4010 LINE INSPECTIONS

B. Procedure

1. Line inspection is an ongoing process conducted by those in direct command - those who have the authority to act or to require immediate action of subordinates. Ongoing authoritative inspection is a duty of every manager and supervisor.

2. Field supervisors, responsible for line operations, conduct individual and team inspections to ensure that:
   a. Acceptable levels of appearance and personal hygiene are maintained by assigned personnel.
   b. Personal and issued equipment is operational and in conformance with department and technical requirements.

3. Line inspections of team personnel are conducted by the assigned line supervisor periodically, or quarterly at a minimum.

4. Follow-up actions will include the re-inspection of the personal or issued equipment to ensure it is operational and in conformance with department standards. Documentation of discrepancies discovered by line inspections is accomplished by appropriate entries in the employee's log and includes remedial and follow-up actions to correct the discrepancies.

5. Discrepancies with physical plant facilities shall be reported to the Patrol Support Coordinator and recorded in the Sector Commander's log. The Patrol Support Coordinator is responsible for ensuring that corrective remedies are made and corrective actions documented.

4011 CITY EQUIPMENT USE

C. Rule

1. City equipment or other resources shall be used only for official business.

2. Office equipment such as personal computers (PCs) and typewriters may be used for personal business if done in accordance with City rules and regulations and not during normal duty hours.

4012 OPERATIONAL READINESS OF EQUIPMENT

C. Rule

1. Department equipment and property shall be stored in a state of operational readiness. Each person or Unit to which equipment or property is assigned shall periodically inspect the property and shall be responsible for its maintenance, repair, and operability.
4013 DATA FILES

A. Policy

In the interest of having consistently accurate data and data which is maintained in a form that is useful for all personnel, a review process is necessary before changes are made to any computer program affecting the storage and/or retrieval of data. Through a process of staff review and evaluation, proposed changes can be made from the best vantage point.

B. Procedure

1. Changes in the collection and tabulation of the department's data shall be reviewed by staff for concurrence.

2. Changes in computer programs affecting data reporting or data retrieval shall be reviewed by staff for concurrence.

3. Any changes in data storage or data retrieval shall be noted in the computer program file for historical purposes.

4020 POLICE UNIFORM

B. Procedure

The procedure describing the police uniform will be defined in four categories.

1. Issued Equipment

   a. The official police uniform of this department includes items currently authorized for issue or wear. A specific list of items issued to each individual shall be maintained by the supply room.

   b. Civilian clothing may be authorized for wear by on-duty sworn personnel upon approval of the Chief of Police or an employee's Division Commander when it is determined that civilian clothing is more appropriate for a job assignment than the police uniform.

   c. Neither the official department uniform, nor parts of the uniform (other than weapon, ammunition, ammunition holder, handcuffs, and handcuff case) are worn off duty, except:

      (1) When traveling to and from work.

      (2) When appearing in court regarding a duty-related matter.

      (3) When engaged in an official auxiliary department function.

2. Optional Equipment
a. In order to provide a more practical choice of uniform wear, depending on the situation and weather conditions, the department has developed a list of optional equipment which is authorized for wear.

b. A list of optional uniform apparel has been established and shall be maintained by the supply unit. Examples include pullover sweater, fleece jacket, and nylon web gear.

c. Optional equipment must be purchased and maintained by the employee.

3. Non-authorized Equipment

a. Non-authorized items of clothing or equipment must be authorized by the employee's Commander.

