



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **UNIFORMS AND EQUIPMENT**

NEW REVISED RESCINDS

APPROVED: *GM*

GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 11/22/2019

I. POLICY

- A. The Department will issue uniforms and equipment to all officers. Officers issued uniforms and equipment will be responsible for their cleanliness, maintaining them in a state of operational readiness, and for their general upkeep. The Department will provide cleaning for all uniforms that the Department issues to its officers and for those Department approved articles of clothing worn in conjunction with the uniform.
- B. Department supervisory personnel will ensure that all Department members are appropriately attired and equipped for their tour of duty.

II. LOST/DAMAGED/ABANDONED UNIFORMS OR EQUIPMENT

Department members shall immediately report to their supervisor via an Inter-Office Memorandum, any loss of or damage to Departmental property assigned to or used by them.

- A. The supervisor will be notified of any defects or hazardous conditions present in any Department equipment or property.
- B. An employee may be required to reimburse the Department, replace an item at their own expense, and/or be subject to disciplinary action if an article of clothing or piece of equipment issued to the employee is lost, damaged, or cannot be accounted for through the employee's negligence. Which to include unsecured equipment inside patrol vehicle.

III. UNIFORM ISSUANCE

- A. As soon as practical after a new employee has been hired, the Sergeant will be responsible for coordinating the issuance of new and/or used uniforms and equipment.
 - 1. The Sergeant will be responsible for maintaining a record relating to each piece of equipment, including weapons, approved for use by Department members, and to whom the equipment is issued.
 - 2. Department records will reflect an item's description, caliber, model number, serial number, and/or any other descriptive information.
 - 3. Department-owned clothing and equipment in storage will be maintained in a state of operational readiness by the Sergeant.
 - 4. An officer needing an article of clothing or piece of equipment will complete and submit to the Sergeant, an Individual Equipment and Clothing Record (also used to return items to the Sergeant) along with an Inter-Office Memo stating the need for the item.
 - 5. Prior to June 15 of each year, the Sergeant will conduct an inventory of all controlled property to ensure accountability. Discrepancies between the actual inventory and the property schedules maintained will be reported to the Chief.

- B. The Department uniform will be worn by all on-duty personnel, unless the Chief of Police or his designee authorizes the wearing of civilian attire.
 - 1. The wearing of combinations of uniform items not prescribed in this general order or others is prohibited.
 - 2. The wearing of the Department uniform, or any part thereof, is authorized when the employee is on actual duty, traveling to and from work, at Department functions when its wear is prescribed, or at other times as directed by the Chief of Police or his designee.
 - 3. Stops made while in partial uniform traveling to and from work will be limited to the obtaining of personal household necessities and shall not include the purchase or consumption of alcoholic beverages.

4. Employees are required to surrender all Department property in their Possession upon separation from the Department. A failure to return non-expend able items may cause the individual to reimburse the Department for the fair market value of the article(s).
5. No decoration or insignia shall be worn on the Department uniform by any employee of this Department unless authorized by the Chief of Police.
6. Employees of the Department are prohibited from wearing uniform items or using equipment that is not issued by the Department or approved by the Chief of Police.
7. When the uniform is worn by an officer, the uniform shirt will always be worn regardless if a Department approved turtleneck or sweater is also worn.
8. Officers will not testify in court while wearing a sweater. A uniform shirt and tie shall be worn, or the uniform of the day. Suitable civilian attire, suit and tie, sport-jacket and tie, dress, or blouse with skirt or slacks is Acceptable.
9. The issued nameplate will be worn on the outer-most garment centered above the flap of the right breast pocket.
10. When in uniform, all officers will wear a plain-toe black leather or simulated leather shoe. Combat-style boots may also be worn and shall be black in color with a plain toe. Plain black socks or dark blue socks will be worn with the uniform unless a physician's excuse states otherwise. White socks may be worn with the combat-style boots provided they do not show when sitting down or with the legs crossed.
11. Black rubber boots or rubbers are permissible during adverse weather conditions, searches, and disaster type situations.
12. The issued duty belt will be worn directly over the waist belt, will fit snugly, and will be kept in place with the issued belt keepers or Velcro fasteners. The following items will be carried on the duty belt in a way that promotes safety, convenience, and easy access:
 - a. The issued weapon and holster will be worn on the carrier's strong-hand side;
 - b. Handcuffs in a case or secure cuff strap;

- c. Portable radio and holder;
- d. Impact weapon (asp expandable baton);
- e. .40 cal. magazines in suitable pouches;
- f. O.C. spray.

13. The Department patch will be worn on the left sleeves of the uniform shirt and duty jacket. The patch will be centered and sewn 1/2 inch below the shoulder seam.

IV. ISSUED/APPROVED EQUIPMENT

A. The following equipment and uniforms are issued to Cottage City Officers:

- Cottage City Code of Ordinances
- Cottage City Employee Manual
- CCPD General Order Manual
- Laptop computer
- ASP (upon certification)
- ASP holder
- Belt, Sa m Browne
- CCPD Badge and cap badge
- CCPD Identification Card
- Handcuffs
- Handcuffs Case
- .40 cal. Magazines (3)
- Magazine Pouch
- OC Spray
- OC Spray Holder
- Pistol, .40 caliber Glock
- Radio Holder
- Radio, Portable
- Vehicle/Facility Keys
- Cruiser Jacket, , black
- Bike Gloves, Bike Patrol only
- Hat, Pershing Style, blue
- Helmet, Bike Patrol & T3
- Protective Vest, Ballistic
- Protective Vest Covers (2)
- Raincoat, reversible

- Shirts, Bike Patrol, blue (2)
 - Shirts, Long Sleeve, blue (5)
 - Shirts, Short Sleeve, blue (5)
 - Shorts, Bike Patrol only
 - Tie, black (1)
 - Trousers, blue with light blue strip (4)
 - Trousers, BDU, black, Bike Patrol
- B. All leather gear will be free from dirt and grime and all brass items will be highly polished.
- C. In addition to undergarments and shoes, the only personal equipment/apparel that is authorized to be worn with the uniform is the Leatherman tool.