

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 41.3

FIELD OPERATIONS: EQUIPMENT

AMENDED OCTOBER 2015

41.3.1 Field Operations Vehicle Markings

All marked Santa Clara Police Department Field Operations vehicles are conspicuously marked to be readily identifiable as a police vehicle.

Santa Clara Police Department Field Operations enforcement vehicle markings include:

- Exterior overhead mounted emergency / hazard warning lights
- Santa Clara Police Department emblem on both front doors
- The City's emergency number (911) on both rear fenders
- The vehicle number on both front fenders, the trunk and on top of the roof
- "Santa Clara" or "Santa Clara Police" on the rear of the vehicle
- Black in color with white front doors.

Each vehicle used for Field Operations enforcement shall be equipped with the following equipment in operating order:

- Emergency lights
- Siren
- Mobile radio transceiver
- P.A. system
- Exterior spotlights
- Alley lights
- Mobile Computer Terminal (MCT)
- Electric locking shotgun rack with a loaded Remington model 870 12-gauge shotgun*

*Additionally, marked vehicles are equipped with an electric locking rack for an AR-15 rifle. Employees qualified to carry a rifle are not required to carry a shotgun.

Each vehicle designated for Field Operations Sergeants or Lieutenants shall be equipped as above.

41.3.2 Unmarked Field Operations Vehicles

Unmarked vehicles assigned to Field Operations will not have the distinctive markings listed above. These vehicles shall contain the following items in working order:

- Fixed and/or portable red light

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- Siren
- Mobile radio transceiver
- P. A. System
- Mobile Computer Terminal (MCT)
- Electric locking shotgun rack with a loaded Remington model 870 12-gauge shotgun

Unmarked vehicles are not designed for, nor will they be used for, routine traffic enforcement. Officers who operate these vehicles are not precluded from enforcing the traffic laws, but this shall not be a primary assignment.

41.3.3 Field Operations Vehicle Equipment

Each marked vehicle used for Field Operations enforcement purposes shall be equipped with the following:

- Shotgun and/or AR-15 rifle, if qualified
- First aid kit
- Fire extinguisher
- Flares (minimum 12)
- Cones (minimum 3)
- Rolatape
- Latex gloves

If an officer notices missing equipment during the beginning of shift vehicle inspection, it is the officer's responsibility to replace the missing items, or leave a memo for the CSO assigned to the Operations Division, listing the missing item(s).

41.3.4 Use of Seatbelts

Police Department employees are required to use seatbelts that are provided in all Department vehicles. Passengers riding in Department vehicles are also required to use seatbelts.

Officers making arrests for public offenses that require transportation of a prisoner should use seatbelts on prisoners.

When determining the necessity of seatbelting a prisoner, the officer should keep in mind their ability to apply the seatbelt safely. Safety considerations should not be taken lightly when dealing with resistive, combative or potentially dangerous prisoners.

41.3.5 Authorized Personal Equipment and Apparel

TYPES OF UNIFORMS

Class A “Dress Uniform”

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed by the Chief of Police or his designee. The Class A uniform is required for all sworn personnel. The Class A uniform includes all the duty uniform specifications with:

- Long sleeve shirt
- Tie
- Highly polished shoes or boots
- Eisenhower “Ike” jacket
- Soft cap

Class B “Duty Uniform”

The Class B uniform is to be worn at all times unless otherwise directed. The Class B uniform is the common uniform of the day. The Class B uniform includes all the duty uniform specifications with:

- Long or short sleeve shirt.
- No tie is required, but may be worn with a long sleeve shirt.
- A black crew neck t-shirt must be worn.
- All shirt buttons must remain buttoned except for the last button at the neck, unless a tie is worn.
- Polished shoes or boots

Class C “Utility Uniform”

The Class C uniform is only to be worn as directed by the Chief of Police or his designee. The Class C uniform will consist of an authorized style of Utility uniform including all of the duty uniform specifications with:

- Long or short sleeve authorized utility shirt worn with collar open.
- No tie will be worn with this uniform.
- A black crew neck t-shirt must be worn.
- All shirt buttons must remain buttoned except for the last button at the neck.
- Polished boots
- Pant legs will not be bloused.

Specialized Unit Uniforms

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as SRT, Bicycle Patrol, Motor Officers, and other specialized assignments.

DUTY UNIFORM SPECIFICATIONS

Shirt

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The Flying Cross Fechheimer style shirt is the standard duty shirt for the Santa Clara Police Department (#20W9586 Long Sleeve Wool, #70R9586 Short Sleeve Wool, #48W3986 Long Sleeve Poly/Rayon, #98R3986 Short Sleeve Poly/Rayon). There are many other shirt brands. These brands are not prohibited as long as they meet or exceed the specifications of the above Flying Cross Fechheimer style shirts in all respects including material, design and color.

The shirts are LAPD navy blue and made of 100% wool, wool blend or a “wash-n-wear” material. These shirts can either be short sleeved or long sleeved. Hidden flap snaps, Velcro, and/or zippers are allowed if the button appearance is retained. Military creases front and back are required.

Protective patches are allowed to be sewn onto the shirt as long as they are professionally stitched, the same fabric as the shirt and no larger than necessary to protect equipment contact points.

Department patches and sergeant chevrons are sewn onto both sleeves. Service hash marks and stars are sewn onto the left sleeve.

Use

The shirt must be neatly tucked into the trousers and cuffs will remain buttoned at all times. The collar can be worn open, provided it's only the last button at the neck. A tie must be worn if the collar is closed. The shirt will be kept pressed with no excessive wear, holes, or color fading. Shirts will be professionally tailored to keep a formed fit.

Under Shirt

The undershirt must be a plain weave, black, crew neck T-shirt. It must be in good condition and bright black in color. It must not have designs or logos visible. If a thermal undershirt is worn, it must match the appearance of a regular T-shirt or be worn beneath the T-shirt if the uniform shirt is worn open.

Use

A black undershirt, as detailed above, must be worn with any short sleeved duty shirt. A black undershirt, black turtleneck, black mock turtleneck or black Dickie is required whenever a long sleeved duty uniform shirt is worn open collared. The cuff of any undershirt must not be visible.

Badge

The Ed Jones Badge Company is the manufacturer of the issued badge. This company sets the standards for the regulation badge in size, shape, color, and quality. Officers, sergeants and reserves will use a 7-point silver colored metal badge. The badge number is inscribed in the

center of the badge, with the words, “Santa Clara” above and “Police” below. Lieutenants and above will use a 7-point gold colored metal badge. All numbers and letters are black in color.

Use

The badge must be worn on the outermost garment over the left breast when wearing a uniform. The badge must be polished and free from scratches or blemishes. A replacement badge must be requested through the office of the Chief of Police. A “flat badge” is authorized for off-duty and/or plain clothed carry.