4. Identifiers, insignias and medals

a. Official department medals, when issued, are worn with the department uniform, and are worn centered on and immediately below the second stitch on the left pocket flap of the uniform shirt.

b. The official department nameplate is worn with the department uniform centered on and affixed so that the entire nameplate is immediately above the top stitch on the right pocket flap of the uniform shirt.

c. Department issued insignia pins consisting of alphabetic letters that identify a specialized function, e.g. CIT, CSI, or FTA are worn centered above the nameplate. Up to three such insignia may be worn provided they are part of one single, horizontal bar. Because the bars are longer and more prone to breaking, personnel choosing this option will do so at their own expense. Otherwise, two individual department issued insignia pins are authorized for wear. Alphabetical insignia shall measure ¼ inch in height. Up to two unit pins, such as the ones worn by SWAT and the Peer Support Team are also authorized.

d. All sworn personnel with the rank of Sergeant or above wear the insignia of their rank upon the official department uniform in the manner prescribed below.

Chief of Police - Three gold stars are affixed to each side of the collar of the uniform shirt.

Division Chief - Two gold stars are affixed to each side of the collar of the uniform shirt.

Commander - One gold oak leaf is affixed to the center of each side of the collar of the uniform shirt.
Sergeant - Cloth Sergeant chevrons are worn on both sleeves of department uniform shirts and the uniform winter jacket with the point of the chevron centered 1/2 inch below the bottom edge of the department patch. Sergeants with at least 15-years experience as an LPD Sergeant shall wear a rocker added to the bottom of the chevron displayed on their uniform shirt and winter jacket. The most senior sergeant in the Patrol Division shall wear insignia with a single star centered below the bottom of the chevron.

e. The following gold sleeve braid shall be affixed to both sleeves of the winter jacket approximately 3 inches above the sleeve opening starting with the 1/2 inch braid. Approximately 1/4 inch shall separate the individual braids.

(1) Chief of Police - Two 1/2 - inch gold sleeve braids
(2) Division Chief - Two 1/2 - inch gold sleeve braids
(3) Commander - One 1/2 - inch gold sleeve braid.

C. Rule

1. Agents may choose any approved combination of uniform to include issued and optional items. Agents shall maintain one full dress uniform consisting of one pair of regular style (non-cargo) pants, long sleeve shirt, necktie, and either black basket weave or black nylon duty belt and gear. The dress uniform shall be worn at all formal events, e.g. funerals, award ceremonies, or council presentations, or at the direction of the chief of police.

2. Other than department - issued belt, shoes, handcuffs, and handcuff case no items of the official department uniform are worn with civilian clothing when on duty. Exceptions will be determined at the discretion of the employee’s Commander.

3. Maintaining issued and optional uniform items in clean, neat, functional condition is the responsibility of the sworn person to whom the items were issued. Periodic inspections will be completed by supervisors.

4. Sworn personnel required to wear the department uniform have the option of wearing the issued long-sleeved shirt or short-sleeved shirt. A necktie, black turtleneck shirt, or black mock turtleneck shirt or a black t-shirt may be worn with the long-sleeved shirt. Either a black or white t-shirt is authorized for wear with the short-sleeve shirt.

5. The issued jacket is worn at the discretion of the agent. It is worn with shoulder patches, service stripes, nameplate or embroidered nametape, and cloth badge. The nameplate or embroidered nametape will be affixed above the seam on the right pocket. The embroidered name on the tape will be silver for agents and sergeants and gold for commanders and above.
6. Sworn personnel required to wear the department uniform have the personal option of wearing the issued low-quarter uniform shoes, the issued uniform boots, or optional authorized footwear with the department uniform. All footwear must be black, and capable of being highly shined.

7. The department issued helmet, the issued black knit watch cap, optional military round hat, and optional baseball-style cap are the only head gear authorized to be worn with the uniform. Baseball-style caps shall be of a department approved color and design. They shall only be worn during periods of adverse weather conditions, e.g. rain, snow, extreme heat, etc. The caps are not to be worn indoors or while on routine patrol. This policy does not apply to SWAT or other special units for which ball caps are authorized while engaged in specialized activities.

8. The official police badge of the Police Department is worn with the official department uniform, and is affixed to the tabs provided on the uniform shirt. The department issued cloth badge or the embroidered badge are authorized for wear exclusively on the standard issue uniform jacket, polo-style “soft” uniform shirts, approved “raid” jacket, or the optional pullover knit sweater. They are worn on the upper left chest area.

