

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
2.5 UNIFORMS, EQUIPMENT, ATV AND SEGWAY

SUBJECT: Uniforms, Equipment, ATV and Segway		
2.5	EFFECTIVE: 8/14/2017	<i>Kris Kramer</i> Kris Kramer, Interim Chief of Police
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2.5.1 PURPOSE

This policy establishes the rules for Departmental equipment (firearms requirements are found in a separate policy) and clothing readiness and maintenance. Supervisors at all levels should understand their roles and responsibilities in regard to the conduct of personnel, work unit and systems inspections.

2.5.2 POLICY

Employees shall keep their assigned equipment and clothing in good condition and in an operational state of readiness at all times.

Supervisory personnel at all levels shall regularly and frequently inspect personnel, records, uniforms, equipment, resources and systems for which they are responsible so that the conditions that contribute to success, failure, safety and effectiveness are identified and dealt with proactively.

2.5.3 PROCEDURE

A. In General <26.1.1>

1. Employees of this agency are customer service representatives and in that capacity all employees, both sworn and non-sworn, will present a professional image to the public.
2. It is the responsibility of all employees to assure their personal appearance projects a positive image for the Department, does not distract from nor interfere with the performance of police duties, nor cause any fellow employee to be so distracted.
3. The Chief of Police, Deputy Chief, or Bureau Commanders shall make attire determinations.
4. The Chief of Police or a Deputy Chief shall authorize all uniform/equipment deviations.
5. The mourning band is authorized to be worn on the Department badge on the following days:

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- a. National Law Enforcement Memorial Day;
- b. The day of the state Law Enforcement Memorial;
- c. The day of the local Law Enforcement Memorial;
- d. From the date of death through the date of burial for any Kansas law enforcement officer killed in the line of duty in Shawnee County;
- e. The day of the funeral for any law enforcement officer killed in the state of Kansas; and
- f. At other times as designated by the Chief of Police or designee.

B. Uniform

1. Officers shall wear the uniform only when traveling most directly to, from and during Department assignments, on approved secondary employment, or as otherwise directed by the Chief of Police.
2. Officers will not wear unauthorized items or clothing with any recognizable portion of the uniform.
3. Each uniformed officer shall maintain his or her uniform in a clean and neat appearance.
4. Uniform pockets will be kept buttoned when practical and will not be overfilled or bulging.
5. Officers requesting uniform/equipment modification or change should submit their request to the Uniform/Equipment Committee through the chain-of-command.
6. Clothing Replacements>Returns

- a. When a uniform item becomes unserviceable, officers will complete an electronic Uniform/Equipment Replacement Request form and submit it to their immediate supervisor, who:
 - 1) Should personally inspect the item needing replaced and note their findings on the replacement request; and
 - 2) Will submit the request to the Bureau Commander and if approved will forward to the Quartermaster.
- b. Upon approval by the Bureau Commander, the officer shall turn in all items being replaced. If the item is serviceable, it shall be cleaned before turning it in and left in the cleaning garment bag.
- c. All officers who transfer to a non-uniform position shall retain a complete winter uniform and equipment set and a complete summer uniform.
- d. Officers shall return all uniform and equipment items to the Quartermaster in serviceable condition.

2.5.4 CARE OF DEPARTMENT EQUIPMENT/PROPERTY

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- A. Employees shall be responsible for the good care of Department equipment and property.
- B. Employees shall report the loss of, damage to, or unserviceable condition of such property to their supervisor.

2.5.5 CLOTHING AND EQUIPMENT SUPPLY ROOM

- A. One sworn officer (Quartermaster) staffs the Clothing & Equipment Supply Room.
 1. The Chief of Police selects the sworn employee to fill this position based on the current bargaining unit contract.
 - a. Must have minimum 18 months of continuous service and successfully completed probation. Additional qualifications may be required for this position.
 2. The officer assigned reports to the Director of Training.
- B. Hours of Operation

The Clothing & Equipment Supply Room is open 0700-1500 Monday through Friday.

C. Duties

The Quartermaster shall be responsible for:

1. Maintaining a clothing and uniform/equipment inventory for the Department;
2. Preparing specifications for identified uniform/equipment items at the direction of the Chief of Police;
3. Processing requests by employees for replacement of uniforms and equipment, including radios (see radio equipment procedure);
4. Coordinating employee measurements to be taken by authorized uniform and equipment suppliers;
5. Issuing and placing employee orders for uniforms, equipment, accessories and footwear on a monthly basis or as determined by the Field Operations Bureau Commander;
6. Maintaining a record of each employee's issued clothing and equipment; and
7. Donating uniforms and equipment no longer needed by the Department to other agencies at the direction of the Chief of Police.