Name Plate

The Reeves Company name plate is the standard for the regulation name tag. Any other nametag must meet or exceed its standard in all aspects including, but not limited to; the plate, plate color, plate size, font, font color, and font size.

Nametags for officers, sergeants, and reserve officers are silver in color. Nametags for Lieutenants and above are gold in color. The inscribed printing for all nametags is black. The size of the nameplate is 2 ¼” wide and ½” tall.

Use

Uniform employees shall wear the regulation nametag on the outside of the outermost garment over the right breast and always in sight. The nametag shall not be altered or defaced. The nametag is worn on regulation uniform shirts and jackets. On uniform shirts, the nametag is attached above the right pocket so that it is 1/8” above the pocket flap. The nametag is attached in the same way on a uniform jacket with pockets. On a jacket without pockets, the nametag is attached to the right breast area, opposite the badge, so that it is horizontal and midway between the centerline of the jacket and armpit.

Patch

The National Emblem Company sets the specifications for the Santa Clara Police Department’s patch. Any other patch manufacturer must match this style in all respects including design, color, and size.

Use

The patch is worn ¾” below and centered on the shoulder seam of both sleeves on all uniform shirts and jackets unless otherwise stated.

Seniority Stripes and Stars (Optional)

The National Emblem Company sets the specifications for the authorized service stripes and stars. All other models must meet or exceed its standards in all respects. Stripes or Hash Marks are worn by officers and sergeants. Stripes are 2 inches long, ¼ of an inch wide and are blue with

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gold trim. Stars are worn by lieutenants and above. They are approximately 1” in diameter and gold in color.

Use

Each stripe or star designates five years of service as a peace officer. Employees may also count years of employment as sworn officers with other agencies. Reserve Officers may count their active years of service.

Stripes

Stripes will be worn at a 45 degree angle, higher towards the back of the garment. They are placed midway between the two sides of the front of the left sleeve, $\frac{3}{4}$ inch above the departmental sleeve stripe on the dress jacket or $\frac{3}{4}$ inch above the cuff of a long sleeve shirt or duty jacket. Each successive stripe is placed above the other.

Stars

Stars will be placed $\frac{3}{4}$ inch above the left cuff as stated above. The first 3 stars are placed 1 inch apart at equal distance between the two sides of the sleeve. This forms the foundation to a pyramid. The 4th star is placed 1 inch, measured from center to center, directly above the existing center star. Upon adding additional stars they will be placed in a triangular fashion at 1 inch equal distance apart. For a long sleeve shirt, stars may be raised or embroidered. However, for the Ike jacket, only raised stars with cardboard backing are allowed.

Tie

The Samuel Broome brand (color Navy #61) is the standard of the regulation tie. Any other tie must meet or exceed this standard in all aspects. The tie is a clip on 3 inch wool/wool blend style with buttonholes.

Use

A tie shall be worn if a dress jacket is worn, or if the top button on a long sleeve shirt is buttoned. The tie length should reach the belt buckle or top of the trousers.

Tie Tack/Bar

The emblem on the tie tack/bar is a 7- point police star with the official State seal inside. The seal has a blue enamel band around it with the words “Santa Clara Police” in block letters. Officers and sergeants will use silver colored tie tacks or bars. Lieutenants and above use gold colored tie tacks or bars.

Use

When a tie is worn, a tie tack or bar is required. The tie tack or bar is worn centered and horizontally aligned on the tie between the third and fourth shirt buttons.

Mourning Band

The mourning band is a solid black elastic band 3/8" wide. The mourning band will be positioned diagonally from the 0200 to 0700, as if looking at the face of a clock.

Use

The mourning band will be worn by all sworn officers in uniform or in civilian clothing while displaying a badge under the following circumstances:

- Upon the line of duty death of an active law enforcement officer at this department, the mourning band shall be worn for a period of 30 days from the date of death.
- Upon the line of duty death of a law enforcement officer from a neighboring jurisdiction, the mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
- When attending the funeral of an active law enforcement officer.
- National Peace Officers Memorial Day (May 15th)
- At the direction of the Chief of Police, when special circumstances dictate that a department display of official mourning is appropriate.

Soft Cap

The Hankin model soft cap is the standard soft cap for the Santa Clara Police Department. Any other brand must meet or exceed its standards in all respects. The cap has a navy blue wool serge upper with a black patent leather-type visor. The chinstrap is attached to the cap by two metallic "P" buttons. Officers use black patent leather-type strap with silver buttons. Sergeants use a silver metallic snake coil strap with silver buttons. Lieutenants and above use gold colored metallic snake coil straps with gold buttons. Chief Officer caps will have two gold leaf branches on the visor. The branches will have three leaf clusters with the stems pointing outward.

Use

The soft cap is only worn with the Class A or B uniform, at the discretion of the officer or when directed by the Chief of Police.

Soft Cap Emblem

Blackinton is the manufacturer of the issued soft cap emblem. Any other brand must meet or exceed its standards in all respects. The emblem consists of a star centered in a round disk with leaf work and crossed batons on both sides. A spread winged eagle sits above the star. Located below the star is a plate with the word "POLICE" inscribed in black. The color of the emblem for officers and sergeants is silver and gold for lieutenants and above.

Use

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The emblem is only worn on the soft cap. A replacement soft cap emblem must be requested through the office of the Chief of Police.

Baseball Cap

The Richardson (model #585) Flex Fit or the Richardson Pro-514 adjustable is the standard for officer baseball cap. All other brands must meet or exceed its standards in all respects. It is navy blue, wool, fitted or adjustable baseball style cap with the 7 point Santa Clara Police badge embroidered in silver color and gold for Lieutenants and above. The officer's badge number shall be embroidered at the back of the cap. No items (pins etc.) are allowed to be worn on the cap.

Use

The Baseball Cap may be worn under the following circumstances:

- Overtime assignments for outdoor events including; Great America, Art and Wine Festival, stadium events, or any other outdoors non-formal event.
- During normal motorcycle patrol when the officer gets off the motorcycle and removes his/her helmet.
- Extended traffic control (both regular and overtime assignments).
- During rainy weather.
- Plain clothes, when the purpose is to enhance identification and a ballistic helmet would not be appropriate.
- With the approval of Division Commander.

Body Armor

Body Armor will meet the minimum threat level of II; however standard for patrol/enforcement use is IIIA. In addition, vests must meet NIJ .06 standards. The body armor manufacturers will be established by the Chief of Police.