9. All sworn personnel shall wear the official department uniform while on duty in the manner prescribed in the above sections of this order unless the Chief of Police or an employee's Division Commander specifically authorizes exceptions to the regulations contained in this order.

4021 COMMAND STAFF UNIFORM

B. Procedure

1. The official staff dress uniform of this department for sworn personnel with the rank of Division Chief or above includes items currently issued for wear.

2. The dress uniform shall be worn at all official public appearances and ceremonies, as directed by the Office of the Chief of Police or at the discretion of each Division Commander.

3. The official police badge of the Police Department and the nametag shall be worn on the tunic and shall be affixed to the tabs provided on the coat.

4. When wearing the dress uniform, personnel shall wear the insignia of their rank on the shoulders of the tunic and not on the collars of the uniform shirt.

4022 SUPPLY OF UNIFORMS AND EQUIPMENT

B. Procedure
1. The issuance and supply of uniforms and equipment is the responsibility of the Property Control Unit supply room.

2. For items normally stocked in the supply room a uniform requisition memorandum is completed and submitted through an employee's chain of command for approval.

3. The approved uniform requisition memorandum is then submitted to the patrol secretary for approval by the Patrol Support Coordinator. It is then forwarded to the Support Services Section.

4. The Support Services Section issues the uniforms or equipment immediately, if the requested items are in stock, or advises the requesting employee of the approximate delivery date of back ordered items.

5. For items not stocked in the supply room a purchase order number is added to the uniform requisition by the patrol secretary.

6. The requesting party is then given a copy of the uniform requisition to be taken to the appropriate vendor for fitting, or they can call the vendor and have the requested items mailed to the Support Services Section. Depending on the vendor, a department credit card may be used in conjunction with a uniform requisition.

4023 ALTERATION OR REPAIR OF UNIFORMS AND EQUIPMENT

B. Procedure

1. Uniform alterations or repairs should be referred to the Property technician assigned to the supply room to ensure that proper steps are taken to comply with the request.

2. Uniform alterations made for weight gain are made at the employee's expense.

4024 REPLACEMENT OF DAMAGED OR LOST EQUIPMENT

B. Procedure

1. Lakewood Agents are authorized to own and carry a multitude of various weapons and equipment including, but not limited to, primary and secondary weapons, shotguns, AR15, batons, ASP, uniforms, jackets, leather gear and various reference materials. It is incumbent upon each Agent to ensure that his or her equipment is kept clean and in good condition. Additionally, it is the Agents’ responsibility to keep all equipment in a safe and secure environment to minimize the chances it will be lost or stolen.
2. Department - issued equipment, which is lost or damaged in the performance of the employee's duties, shall normally be replaced at no cost to the employee. However, the employee's Division Chief may require the employee to pay for items damaged or lost due to the negligence of the employee.

3. The repair or replacement of non-issued equipment approved for on-duty use in lieu of department-issued equipment is the responsibility of the employee.

4. The repair or replacement of personal equipment approved for on-duty use in addition to issued equipment is the responsibility of the employee.

5. Employees who, in the performance of their duties, lose or damage necessary personal items or equipment not issued by the department, such as eye glasses and wrist watches, shall be reimbursed for the cost of repair or replacement of such items up to a maximum of $400. The employee's Division Chief shall have the option to deny reimbursement for equipment lost or damaged through the negligence of the employee.

6. Personal clothing of department employees who work in civilian attire may be repaired or replaced at department expense when that clothing is damaged in the performance of the employee's duties.

C. Rule

1. Agents shall not store any equipment in a vehicle overnight unless the vehicle is secured in a garage.

2. Agents shall be responsible for the replacement of lost or stolen items if not stored properly regardless of whether the equipment is department issue or personally owned.

