

	POLICY & PROCEDURE	SERIES # 532	PAGE 1 OF 3
	<p style="text-align: center;">CLOTHING</p>		EFFECTIVE DATE 04/23/13
			OVERSIGHT Support Services
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 532 dated 03/30/10 and Chief's Directive 532.1 dated 01/20/11.	

I. PURPOSE:

To minimize the Division's inventory of used but serviceable clothing while maintaining its high appearance standards.

II. POLICY:

It shall be the policy of the Police Division to insure its officers are issued clothing, in good repair, that reflects positively on their appearance and the Division; while at the same time, maintaining a minimum inventory of serviceable but useable uniforms and/or equipment.

III. PROCEDURE:

- A. Police Officers, Police Cadets, Patrol Service Officers, Animal Control Officers, School Crossing Guards, Intelligence Analysts and Forensics Unit Personnel will be issued a standardized initial issue of uniforms and/or police equipment.
- B. Uniformed Personnel will not be authorized to receive quantities of uniforms or equipment in excess of the basic number, which are identified as an initial issue for their position (See Attachment A).
- C. Exchange of serviceable uniforms or equipment will be done on a "one-for-one basis"; that is, a worn out or damaged uniform or piece of equipment will be turned in to Property and Evidence **PRIOR** to a new or serviceable replacement being issued.
 - 1. Serviceable uniforms or equipment will be issued prior to the issuing of new uniforms or equipment.
 - 2. Serviceable and clean uniforms or equipment will only be accepted by Property and Evidence from employees who resign, who are terminated, or who have changed in his/her weight, and a change of uniform is necessary in order to maintain a proper appearance and fit.
 - 3. If Division issued uniforms need alterations (i.e. hemming, seam repair, waist alterations, etc.), a written authorization will be secured from the Property and Evidence Unit.

APPROVED:
CHIEF OF POLICE



Only those specific alterations authorized by Property and Evidence on the release are to be performed. If unauthorized alterations are requested, it will be at the expense of the Division member. The Division will not authorize custom tailoring of uniforms.

4. The uniform company's representative normally services the Division on the first Wednesday of each month at approximately 0930 hours. Personnel needing to be measured for items should contact Property & Evidence to be scheduled.
- D. Replacement of lost, stolen, or damaged uniforms and equipment will only be achieved if the Division member responsible for the articles submits a Special Report to his/her Unit Commander stating the circumstances surrounding the loss or destruction of the uniforms or equipment was not as a result of the Division members carelessness, neglect, or improper care. A copy of the Special Report will be forwarded to the Property & Evidence Unit Commander.
1. In the event the loss or destruction of clothing or equipment is viewed as the responsibility of the employee, that employee will be required to pay any and all costs involved in replacing or reimbursing the Division the replacement cost of the clothing or equipment.
 2. Damaged equipment or destroyed uniforms that result from sanctioned and supervised training will be replaced at no cost to the issued Division member.
 3. Clothing or equipment lost or damaged as a result of affecting a legitimate arrest or any other properly executed police function will be replaced at no cost to the issued officer. The officer will include in his/her Special Report a statement to the effect that the person responsible for the Division's loss was charged with "Destruction of City Property".
 4. All inappropriate rank insignia, badges, and brass will be turned into Property and Evidence when an officer is transferred, promoted or demoted.
 5. The Property and Evidence Unit will not temporarily issue clothing or equipment to officers or employees unless specifically authorized by the Administrative Branch Commander.
- E. All equipment and clothing items issued by Property and Evidence will be immediately returned to Property and Evidence upon the issued employee's termination, resignation or retirement. All other items will be returned to the issuing unit. (See Policy and Procedure #542 Separation From Employment)

ATTACHMENT A:

INITIAL ISSUANCE OF UNIFORMS/EQUIPMENT

<u>ITEM</u>	<u>POL OFFICER</u>	<u>CADET</u>	<u>PSO</u>	<u>ANIMAL CONTROL</u>	<u>SCHOOL GUARD</u>	<u>INTEL ANALYST</u>	<u>FORENSIC</u>
Class "B" Long Sleeve Shirts	-	-	4	4	2	-	-
Class "B" Short Sleeve Shirts	4	4	4	4	2	-	-
Class "B" Pants	-	-	4	4	2	-	-
Class "A" Trousers ***	4	4	-	-	-	-	-
Class "A" Long Sleeve Shirts ***	4	4	-	-	-	-	-
Class "A" Short Sleeve Shirts ***	-	-	-	-	-	-	-
Multi-purpose / All Weather Jacket	1	1	1	1	-	-	1
Car Coat	-	-	-	-	1	-	-
Dress Hat	1	1	1	-	1	-	-
Baseball Cap	1	1	1	-	1	-	-
Tie	1	1	1	-	1	-	-
Rain Pants	1	1	1	-	1	-	-
Dress Hat Rain Cover	1	1	1	-	1	-	-
Shoulder Patches *	18	18	10	18	10	-	6
Cloth Badge	1	1	1	1	1	-	-
Badge *	1	1	1	2	1	-	-
Hat Shield *	1	1	1	-	1	-	-
Collar Brass (SET)	1	1	1	-	1	-	-
Tie Clasp	1	1	1	-	1	-	-
Name Plate (Metal)	1	1	1	1	1	-	-
Name Tape (Cloth)	1	1	1	1	1	-	-
Garrison Belt	1	1	1	1	1	-	-
Sam Brown Belt	1	1	-	1	-	-	-
O/C Holster	1	1	-	1	-	-	-
Badge Holder, belt clip	1	-	-	1	-	-	-
Belt Keepers	4	4	4	4	-	-	-
ASP baton	1	1	-	1	-	-	-
ASP Holster	1	1	-	1	-	-	-
Radio Holder	1	1	-	-	-	-	-
Safety Vest	1	1	1	-	1	-	-
O/C Spray	1	1	-	1	-	-	-
Ballistic Protective Vest****	1	1	-	1	-	1	1
Extra Vest Cover	1	1	-	1	-	-	-
Investigation Vest Cover	-	-	-	-	-	1	1
Duty Weapon Holster	1	-	-	-	-	-	-
Off Duty weapon holster	1	-	-	-	-	-	-
Double magazine pouch	1	-	-	-	-	-	-
Single magazine pouch	1	-	-	-	-	-	-
ID Wallet	1	1	-	-	-	-	-
Handcuff Case	1	1	-	-	-	-	-
Handcuffs and Handcuff key	1	1	-	-	-	-	-
Glove Pouch	1	1	-	1	-	-	-
Flashlight Holster	1	1	-	-	-	-	-
Flashlight w/ charger & Cone	1	1	1	1 (no cone)	1	-	1
Traffic Template	1	1	-	-	-	-	-
Lab Coat & Coveralls (Each)	-	-	-	-	-	-	1
Pistol Magazines **	2	-	-	-	-	-	-
Pistol Ammunition **	1	-	-	-	-	-	-
Duty Pistol **	1	-	-	-	-	-	-

* Items are unique to each unit. Distribution will be made according to the unit an individual is assigned.

** Pistols and Ammunition are issued by the Division Range officer.

*** Staff Officers are issued 4 of each. Officers are Authorized 1 set of Hash Marks.

**** Ballistic Protective Vests are issued by the Training Unit.