Use

It shall be the policy of the Santa Clara Police Department to provide body armor to all sworn uniformed personnel and CSO's. All of these employees are required to wear their body armor when on duty with the following exceptions*:

- Lieutenants (and above) in rank.
- Officers assigned to Services Division with primary assignments in the Police Administration Building.
- CSO's assigned to plain clothed positions.
- Officers assigned to the Investigation Division.
- Employees whose duty function is administrative, investigative, clerical or are assigned to special Departmental details, with approval of their Division Commander.

* All personnel described in the above exceptions shall wear their body armor when the potential to conduct enforcement action is present unless unexpected, exigent circumstances arise.

Trousers

Fechheimer brand (model #32289) is the standard for regulation trousers. All other brands must meet or exceed their standards in all respects including; material, design, and color. The trousers are navy blue and made of wool, wool blend, or wash and wear (model #39489) materials. There is a ½” stripe covering both outside leg seams from the bottom of the pocket to the end of the leg. Dark Copen blue (Rice color #24) stripes are required for sergeants and officers. Gold (Rice color #96) stripes are required for Lieutenants and above.

Use

The regulation trousers should fit comfortably so that the edges of the front pockets lay flat and parallel. The front of the leg should touch the top of the footwear and the back of the leg should be between 1” and 1 ½” from the ground.

Trouser Belt

There are three basic belts: leather, leather laminate, and Velcro faced. The Bianchi and Safariland models are the standards for these types of belts. Any other belt must meet or exceed their standards in chosen material, design, and color. The belt must be black and no more than 2” in width. If a buckle is present, it must be black or match the rank of the wearer; silver for officers and sergeants and gold for Lieutenants and above.

Use

Trouser belt must be worn with the regulation uniform trousers. It must completely under the duty belt and not visible.

Footwear

Authorized footwear must be black, smooth, plain-toed and highly polished leather. A leather substitute is authorized if it meets or exceeds above qualities. Athletic sneakers, tennis shoes or colored designs are not permitted for Patrol related duties. Soles shall be black, oil resistive, and made of a non-skid material.

Use

This footwear is required whenever wearing the regulation uniform. This footwear includes the combat-style boots noted below.

Boots

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Authorized boots must be combat style, all black with a smooth plain-toe and highly polished. A leather substitute is authorized if it meets or exceeds above qualities. Boots must have laces up the front. Side zippers are allowed. Soles shall be black, oil resistive, and made of a non-skid material.

Use

Required when wearing the Class C utility uniform and authorized when wearing the Class A and B uniforms.

Uniform Socks

Solid black, with no logos.

Use

Socks, if visible at any time during normal police activity, shall be black in color.

Duty belt

Authorized duty belts are black, basket weave design, leather, and 2 and ¼ inches in width. The Tex Shoemaker & Sons (item #200), and Don Hume Leather Goods (item #B101) are examples. All other belts must meet or exceed their standards in all respects including; material, design and color.

Bianchi, Acumold, and Safariland are manufactures of authorized leather substitute belts. A leather substitute belt is authorized as long as it meets or exceeds the above specifications. The back of the belt may be plain or Velcro.

NOTE: Nylon-web duty belts (and accessories) are approved for special use (SET, Bicycle Patrol Unit) and with the approval of the Chief of Police. Due to the many variations and manufactures of nylon-web duty gear, final approval for wear is given by the Chief of Police or his designee.

Use

The duty belt is worn so that the trouser belt is fully covered and all attached equipment is secure. The belt, including any leather, leather equipment, keepers, or other approved attachments are kept clean, polished, and in proper working order.

Duty Belt Buckle

The Tex Shoemaker & Sons Sam Browne Duty Buckle (Item #806) is the standard buckle. Any other metal duty belt buckle must meet or exceed the above specifications. Officers and sergeants wear nickel plated or chrome colored buckles. Lieutenants and above wear brass or gold colored buckles. Black metal buckles are authorized for all ranks. Buckles are optional on Velcro lined belts.

Use

The buckle is to be kept in proper working order and free from defects including color. The buckle is to be kept in proper alignment with the shirt seam and trouser fly seam (Gig Line).

Duty Belt Accessories

This is to include, but is not limited to, the ammunition holder, OC holder, handcuff holder, baton holder, radio holder, key holder, keepers, CEW cartridge holder etc. All items must be of a polished black leather material with a basket weave design. All items must worn must match each other and the duty belt. Articles with black metallic snaps are authorized. Other articles with snaps must be rank appropriate in color, chrome for officers and sergeants and brass for lieutenants and above. If any other accessories are worn, they must meet or exceed the above specifications.

Use

The above listed safety equipment will be kept in proper working order and free from defects including structural and color. All safety features must be kept in place while not in use.

Holster

The Services Division Commander will maintain a list of approved holsters for duty use.

These holsters are polished, black, basket weave leather or an approved non-leather equivalent. The holster will be constructed for the approved service handgun and cover the trigger. There must be at least two safety features. No clam shell or cross draw holsters are permitted.

Use

The holster will be kept in proper working order and free from defects including structure and color. All safety features must be kept in place while the firearm is in the holster.

Service Handgun

The Santa Clara Police Department currently issues each officer the choice of a 9mm or .45 caliber Glock handgun. If an officer chooses one of the department issued handguns, the officer must carry this handgun. If an officer chooses to carry their own handgun, it must be on the approved list, inspected by the department range master, and the officer must show proficiency in a department approved qualification. The Services Division Commander will maintain a list of approved service handguns.

Use

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A service handgun must be impeccably maintained and must always be in proper working order. It is the officer's responsibility to properly clean the handgun after each qualification/practice session. All safety features on the handgun must be utilized while holstered. Officers, when off duty, or when on duty in civilian clothes shall carry his/her pistol in such a manner that it is inconspicuous to view.

Ammunition

Only department issued ammunition may be carried.

Use

Handguns shall be fully loaded when carried on duty. Uniformed officers shall carry two additional magazines in a black, basket weave pouches. A minimum of 12 extra cartridges shall be carried.

Oleoresin Capsicum (OC)

Officers are only authorized to carry OC issued by the Santa Clara Police department. Officers may elect to carry a canister on the duty belt or a pocket clip style. All OC must be Non-Alcohol based.

Use

It will be secured in an approved case that complies with the guidelines of the "Duty Belt Accessory" section of this manual. A pocket clip style is authorized for carry in a pocket of the officer's discretion.

Flashlight

The Santa Clara Police Department currently issues each officer a Streamlight SL20 flashlight and charger.

Use

All on duty Patrol officers must have their issued flashlight available. All officers must maintain their flashlight in good working order and fully charged.

Ballistic Helmet and Face Shield

The Santa Clara Police Department currently issues each officer a ballistic helmet and detachable face shield.

Use

All on duty Patrol officers must carry their issued helmet and face shield and have them ready for immediate use. All officers must maintain their helmet and face shield in good working order.