2.5.6 UNIFORM AND EQUIPMENT COMMITTEE

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- A. The Uniform and Equipment Committee shall consist of the following:
 1. Five members appointed by the Chief or designee;
 2. Two members appointed by the FOP President;
 3. A Committee Chair selected by the Deputy Chief; and
 4. The Quartermaster shall serve as the Committee Co-Chair.
- B. The FOP Lodge officials may also name one alternate member for each bargaining unit member on each committee who may attend the committee meeting in the event the regular FOP appointed member is not available. The responsibility for notifying the alternate member of a scheduled meeting shall rest with the FOP.
- C. The Chairman shall convene the Committee.
- D. The Committee shall be responsible for making uniform and equipment recommendations for sworn and non-sworn employees and performs other duties as determined by the Deputy Chief.

2.5.7 BODY ARMOR

The Department shall maximize officer safety through the use of body armor and high risk rifle plates in combination with prescribed safety procedures. While body armor and high risk rifle plates provide a significant level of protection, it is not a substitute for the observance of officer safety procedures.

- A. Issuance of Body Armor <41.3.5>
 1. Body armor shall be provided to each officer at initial equipment issue and shall be replaced at Department expense as needed to comply with protective and related requirements prescribed under current standards of the National Institute of Justice (NIJ) and the current union contract.
- B. High Risk Rifle Plate Program
 1. Officers shall be authorized to purchase high-risk rifle plates and vest carriers.
 2. Plate must be rated to NIJ level III specifications, rated for multi-hit capability, and the manufacturer must certify that the plate is rated to stop the following non-standard test ammunition:
 - a. 5.56mm ammunition US military specification M193 55 grain full metal jacket, fired from 20" barreled AR15/M16 rifle;

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- b. 5.56mm ammunition M855/SS109 "Green Tip" NATO specification full metal jacket ammunition, fired from 20" barreled AR15/M16 rifle; and
- c. 7.62x39mm M43 type steel core full metal jacket ammunition, fired from 20" barreled SKS type weapon.

C. Use of Body Armor

1. Officers shall wear only agency-approved body armor.
2. Sworn officers that are assigned to a uniformed function are required to wear body armor while engaged in field activities both on duty and during extra duty employment unless exempt as follows:
 - a. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor;
 - b. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or
 - c. When the Department determines that circumstances make it inappropriate to mandate wearing body armor as approved by the Chief of Police or designee.
3. Personnel must wear protective vests during high-risk and/or pre-planned tactical situations. Examples of high-risk or tactical situations include, but are not limited to, search warrant executions, drug raids, initial crime scene response, and serving felony warrants. <41.3.6>
4. Officers are authorized to purchase their own Department approved body armor vest cover that is worn over an authorized shirt.
5. Sworn personnel in the Detective and Administrative Bureaus who choose not to wear their protective vest should have it immediately available at all times, during their shift. They may purchase their own external vest carriers to be worn over their clothing.

D. Use of High-Risk Rifle Plate

1. Officers must successfully complete Department training prior to deploying rifle plates in the field.
2. Only approved rifle plates, vest carriers, pouches and identification patches will be carried or used by officers and will be maintained in serviceable conditions.
3. All vest carriers will be black in color unless a duty assignment dictates otherwise.
4. All vest carriers will have identification patches prominently displayed on both the front and rear that indicate "POLICE" in white letters.

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E. Deployment of High-Risk Rifle Plate

Rapidly evolving situations may not afford an officer the opportunity to don the high risk rifle plate in all circumstances. As a matter of routine, high-risk rifle plates should be deployed in the field anytime an officer deploys a rifle and the situation requires elevated ballistic protection.

F. Inspections of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
2. Annual inspections of body armor should be conducted for fit, cleanliness, and signs of damage, abuse and wear.

G. Care, Maintenance and Replacement of Body Armor

1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
3. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.
4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.
5. Body armor will be replaced in accordance with guidelines established by the National Institute of Justice and the union contract.

H. Maintenance and Equipment Inspection of High-Risk Plates

It is recommended that all rifle plates undergo an annual X-ray examination to detect hidden fractures. Members of the TPD Explosive Ordnance Detection Unit have the ability to conduct the X-ray.

