

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO.**

**SUBJECT: UNIFORM AND EQUIPMENT COMMITTEE – REVISED**

**PURPOSE:** The purpose of this Order is to amend Department Manual Section 2/093.10, *Uniform and Equipment Committee*, in order to establish the requirement that all Department challenge coins be approved by the Uniform and Equipment Committee.

**PROCEDURE: UNIFORM AND EQUIPMENT COMMITTEE – REVISED.** Department Manual Section 2/093.10, *Uniform and Equipment Committee*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

**AMENDMENT:** This Order amends Section 2/093.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE  
Chief of Police

Attachment

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**Revised by Administrative Order No. , 2020**

**093.10 UNIFORM AND EQUIPMENT COMMITTEE.**

**Responsibilities.** The Uniform and Equipment Committee shall be responsible for:

- Considering all requests for changes in the uniform and equipment items worn, utilized, or deployed by Department personnel in the course of their duties (*including Department challenge coins*) and making recommendations for approval of these items directly to the Chief of Police;
- Considering all requests for approval of product evaluations for uniform and equipment items, and reviewing and making recommendations directly to the Chief of Police for all completed product evaluations of uniform and equipment items worn, utilized, or deployed by Department personnel;

**Note:** Based on a needs assessment of currently approved uniform or equipment specifications, the Uniform and Equipment Committee may recommend and/or initiate product evaluations for uniform and equipment items. In these instances, the Department Uniform and Equipment Coordinator shall notify *Risk Management and Policies* Division (RMPD) of these actions via an Intradepartmental Correspondence, Form 15.02.00.

**Exception:** Items whose specifications are created by Motor Transport Division, Information Technology Bureau, Forensic Science Division, and Technical Investigation Division do not fall under the authority of the Uniform and Equipment Committee.

- Maintaining and publishing, semi-annually, a roster of authorized uniform dealers and their addresses, and publishing without delay the names and addresses of any dealers added to or deleted from the list;
- Maintaining, updating, and publishing the Department Uniform and Equipment Manual;
- Originating and maintaining all correspondence concerning uniforms, uniform standards, and approved equipment;
- Publishing notices concerning all newly approved uniform and equipment items;
- Publishing notices concerning all uniform and grooming standards;
- Notifying the Department of General Services of newly approved uniform and equipment items and initiating contract actions on behalf of the Department as they relate to City procurement contracts;
- Liaising with the Department of General Services regarding pending bids and bid specifications for uniform and equipment items;
- Supplying authorized dealers with copies of the Department Uniform and Equipment Manual and related Department directives;
- Acting as point of contact, along with RMPD, for vendors wishing to present items for Department use and approval;
- Inspecting and approving the facilities of dealers wishing to provide the Department with uniform and personal equipment items and ensuring they meet Department specifications; and,

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- Reviewing and considering complaints or recommendations regarding uniforms, uniform standards, and equipment items.

**Note:** Employees with complaints or recommendations regarding uniforms, uniform standards, or equipment items may submit an Employee's Report, Form 15.07.00, to the Chairperson, Uniform and Equipment Committee.

**Membership.** The Committee shall be comprised of:

- The Commanding Officer, *Personnel* and Training Bureau, as Chairperson;
- The Commanding Officer, *Training Group*, as the Co-chairperson;
- Two commanding officers from any Geographic Area, selected by the Director, Office of Operations;
- The Commanding Officer, *Counter-Terrorism and Special Operations Bureau* or his or her designee; and,
- Two sworn directors from the Los Angeles Police Protective League.

**Note:** A quorum is necessary for the Committee to convene.

The supervisor assigned as the Department Uniform and Equipment Coordinator shall be the designee for all matters within the jurisdiction of the Uniform and Equipment Committee and shall be responsible for presenting all items and product evaluations of items being considered for approval to the Committee.

The Chief of Police reviews and approves all matters within the jurisdiction of the Uniform and Equipment Committee. Recommendations by the Uniform and Equipment Committee shall be presented directly to the Chief of Police by the Chairperson and the Department Uniform and Equipment Coordinator for final approval.