Gas mask and Canister

The Santa Clara Police Department currently issues each officer a gas mask, gas canister, and carry bag. Gas masks are to be “Fit-Tested” each year.

Use

All on duty Patrol officers must have their issued mask and canister available and ready for immediate use. All officers must maintain their gas mask, canister, and bag in good working order. Gas canisters are to remain factory sealed until use.

Handcuffs

The Santa Clara Police Department currently issues each officer one pair of Peerless (NIJ Type 3) chain link handcuffs, 2 keys and operation manual. Officers are financially responsible for additional pairs, if desired. Additional handcuffs must meet or exceed the specifications of the issued handcuffs. Handcuffs with a penetrate (black oxide) finish are approved, and recommended if utilizing an open handcuff case.

Use

Officers must carry on their person at least one set of handcuffs and key while on patrol, or in an enforcement mode. Officers must maintain their handcuffs in proper working order (and color) according to the manufacturer’s recommendations.

Baton

Straight Wooden Baton – It is made of commercially manufactured solid hard wood and is between 26” and 29” in length. Longer batons are authorized for special use. The diameter shall be between 1-3/16th inch and 1-1/4 inch. The baton shall have a rubber grommet.

Metal Expandable Baton – The Armament Systems and Procedures (ASP) Tactical Baton (model F26 and F31) are authorized. The finish will be black anodized aluminum, black chrome, chrome or nickel with an expandable length of at least 26 inches.

Use

Officers must complete an approved training course before carrying one of the listed authorized batons. Officers on patrol are required to carry one of the above batons. All batons are to be kept in proper working order including function and color.

Conducted Electrical Weapon (CEW)

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The Santa Clara Police Department currently issues each officer a Conducted Electrical Weapon (CEW). For additional details refer to the CEW section of the Operations manual.

Use

Each officer must complete an approved CEW training course prior to carrying the device. The officer is required to inspect and function test their issued CEW at least once a week and only at an authorized weapons clearing box. If the CEW is found to be in need of service, a “loaner” CEW (found in the weapons storage room) will be issued. Officers on patrol, or in an enforcement mode, must carry their CEW and all others must have them accessible. For additional details refer to the CEW section of this policy manual.

CEW Cartridges

The Santa Clara Police Department currently issues each officer two (2) serialized cartridges with a 21ft. range. These cartridges are easily recognizable with green blast doors. In addition, a single black basket weave cartridge pouch for the duty belt is also issued. For additional details refer to the CEW section of the Operations manual.

Use

Each officer must carry one of the cartridges in the CEW and an additional one in the pouch on their duty belt while on patrol or in an enforcement mode. The officer is required to visually inspect the blast doors prior to each shift to ensure intactness. If a cartridge is found to be in need of service a “loaner” cartridge (found in the weapons storage room) will be issued and the updated serial numbers will be logged. For additional details refer to the CEW section of this policy manual.

JACKETS

Eisenhower “Ike” Jacket

LAPD navy, 100% wool, CHP cut, lined and with a brass zipper. 24-Ligne “P” buttons will be attached to the epilates, breast pockets and adjustment straps. Silver buttons for officers and sergeants and gold for Lieutenants and above. Plain sleeves with a department strip on each sleeve. The stripe is sewn from seam to seam 3 inches from the bottom of each sleeve. Officer and sergeant jacket will have blue (Rice #24) braid. Lieutenants and above will have gold (Rice #96) braid. Chief has 4 braids and Assistant Chief has 2. All patches, rank, service stripes/stars and badge are worn in the same manner as the dress shirt; however the stars on the Chief’s jackets must be raised with cardboard backing.

Use

All sworn personnel are required to purchase and maintain an Ike jacket. Jacket is to be fitted as to be worn loosely and straight down over the modified Sam Browne belt and accouterments. Length will vary in accordance with the individual, but in all cases, should not to fall below the top of the hip pockets.

Patrol Jacket

The Blauer model #6120 or Blauer model #9820-60, black in color, are the standards for a cold weather patrol jacket. City patches, and sergeant chevrons are sewn in the same manner as on the regulation shirt. Optional seniority stripes and stars are sewn in the same manner as the Ike jacket. Metal badge and name plate are attached in a manner as described in this manual. Lieutenants and above wear rank insignia centered on the epaulets 1” from the outer seam.

Use

A patrol jacket is worn at the discretion of the officer while in the Class B or C uniform.

Rain Gear

The Flying Cross model #76220 or Blauer model #9691 are the authorized foul weather gear. They can be reversible and in standard or oxford lengths. If reversible, the outer side is black and the reverse side is a high visibility yellow with reflective tape. A badge tab is fixed to each outer side over the left breast. Issued metal badges are attached if this is the outer most garment. Reversible rain pants are also authorized.

In addition to the listed Rain Gear, a plain black nylon rain coat is authorized for use at events at Levi’s Stadium during inclement weather. The garment should look similar to the Flying Cross Jacket, #76220, and must have a badge holder and not have shoulder patches. It may or may not be reversible with a yellow or orange side for high visibility.”

Use

Rain gear is authorized during inclement weather. Rain gear must be worn over an authorized duty uniform.

Reflective Vest

The Santa Clara Police Department issues each officer a reflective vest.

Use

The reflective vest shall be worn (as required by OSHA) while engaged in traffic control, accident investigation or otherwise engaged in potentially hazardous traffic situations. The reflective vest shall be donned upon arrival or as soon as practical thereafter.

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UTILITY UNIFORM

Shirt

The 5.11 TacLite PDU shirt is the standard Utility uniform shirt. This is available in both long sleeve (Style #72365) and short sleeve (Style #71167). The standard color will be Midnight Navy (Color #750). All other aspects relating to the Utility uniform shirt will be the same as the Duty Uniform Shirt covered in the manual section.

NOTE: This will be the only Utility uniform shirt authorized after 07-01-2014. This Utility uniform will also be the only foul weather alternative to the Duty Uniform.

Use

The shirt must be neatly tucked into the pants and cuffs will remain buttoned at all times. The collar is worn open; however this is to only be the last button at the neck. The shirt will be kept pressed with no excessive wear, holes, or color fading. Shirts will be professionally tailored to keep a formed fit.

Pants

The 5.11 TacLite PDU Cargo Pant is the standard Utility Uniform pant (Style #74371). The standard color will be Midnight Navy (Color #750). No pant leg stripes are to be worn on PDU pants.

NOTE: This will be the only Utility uniform Pant authorized after 07-01-2014. This Utility uniform will also be the only foul weather alternative to the Duty Uniform.