3. Any damaged, lost or stolen equipment for which the department is responsible for repair or replacement must have a Uniform Requisition approved for the repair or replacement of the item.

4025 CLEANING OF UNIFORMS

B. Procedure

1. All cleaning done at City expense is done by the City's authorized cleaning service.

2. Sworn members of the Investigation Division, and such other employees as designated by their respective Division Chief are the only employees authorized to have non-uniform clothing done by the City's authorized cleaning service.
3. Generally, all items made in such a way or of such a material that they are expensive to have dry-cleaned may not be cleaned at City expense. Examples of such items are leather or suede coats, coats trimmed or wholly made of natural fur, heavily pleated skirts, shirts or pants made of leather, or any clothing that requires special handling.

4. Male Agents are authorized to have 5 shirts laundered each week; 4 articles in any combination of suits, sport coats, light-weight jackets, and pants cleaned or laundered each week; 1 tie a week. Outer garments such as winter coats or topcoats may be cleaned no more than 3 times a year at City expense.

5. Female Agents are authorized to have 5 blouses laundered each week; 4 articles of any combination of sweaters, jackets, suit vests or slacks; or 2 dresses cleaned or laundered each week. They may have an outer type protective garment cleaned no more than 3 times each year at City expense.

C. Rule

1. Any civilian clothing cleaned at City expense must, in fact, be worn on duty.

4026 SERVICE STRIPES

A. Policy

Service stripes shall be used by this department as a symbol of recognition for years of service by all sworn Agents; one service stripe for every 5 years of service in any municipal, county, or state law enforcement agency.

B. Procedure

1. The service stripes shall be sewn on the lower portion of the left sleeve of the long-sleeved uniform shirt with the lower point of the bottom stripe 1 inch above the top edge of the cuff; the top edge of the stripe shall be sewn to the inside and touching the permanent sleeve crease. Service stripes shall also be worn by all sworn personnel below the rank of Commander on the left sleeve of the uniform jacket. The lower point of the bottom stripe shall be on the outside of the sleeve 4 inches above the bottom of the cuff. Service stripes shall be furnished by the department and shall be sewn on at the department’s expense.

C. Rule

1. Only those service stripes authorized by the department shall be worn and the wearing of said stripes by authorized Agents shall be mandatory.
B. Procedure

1. Upon termination of employment with the Police Department, employees are responsible for the return of all issued uniforms and equipment except boots, shoes, and socks.

2. Uniforms are to be returned cleaned and pressed.

3. The Support Services Section is responsible for checking the returned items against the inventory of equipment issued to the terminating employee.

4. If all issued equipment is returned, a Division Commander shall sign the inventory form and forward it to the Department of Employee Relations.

5. If the terminating employee does not return all issued equipment, his Division Commander may require that the department be reimbursed for the missing equipment. This reimbursement would be prior to the inventory form being signed as complete and forwarded to the Department of Employee Relations.

6. Civilian personnel who are issued equipment shall have those items listed in their personal inventory of equipment.

7. Upon the termination of a civilian employee, the employee's immediate supervisor shall be responsible for verifying the return of all issued equipment.

B. Procedure

1. The official police badge of the Police Department is issued to all sworn employees and bears the employee number and rank.

2. When a sworn employee is promoted, the promoted employee may keep his old badge. A new badge is issued with the new rank designation and employee number.

3. Badges, which have been returned to the Support Services Section, are maintained in inventory until required for reissue. At least 20 Agent badges are maintained in inventory with the next 20 employee numbers mounted.

4. The Support Services Section shall provide for the removal of employee numbers and the placing of new employee numbers on all department badges.

5. Departing sworn employees with more than 5 years service may be allowed to retain the official police badge which shall be mounted on a plaque.
6. All sworn employees have the option at any time, up to and including the
time of resignation, of purchasing an unnumbered flat badge at the
current cost through the Support Services Division.

