

		Policy & Procedures			No. 4.20	
		Subject: Clothing and Equipment Provisions				
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CALEA STANDARDS

16.3.4 17.5.2 41.3.4

17.5.1 22.2.5

Purpose

The purpose of this directive is to describe the provision of clothing and equipment used by Canton Police Department employees in performing law enforcement and other essential functions.

This directive applies to all employees; sworn, non-sworn, full-time, paid and not paid. Additional directives cross-reference and expand upon this topic, in order to provide a series of more comprehensive guidelines relating to authorized uniforms and equipment.

Policy

Members of the department shall maintain their uniforms, required civilian attire, and personal appearance to the highest standards possible, unless otherwise authorized by a supervisor. Non-compliance with the provisions of this directive is prohibited.

Uniform and Equipment Allowances 22.2.5 C

A uniform and equipment allowance shall be provided, per the provisions of collective bargaining agreements, to affected department personnel.

Refer to current contract agreements between the affected Canton Police Department personnel and the Town of Canton for additional policy regarding uniform allowances.

Replacement of Uniform Components and Equipment

Personnel shall use their contractual uniform and equipment allowance to replace uniform parts or equipment which are no longer in compliance, except that: **41.3.4 (1)**

- Items damaged in the performance of duties (i.e. a suspect destroys a uniform hat during a struggle); and not replaced by an order of restitution; the department may replace the item, at the discretion of the Chief.

Surrender of Uniforms, Component and Equipment 16.3.4 17.5.1 22.2.5 D

When a department member is terminated, resigns, or retires (no longer working details), the employee shall be required to return the inventory of uniforms, components and equipment that was issued upon initial employment; and shall be required to return other items issued during the course of employment. All returned items are to be turned in to the Deputy Chief where they will be inspected. Retirees who remain active working details may maintain the equipment until separation.

Pre-owned department property may be reissued if it is in good working condition. The Deputy Chief will handle the reissuance of equipment and property other than firearms and chemical spray. That will be handled by the Lieutenant in charge of firearms. The Deputy Chief and Lieutenant will maintain a current list of items returned, inspected and reissued. The following list, though not inclusive, are some items that may be reissued:

- | | |
|-----------------------------|------------------------------------|
| - Firearm | - Radio |
| - Ammunition and holders | - Radio Holder |
| - Holster | - Two radio batteries |
| - Chemical Spray and holder | - Rain coat |
| - 2 Badges for garments | - ACO's Windbreaker |
| - Baton | - Crossing Guard's Windbreaker |
| - Handcuffs | - Crossing Guard's Raincoat |
| - Gun Belt | - Crossing Guard's Reflective Vest |
| - Hat badge | - Crossing Guard's Hand-held Signs |

Retirees shall be presented with a retirement badge and police identification card with the word "Retired" inscribed upon it, including reference to the provisions of the Law Enforcement Officers Safety Act of 2004 (and LEOSA Improvements Act 2010).

Uniform Classes and Components

Uniform classes and components have been revised to delineate among different uniforms according to function, and to provide distinctive work apparel for particular types of work assignments. **41.3.4 (1)**

The intent is to provide department members with a tool to readily identify the appropriate uniform and work apparel for a particular task, and to provide clear guidance on which authorized uniform, equipment and/or component should be worn for those tasks.

Uniform Classes Overview

- a. Formal Dress Uniform**
- b. Standard Duty Uniform**
- c. Field Uniform**
- d. Work Uniform**
- e. Civilian Attire**

a. Formal Dress Uniform

Use: Worn by police officers

Occasions for wear: For ceremonial and formal occasions

b. Standard Duty Uniform 22.2.5 E

A variety of uniforms and options are available to department personnel, dependent upon their assignment, weather conditions, etc. However, the uniform worn by police officers, retirees and reserve intermittent officers for **routine** operations shall normally be the **Standard Duty Uniform. 41.3.4 (1)**

Use: Worn by sworn and ancillary department members in public contact positions and other persons stipulated by the Chief of Police. This is the primary uniform worn by police officers, retired officers and reserve intermittent officers.

Occasions for Wear: Routine, daily activities involving a high degree of public contact, or supervision of department members in public contact. Examples include:

- Command staff, while:
 - o Performing enforcement duties, in scheduled operations and situations;
 - o Assigned to field duties;
- Police personnel of all ranks, while:
 - o Assigned to patrol operations, unless otherwise exempted;
 - o IE: plainclothes officers, detectives, special duty assignments, etc.;
- Personnel assigned to administrative duties, with the approval of the Supervisor in charge;
- Police supervisors assigned to station duties;
- Police personnel performing community policing duties, unless otherwise exempted by a supervisor;

- Police personnel attending an official function unless otherwise specified;
- Police personnel assigned to paid or voluntary details at which their primary task is of a security/policing function, unless a specific “detail” uniform is authorized;
- Police personnel attending training sessions at which a uniform is required.

