

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**October 3, 2018**

**Policy Number 2.38**

**UNIFORMS, EQUIPMENT, AND FIREARMS**

**POLICY**

Police officers and civilian employees are responsible for the care and custody of uniforms, equipment, and firearms issued to them by the department. The qualification testing, carrying of firearms, and the replacement of uniforms and equipment shall be carried out in accordance with this directive.

**PROCEDURE**

**I. DEFINITIONS**

Allotted items: Items that are initially issued to the individual employee. On a limited basis, these items may be replaced annually. The city pays a set amount (usually 75 percent of the total cost) while the individual pays for the balance (e.g., uniforms).

Issued firearm: Any firearm that has been authorized by the Chief of Police to be used in police service and is issued to police officers by the Finance Division.

Issued items: Items that are dispensed at no cost to the employee by the department through the Finance Division. Items meeting the exact specifications of these issued items are the only ones that can be worn as a part of the standard uniform. Substitutions are those that are specifically allowed and so defined in this directive.

Nonissued items: Items that shall be purchased by the individual employee. This category includes shoes, socks, and other items that are specifically required or are allowed to be worn with the uniform. These items shall conform to the policies and specifications stated in this directive.

Supplemental firearm: A privately owned firearm authorized by the Chief of Police for police use.

II. GENERAL UNIFORM POLICY

- A. Only garments, accessories, and equipment meeting departmental specifications shall be allowed. There shall be no substitutions unless the substitute item meets the departmental specification or is specifically authorized in this directive.
- B. Departmental specifications for garments, accessories, and equipment that are issued by the department shall be maintained as a part of the Finance Division's manual of operations, unless specifically stated otherwise.

III. STANDARD POLICE UNIFORM

A. Allotted Items

- 1. Shirt
- 2. Trousers

B. Issued Items

1. Service Stars

- a. Wearing the service stars is mandatory.
- b. Each star represents five years of continuous service with the department.
- c. The stars shall be centered in a row above the right breast pocket of the shirt.

- d. Personnel with 35 years of service may indicate years of service with two rows of stars, one row of three stars atop one row of four stars. Both rows shall be squared and centered above the right breast pocket of the shirt.
- e. Personnel with 40 years of service may indicate years of service with two rows of four stars each. Both rows shall be squared and centered above the right breast pocket of the shirt.

2. Hat

- a. For policy governing wear, refer to the bargaining unit contract.
- b. The cap shield shall be in place at all times.
- c. Gold Braid on Visor
  - (1) Lieutenants have one row.
  - (2) Captains and above have two rows.

3. Gloves

Gloves shall be worn/carried at all ceremonies, inspections, traffic assignments, and special assignments when so directed.

4. Metal Accessories and Rank Insignia

As listed in this directive.

5. Uniform Belt and All Leather Accessories

As listed in this directive.

6. Body Armor

All body armor shall comply with the specifications approved by the department.

C. Nonissued Items

1. Shoes

- a. Standard shoes (refer to specifications in Attachment 1) shall be worn at all times.
- b. Exception: Optional shoes (refer to specifications in Attachment 1) may be worn only for patrol, the receiving desk, and special field duties such as traffic control, crowd control, security, etc.
- c. Optional shoes shall not be worn during ceremonies or Chief's inspections.

2. Socks

The portion that is visible above the shoe shall be black or navy blue.

3. Department-authorized, optional police baseball cap

- a. The only department-authorized, optional police baseball caps are of the type specified (e.g., color, style, design elements, etc.) in Attachment 6.
- b. Officers have the option to purchase the caps at their expense. Only officers can purchase and wear the caps which must be those acquired from a department-authorized vendor.
- c. The cap shall be worn only when directing traffic while on duty or on special duty, and always with the bill facing straight forward.
- d. The cap may be worn by plain clothes investigative units working in the field and during on-scene media releases.

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- e. The wearing of caps with a gold badge is restricted to supervisors (i.e., sergeants and above) and wearing ones with a silver badge is regulated to corporals and below.
- f. Caps that are faded, damaged, or otherwise different in appearance from what is described in Attachment 6 shall not be used.