I. Training

The training unit shall be responsible for:

1. Monitoring technological advances in the body armor industry that may necessitate a change in body armor;
2. Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats;

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3. Providing training programs that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use; and
4. Maintaining statistics on incidents where body armor has or has not protected officers from harm, including traffic accidents.

J. High-Risk Rifle Plate Program Training

The Director of Training is responsible for the following:

1. Developing a rifle plate training program;
2. Approval of all rifle plates, vest carriers and pouches;
3. Pouch placement and identification patches; and
4. Maintaining all records related to high-risk rifle plate program, which shall include:
 - a. Officer name;
 - b. Date of successful completion of rifle plate training;
 - c. Manufacturer name, model and NIJ rating;
 - d. Rifle plate serial numbers;
 - e. Date of manufacture; and
 - f. Rifle plate X-rays and X-ray dates.

2.5.8 ALL TERRAIN VEHICLES (ATV)

A. Selection Requirements:

1. Must have a minimum of 18 months of continuous service;
2. Must be in good physical condition;
3. Must pass a Department approved ATV operators certification course;
4. Must be insurable under the liability insurance coverage for city vehicles;
5. Have a good safety and driving record;
6. Must meet expectations in overall job performance categories on evaluations; and
7. Selection criteria are outlined in the current FOP Contract.

B. Training

1. Department ATV trainers selected by the Field Operations Bureau Commander shall be required to complete a Department approved Train-the-Trainer course for police ATV operations.
2. After successful completion of the Train-the-Trainer course the designees will be responsible for all training of police ATV operators.

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3. New ATV operators will ride in the company of a certified ATV operator until released by the Field Operations Commander or their designee.
4. Previously certified ATV operators re-entering the program will be required to recertify to meet the Departments standards.
5. Officers desiring to remain certified as an ATV operator will be required to successfully complete an annual refresher course. A certified police ATV instructor will give this course.

C. Uniform Requirements

1. Department approved duty boots (at least 6" in height);
2. Class B (field uniform);
3. Long pants;
4. Rain gear;
5. Web belt and all items on belt (holster, cuff case, etc.);
6. Black gloves (year round);
7. Acrylic or wool knit muffler/scarf;
8. Black balaclava (facemask for cold weather);
9. Department of Transportation (DOT) approved helmet;
10. Eye protection, clear and tinted; and
11. Expandable baton and holder.

D. ATV Requirements:

1. Only equipment assigned, necessary forms, and other equipment necessary to operation shall be carried or stored on the ATV.

Necessary equipment consists of:

- a. Citation book;
 - b. First aid kit;
 - c. Safety vest;
 - d. Clipboard with standard reports and forms;
 - e. Pocket sized breathing mask; and
 - f. Other equipment as approved by the Field Operations Bureau Commander.
2. Only those decals authorized by the Department or required by law will be placed on the ATV.
 3. The ATV and its equipment shall be maintained in good appearance.
 4. All ATVs will be inspected before each deployment by the assigned officer and upon their return or as reasonable thereafter. They shall be inspected at least once a month by the Field Operations Bureau Commander designee.

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5. Any damage, worn parts, or necessary service will be reported to the available supervisor immediately and then to the garage.
6. Repair and service will be handled according to established Department policies and guidelines.

E. ATV Safety

1. Operators must wear the appropriate safety gear, including a DOT approved helmet and eye protection at all times when operating ATVs.
2. ATV deployment will consist of two certified police ATV operators.
3. Required lighting will be on at all times when ATV is moving.
4. Officers should exercise caution at all times, especially when traveling on paved roads in the presence of other vehicular traffic.
5. ATVs shall not be operated in a careless manner at any time. Examples of ATV operations that shall be prohibited are wheelies, over acceleration, object or curb jumping (unless necessary in the course of their duties) or any other maneuver deemed unsafe by the Field Operations Bureau Commander or designee. These types of acts will be cause for removal of riding privileges.
6. ATVs shall not be operated in inclement weather (rain, heavy fog, snow or when temperatures are below freezing) unless approved by the Field Operations Bureau Commander or designee.
7. ATVs shall not be operated during night hours unless approved by the Field Operations Bureau Commander or designee. The approval of usage during night hours shall be based upon the severity of a situation, a preplanned event or assignment.

