

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 5: UNIFORMS, EQUIPMENT, AND GROOMING

SUBJECT: 502 MANDATORY FIELD EQUIPMENT

EFFECTIVE: 4/02/2018

1. **PURPOSE.** Equipment that is well-maintained projects a similar image of professionalism.

2. **POLICY.** It is the policy of the Pineville Police Department that all members shall present a professional appearance, and all members shall comply with the specifications outlined in this order.

3. **MANDATORY EQUIPMENT.** The following items must be worn by all uniform field members and must be readily available to detectives and command members who respond to a tactical situation:

- A. Approved revolver and ammo or semi-automatic weapon and ammo magazines.
- B. Approved handcuffs.
- C. Body armor issued by the department must be readily available.
- D. At least two additional ammunition magazine fully loaded with department issued ammunition; or two speed loaders.
- E. Department issued PR-24 baton or an approved expandable baton in lieu of the PR-24. Officers that choose to carry the expandable baton must relinquish their issued PR-24 to the Chief's designee. Officers must carry either impact weapon at all times while on duty.
- F. Portable radio.
- G. Taser

4. **USE OF EQUIPMENT.** All members will utilize department equipment only for its intended purpose in accordance with established procedures, and will not abuse, damage, or lose that equipment. They will maintain all department equipment assigned to them in good condition. Members will not convert department equipment to their own use.

- A. Proper care and handling of equipment. All members are responsible for the proper care and handling of department equipment and property.
- B. Damaged, inoperative equipment. All members will promptly report to supervisor damage to department property or equipment assigned to them. In addition, members will report any inoperative, defective, or hazardous equipment that comes to their attention.
- C. Loss, damage, or waste. Losing, damaging, or wasting department property, equipment or supplies through negligence, carelessness, or improper use may be grounds for discipline.
- D. Return of equipment. Members will turn in all department equipment assigned to them as directed.

5. **SECURITY OF EQUIPMENT.** All members will exercise the utmost caution while in possession of any mandatory equipment, and will provide maximum security for all equipment in their custody. Members will not leave any mandatory equipment in

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department facilities except when the place of storage is locked or under constant personal observation. Members will not leave any mandatory equipment unattended in a vehicle except when the place of storage is a locked weapon mount or a locked trunk.

6. DEPARTMENT POLICY AND GENERAL ORDERS MANUAL. The department manual issued to each member in print or electronically remains the property of the Pineville Police Department. Members are responsible for maintaining any printed manuals in good condition. Any loss, damage, or serious wear of the manual should be reported to the member's supervisor. Members are responsible for making appropriate changes in the manual and inserting new orders, procedures, and materials as directed. Any updates will be sent through either written or electronic means. The Administration will update any digital version accordingly.

7. EQUIPMENT MAINTENANCE AND CLEANING. With the exception of what would generally be considered routine maintenance and cleaning, members will not dismantle or attempt to repair equipment unless authorized to do so.

- A. Equipment inspection. Any equipment maintained by the department that is designated for emergency operations will be inspected by the respective division heads, unit supervisors, or watch commander on a monthly schedule for operational readiness.

8. RETURN OF DEPARTMENT ISSUED EQUIPMENT

- A. If a member has been approved for an extended leave of absence which extends beyond 30 days, the applicable equipment must be surrendered immediately upon the commencement of the leave through the office of the Quartermaster and/or Range Master.
- B. Members on approved leave of under 30 days or less are not required to surrender any department issued equipment unless otherwise ordered by the Chief of Police or designee.
- C. Members on approved leave beyond 30 days, unpaid leave or suspended from duty for any reason, shall surrender their issued vehicle, vehicle keys, office keys or key fobs as well as storage/locker/desk keys, badges, ID or Commission Card, Duty gear, body armor, active shooter kit, radio and charger, less lethal devices (batons, taser, OC spray) Department issued handgun, patrol rifle and assigned ammunition. This equipment will be secured and stored at the Police Department.

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- D. Upon a Department Member transferring from a specialized unit, or when no longer performing duties for which specialized equipment is required, it is the responsibility of the member to return all specialized uniforms and/or equipment to their commanding officer.

- E. Upon discharge, resignation or retirement, it is the responsibility of the member to immediately return to the Quartermaster and/or Range master all department equipment and/or uniforms that have been issued and otherwise entrusted to them, including any specialized equipment (class C uniforms, jackets). If the member is unable or unwilling to return the items and/or equipment, it is the responsibility of the member's commanding officer to assign a supervisor to immediately retrieve the outstanding uniforms and/or equipment.

- F. The Quartermaster and Range Master will maintain an inventory of all uniforms, equipment, weapons and issued ammunition. Each should provide any member on approved extended leave or upon any separation from the Department with a checklist of issued equipment. This checklist form will be provided to the member to ensure complete return of the issued items.

By order of

Darrell Basco
Chief of Police