Use

The pant should fit comfortably so that the front pockets lay flat. The front leg should touch the top of the boot and the back of the leg should be between 1" and 1 ½" from the ground. The pant will be kept in a pressed manner with no excessive wear, holes, or fading. Pants will be professionally tailored to keep a formed fit.

OPTIONAL AUTHORIZED EQUIPMENT

Eyewear

Any lenses, frames, or straps worn while in uniform should primarily enhance vision and be practical during patrol operations. Eccentric colors and shapes of lenses or frames that detract from a professional appearance while in uniform are not authorized. All eyewear must comply

with current California Vehicle Code specifications if worn while driving. If straps are worn, they must be plain blue or black in color.

Use

Eyewear is worn at the officer's discretion when necessary to perform work-related tasks. Eyewear is not to be worn on the back of the head.

Gloves

Solid black unlined gloves that fit the hand snugly so that all safety equipment items can be safely manipulated are authorized.

Use

During inclement weather. When not in use, and in uniform, gloves must be completely concealed into pockets.

Turtleneck, Mock Turtleneck, and Dickie

All articles must be black and plain woven. Turtleneck collars must be no more than 5" tall. The mock turtleneck collar must be no more than 2" tall. Collars must fit snugly against the neck. No visible printing is permitted.

Use

These articles are allowed when wearing the Class B or C Utility uniform. They are not authorized when the Class A uniform is worn or while wearing a short sleeve shirt.

Knife

Authorized knives must have a folding blade less than 5" long and fit snugly into a holder if worn on the duty belt.

Use

Knife holders on the duty belt must comply with the guidelines of the "Duty Belt Accessory" section of this manual.

Earpiece

Earpieces are authorized for use.

Use

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The earpiece is used in conjunction with the department radio, if enhanced hearing is desired. The earpiece and wire must be natural or dark tinted. Wires shall be routed as to be discreet and to not pose an officer safety issue.

Cellular Phone (Personal or Department Owned)

Cellular phones are authorized for use in accordance with other policies and laws. If personal cellular phones are carried while in uniform, the phone cover must be neutral in color and professional in nature.

Use

Phones shall not be worn on the uniform shirt, jacket or pants. They must be carried in pockets or securely attached to the duty belt in holders that comply with the guidelines of the "Duty Belt Accessory" section of this manual. A hands free device may only be used while driving. Wires hanging from ear buds are not authorized.

Mini-Flashlight

Black plastic and metal mini-flashlights, such as the Streamlight Stinger, are authorized. Mini-flashlights maximum length will be 7 ¾ inches long and maximum diameter will be 1 ¼ inches.

Use

Mini-flashlights will be carried in a pocket or securely attached to the duty belt in a holder that complies with the guidelines of the "Duty Belt Accessory" section of this manual.

RANK INSIGNIA

Sergeant

Sergeant insignia are a set of three chevrons. Each chevron is blue with a yellow border. The Santa Clara Police Patch is sewn ¾" below shoulder seam. The Chevron is sewn ¼" below the bottom of the patch. Both patch and chevron is centered on the outside crease of each arm. Black thread is used and cross stitching is prohibited. Chevrons are worn on all uniform shirts, "Ike" jacket, and patrol jacket.

Lieutenant

Lieutenant insignia is a gold colored, single bar. Insignia is placed horizontally on each collar ¾" from the front edge and centered. Insignia for uniform shirts are ¼" wide and ¾" long. Rank Insignia for "Ike" jacket and patrol jacket are ⅜" wide and 1" long.

Captain

Captain insignia is a gold colored, double bar. Insignia is placed horizontally on each collar $\frac{3}{4}$ " from the front edge and centered. Each bar for the uniform shirt is $\frac{1}{4}$ " wide and $\frac{3}{4}$ " long. Rank Insignias for "Ike" and patrol jackets are $\frac{3}{8}$ " wide and 1" long.

Assistant Chief

Assistant Chief insignia is a set of 2 stars which are gold in color. Insignia is placed vertical on each collar $\frac{3}{4}$ " from the edge and centered. Rank insignia for uniform shirts are $\frac{1}{2}$ ". Rank insignias for "Ike" and patrol jackets are 1".

Chief

Chief insignia is a set of 4 stars which are gold in color. Insignia is placed vertical on each collar $\frac{3}{4}$ " from the edge and centered. Rank insignia for uniform shirts are $\frac{1}{2}$ ". Rank insignias for "Ike" and patrol jackets are 1".

AUTHORIZED AWARDS & PINS

Awards

Authorized awards include: Medal of Honor, Medal of Valor, Hazardous Duty, and Lifesaving.

Use

A single award shall be centered on the left shirt pocket flap between the pocket button and police badge. Two awards are centered on each side of the flap crease. Three awards are equally spaced with one on the crease and the other two on each side.

Pins

Authorized pins include: Crisis Intervention Team (CIT), Auto Theft (10851), Field Training Officer (FTO), Special Response Team (SRT) and Canine (K-9).

Use

Pins are worn $\frac{1}{4}$ " and centered above the nameplate. Only one pin is authorized for wear at any one time. The department member may choose which pin to wear.

American Flag

Authorized American Flag pins are 1 $\frac{1}{2}$ inches wide and $\frac{3}{8}$ inches tall, having two pins on the back. The left half of the pin has a dark blue field with dots representing stars. The right half of

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the pin has eight vertical stripes alternating in color of red and white. Any US flag pin must meet the same size and appearance in all respects.

Use

Pins are worn 1/4" and centered above the nameplate. Only one pin is authorized for wear at any one time. The department member may choose which pin to wear.

SPECIALIZED UNIT UNIFORMS

SPECIAL RESPONSE TEAM

Uniform and Combat Shirt

The Tru-Spec "Tru-Extreme Uniform Shirt" (model #7970) is the authorized uniform shirt for the Special Response Team. The color is a solid olive drab green. The Tru-Spec "Tru-Extreme Combat Shirt" (model #6970) is the authorized combat shirt for the Special Response Team. The color is a solid olive drab green.

Patches

Right Chest

Olive drab fabric tape with embroidery of the officer's first initial and last name in black thread and block lettering approximately 3/4" in height. Placing of the name tape will be just above the breast pocket and centered between the collar centerline and the arm pit directly across from the "POLICE" tape.

Right Chest

Subdued American flag 2" high and 3" wide. Placing of the flag is centered directly above the officers name tape directly across from the badge.

Left Chest

Olive drab fabric tape with embroidery of the word "POLICE" in black thread and block lettering approximately 3/4" in height. Placing of the tape will be just above the breast pocket and centered between the collar centerline and the arm pit directly across from the officers name tape.

Left Chest

Subdued "SRT" Santa Clara Police Department badge. Placing of the badge is centered directly above "POLICE" and directly across from the American flag.

