

CHAPTER 10

POLICE PROTECTIVE AND SAFETY EQUIPMENT–UNIFORMED EMPLOYEES

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CHAPTER 10

POLICE PROTECTIVE AND SAFETY EQUIPMENT–UNIFORMED EMPLOYEES

1. POLICY. It is the policy of this Department to adhere to and enforce all applicable provisions of the California Vehicle Code, California Labor Code, California Government Code, and the administrative regulations of the Department of Industrial Relations, Division of Occupational Safety and Health (Cal/OSHA), pertaining to the health and safety of all employees.

2. PURPOSE. The purpose of this chapter is to provide clarification regarding safety and police protective equipment (PPE) issued to uniformed employees.

3. DEFINITIONS.
 - a. Equipment. In this chapter, the words “equipment” and “item” are used interchangeably to cover all PPE and safety equipment issued to uniformed employees.

 - b. Police Protective Equipment. Equipment or work attire used by law enforcement personnel for the purpose of protecting themselves or the public from overt actions of others or to assist in performing related duties.

 - c. Safety Equipment. Equipment or attire worn over, in place of, or in addition to, regular clothing which is necessary to protect the employee’s health and welfare.

4. RESPONSIBILITIES.
 - a. Commander’s Responsibility. Each commander shall be responsible for issuing, inspecting and replacing all PPE, safety equipment, and work equipment assigned to uniformed employees within their command. Inspection and accounting of uniformed safety equipment/PPE shall be conducted in conjunction with the employee’s annual CHP 118, Performance Appraisal - Officer, and documented on the CHP 311, Annual Safety/Protective Equipment Inspection, which is accessed in the Employee Training Records System (ETRS) computer network application. Inspection procedures are outlined in Annex A.

 - b. Employee’s Responsibility. Employees shall be responsible for all assigned equipment, maintaining it in a condition which meets departmental standards. Items lost or damaged due to negligence of the employee shall be replaced by the employee at their expense.

5. GUIDELINES.

a. Ownership and Use.

NOTE: Officers may substitute certain pieces of privately owned equipment for available state-issued equipment (refer to paragraph 6.b. for equipment list).

However, the Department does not recognize the need for, nor does it encourage the use of, privately owned equipment when state-issued equipment is available. When a choice is permitted, the following regulations shall apply:

(1) Officers electing to carry their own equipment do so at their own expense and risk. The Department will not repair or maintain privately owned equipment, except in cases where the item is damaged in the line of duty (California Vehicle Code Section 2259).

(2) State-issued equipment not being used on duty by the employee shall be returned to the Business Services Section, Supply Services Unit (SSU), with a CHP 266, Credit Memo - Equipment, per Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 15, Shipping Methods. Weapons must be shipped to the Academy for refurbishing.

b. State-Owned Equipment. State-owned safety equipment and PPE currently being carried may be used until no longer serviceable.

6. EQUIPMENT FOR UNIFORMED EMPLOYEES.

a. General. The equipment listed below is designated as safety equipment and PPE for uniformed employees. (For information regarding protective work clothing, see Chapter 7, Purchases, of this manual.) Items marked by a plus (+) sign are issued based on geographical location or work assignment criteria (see paragraph 6.c.). Uniformed employees may substitute approved privately owned equipment for the state-issued equipment listed below unless the item is marked with an asterisk (*). Equipment marked with an asterisk cannot be replaced with privately owned equipment under any circumstances.

b. List of Equipment.

(1) *Oleoresin capsicum spray (pepper spray).

(2) *Ammunition (supply and use covered in HPM 70.8, Firearms Manual).

(3) Ammunition carrying case.

(4) +*Aviation life support items. Refer to HPM 100.7, Air Operations Manual, Chapter 5, Aviation Safety, paragraph 4.

- (5) Badge.
- (6) Rapid Containment Baton (RCB).
- (7) RCB holster.
- (8) +Boots, insulated.
- (9) Boots, rain.
- (10) +Cap, cold weather.
- (11) Hat/cap cover, rain.
- (12) Hat/cap piece, departmental.
- (13) Ear protectors.
- (14) Flashlight.
- (15) Glasses, safety (including prescription safety glasses). Refer to HPM 10.6, Occupational Safety Manual, Chapter 10, Personal Protective Equipment, paragraph 7.b.
- (16) +Goggles, sand.
- (17) Handcuffs.
- (18) Handcuff case.
- (19) *Helmet, general duty.
- (20) +*Helmet, motorcycle.
- (21) Holster, pepper spray.
- (22) Holster, pistol, automatic.
- (23) *Plasticuffs.
- (24) Rain coat.
- (25) Rain pants.
- (26) *Pistol, automatic .40 caliber.
- (27) Duty belt.