D. Metal Accessories and Rank Insignia

1. No one shall own or carry a badge or cap shield or duplicate badge or duplicate cap shield that was not officially issued to the specific officer by the Honolulu Police Department.
2. Items for sergeants/detectives and above shall be gold-filled or gold-plated.
3. Items for ranks below sergeant/detective shall be silver or chromium or rhodium-plated.
4. All items shall be issued by the Finance Division unless specifically stated otherwise.

5. Badge

- a. The design shall be the one that is approved by and on file at the Office of the Chief.
- b. Each badge shall bear the badge number and rank of the wearer.

6. Cap Shield

- a. The design shall be the one that is approved and on file at the Office of the Chief.
- b. It shall bear the same number as the wearer's badge.
- c. It shall be worn on the crown of the issued hat at all times.

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7. Buckle on Uniform Belt

8. Rank Insignia

- a. The sergeant's stripes shall be worn on each sleeve by sergeants.
- b. The corporal's stripes shall be worn on each sleeve by PO-9 officers.
- c. "Kukui Nut"

(1) Placement on Each Epaulet

The edge nearest the shoulder shall be approximately one and a quarter inches from the sleeve seam with the bottom tips of the staffs pointing forward.

(2) Rank Designations

- (a) Lieutenants: one kukui nut on each epaulet.
- (b) Captains: two kukui nuts on each epaulet.
- (c) Majors: three kukui nuts on each epaulet.

d. Stars

(1) Placement on Each Epaulet

At the vertical center with the outer point approximately one and a quarter inches from the sleeve seam, with the horizontal arms parallel to the epaulet edge.

(2) Rank Designations

- (a) Assistant chiefs: two stars on each epaulet.

(b) Deputy chiefs: three stars on each epaulet.

(c) Chief of Police: four stars on each epaulet.

E. Award Medals/Insignia/Pins

1. Policy

- a. Only the award medals, insignia, and pins listed below may be worn on the uniform.
- b. Bestowing elements shall issue approved medals, insignia, and pins, unless departmental policy dictates otherwise, and shall maintain current specifications in their manuals of operations.
- c. Approved medals, insignia, and pins shall be worn centered, starting 1/4 inch above the right breast pocket (lower edge of the pin to the top seam of the pocket) or 1/4 inch above the service stars, if applicable (lower edge of pin to upper point of stars).

2. Valor/Merit Medals and Cloth Insignia

Refer to Policy 3.30, AWARD SYSTEM.

3. Field Training Officer (FTO) Pin

This pin may be worn only during the officer's assignment to the program.

4. Special Weapon and Tactics (SWAT) Pin

This pin may be worn only by an officer who has successfully completed the SWAT course and only while assigned to the Specialized Services Division (SSD).

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5. Drug Abuse Resistance Education (D.A.R.E.) Pin

This pin may be worn only during the officer's assignment to the program.

6. Automated Fingerprint Identification System (AFIS) Pin

Only one AFIS pin may be worn, and no pin shall be worn more than 12 months after it is received by the officer.

7. Drug Recognition Expert (DRE) Pin

This pin may be worn only by officers who are currently certified by the National Highway Traffic Safety Administration and the International Association of Chiefs of Police as drug recognition experts.

8. Crime Reduction Unit (CRU) Pin

This pin may be worn by officers only while they are assigned to a CRU and current in their required training and certifications to remain in the unit.

F. Leather Accessories

All leather accessories shall be of plain, smooth, black leather and shall have a glossy or matte finish.

Leather accessories on the uniform belt shall be worn in the order specified by the Training Division.

1. Uniform belt
2. Holster
3. Ammunition carrier
4. Handcuff pouch
5. Chemical agent carrier



6. Holster for the metal baton

G. Equipment

1. 26-inch Metal Expandable Baton

- a. A baton shall be issued only after the officer has successfully completed training in its use.
- b. Only these batons are allowed for police use. All other impact weapons (e.g., blackjacks) are prohibited.

2. Flashlight

- a. The issued flashlight shall be used for inspections and ceremonies.
- b. Optional flashlight and carrier (refer to Attachment 1).
  - (1) Officers may purchase the optional flashlight and leather carrier.
  - (2) This flashlight shall not be used for ceremonies and Chief's inspections.

3. Chemical agent

4. Pistol

5. Pager and Cellular Telephone

The following shall apply if a pager or cellular telephone is worn:

- a. A pager or cellular telephone shall be worn in a pocket or on the uniform belt;
- b. A pager or cellular telephone shall not be worn on the epaulet of any uniform; and

- c. A pager or cellular telephone shall not be worn in a way that interferes with the use of any police equipment or poses a safety hazard.

