

Procedure
12.1

**EFFECTIVE
DATE
1-1-03**

**Eugene
Police Department**



Equipment

12.1.1 PURPOSE AND SCOPE

PART I - Responsibilities and Procedures for All Personnel

- A. Generally
- B. Required duty equipment
- C. Portable radios
- D. Flashlights
- E. Gas masks/helmets
- F. Traffic safety vests
- G. Cameras
- H. Display of identification
- I. Stolen, missing, or damaged equipment

12.1.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

A. Generally

1. Other than in emergencies, you may use equipment only as it was designed to be used.
2. You are responsible for all equipment we issue to you, and you must maintain it in proper order.
3. If you are in an assignment where you may need to operate a city vehicle, you must have your driver's license in your possession.

B. Required duty equipment

1. *Uniformed officers.* This equipment is to be worn by or available to uniformed officers responsible for answering calls for service or while working other operational assignments which would necessitate the full complement of equipment.
 - a. On the officer's person:
 - department-issued handgun
 - minimum of two extra magazines of ammunition

- handcuffs
 - OC spray
 - ASP baton
 - portable radio
 - flexible restraint device
 - rubber gloves
 - badge and identification
- b. Available in the patrol vehicle:
- flashlight
 - PR-24 baton
 - Gas mask
 - Helmet
 - Traffic safety vest
 - Protective eyewear
2. Plainclothes officers. Any officer working a plainclothes assignment, but not working “undercover” (as defined below), will have the following equipment:
- a. On the officer’s person:”
- Department-issued handgun
 - Minimum of one (1) extra magazine of ammunition
 - Badge and identification
 - Handcuffs
 - Portable radio (except while at City Hall)
- b. Carried with the officer, and readily available:
- OC spray
 - ASP baton
 - flashlight
 - rubber gloves
 - raid jacket *
 - police hat *
 - *these items must be worn during a search warrant service
3. Undercover officers
- a. An “undercover” officer is one who is engaged in a covert operation, done with supervisory approval, in which the officer is acting a part other than that of a police officer.
- b. The undercover officer’s unit supervisor will specify what equipment is to be carried and/or readily available to the officer.

C. Portable radios

1. If you are on duty in uniform, you must have a properly functioning portable radio. You must monitor your assigned frequency, unless an exception is authorized by a command officer.

2. When possible, you should test your radio battery at the beginning of your shift. Any battery which does not seem to be retaining a charge or otherwise performing properly should be submitted to Radio Maintenance for testing.
3. Although you may take a spare battery with you during your shift, you may not retain any extra batteries not assigned to you after your tour of duty.
4. Submit a "radio failure report" documenting any technical problem you have with a radio or department-issued accessory.

D. Flashlights

Keep your flashlight in a secure location; you are responsible for its security and serviceability.

E. Gas masks/helmets

You must carry gas masks and helmets with face shields in your patrol vehicle unless specifically directed otherwise by a supervisor. You are responsible for keeping them serviceable. If you discover they are not serviceable, notify your supervisor.

F. Traffic safety vests

If you are directing traffic or exposed to vehicle traffic for more than five minutes, you must wear a traffic safety vest. (*Refer OAR Ch. 47, Section 1926, 650[f]*)

G. Cameras

1. If you were issued a department camera, you must have it available to you while you are on duty.
2. You are responsible for the care and maintenance of the camera.

H. Display of identification

You must wear a visible identification card or badge if you are not in uniform and are in the Communications Center, Records, or any other department location where you might not be recognized.

I. Stolen, missing, or damaged equipment

1. Report any department-issued equipment which is stolen, missing, or damaged, and which meets any one of the criteria below, via memo through the chain of command to your division manager or designee, explaining the circumstances:
 - Replacement value is \$25 or greater;
 - EPD badge, identification card, key, or security access card;
 - Weapon of any type (including non-lethal weapons, such as pepper spray);

or

 - Any round(s) of firearms ammunition.

2. If a department-issued weapon, radio, badge, identification card, mobile data computer (MDC), or security access card (e.g., proximity card) is stolen or missing, the following additional steps will be taken within one hour of the discovery that the item is missing:
 - a. Notify your supervisor or, if your supervisor is not working, another on-duty supervisor.
 - b. That supervisor will send an e-mail (or ensure that one is sent) to the group address **Eugene Police Missing Property* and include the missing item's description, serial number, and City equipment number (where applicable). The e-mail should be sent as high priority.
 - c. The supervisor will also contact on-duty Records personnel so that the item can be entered into LEDS as stolen or missing. The request may be made verbally, but must be followed up with written documentation (e.g., a copy of the e-mail message referred to above).
 - d. If the item is subsequently located or recovered, an e-mail to **Eugene Police Missing Property* should be sent advising of this information. In addition, Records should be contacted so that the item's status in the computer can be changed.
3. A personally purchased EPD badge which is lost, missing, or stolen will be reported in accordance with paragraphs 1 and 2 above due to the potential for misuse.