4029 OFFICIAL IDENTIFICATION CARD

B. Procedure

1. Newly hired employees shall report to the Professional Standards Section
to obtain their employee number.

2. The employee's name and employee number shall be maintained in the
Professional Standards Section.

3. When the new employee responds to the Criminalistics Section for
completion of the ID card process, that employee shall also complete the
routine process of being fingerprinted and having a "mug photograph"
taken by the Criminalistics Section personnel.

4. Sworn personnel shall wear a Police Department uniform shirt and tie
when being photographed for an identification card. When possible, the
photo to be used on sworn personnel ID cards shall be the official
department ID card photo which will represent the employee in
accordance with existing department standards.

5. To replace a currently issued card that is lost, stolen, damaged, or for a
legal name change or other correction an employee shall report to the
Professional Standards Section. The remainder of the procedure shall be
as in 2 - 4 above, except that in addition the old card (unless lost or
stolen) shall be surrendered at the time the employee picks up the new
card.

6. Replaced cards shall be shredded by the Professional Standards Section.

   a. The Commander of the Professional Standards Section may
      authorize retention of replaced cards.

7. Employees in good standing with five or more years of service
with the department may retain their ID card provided it has been
voided by punching four or more holes through it.

8. Employees with less than five years of service, or employees who
are not in good standing at the time of their resignation or
termination must surrender their ID card to the Commander of the
Professional Standards Section or his/her designee.

C. Rule

1. Identification cards shall be carried by all sworn and civilian employees of
the Police Department while on duty, unless directed not to do so by the
employee's Division Commander or designee due to the nature of a
specific assignment or task. The carrying of identification cards off duty,
while not required is encouraged.
2. While on duty within the public safety building, and depending on the nature of their assignments, non-uniformed employees and volunteers shall be required to display their identification cards attached to their clothing unless their clothing clearly identifies them as a Police Department employee.

4031 BODY ARMOR

B. Procedure

1. Availability
   a. Body armor is made available to all sworn members of the department.
   b. Sworn personnel may elect not to have body armor issued to them, in which case, they shall indicate that choice on the departmental form provided. Body armor forms will be maintained in employee personnel files. An equipment request form for the issuance of body armor may be submitted at a later time should the employee subsequently decide to accept this equipment.
   c. Issued body armor should be worn or immediately available while on duty.
   d. Personal body armor purchased by individual employees must meet or exceed the specifications for issued equipment.

2. Specifications
   a. At the time of issue, body armor shall meet the current National Institute of Justice standard for Type II armor.

3. Replacement
   a. Sworn personnel shall inspect their body armor regularly for serviceability and damage. Body armor shall normally be replaced after five years. Support Services will maintain records of issued body armor including serial numbers and date of purchase. Equipment request forms are completed for reissue of body armor.
   b. Carriers for body armor may be replaced following completion of an equipment request form and inspection by a supervisor.

C. Rule

1. Body armor shall be worn during the execution of all pre-planned operations deemed "high risk" by the supervisor in charge. (High-risk tactical situations include, but are not necessarily limited to, planned warrant executions, drug raids, etc.)

4032 PERSONAL GROOMING
A. Policy

Public confidence is enhanced when members of the department present a neat, clean, and professional appearance. The nature of law enforcement and the need for visibility in the basic police function requires uniformity in the professional appearance of police Agents. Members of the department are expected to present a professional appearance and be readily recognizable to the public. A neat and professional appearance inspires respect and generates cooperation from the public. Uniformity in appearance fosters esprit de corps within the department and establishes a positive image with the public. Additionally, the department has an obligation to provide for the personal safety of its employees.

B. Procedure

1. All employees must present a neat, clean, and professional appearance.

2. Agents assigned to special assignments may be authorized to dress and grow facial hair based upon the needs of their assignment and at the direction of their supervisor.