H. Other Clothing Accessories Issued by the Finance Division

- 1. Traffic vest
- 2. Cold weather jacket
  - a. Jacket may be worn by plainclothes officers.
  - b. The badge, HPD patch, officer's name, and rank insignia shall be worn on the jacket. The badge shall be worn on the badge tab.

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[ 3. Raincoat

The only jacket and rainwear authorized with the standard police uniform are those that have been issued or partially paid for by the department.

IV. STANDARD UNIFORM FOR SOLO MOTORCYCLE OFFICERS

A. Allotted Items

- 1. Shirt
- 2. Breeches
- 3. Training utility uniform

B. Issued Items

- 1. Boots
- 2. Motorcycle helmet
- 3. Rain suit

- C. The badge, HPD shoulder patch, rank insignia (if applicable) and appropriate leather accessories and equipment shall be worn.
- D. Body armor

V. STANDARD UNIFORM FOR POLICE HELICOPTER CREW

Issued items are listed below.

A. Flight Suit

- 1. The badge, HPD shoulder patch, rank insignia (if applicable), and appropriate leather accessories and equipment shall be worn.
- 2. Police aircrew wing
  - a. The aircrew wing shall be worn one-half inch below and centered with the badge.
  - b. Officer in charge: gold-plated.
  - c. Flight crew: rhodium-plated.

B. Headgear

- 1. During flight--white gentex flight protective helmet with headphones and dynamic boom microphone.
- 2. When not in flight--navy blue baseball-type cap as specified in Attachment 6.

C. Body armor

VI. STANDARD UNIFORM FOR POLICE CHAPLAINS

A. Policy

- 1. On-duty chaplains shall wear the standard uniform for police chaplains, a regulation badge with "CHAPLAIN" inscribed on the center panel, and a departmental identification card.

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2. Police chaplains shall not carry any firearm, baton, chemical agent, or handcuffs.

B. Allotted Items

1. Trousers or skirt
2. Shirt

VII. ALTERNATIVE UNIFORMS

Alternative garments are not part of the standard police uniform outlined in section III.

A. Utility Uniform

1. Patrol

- a. The utility uniform may be worn in place of the standard uniform during emergency situations, prolonged periods of inclement weather, fatigue duty, training activities, roadblocks, receiving desk duties, or other unusual situations when authorized by division-level commanders or designees (refer to divisional manual of operations for chain of authority). The utility uniform shall be worn with the top (coat) tucked in the pants.
- b. The badge, HPD patch, rank insignia (if applicable), name, and appropriate equipment shall be worn on the utility uniform.

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2. Nonpatrol

- a. Commanders shall be responsible for authorizing the use of utility uniforms and establishing guidelines for the wearing of these uniforms in their divisional manuals of operations. Divisional authorization shall not take precedence over directives that mandate the wearing of the standard police uniform for certain assignments (e.g., public speaking engagements).

Except for officers in the SSD, utility uniforms shall be worn with the top (coat) tucked in the pants.

- b. The badge, HPD patch, rank insignia (if applicable), name, and appropriate equipment shall be worn on the utility uniform.

3. Headgear for the Utility Uniform

Headgear is optional unless otherwise required (e.g., while riding on a three-wheeled vehicle, all-terrain vehicle, GO-4, or motorcycle or during a riot or similar hazardous/emergency situation).

- a. Helmet (as required).
- b. Navy blue, baseball-type cap as specified in Attachment 6.

- c. [REDACTED]

- d. Items b and c above are not issued. An [REDACTED]  
[REDACTED]  
[REDACTED] These caps/hats shall not be worn with the standard police uniform.

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4. Footwear

Optional shoes (refer to Attachment 1).

B. Training Division Instructors

Training Division instructors may wear the following:

1. The department-issued, instructor polo shirt (navy blue or red) with "Ke Kula Maka'i Police Training Academy STAFF" and the academy's logo embroidered on the left chest area. Range personnel shall wear the red shirt; and
2. The full utility uniform or the utility uniform trousers with the instructor polo shirt.

C. Police Activities League (PAL) Officers

1. Policy

Officers in the program may wear the PAL uniform during PAL activities.