Both Shoulders

Official Santa Clara Police patch in subdued olive drab and black colors. Placement on both shoulders will be the same as outlined in the “Patch” section of this manual.

Use

The shirts must be neatly tucked into the utility pants. The shirts will have all the authorized patches and will be kept pressed with no excessive wear, holes or color fading. Shirts will be professionally tailored, if needed, to keep a form fit.

Uniform Pants

The Tru-Spec “Xtreme” (model #7170) is the authorized pant for the Special Response Team. The color will be solid olive drab green.

Use

The pant should fit comfortably so that the front pockets lay flat. The front leg should touch the top of the boot and the back of the leg should be between 1” and 1 ½” from the ground. The pant will be kept pressed with no excessive wear, holes or fading. Pants will be professionally tailored, if needed, to keep a formed fit.

Uniform Boots and Gear

The Team’s boots, duty belt, associated attire, and gear are the same as outlined in the uniform specifications and optional authorized equipment areas of this manual.

Body Armor

Pro-Tech or similar tactical body armor as supplied by the Santa Clara Police Department.

Markings

Front

“POLICE” in large white block letters.

Back

“SANTA CLARA POLICE” in large white block letters.

Shoulder

Official Santa Clara Police patch in subdued color.

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Use

Worn while in the Team Uniform and conducting training or the potential of enforcement action is at hand.

SPECIAL ENFORCEMENT TEAM

Day to Day Uniform

Day to day uniform depends on the focus of enforcement. Uniform of the day varies from; any class of patrol duty uniform, suit and tie, blue jeans/cargo pants and t-shirt or the Team Uniform as outlined below.

Use

Uniform of the day specified by the supervisor.

Team Uniform Shirt

The Under Armour Tactical Tech short sleeve shirt (black – 1005684). Other shirts can be used, but they must meet or exceed the specifications of this shirt.

SILK SCREENING

Right Chest

Officer's first initial and last name with subdued ink and block lettering ½" in height. Placing will be centered between the collar centerline and the arm pit directly across from the badge.

Left Chest

Authorized Santa Clara police badge in subdued ink with officers badge number in the middle replacing the "1852". Placing will be centered between the collar centerline and the arm pit directly across from the officer's name.

Both Sleeves

Official Santa Clara Police patch in subdued ink. Placement will be the same as outlined in the "Patch" section of this manual.

Back

"POLICE" in subdued ink and block lettering. Approximate size will be 10 ½" wide and 5 ½" tall with Santa Clara arched over Police. Spacing will be placed in the center of upper back for optimal viewing.

Use

The shirt must be neatly tucked into the utility pants. The shirt will have all the authorized silk screening and will be kept pressed with no excessive wear, holes or color fading. Shirts will be professionally tailored, if needed, to keep a form fit.

Team Uniform Pants and Gear

The 5.11 Tac Lite Pro pants (black – 74273). The Team Uniform boots, duty belt, and associated attire and gear are the same as outlined in the uniform specifications and optional authorized equipment areas of this manual.

Use

Same as outlined in the above associated sections.

Body Armor

Pro-Tech or similar tactical body armor as supplied by the Santa Clara Police Department.

MARKINGSFront

“POLICE” in large block letters.

Back

“POLICE” in large block letters.

Use

Worn while in the Team Uniform and the potential of enforcement action is at hand.

MOTORCYCLE OFFICER**Duty Shirt**

Same as Uniform Shirt specifications.

Pants

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Fechheimer (models #34236 and #13507-96) are the standard of authorized motorcycle pants. United Brand 19-ounce (model #10303) and 16-ounce (model #10338) are also authorized. Any other brands must meet or exceed these in all respects.

Boot

Dahner brand boot is the authorized example and any other boot must meet or exceed it in all respects. All boots will be black leather and come to the top of the calf. The boot may or may not have instep laces or buckles at the top.

Insignia

The Flying Wheel Pin is the insignia for the traffic enforcement unit. The pin is located with the arrowhead pointed inward. Each end of the arrow is placed along the stitching of the inner seam and equally distanced from the end of each collar.

Helmet

White fiberglass with the option of a lower full face.

Use

Required when operating a police motorcycle.

Motorcycle Gloves

Solid black lined or unlined gloves that fit snugly so that all safety equipment can be safely manipulated are authorized. Additionally, neutral colored, "deer skin" gloves and solid black gloves with added protection (hand, knuckle and finger) are authorized.

Use

OPTIONAL: During inclement weather or when extra protection is desired. When not in use, and in duty uniform, gloves must be completely concealed into pockets.

Leather Jacket

The Just Leather "PD Jacket" is the standard Motorcycle Jacket. These jackets are custom made for the individual officer. Any other leather jacket must meet or exceed the specifications of this jacket in all respects including cut, color and material.

Use

Worn at the officer's discretion while assigned to the traffic enforcement unit and performing traffic related duties.

Riding Jacket

The “Tourmaster Flex LE” is an approved alternative to the approved leather jacket. Department shoulder patches, badge and nameplate will be affixed to this jacket as outlined in the Patrol Jacket section of this manual.

Use

Worn at the officer’s discretion while assigned to the traffic enforcement unit and performing traffic related duties.

Clear Safety Glasses

The Santa Clara Police Department provides the officer with 1 pair (as needed) of clear plastic safety glasses. These glasses must meet or exceed an ANSI rating of Z87.1. The “Oakley Industrial M Frame” safety glasses with a black frame and clear lens would be a current example.

Use

For use when extra eye protection is warranted.

Motorcycle Training Uniform

Grey polo shirt with a 7 point Santa Clara Police badge embroidered in silver thread on the left breast. The badge is encircled by “Traffic Enforcement Unit”. An approved black t-shirt is worn under the grey polo. Patrol PDU pants and patrol duty boots.

Use

Worn during training exercises.

BICYCLE OFFICER:

Duty Shirt

The black 5.11 “Performance Polo” short sleeve (model #71049) and long sleeve (model #72049) is the standard duty shirt for the Bicycle Unit. Other brands are not prohibited as long as they meet or exceed the specifications of the 5.11 performance polo’s in all respects including material, design, and color. An example of an approved brand would be the CornerStone Tactical Polo (model #TLCS410)

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EMBROIDERY

Right Chest

Officer's first initial and last name with silver thread and block lettering ½" in height (5.11 Design number 33830RC). Placing will be centered between the collar button seams and the arm pit directly across from the badge.

Left Chest

Authorized 7 point Santa Clara police badge in silver thread with officers badge number in the middle replacing the "1852" (5.11 Design number 33830LC sc:10146). Placing will be centered between the collar button seams and the arm pit directly across from the officer's name.

