department-issued or approved.
- n. Handgun holster – Department-issued or Firearm Training Unit Sergeant or designee approved.
- o. Handcuffs – Department-issued or Training Unit Sergeant or designee approved.
 - 1) Peerless, Smith & Wesson, or Asp brands, black and/or stainless steel.
 - 2) May be chain or hinge-type.
- p. Handcuffs pouch – Department-issued or approved.
- q. Hobbles – Department-issued or Training Unit Sergeant or designee approved.
- r. Keepers – Department-issued or approved.
 - Keepers will have Velcro or hidden snap fasteners or black snaps fasteners.
- s. Key pouch – Department-issued or approved.
- t. Knives and multi-purpose tools – Training Unit Sergeant or designee approved.
 - 1) Knives must be of the folding, fixed, or out-the-front (OTF) blade type.
 - 2) Folding or OTF knives must have a blade length not to exceed 5½" with a total length not to exceed 9".

- 3) Fixed blade knives must have a blade length not to exceed 4" with a total length not to exceed 8".
 - 4) Knives may not be carried visible on the breast pocket area of the exterior vest carrier and should be concealed as much as is practical.
 - 5) All knives must be secured in a protective sheath or as part of the housing of the knife (as with folding knives) so the blade is not visible.
 - 6) Butterfly knives are prohibited.
 - 7) Multi-purpose tools (e.g., Leatherman tools) may be carried in a pouch on the duty belt or exterior vest carrier.
- u. Knife and multi-purpose tool pouches – Department-approved.
- v. Magazine pouch – Department-issued or Firearms Training Unit Sergeant or designee approved.
- 1) Any authorized open magazine pouch shall be worn vertically and beyond the centerline opposite the duty firearm.
 - 2) The "adjustable cant" model shall be worn vertically or angled away from the duty firearm, not angled towards the duty firearm.
- w. OC spray – Department-issued or Training Unit Sergeant or designee approved.
- 1) Sabre Red (stream only).
 - 2) Foam OC may be used by specialty unit employees when authorized by the bureau commander/manager.
- x. OC spray pouch – Department-issued or approved.
- y. Pursuit bag – Department-issued or approved.
- z. Radio – Department-issued.
- aa. Radio pouch – Department-issued or approved.
- bb. Taser holster – Department-issued or Training Unit Sergeant or designee approved.
- 1) Department-issued or approved Safariland holster.

- 2) Any non-Safariland holsters will adhere to the following requirements:
 - a) Be made of a non-collapsible material which holds its shape while empty.
 - b) Must have a retention clip not made of cord or bungee material.
 - 3) Taser holsters shall be worn cross draw beyond the centerline opposite the duty weapon, so it is drawn with the primary shooting hand.
 - 4) Holsters will be securely attached to the duty belt or outer vest carrier to ensure they do not unintentionally detach.
- cc. Tourniquet pouch – Department-approved.
- The pouch shall be designed to carry CAT brand tourniquets.
- dd. Traffic vest – Refer to [Order 06.103](#) and [Order 06.107](#).
- ee. Whistle – Department-issued or approved.