(28) Soft body armor.

(29) Work clothing, protective.

(30) *Duffle bag.

(31) *Air purifying respirator with at least one of each: chemical, biological, radiological, and nuclear filter cartridge; and chlorobenzalmalononitrile/chloracetophenon filter canister.

(32) *Tactical equipment bag.

(33) *Tactical equipment bag contents which include the following: cotton inspection gloves, hazardous material over-booties, chemical tape, Tychem® F coverall, and butyl gloves.

c. Equipment Issued Based on Geographical Location or Work Assignment.

(1) Sand goggles, cold weather caps, and insulated boots are only issued to officers assigned to Areas or Resident Posts experiencing adverse climatic conditions. It is the responsibility of the Division Chief to decide whether an Area, Inspection Facility, or Resident Post qualifies for this equipment. These items may be obtained by preparing a CHP 41, Supply Requisition, for Division approval prior to submitting to the SSU. The requisition shall be prepared as stated in HPM 11.2, Chapter 6, Supply Services Acquisitions, and shall include the receiving officer's name and ID number.

(2) Motorcycle helmets are provided for officers assigned to motorcycle duty and their alternates only. (See paragraph 8. for further information.)

(3) Commanders shall be responsible for proper distribution of the above items. Upon separation or movement of an employee from such Areas or work assignments, the specially assigned equipment shall be surrendered to the commander with the possible exception of motorcycle helmets (see paragraph 8. for details).

d. Documentation. Receipt of PPE, safety equipment, or other state property issued by the Department to employees shall be recorded in the ETRS computer network application. Weapons registration requirements and procedures are outlined in HPM 70.8.

(1) Preparation and Distribution. The first time state property is issued by the Department, the information shall be recorded in the ETRS computer network application.

(2) Changes/Additional Entries. The ETRS shall be updated whenever additional equipment is issued or when changes occur (e.g., a serial number-

controlled item such as the service pistol is replaced or exchanged).

(3) Returned Equipment.

(a) When state equipment is returned, the ETRS shall be updated, reflecting the deletions and date of return.

(b) When an eligible officer reverts to carrying privately owned equipment and returns their state-issued equipment, the ETRS must be updated, reflecting the deletion and date of reversion.

e. Repairs.

(1) Routine preventative maintenance, such as cleaning, polishing, and minor adjustments, is the responsibility of the employee.

(2) Repairs to equipment have been discontinued because it is not cost effective, except service pistols (see paragraph 9.). Replacement equipment shall be requisitioned from the SSU.

7. HANDCUFFS. Handcuffs shall be part of the initial issue at the Academy. Defective state-owned handcuffs shall be sent to the SSU with a CHP 266 and a CHP 41 for a new set.

8. HELMETS–TACTICAL AND MOTORCYCLE.

a. Responsibility. Each officer is assigned a helmet and is responsible for its maintenance.

b. Officers shall not affix their names, initials, or other means of identification to the motorcycle helmet.

c. When being transferred, an officer shall:

(1) Carry the tactical helmet to their next assignment.

(2) Return the motorcycle helmet to their commander who shall forward it to the SSU unless their new assignment includes immediate motorcycle duty.

d. If the officer terminates or otherwise has no further need for the helmet, it shall be returned to the SSU with a CHP 266.

9. WEAPONS.

a. Service Pistols. Service pistols shall be part of the initial issue at the Academy.

b. Modification. Modifications shall only be made by the departmental Gunsmith. Modification of state-owned service pistols is otherwise prohibited.

c. Weapon Repair or Replacement. Weapon repairs shall be made by the departmental Gunsmith. The Department will not maintain or repair privately owned weapons. State-owned weapons, including shotguns, rifles, and 37-millimeter riot guns, requiring service or repair, must be shipped to the departmental Gunsmith at the Academy per instructions contained in HPM 70.8.

10. EQUIPMENT AVAILABLE FOR LOAN OR EMERGENCY REPLACEMENT PURPOSES.

a. Division Level. Division Chiefs may keep extra safety equipment and PPE at the Division office for temporary use at Areas when equipment is being sent for repair or service. The number of items stored should be kept to a minimum.

b. Area Level. Area commanders may keep spare flashlights as emergency replacements. Defective units are to be returned to the SSU with a CHP 266.

Commanders may also maintain a stock of replacement aerosol subject restraint sprays. Replacement of aerosol subject restraint sprays will be by CHP 41, and the depleted units will be disposed of by the Area office (refer to HPM 70.6, Officer Safety Manual, Chapter 26, Aerosol Subject Restraint, for procedures).