Requirement: All sworn police personnel shall maintain, at all times, a serviceable **Standard Duty Uniform** and the necessary equipment to perform uniformed patrol duties.

c. Field Uniform

Use: Worn by department members engaged in activities or situations where the Standard Duty Uniform would be impractical or inappropriate due to weather conditions, climate, terrain, safety, assignment, or work task being performed. This type of uniform is primarily worn by police personnel assigned to specialized units and generally only when engaged in performing specialized activities. **41.3.4 (1)**

Occasions for Wear: Routine, daily and/or specialized activities, or supervision of department members engaged in such activities, in which the weather is subject to adverse environmental and/or work-task specific conditions. Examples include, but are not limited to:

- Canine handlers;
- Tactical Team members;
- Bicycle Unit members;
- Motorcycle Unit members;
- Instructional Cadre
- Animal Control Officers

d. Work Uniform

Use: Worn by department members engaged in daily or planned work projects, or other activities when warranted by environmental and working conditions. Usually applies to duties with limited public contact or police response potential.

Authorization for Wear: The authorization to wear this uniform class applies only to that specific time frame in which a department member is actually performing projects or tasks covered by this section. **41.3.4 (1)**

Occasion for Wear: Daily wear in all work situations. Generally involves routine, low public contact and limited police response activities. Examples include, but are not limited to:

- Fleet maintenance;
- Armory operations;
- Evidence collection at crime and incident scenes;
- Animal care;
- Preparation of range materials, etc.

e. Civilian Attire 41.3.4 (1)

Use: Worn by **non-sworn** civilian and support personnel, including administrative and clerical staff.

Also worn by **sworn personnel** as authorized for their assignment or duties, or as stipulated by the Chief.

Department Issued Equipment 16.3.4; 17.5.1; 22.2.5 A,B; 41.3.4 (1)

Patrol Officers

After the date of appointment and prior to working their first shift, all newly appointed patrol officers will be supplied with the following:

- Firearm
- Holster
- 2 badges for garments
- 1 hat badge
- Baton
- Handcuffs
- Gun belt
- Cartridge holder
- Radio
- Radio holder
- Two radio batteries
- Tactical vest
- Patches
- Chevrons
- One rain coat
- One rain hat
- Rubber foot gear.
- OC spray
- OC canister holder
- Taser (CEW)

Newly appointed officers will also be provided with a locker and a combination lock their first day of work.

Special Officers

Special officers shall be authorized to carry the same equipment as is issued to full-time officers provided such officer is appropriately trained in its use. The cost of these items shall be incurred by the officer, not the department.

Reserve/Permanent Intermittent Officers

They are provided with the minimum of equipment. They are expected to purchase the other items on their own.

- Firearm
- Holster
- OC spray
- OC canister holder
- Radio
- 1 hat badge
- 1 badge for outer garment

Animal Control Officers

After the date of appointment and prior to working their first shift, all newly appointed animal control officers will be supplied with the following:

- 2 complete uniforms (includes khaki pants and polo shirt)
- Radio
- Radio holder
- 2 radio batteries
- Windbreaker
- Raincoat

Crossing Guard

Before working their first shift, all newly appointed crossing guards will be supplied with the following:

- Windbreaker
- Raincoat
- Reflective traffic vest
- Hand held stop sign

All uniforms and equipment issued to employees shall remain the property of the Canton Police Department and all employees shall keep the same in good working condition and repair.

Inventory and Control 17.5.1

Previously issued property owned by the agency will be inventoried twice a year. This will be handled by the Deputy Chief or his/her designee. These items will include, but not be limited to, any department issued items that were assigned to an employee, but that employee has either resigned or retired. (Refer to

Department Issued Equipment paragraph above for a list of items). If in good condition, these items may be reissued to new officers once hired.

Equipment inventoried monthly by the designated Lieutenant or Sergeant will include, but not be limited to, the following:

- Night vision goggles
- Under door camera
- LoJack Tracking Kits
- Conducted Electronic Weapons
- Equipment/supplies in the support trailer inventoried quarterly **46.1.8**
 - o Barricades
 - o Traffic cones
 - o Traffic signs
 - o Halogen lights
 - o Small table
 - o Extension cords

Stored Agency Property 17.5.2

All stored agency property will be maintained in a state of operational readiness.

Stored property includes, but is not limited to, radios, handcuffs, batons, and items of special equipment such as radar units, cameras and surveillance devices such as night vision goggles. Other items include batteries for radios.

Ensuring the equipment is in a state of operational readiness shall be the responsibility of the person or unit to which the property was assigned. Operational readiness of the equipment includes care and cleaning, preventive maintenance and repair and workability. **17.5.2**

Stored agency property and equipment will be inspected by a Lieutenant or his/her designee once a month. An inspection check sheet will be located with the stored equipment. Any deficiencies will be noted on the sheet. Any repairs or replacement parts will be noted on the sheet as well. **17.5.1**

Specialized stored equipment will be inspected once a month by the Sergeant in charge of the Unit assigned the equipment. An inspection check sheet will be located with the stored equipment. The inspecting Sergeant will notify in writing a Lieutenant of any deficiencies.