

Lower Providence Township Police Department Eagleville, Pennsylvania		
<div style="display: flex; justify-content: space-between;"> <div style="text-align: right;"> General Order <input checked="" type="checkbox"/> Special Order <input type="checkbox"/> Personnel Order <input type="checkbox"/> </div> <div style="text-align: center;"> ORDER NUMBER 304 </div> </div>		
Subject Clothing and Equipment		
Date of Issue January 29, 2020	Effective Date January 29, 2020	Expiration Date Until Amended or Rescinded
Issued by: Michael Jackson, Chief of Police		
Amends		Rescinds All Previous Orders
Standard Number:		
Distribution		
1. General Order Manuals 2. Records Manual 3. Reading Verification to all Personnel		

I. PURPOSE

The purpose of this order is to ensure employees maintain all clothing, equipment, vehicles, office machines, furniture and all other items owned or issued by the Township in good condition and working order, and to replace quickly any item that is worn, broken, lost or otherwise no longer functional.

II. POLICY

All police department employees will be responsible for reporting items needing replacement or repair. All requests shall be in writing and contain date, time and condition of items requiring replacement or repair.

III. REGULATION

- A. Clothing such as uniforms, jumpsuits, coveralls, fatigues, etc. shall be kept clean and in good condition. Tears, stains, and other noticeable damage shall be repaired or replaced when not repairable. Damaged, wrinkled or soiled clothing shall not be worn while on duty. If the item(s) is damaged or soiled during a tour of duty, the officer shall change into fresh clothing as soon as practical. Other items of issue shall be maintained in a clean and serviceable condition.
 1. Leather items shall be kept polished and pliable.
 2. Metal items shall be maintained free of rust, corrosion, and mildew. Those items received in polished condition shall be kept as nearly as possible in that condition. Those items received in subdued condition, either lacquered or matte finish shall be maintained in a like condition.
 3. Firearms shall be maintained in a condition ready for instant use. They shall be free from lint, dust, corrosion and dirt.
 4. Plastic items and items of synthetic materials shall be cleaned according to manufacturer's directions.
- B. All items of issue shall be subject to inspection at any time at the discretion of the supervisor.

1. Officers are required to keep at least one change of complete uniform in their assigned locker.
- C. Personnel shall have on hand a full complement of issued items.
 1. Items of issue that are damaged or otherwise made unserviceable during the course of police performance shall be replaced by the department.
 2. Items lost, damaged or otherwise made unserviceable through carelessness or neglect on any part of the person to whom issued shall be replaced at the expense of the person responsible.
 - a. Discovery of loss or damage to items shall be reported to the immediate supervisor in writing who shall investigate the circumstances surrounding such loss or damage. A report shall be made to the Chief of Police, through channels, who will direct how the item should be replaced.
 - b. The item may be purchased from the department, if in stock, with the price of the article deducted from the employee's pay check. A written authorization for a payroll deduction shall be made out by the member.
 - c. The member may purchase the item as directed at his/her own expense from a department supplier.
 - d. All issued items shall be returned to the department when a member leaves the police service.
 - e. Items of clothing and equipment that have become unserviceable through use and wear shall be returned to the department for replacement.
 - f. No officer shall willfully or by carelessness cause any waste, loss or damage to any article of clothing or accoutrement, or to any book, document or other property of the township issued to him/her, used by him/her or entrusted to his/her care.
 - g. Officers shall immediately report any loss or damage to any equipment or clothing (If it is damage to a police vehicle, additional forms shall be filed as per instructions of the supervisor).
- D. Police Department equipment and property inventoried as Township property.
 1. All equipment placed in the control of special units or assignments shall be the responsibility of that unit or assignment. (i.e., camera kits, guns, etc.). This equipment shall be maintained and handled as described in previous procedures.
 2. Storage of equipment not in use shall be in a manner as to ensure its proper maintenance and security.
 3. An inventory file of all items not of a personal issue shall be kept on record. This inventory shall be reviewed at least once a year. New items shall be added to the inventory record as they are received. Discarded items shall be removed from the list.
 4. No items being the property of Lower Providence Township shall be destroyed or discarded without prior inspection and approval by a supervisor. A report of this action will be submitted to the Chief of Police.
 5. Discovery of damage to any Lower Providence Township property shall be reported to the immediate supervisor who shall direct a report to the Chief of Police or the Lieutenant.

Michael Jackson

Michael Jackson
Chief of Police