F. ATV Use:

1. Assignments shall be based upon area needs and the ability to use the ATVs safely and effectively.
2. ATVs shall be operated by certified police ATV operators only.
3. Non- ATV certified officers may operate ATVs only during authorized training sessions or in emergency situations with supervisor approval.
4. Transportation of passengers is allowed only in exigent circumstances. When a passenger is transported careful consideration will be given in regard to the possible effects it will have on the vehicle handling.
5. The ATVs shall be used for the following activities, but not limited to:
 - a. Residential patrol crime suppression and prevention;
 - b. Bike/walking trails;
 - c. Parks and recreation areas;
 - d. Rural area patrol;

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- e. Parades; or
 - f. High visibility patrol in areas that are not easily accessible to automobiles.
6. ATV units should not be assigned as a primary unit.
 7. ATV units shall not engage in any motorized vehicle pursuits. The pursuit of other ATVs, bicycles and subjects on foot may be allowed with approval by supervisor.

G. ATV Transport Trailer Operation

1. The Field Operations Bureau Commander or designee must approve truck and trailer operators for proper transport operations.
2. The trailer must be attached to a tow vehicle prior to loading and unloading to stabilize the trailer and prevent trailer roll away.
3. ATVs must be properly secured to prevent undue movement of vehicles prior to moving the trailer.
4. Proper tail light and safety chain connections to the tow vehicle must be made.
5. Consideration must be given to the extra weight and increased braking distance needed for the tow vehicle.

H. Damage to and Care for ATV Unit Equipment

1. By the nature of operating ATVs off road, it is expected that scratches, blemishes and minor damage will occur. All damage will be reported on the ATV inspection form and to the Field Operations Bureau Commander or designee by phone or via e-mail prior to the end of the shift in which the damage was sustained. Obvious unreported damage, abuse or neglect of the equipment and or failure to follow the ATV policy may result in the officer being suspended or removed from the list of eligible operators. This decision shall be made by the Field Operations Bureau Commander.
2. Police ATV operators shall be responsible for a pre-ride check of the machine including but not limited to oil and gas levels, tire pressures, emergency equipment operation and general inspection of the machine.
3. Police ATV Operators shall be responsible for the post check inspection, cleaning and refueling of the machine.

2.5.9 SEGWAY

The Segway X2 will be used to provide a presence in downtown activities, surrounding areas, special events, parades, and private parking lot patrols or other activities as needed and where its use would be beneficial. It provides the ability to make closer community contact while still allowing

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the ability to cover large areas. It will be operated by personnel trained in its operation and will be authorized for use by Field or Special Operations Commanders or their designee.

A. Conditions and Limitations

1. It should be used primarily on sidewalks and public access areas. However, it may be used in all terrain situations when warranted.
2. The Segway is not equipped with lights and sirens and is not an authorized emergency vehicle.
3. Officers will log all activities performed while on Segway duty on the officers Activity Log.
4. If involved in a pursuit of a subject on foot, applicable Departmental policy shall be followed.
5. The Segway shall be authorized for use by the Special Operations or on duty Field Operations field commander.
6. The Segway must have a minimum total weight (officer & equipment) of 100 lbs. or it will not operate correctly. The maximum weight limit (officer & equipment) is 260 lbs.

B. Training

1. Officers are not permitted to use the Segway until they have received training from a Department instructor on an approved training course.
2. Training must be designed to give officers the tools to understand the machine's capabilities, so officers can avoid the common ways that officer injury and vehicle damage can occur.
3. On-the-job training is critical to ensure understanding of how to prevent officer injuries and equipment damage.
4. It is easy to become overconfident when first using the Segway. Always remember, the Segway can become unstable when abrupt maneuvers or high speeds are being used and can cause officer injury.

C. Officer and Equipment Safety Concerns

1. There is risk of death or serious injury from loss of control, collisions, and falls.
2. Follow all instructions and warnings in the User Manuals as maintained by the supervisor in charge of Segways.
3. Officers shall always wear a helmet when riding a Segway. Eyewear is recommended.
4. When possible, avoid obstacles, steep grades going up or down and slippery surfaces that could result in loss of balance or traction. If in

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any of these situations, the officer should dismount the Segway and proceed on foot.

D. Segway Maintenance and Repair

1. Each officer is responsible to maintain assigned equipment and supplies on the Segway. That shall include:
 - a. First aid kit;
 - b. Personal protection kit; and
 - c. Headgear.
2. Each officer shall be responsible for normal maintenance and upkeep of the Segway both before and after its use.
3. Officers shall report all Segway equipment problems and/or damage to the current Field Commander.

E. Supervisor In Charge (SIC) Responsibilities

The SIC shall maintain a copy of Segway operating manuals.

- a. The SIC shall ensure this policy and Operating Manual are readily accessible to all Segway operators.
- b. Repairs shall be completed by a Department instructor who has received training in the repair or maintenance of the Segway.