Both Sleeves

"POLICE" in silver thread block lettering will be centered horizontally on the sleeve between the pen holders and sleeve seams for optimal viewing. Approximate size will be 3" wide and ½" tall (5.11 Design number 33830BSL sc: 1453).

Back

"SANTA CLARA POLICE" in silver thread block lettering. Approximate size will be 10 ½" wide and 5 ½" tall with Santa Clara arched over Police (5.11 Design number 33830CB sc: 20321). Spacing will be placed in the center of upper back for optimal viewing.

Use

The shirt must be neatly tucked into the duty pants or shorts. One button at the neck line is left open and the rest of the buttons shall remain secure. The shirt will have all the authorized embroidery and will be kept in a professional appearing manor with no excessive wear, holes or color fading. Shirts will be professionally tailored, if needed, to keep a form fit.

Duty Pants/Shorts

Mocean "Approach" (model # 2150) is the standard authorized bicycle patrol pant. Mocean "Zip-Off" (model #2058) is the standard authorized bicycle patrol pant/short combo. Mocean "Approach" (model #1150) is the standard authorized bicycle patrol short.

Use

Authorized pants/shorts should fit comfortably and will be kept pressed with no excessive wear, holes or color fading. Pants and shorts will be professionally tailored to keep a form fit.

Shoes

Solid black athletic shoes suitable for all patrol duties are authorized.

Any obvious brand or design markings must be blacked out by the officer and have a professional look.

Use

This footwear is only authorized while wearing the bicycle patrol uniform.

Socks

Solid black, with no visible logo, low cut, athletic socks. Or, solid black, with no logo, crew length cut athletic socks.

Use

Low cut are worn with the shorts or short/pant combo. Crew length is worn only with the pants.

Duty Belt

Same as the “DUTY BELT” as specified in this manual.

Use

Same as the “DUTY BELT USE” as specified in this manual.

Duty Jacket

The Mocean “CODE-B” jacket solid black in color is the authorized jacket for the bicycle patrol unit.

MARKINGSRight Chest

Same as bicycle duty shirt in sewn patch form.

Left Chest

Same as bicycle duty shirt in sewn patch form.

Shoulders

Blue/Grey subdued Santa Clara Police Patch, sewn to duty uniform jacket specification.

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Back

Same as bicycle duty shirt in sewn patch form.

HELMET

Provided by the Santa Clara Police Department. Black bicycling helmet with visor and chin strap. "POLICE" stenciled in white block lettering on each side.

Use

Required while operating a police bicycle.

Clear Safety Glasses

Same as Motorcycle Officer.

Use

Same as Motorcycle Officer.

Padded Compression Shorts

The solid black, Mocean "Padded Compression Shorts" (model #1550) are the authorized padded undershorts. Other brands are not prohibited as long as they meet or exceed the Mocean specifications in design, color and material.

Use

Worn under authorized bicycle duty pants or shorts and at the officer's discretion when added protection is desired.

Arm Sleeves

The solid black, Novaro "Thermal Tech" are the authorized arm warmers/protectors. Other brands are not prohibited as long as they meet or exceed the Novaro Thermal Tech specifications in design, color and material.

Use

At the officer discretion when added warmth and protection is desired.

Sergeant Collar Insignia

Sergeant insignia is a silver colored chevron.

Use

Insignia is placed diagonally on each collar ¾” from the collar tip. Insignia is worn on bicycle patrol shirt and bicycle patrol jacket collars.

Baseball Cap

The Richardson (model #585) Flex Fit or the Richardson Pro-514 adjustable is the standard for officer baseball cap. All other brands must meet or exceed its standards in all respects. It is black, wool, fitted or adjustable baseball style cap with the 7 point Santa Clara Police badge embroidered in silver color and gold for Lieutenants and above. The officer’s badge number shall be embroidered at the back of the cap. No items (pins etc.) are allowed to be worn on the cap.

Use

The Baseball Cap (in black) may be worn under the following circumstances:

- During normal bicycle patrol when the officer gets off the bicycle and removes his/her helmet.

RECORDS MANAGER AND COMMUNICATIONS MANAGER

The shirt shall be all white, manufactured from a cotton and polyester blend. It shall have epaulets, a convertible collar, perma-collar stays, badge tabs and two plain flap pockets with a pen or pencil compartment. The shirt may be long or short-sleeved, may have permanent creases, and shall have SCPD shoulder patches sewn on each shoulder seam. Hidden flap snaps, Velcro, and/or zippers are allowed provided the buttoned appearance is retained. The material of the skirt shall be navy blue, wool, blended wool, blended polyester/cotton or 100% polyester. IT shall be either straight or an A-line skirt with waistband and belt loops. The length of the skirt shall be no higher than the top of the knee, or longer than two inches below the knee.

HONOR GUARD

Refer to Santa Clara Police Department General Order 46.3 – Honor Guard

TRAINING INSTRUCTOR UNIFORM

Department Instructors shall wear the Department issued red polo shirt when manipulative skills training are being provided. The red polo shirt will allow each student to visually identify all instructors when needed. The polo shirt will not be in lieu of other required safety equipment.

During instruction, the red polo shirt shall be worn by the following:

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- Firearms Instructor
- Defensive Tactics Instructor
- Emergency Vehicle Operations Instructor
- Active Shooter/1st Responder Instructor
- Other unidentified manipulative skills training

Shirt

Red polo shirt with a silver 7 point Santa Clara Police badge embroidered on the left breast. The badge is encircled by the above listed discipline ie: "Firearms Instructor". An approved black t-shirt is worn under the red polo.

GENERAL PROVISIONS

Wearing of Uniform

The full uniform, as described in this manual, must be worn by all officers of the Department except the Chief, Assistant Chief, Division Commanders and officers in plain-clothes assignments in the Field Operations Division, Investigations Bureau or Services Division. The Chief of Police may exempt other members of the Department from wearing a uniform, but such permission must be given expressly for certain situations and shall not be assumed by any member of the Department.

Court Appearances

Employees shall wear either their long sleeve duty uniform with a tie or civilian attire when appearing in court. Civilian attire for male employees shall include a necktie and coat. Civilian attire for female employees shall be a business suit or similar business attire.

Mixture of Uniform and Civilian Clothing

Except as directed by proper authority or where their assignment otherwise permits, all officers shall be in complete uniform when on duty and will not be in uniform when off duty except as provided. Officers going to or from the station when off duty may wear a coat, jacket or sweater over the uniform shirt and with uniform trousers but without cap or gun belt.

Equipment in Civilian Clothing and on Duty

While on active duty, officers who are required to wear civilian clothes shall carry as full equipment the following: badge, pistol, handcuffs, issued identification card and CEW, when in enforcement capacity. Exceptions to the above may be made when such officers are assigned to station office duties or special assignments.

