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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish guidelines for department uniform requirements.

II. DEFINITIONS

- A. Uniform: The distinctive clothing worn by members of the Kinston Police Department.
- B. Equipment: Necessary items issued to members of the Kinston Police Department for a particular purpose.

III. POLICY

- A. All employees of the Department are responsible for conforming with the standards relating to the wearing of uniforms and equipment described herein. No apparel or equipment shall be worn or carried except as authorized by the Chief of Police or their designee. Employees, when performing police related work in off-duty hours, must wear their uniforms unless otherwise approved by the Chief in writing. All Department personnel shall maintain at least one complete uniform as issued by the Department and complete issue of all assigned equipment in operational order, even when assigned to a specialized unit or a non-uniform position.
- B. Minimum equipment issue for officers shall include: Long sleeve shirts; short sleeve shirts; trousers; Winter coat; Uniform hat; Tie; Tie clip; collar insignia(supervisors only); Raincoat; Leather gear set; Traffic vest; Whistle; Flashlight; badge; Name tag; Ballistic vest with trauma plate; Expandable baton with holder; Handcuff set; Radio and accessories; OC spray and holder; Identification wallet.
- C. Firearms and the appropriate number of rounds of ammunition according to the weapon and magazine capacity shall be issued. Employee ID cards shall be issued through the Investigations Division/Crime Lab and City ID cards will be issued through Human Resources.
- D. To replace worn or damaged uniforms/equipment employees shall obtain a Uniform/Equipment Request Form. This form should be signed by the supervisor after verifying the items requested are needed as replacement items.
 - 1. Clothing and equipment which is lost or severely damaged as a result of an employee's negligence may be reported in writing to his immediate supervisor. Replacement for lost/damaged items resulting from employee negligence shall be made at the employee's expense.
- E. Certain assignments within the department require that specialized clothing and equipment be issued in addition to the standard initial issue. Employees transferring to an assignment where specialized clothing and equipment will be needed shall fill out a Uniform/Equipment Request form.

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1. Upon transfer out of an assignment where specialized clothing and equipment will no longer be used, the employee shall return the items. The items will then be removed from the employee's records. The employee's immediate supervisor in the new assignment shall be responsible for coordinating this task.

- F. Upon an employee's termination, the employee shall within 72 hours, submit issued Department uniforms/equipment to the Major of Patrol or their designee. Firearms and ID cards shall be immediately returned upon the officer's notification of termination. Leather gear and other equipment shall be clean and in serviceable condition.

- G. It is the Policy of the Department to maximize officer safety through the use of body armor in conjunction with sound safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

- H. The Department issues National Institute of Justice Certified Bullet resistant vests (Body Armor) to all officers, regardless of assignment. As with all issued equipment, each officer is responsible for the care, control, and custody of the body armor issued them. Body armor shall be issued to officers prior to the beginning of uniform field duty in the field training program.

- I. Officers who are assigned to uniformed functions are required to wear the issued body armor when engaged in field activities (see Policy 200 – 17 for additional information on body armor).
 1. During periods of extremely high temperatures (90F or above), the supervisor may allow officers to remove their body armor, if the officer requests to do so. The body armor not worn by the officer shall be kept immediately available in the officer's vehicle so that it can be put on at will or upon notice.

- J. Officers who are assigned to non-uniform duties are not required to wear body armor unless the officer is directly involved in field activity such as, but not limited to: The serving of any warrant; field follow ups that may require contact with suspect(s); responding to hold up alarms.