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Effective Date	November 30, 2009		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

The purpose of this procedure shall define what personal equipment will be issued by the department and describe the proper manner using the equipment. All authorized personal equipment and apparel used/worn by personnel will be issued, and specified, as directed to ensure uniformity and prevent the use of unauthorized or substandard items.

II. POLICY

Employees should utilize department equipment only for its intended purpose in accordance with established departmental procedures and shall not abuse, damage or lose department equipment.

III. EQUIPMENT RESPONSIBILITY

A. The Chief of Police shall be responsible for determining equipment needs, obtaining needed equipment and issuing it to affected personnel. Presently the personal equipment issued by the department includes:

1. One department issued/approved handgun
2. One department issued/approved pair of handcuffs
3. Department issued/approved ammunition (minimum amount that is necessary to fully load and reload the duty weapon)
4. Department issued walkie-talkie and carrier
5. Department issued/approved accessories such as OC spray, holder, holster, ammo holder, handcuff case, radio case, and other issued/approved equipment as needed.

B. All employees shall maintain their issued equipment in a clean and orderly manner. In addition, all members shall insure that issued equipment is in proper working order.

C. Employees are responsible for assuring that equipment issued to them is in compliance with department regulations. Employees who discover that equipment is not in compliance will notify their supervisor.

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- D. Supervisors shall take proper actions such as obtaining replacements, notifying the proper personnel regarding repair, etc.

IV. REFLECTOR VESTS

The reflector vest will be worn as a safety device when officers are involved in any situation which requires the officer to be upon any street or highway. Officers conducting traffic stops are not required to wear reflector vests while conducting the stop. Vests must be sealed around the body while wearing the vest.

V. PORTABLE RADIOS

- A. Uniformed officers with portable radios shall carry them at all times while on duty.
- B. Officers assigned to a vehicle shall have their portable radios with them and turned on each time they leave the vehicle.
- C. Officers carrying portable radios off-duty shall either keep them in their personal possession or make certain they are secured against loss, theft, or damage when left unattended.

VI. SUPPLEMENTAL EQUIPMENT

- A. Officers wishing to carry equipment in addition to that issued by the Department, such as tape recorders, personal weapons, extra handcuffs, etc. shall obtain approval from the Chief of Police.
- B. This request for approval shall be written, stating the type of equipment the officer wishes to carry and the reason for carrying the equipment. The Chief of Police will reply also in writing.
- C. Small miscellaneous items such as accident templates shall not qualify under the supplemental equipment concept.
- D. Officers having questions regarding which equipment qualifies should confer with their supervisor.

VII. PROHIBITED EQUIPMENT

Wilkesboro Police Officers are prohibited from carrying the following equipment:

- A. Blackjacks

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B. Slapjacks

C. Brass Knuckles

D. Sap Glove(s)

E. Other equipment not approved by the department

VIII. REFERENCES

CALEA 41.3.4