Carrying Equipment Off Duty: Optional

When off duty, officers may carry or have in their immediate possession, a pistol with which they have met departmental training requirements. If an officer chooses to be armed, the Departmental ID and badge must also be carried. When carrying a badge off-duty they will carry the badge out of sight. New officers with no prior police experience shall not carry a weapon while off duty until such time as they have completed the Basic Police Academy and have been qualified with the weapon by a Santa Clara Police Department range master.

Carrying Required Equipment in Uniform

All uniformed officers assigned to patrol duties in the Field Operations Division shall be required to carry the following items:

- Badge
- Traffic Citation Book
- Handcuffs/Handcuff Case
- Flashlight
- Whistle
- Wristwatch
- Ballistic helmet
- Ballistic vest
- Conducted Electrical Weapon with 2 cartridges
- OC
- Baton/ASP
- Duty Weapon
- Double magazine pouch with a minimum of 12 extra cartridges for semi-automatic pistols.
- Evidence collection (including latent fingerprint lifting) equipment.
- Reflective Vest

Unauthorized Items

Saps, flat slappers, billy clubs, sap gloves, and fixed-blade knives are not authorized.

Departure from Specialty Position

Whenever any employee leaves a specialty position, he or she is responsible for returning all of the issued specialty equipment. The specialty team's supervisor will be responsible for ensuring that this takes place and for updating the equipment database.

Departure from the City

When an employee leaves the position of sworn officer, the unloaded duty weapon, magazines, body armor, department ammunition, identification cards, security cards, hard keys, badge, hat badge, CEW, CEW cartridges, ballistic helmet, face shield, gas mask, gas mask canister, gas mask bag, hydration system, handcuffs, handcuff key, ASP or baton, flashlight, and any other issued equipment will be turned into the Personnel Unit supervisor. The Personnel Unit

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Supervisor will be responsible for updating the equipment database as well as disseminating the returned equipment to appropriate responsible officer for re-stocking. The employee may be charged for any equipment that is missing.

Retiree Badges

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Santa Clara Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words, "Honorably Retired" clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Santa Clara Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

Reserve Officer Uniform

Reserve officers will wear the same uniform as worn by the regular patrol officer. Any informal, internally recognized, rank will not be worn on the uniform.

Other Items

The Division Commander shall approve any class of items or devices that officers choose to use in connection with their work-related responsibilities. Any reimbursement for their use shall be at the discretion of the Chief of Police.

Whenever an officer is assigned to special duty, either within or outside the Department, he/she may carry such equipment, including firearms, as approved by Chief of Police.

41.3.6 Body Armor Purchase

Employees authorized for body armor must obtain a letter from the Services Division Office Specialist. The letter shall authorize the officer named to purchase an approved vest (as outlined in this manual) within 30 days of the date of the letter. It shall state the amount allowed for the cost of the vest including tax. The billing for the vest shall be sent to the Santa Clara Police Department.

Employees purchasing approved vests that cost in excess of the City limit shall be required to pay the added cost. The City will not reimburse the employee for any amount in excess of the City allowance either at the time of purchase or when the employee terminates his or her employment with the City.

41.3.7 Equipment and Uniform Replacement

The City of Santa Clara shall, in accordance with Resolution 3144, Section 29, pay the cost of repairing or replacing uniform, clothing and equipment of public safety employees which has been damaged, lost or destroyed in the line of hazardous duty and when the following conditions exist:

The clothing, uniform or equipment is specifically required by the Department or necessary to the employee to perform his duties, as determined by the Chief of Police.

The clothing, uniform or equipment has been damaged or destroyed in the course of making an arrest, or in the issuance of a citation, or in the legal restraint of persons being placed in custody or already in custody, or in the service of legal documents as part of the employee's duties, or caused by action or forces beyond the employee's control; and

The employee has not, through negligence or willful misconduct, contributed to such damage or destruction of said property.

Personally owned items or devices that are not listed as required equipment are not subject to replacement or repair by the Department. This includes items such as pagers, cellular phones, and notebook computers. Officers who use this type of personally owned equipment assume liability for its repair or replacement.

If any City property that is issued to, used by, or under the control of an employee is lost or damaged due to simple negligence or losses beyond the employee's control, reimbursement will not be required; however, discipline may be imposed, based upon the circumstances.

If any City property that is issued to, used by, or under the control of an employee is lost or damaged due to "culpable conduct" or due to a dishonest or willful act, the employee may be required to reimburse the Department for said equipment; and in addition, discipline may be imposed as well.

Computation of Reimbursement

The claimant is to advise of the approximate age of the article of clothing or equipment. The Division Commander will verify the condition and report his findings to the Service Division Commander for review. A cost list will be maintained on file in the Department based on the original cost of each item, and will be used for computation of the amount claimed for each item as well as identifying the article for which reimbursement may be claimed.

Equipment not specifically listed shall be computed for reimbursement on the fair market value as determined by the Chief of Police.

Reimbursement of clothing, if approved, will be based on the original cost and the life expectancy of the article on a prorated basis.

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Items of equipment such as watches, etc., will be replaced based on the depreciated value of the article and will be subject to final approval by the Chief of Police. In no event will watches be reimbursed for more than \$50.

Reporting Procedures

The Chief of Police is responsible for the review and investigation of the claims, as well as the validity of the statements. Filing of false claims is grounds for disciplinary action. All claims must be supported by an official report of the incident when the damage occurred. In general, all items will be repaired rather than replaced when economically feasible.

RESPONSIBILITY

Employee

Complete Part I of the Claim for Repair or Replacement of Clothing or Equipment. Include all required information. Forward claim and article for inspection to Division Commander.

Division Commander

Review Part I of the Claim for Repair or Replacement of Clothing or Equipment as prepared by the claimant. Complete as necessary Part II of the claim, including such action as necessary. If disapproved, return to claimant. Sign and forward to Services Division Commander.

Services Division Commander

Review Parts I and II and sign claim for Repair or Replacement of Clothing or Equipment in Part III. If disapproved, return to claimant.

If loss, damage or destruction was caused by a person or persons arrested by claimant, complete "Accounts Receivable Memorandum" and forward to Chief of Police. List on reimbursement claim original cost of clothing item with life expectancy. Then list amount approved for reimbursement on pro-rated basis. Review and indicate approval or disapproval in Part IV. Sign and forward to Chief of Police.

Disapproved claims are to be returned to the employee with reason for disapproval.

Approved claims - copy returned to claimant indicating action taken and amount reimbursable.

Forward claim to Finance Department for processing.

Forward Accounts Receivable Memorandum, if any to City Clerk for processing and billing in an attempt to recover the loss from the defendant.