OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12 May 8, 2020

SUBJECT: REQUIRED EQUIPMENT – UNIFORMED OFFICERS – REVISED

PURPOSE: This Order revises Department Manual Section 3/621.10, *Required Equipment – Uniformed Officers*, in order to add a Personal Protective Equipment Kit (Fire/Communicable Disease PPE Kit) as part of the required equipment for uniformed officers.

Note: On-duty officers working a regular work shift and officers working "Cash Overtime Allotment for Scheduling and Timekeeping" (COAST) details, should have their Fire/Communicable Disease PPE Kit and General Duty Helmet readily available as part of their required patrol equipment, in the event they are needed for an unusual occurrence.

PROCEDURE: REQUIRED EQUIPMENT – UNIFORMED OFFICERS – REVISED. Department Manual Section 3/621.10, *Required Equipment – Uniformed Officers*, has been revised. The revised Department Manual section is attached, with the revisions indicated in italics.

AMENDMENT: This Order amends Section 3/621.10 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

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 12, 2020

621.10 REQUIRED EQUIPMENT – UNIFORMED OFFICERS. In addition to the basic uniform (Department Manual Section 3/614), officers assigned to uniformed field, a geographic Area front desk, or traffic division front desk-related duties, shall carry the following equipment:

- **Baton.** Officers using motorized equipment while on-duty shall carry their batons in a manner authorized by their commanding officer. The carrying of the baton by officers assigned to intersection traffic control shall be at the option of their commanding officer;
- **Electronic Control Device (TASER).** The authorized Electronic Control Device shall be carried in a Department approved holster that is on the support side of the duty belt in either a cross draw or a support side draw position;
- **Hobble Restraint Device.** Except for motorcycle officers, the hobble restraint device shall be carried on the key ring holder of the officer's equipment belt, in either sap pocket of the uniform trouser or in a Department approved carrying case. Motorcycle officers shall carry the hobble restraint device in a uniform pants pocket, or in a Department approved carrying case;
- **General Duty Helmets.** Uniformed officers while assigned in vehicles shall keep their general duty helmets in their helmet bags and stored in the vehicle's trunk. All other uniformed officers shall keep their helmets at locations convenient to their assignment. Officers shall store their helmets in their station lockers when off-duty or on plainclothes assignments;
- **Traffic Citation Books.** Both Traffic Notice to Appear and absentee citation books shall be carried;
- **Flashlight.** A flashlight shall be carried during the hours of darkness;
- **Handheld Radio;**
- **Field Officer's Notebook;**
- **Pen or Pencil;**
- **Street Guide Book;**
- **Handcuff Key;**
- **Whistle;** ***and,***
- ***Personal Protective Equipment Kit (Fire/Communicable Disease PPE Kit) consisting of work gloves, nitrile gloves, goggles, and a N95 respirator mask.***

Note: On-duty officers working a regular work shift and officers working "Cash Overtime Allotment for Scheduling and Timekeeping" (COAST) details, should have their Fire/Communicable Disease PPE Kit and General Duty Helmet readily available as part of their required patrol equipment, in the event they are needed for an unusual occurrence.