3. The Division Chief will be the final judge of whether an employee’s personal appearance is acceptable for duty.

C. Rule

1. No employee shall have tattoos, body art, brands, or mutilations on the head, face, neck, or scalp. Cosmetic tattooing may be permitted on a case-by-case basis by the employee’s Division Chief.

2. Arm tattoos that already existed prior to the adoption of this policy may remain uncovered. Employees adding visible tattoos, body art, brands, or mutilations to their arms after the adoption of this policy, or persons hired after the adoption of this policy, shall cover such new tattoos, body art, brands or mutilations while on duty.

3. No employee shall display a tattoo, body art, brand, or mutilation that detracts from the professional appearance of the employee or would be considered offensive to the public, to include tattoos that depict nudity. Such tattoos, body art, brands, or mutilations shall be covered while on duty.

4. No employee shall have a tattoo that demonstrates allegiance or attitudes that may give reason to doubt the employee’s ability to deliver a service based on fairness, impartiality, and equality. Examples of prohibited tattoos include, but are not limited to, the following:

   a. Tattoos that depict sexual acts.

   b. Tattoos that display racist, sexist, or vulgar words or illustrations.

   c. Tattoos that depict symbols used by hate groups or criminal gangs.

5. All facial and tongue jewelry are prohibited except as set forth herein. Uniformed female Agents may wear post earrings of small studs or
stones for pierced or non-pierced ears, up to three per ear. Non-uniformed female Agents and civilian female employees may wear up to three earrings per ear as long as they maintain a professional appearance. Male employees are not permitted to wear earrings while on duty. All other jewelry shall be in good taste and not jeopardize safety.

6. The use of gold, platinum, or other unnatural veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, shall not be ornamented with such things as designs, jewels, initials, or other items.

7. Male Agents’ hair must be neatly groomed and shall not exceed the shirt collar in length. Sideburns must be conservative in style and neatly trimmed. A neatly trimmed mustache may be worn if it does not extend significantly beyond the corners of the mouth. Beards and other facial hair are not permitted.

8. Female Agents’ hair must be neatly groomed. Female uniformed Agents’ hair that exceeds the shoulder in length must be secured back and away from the face.

9. Extreme hair colors or styles are not permitted for any employee.

4040 HONOR/COLOR GUARD

A. Policy

The Lakewood Police Department Honor/Color Guard shall be a voluntary unit comprised of Agents who are interested in representing the department at certain ceremonial functions, i.e., police funerals, recruit graduations, Lakewood on Parade, etc.

B. Procedure

The chain of command for the Honor/Color Guard shall be as follows:

1. Special Teams Commander of the Patrol Division

2. Supervisor of the Honor/Color Guard (a Sergeant or Agent who is a member of the honor/color guard).

C. Rule

1. The members of the Honor/Color Guard shall periodically attend practice drill sessions to develop and maintain proficiency for honor/color guard assignments.

2. Honor/Color Guard members shall maintain proper grooming, physical and drill proficiency in order to carry out Honor/Color Guard requirements.
3. The Honor/Color Guard uniform shall be based on the regular uniform of the Lakewood Police Department with certain refinements as set forth by the Commander in charge of the unit as approved by the Patrol Division Chief.

4. The Honor Guard shall function at the direction and discretion of the Patrol Division or the Special Teams Commander. Members of the Honor/Color Guard shall be assigned to attend certain funeral services and other ceremonial functions as the official representatives of the Lakewood Police Department. The Patrol Special Teams Commander shall designate the Sergeant or Agent responsible for planning and supervising each event where the Honor/Color Guard is assigned.

5. The Color Guard shall function at the direction and discretion of the Patrol Division Chief or the Special Teams Commander and they shall be assigned to present "colors" at certain ceremonies and parade functions as the official representatives of the Lakewood Police Department. The Special Teams Commander shall designate the Sergeant or Agent responsible for planning and supervising each event where the honor/color guard is assigned.