OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7 February 28, 2020

SUBJECT: **REQUIRED EQUIPMENT – UNIFORMED OFFICERS AND VARIOUS RELATED MANUAL SECTIONS – DELETED, RENAMED AND/OR REVISED; AND, ELECTRONIC CONTROL DEVICE – ESTABLISHED**

PURPOSE: The purpose of this Order is to update Department Manual sections pertaining to the carrying of an Electronic Control Device (TASER) by Department civilian or sworn personnel assigned to Area or traffic division front desk assignments or during field-related tactical operations.

PROCEDURE:

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

II. **POLICE EQUIPMENT BELT – RENAMED AND REVISED.** Department Manual Section 3/622, *Police Equipment Belt*, has been revised and renamed *Police Equipment Belt – Type*. Attached is the revised Department Manual section with the revisions indicated in italics.

III. **AUTHORIZED POLICE EQUIPMENT BELT – DELETED.** Department Manual Section 3/622.05, *Authorized Police Equipment Belt*, has been deleted. The content of this section has been incorporated into Department Manual Section 3/622.

IV. **REQUIRED EQUIPMENT – POLICE EQUIPMENT BELT – RENAMED AND REVISED.** Department Manual Section 3/622.10, *Required Equipment – Police Equipment Belt*, has been revised and renamed *Police Equipment Belt – Required Equipment.* Attached is the revised Department Manual section with the revisions indicated in italics.

V. **HOLSTER – DELETED.** Department Manual Section 3/622.20, *Holster*, has been deleted. The content of this section has been incorporated into Department Manual Section 3/622.10.

VI. **CARTRIDGE CASE – DELETED.** Department Manual Section 3/622.30, *Cartridge Case*, has been deleted. The content of this section has been incorporated into Department Manual Section 3/622.10.

VII. **BATON HOLDER – DELETED.** Department Manual Section 3/622.40, *Baton Holder*, has been deleted. The content of this section has been incorporated into Department Manual Section 3/622.10.

VIII. BATON – RENAMED. Department Manual Section 3/622.45, *Baton*, has been renamed *Baton – Type.* Attached is the renamed Department Manual Section with the revisions indicated in italics.

IX. KEY HOLDER AND KEY RING – REVISED. Department Manual Section 3/622.50, *Key Holder and Key Ring*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

X. ELECTRONIC CONTROL DEVICE – ESTABLISHED. Department Manual Section 3/622.90, *Electronic Control Device*, has been established. Attached is established Department Manual Section.

XI. KEY CHAIN – REVISED. Department Manual Section 3/626.20, *Key Chain*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

XII. WEARING OF BODY ARMOR DURING TACTICAL OPERATIONS – REVISED. Department Manual Section 4/216.52, *Wearing of Body Armor During Tactical Operations*, has been revised to update the standards for when body armor shall be worn by sworn personnel, and to include Custody Services Division personnel to the list of civilian personnel who are required to have body armor in their possession when responding to field operations. Attached is the revised Department Manual section with the revisions indicated in italics.

AMENDMENTS: This Order amends Sections 3/621.10, 3/622, 3/622.10, 3/622.45, 3/622.50, 3/626.10, 3/626.20 and 4/216.52; establishes Section 3/622.90; and, deletes Sections 3/622.05, 3/622.20, 3/622.30 and 3/622.40 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

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 7 , 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 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; and,**
- **Whistle.**

622. POLICE EQUIPMENT BELT – *TYPE.* *The following equipment belts are authorized by the Department:*

- ***Police Equipment Belt – Sam Browne Type.*** *The Sam Browne type police equipment belt shall remain the authorized equipment belt for the Department and shall be issued to new sworn personnel.*
- ***Police Equipment Belt – Velcro Type.*** *The use of the Velcro type equipment belt is optional and may be worn in lieu of the Sam Browne equipment belt.*

Note: *A nylon type equipment belt (or its accessories) is* ***not*** *approved for Class A, B or C uniforms.*

622.10 ***POLICE EQUIPMENT BELT – REQUIRED EQUIPMENT.*** *The following equipment* shall be worn with the Police Equipment Belt:

- ***FIREARM HOLSTER.*** *The holster shall be worn on the side for which it was designed. The appropriate, Department approved firearm shall be carried in the holster.*
- ***FIREARM CARTRIDGE CASE.*** *The cartridge case shall be worn on the side opposite the holster and shall be centered on the belt between the belt buckle and the baton holder. Reserve ammunition shall be carried in a cartridge case.*
- ***ELECTRONIC CONTROL DEVICE HOLSTER.*** *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 support side draw position.*
- ***BATON HOLDERS.*** *Baton holders shall be worn on the belt in front of, and directly adjacent to, the key holder. The baton is carried in the baton holder ring or case.*

622.45 BATON – ***TYPE.*** Uniformed officers and officers assigned to plainclothes assignments are authorized to carry and use the following batons:

- 24-inch side handle baton; or,
- Expandable Side Handle baton; or,
- Collapsible Baton.