11. TRANSFERS.

a. Uniformed Employee—Equipment Retained. Except as noted in paragraphs 6. and 8.c.(2), all equipment issued to a uniformed employee shall be retained by the employee when transferring to a new command.

b. Uniformed Employee—Responsibility for Record. It shall be the responsibility of the new command to ensure the employee's information in the ETRS is accurate. Discrepancies must be resolved by the commander.

12. SEPARATION.

a. Permanent or Temporary Separations. Any employee separating permanently or temporarily from the Department shall surrender to their commander all state-owned items listed in paragraph 6.b. and any protective work clothing listed in Chapter 7 of this manual, plus any other state property in their possession.

b. Disposition of State Property. Property surrendered by a separating employee shall be reported on a memorandum or by Communications Network message to the Human Resources Section, Roster Services. The property, along with a CHP

266, must be forwarded to the SSU within 30 days, with the following exceptions:

- (1) Temporary Separations. Property shall be retained by the commander when the separation is for 12 months or less (e.g., leave of absence or suspension).
 - (2) Rapid Containment Batons. The RCB shall be returned to the Academy, Physical Training Unit to be inspected, refurbished, and reissued.
 - (3) Sale of State-Owned Service Pistols. The service pistol shall be retained within the command pending completion of purchase as outlined in HPM 70.8. If the retiring officer's request for purchase is denied, the service pistol shall be surrendered. Refer to paragraph 12.c.(1).
 - (4) Identification Cards. Identification cards shall be destroyed at the command as outlined in HPM 10.3, Personnel Transactions Manual, Chapter 18, Departmental Identification Cards.
 - (5) Badges and Cap Pieces. Procedures for surrendering badges and cap pieces are located in HPM 11.2, Chapter 6.
- c. Shipment of Surrendered Property.
- (1) Service pistols must be shipped to the Academy with a completed CHP 125, Weapon Control Memorandum.
 - (2) All other items shall be forwarded to the SSU by the next available California Highway Patrol transportation. Two copies of the CHP 266 must accompany the items.
- d. Final Salary Warrants. Final salary warrants will not be released to the employee or the employee's designee until the commander certifies to the Human Resources Section that all equipment has been returned to the Area or the SSU.

ANNEX A

OFFICER SAFETY/PROTECTIVE EQUIPMENT INSPECTION GUIDELINES

1. GUIDELINES. The following guidelines shall assist personnel in conducting a meaningful inspection of uniformed officer safety and protective equipment. In addition to an inspection for appearance and serviceability, each item shall be inspected in accordance with the following standards:

- a. Leather goods must be black basket weave and free from deep cracks and excessive wear spots. Snaps and buckles must be brass and able to accept a polish.
- b. Duty belts must be black basket weave and free from deep cracks and excessive wear spots. Buckle must be black plastic and free of cracks.
- c. Helmets must be free from cracks and presentable in appearance where necessary. Face shields and straps must also be in good repair.
- d. Rapid Containment Batons should be free from deep nicks or dents and tips and handles must be tight.
- e. Ear protectors should be inspected for cracks in plastic housing or vinyl cushion and should be adjustable in size. Foam inserts should be in place.
- f. Flashlights must operate using button and must conform to departmental specifications. Charger must also be in good working order.
- g. Body armor panels must be free from any water or wetness damage, all fiber must appear intact, and border must not be frayed or loose. Carriers must be free from holes or rips. Velcro and elastic must be in good repair.
- h. Safety or sand goggles must have adjustable straps and must not distort vision when worn.
- i. Air purifying respirators should be inspected for cracks in the side rubber and face shield. The seal between the clear face piece and the side rubber should not have white bubbles (a sign of the bonding glue breaking down). The head strap must be intact and in good repair.
- j. Tactical equipment bag and duffle bag should be free from tears, with serviceable closures.

ANNEX A

OFFICER SAFETY/PROTECTIVE EQUIPMENT INSPECTION GUIDELINES (continued)

- k. Tactical equipment bag contents: hazardous material over-booties and butyl gloves must be pliable and free from cracks, cotton inspection gloves must be free from excessive wear, Tychem® F coveralls and chemical tape should be sealed in the original pouch. Air purifying respirator canisters must be within the shelf life and not leak carbon particles.

2. GENERAL. Standards and procedures for the inspection of service pistols, ammunition, oleoresin capsicum spray (pepper spray) and handcuffs are documented in Highway Patrol Manual 70.8, Firearms Manual, and shall be followed when inspecting these items.