622.50 KEY HOLDER AND KEY RING. The key holder is worn on the side opposite the *firearm* holster approximately equidistant between the handcuff and *firearm* cartridge cases. A key ring shall be carried on the key holder. A whistle and handcuff key shall be carried on the ring. *N*o more than two other keys may be carried on the key holder.

Exception: Officers *assigned to traffic details who are* required to wear a key chain may carry the whistle on the key chain.

622.55 CHEMICAL IRRITANT CONTROL DEVICE. Uniformed field personnel shall carry the device in its holster on the equipment belt between the ammunition case and the baton holder.

622.60 HANDCUFF CASE. The handcuff case shall be worn centered over the hip pocket on the side opposite the holster. Regulation handcuffs shall be carried in the handcuff case.

622.70 ADDITIONAL HANDCUFF CASE. An additional handcuff case may be worn by uniformed officers and shall be worn centered over the hip pocket on the same side as the holster.

622.80 TROUSERS BELT. The prescribed trousers belt shall be worn under the *p*olice *e*quipment *b*elt. It shall be adjusted so that no part other than the top edge is visible.

622.90 ELECTRONIC CONTROL DEVICE. *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 support side draw position.*

626.20 KEY CHAIN. *Only* officers *assigned to* traffic *details shall wear the key* chain. *The purpose for the key chain is to extend the traffic whistle. The key chain and whistle shall be worn* suspended from the right shoulder strap.

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No.7 , 2020

216.52 WEARING OF BODY ARMOR DURING TACTICAL OPERATIONS. All sworn personnel shall wear Department-approved body armor and an authorized police equipment belt (Department Manual Section 3/622, *Police Equipment Belt – Type*) when assigned to the field, geographic Area front desk or traffic *d*ivision front desk-related duties.

> **Exception:** Other than the requirement to wear body armor and carry an Electronic Control Device (ECD), the front desk assignment is exempt from *D*epartment Manual Section 3/621.10, *Required Equipment.*

Additionally, identified civilian personnel shall wear Department-approved body armor during all pre-planned tactical operations, during any potentially violent situations, *or unusual occurrences* in the field. All body armor issued, or purchased for use by Department personnel, shall meet or exceed Department specifications, and shall also be certified according to the most current National Institute of Justice (NIJ) standards at the time of purchase. Training Division has identified several civilian entities that are periodically tasked with responding to the field to assist sworn personnel. The following civilian personnel shall be required to have body armor in their possession when responding to field operations:

- Audio-Visual Technicians;
- Forensic Print Specialists;
- Photographers;
- Criminalists;
- Police Surveillance Specialists;
- Firearms Examiners;
- Officers in Charge of these respective units;
- *Custody Services Division (CSD) Personnel, at the discretion of the Commanding Officer, CSD; and,*
- All other civilian personnel that may respond to the field to assist sworn personnel in a violent or tactical situation.

The officer in charge of any police operation listed below shall ensure that all officers involved in the actual field operation wear body armor:

- Any pre-planned tactical operation at a location where officers have reason to believe an individual(s) may use a firearm to resist; and,
- Serving a felony arrest warrant on a suspect not in custody.

Based on tactical considerations, the officer in charge shall specify which officers shall wear concealable body armor and which officers, if any, shall wear external *bulletproof* vests.

Sworn Employee's Responsibilities. All sworn personnel shall:

- Wear body armor and an authorized police equipment belt, equipped with an ECD at all times while engaged in uniformed field and front desk duties;

  Note: Sworn personnel working an off-duty uniform assignment (i.e., the Coliseum or Sports Arena) shall adhere to the on-duty requirements of this *section.*

- *Personnel that are assigned to a plainclothes detail (e.g., Narcotics Enforcement Detail, Area detectives)* who are conducting *field enforcement* or *activity where they are* likely to *have* contact with *one or more* suspects shall wear body armor *or a tactical vest with ballistic protection*;

  Note: Detectives conducting interviews of witnesses *in the field* are not required to wear body armor.

- *Personnel assigned to undercover or surveillance operations are required to wear Department-approved body armor unless wearing the body armor would directly compromise the covert nature of the operation. The written operation plan shall set forth why wearing body armor would compromise the operation.*

  Note: *Any exemption to the wearing of body armor shall be approved by a commanding officer and only on case-by-case basis. Prior to granting approval for the exemption, the commanding officer shall review the plan and carefully balance the officer safety risks involved. Critical to this review is ensuring that Undercover (UC) Support and Surveillance personnel have the necessary safety equipment to fulfill their anticipated role in protecting the UC Operator during a deadly encounter.*

  Note: *The Chief of Police may designate certain Department entities or personnel that may operate under guidelines that deviate from this Department Manual section. The designation by the Chief of Police* ***shall*** *be documented in the Unified Operation Plan or UC Supervisor's Sergeant's Daily Report, Form 15.48.00. The guidelines for Department entities so designated by the Chief of Police* ***shall*** *be maintained on file with Critical Incident Review Division.*

- Return previously issued, and/or expired body armor to Supply Section, *Fiscal Operations Division*, once the employee has received new body armor.

  Note: If body armor is not issued to, or returned by the employee, the reason shall be documented in writing on an Employee's Report, Form 15.07.00, to the employee's commanding officer.

Civilian Employee's Responsibilities. Civilian personnel assigned to assist sworn personnel during tactical field operations, *during any potential violent situations, or unusual occurrence in the field* shall:

- Wear body armor; and,

  Note: In any field situation where there may be a potential for violence, civilian personnel shall wear body armor. It is difficult to foresee when a stale situation may become violent; therefore, civilians shall have their body armor accessible to them at all times while performing field duties (i.e., in the vehicle or duty bag). Personnel tasked with responding to a pre-planned tactical operation, who do not have body armor, shall report to the Supply Section, to check out and return body armor from the "loaner" stock.

- Return previously issued and/or expired *body* armor to Supply Section.

  Note: If body armor is not issued to, or returned by the employee, the reason shall be documented in writing on an Employee's Report, to the employee's Commanding Officer.

Supervisor's *R*esponsibilities. All supervisors assigned to uniform field duties shall:

- Wear body armor and an authorized police equipment belt at all times while engaged in field assignments;
- Ensure that all sworn and civilian personnel involved in field operations wear body armor to include an authorized equipment belt for sworn personnel; and,
- When involved in a pre-planned tactical operation (i.e., search warrant), supervisors shall specify which officers shall wear concealable body armor, and which officers, if any, shall wear external body armor.

Watch Commander's Responsibilities. Watch Commanders shall ensure sworn personnel assigned to front desk duties wear their body armor, an authorized police equipment belt, *and an Electronic Control Device (TASER).*

Note: Only officers who are able to wear body armor, their police equipment belt *and TASER* shall be assigned *to* the front desk.

Area/Divisional Training Coordinator's Responsibilities. Training Coordinators in each Area/division shall ensure that all sworn and civilian personnel who are issued body armor, are scheduled for their required fitting dates prior to the five-year body armor expiration date, upon receiving notification.

Note: All training coordinators shall act as *a* liaison with Supply Section to ensure that all sworn and civilian personnel involved *in* actual field operations are issued body armor.

Commanding Officer's Responsibilities. Commanding officers shall:

- Designate an employee in each Area as a training coordinator, to ensure the proper issuance and return of body armor to sworn and specified civilian personnel;
- Notify their training coordinator or designee with a list from Supply Section for fittings;
- Ensure that their training coordinator or designee schedules dates for body armor fittings for all employees;
- Ensure that the expiration date has not expired on the body armor issued to all sworn and civilian personnel assigned to their Area/division;
- Ensure that all sworn and civilian personnel involved in field operations are approved for and issued body armor prior to deploying in the field; and,
- Authorize the exemptions of plainclothes officers from wearing body armor, when deemed necessary.

Supply Section, Fiscal Operations Division, Responsibilities. Personnel assigned to Supply Section shall:

- Maintain records of body armor expiration dates;
- Notify all commanding officers of personnel in their commands that are required for body armor fittings prior to the five-year expiration date;
- Ensure distribution of body armor to the assigned employees; and,
- Maintain records of personnel fitted *or* not fitted and body armor distributed *or* not distributed.