2. Allotted Items

- a. Shorts
- b. Shirt
- c. Trousers
- d. Jacket

3. Nonissued Items

- a. Shoes: white athletic walking shoes with laces
- b. Socks: white athletic socks

D. SSD Officers

Issued and allotted items (refer to Attachments 2 and 3).

E. Crowd Control Team (Back-up Riot Squad)

Issued items (refer to Attachment 2).

F. Bicycle Patrol Officers

1. Issued items (refer to Attachment 2).

2. The bicycle patrol uniform may be worn only for bicycle patrol duty and by the Mountain Bike Team (MBT).

3. Rank insignia shall be worn on the bicycle patrol uniform.

4. This uniform shall not be worn for court appearances, at the Legislature or City Council, or as further described in section VII, Policy 3.22, DRESS AND GROOMING STANDARDS.

G. Navy Blue "HPD" T-shirt

The only authorized T-shirt shall be that which is acquired and issued by the department. [REDACTED]

[REDACTED]

1. Commanders shall be responsible for authorizing the use of the T-shirt and establishing guidelines in their manuals of operations to this effect. Divisional authorization does not supersede any mandatory wearing of standard police uniforms established in directives.

2. The T-shirt may be worn by patrol officers to perform certain assignments, [REDACTED]

[REDACTED]

a. [REDACTED]

[REDACTED]

b. [REDACTED]

3. Officers may wear the T-shirt only with prior approval from their commander. A commander's approval shall specify who can use the shirt, for what assignment it shall be worn, and the duration of the approval.

H. Optional Load-bearing External Ballistic Vest Carrier

1. Only the carrier that is authorized by the department shall be worn.
2. The carrier shall be purchased at officers' expense.
3. The carrier may be worn only for uniformed patrol duties and special duty. It shall not be worn for court and other official appearances as prohibited by directives.
4. The duty pistol and ammunition shall not be worn on the carrier. Also, the type and placement of equipment on the carrier shall be in accordance with the Training Division's guidelines for carrier equipment. Refer to Attachment 7.

VIII. UNIFORMS FOR CIVILIAN PERSONNEL

A. Evidence Specialist Tunic

This is optional and for on-duty use only.

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B. Vehicle Maintenance Shirt

The regulation shirt shall be worn while the employee is on duty: see section IV K 2, Policy 3.22, DRESS AND GROOMING STANDARDS, for specific limits/options on wear.

IX. CARE AND CUSTODY OF WEAPONS AND EQUIPMENT

A. All Officers

1. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
2. [REDACTED] All officers shall exercise extreme care and caution in storing weapons and other equipment to ensure that none are lost, stolen, or misused (e.g., items stolen from a home or a car or a firearm used by a child or other unauthorized person).
3. When in court, officers shall observe the rules of the particular court relative to securing firearms.
4. In the police cellblock, officers (including [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED])

5. [REDACTED]  
[REDACTED]  
[REDACTED]

6. [REDACTED]  
[REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED]  
[REDACTED]

B. On-Duty Officers

1. All on-duty officers shall carry all equipment required of their positions or assignments.
2. The pistol shall be in a holster and carried in such a way that it can be readily withdrawn from the holster.

C. Off-Duty Officers

1. [REDACTED]  
[REDACTED] [REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED]

a. They shall not physically handle department-issued or supplemental firearms while consuming alcohol or any substance which is likely to impair their physical or mental processes;

b. [REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED]

c. When prohibited by an organization or company from carrying a firearm on their property or at an event.

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2. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
3. An officer shall not carry the issued pistol while engaged in outside employment--see Policy 3.19, OUTSIDE EMPLOYMENT.

X. BODY ARMOR

A. Policy

1. Officers assigned to enforcement and/or field patrol duties shall wear body armor while engaged in those duties.  
  
The wearing of body armor is mandatory for all special duty/voluntary police service assignments.
2. Officers regularly assigned to administrative and/or investigative duties shall wear body armor when engaged in duties that could expose them to injury from any kind of weapon.
3. Exceptions to this policy shall be determined by the Chief of Police.

B. Maintenance of Body Armor

1. Each officer shall clean, store, and maintain his or her body armor in compliance with the requirements or suggestions of the manufacturer of that particular brand of body armor, if applicable.
2. Each officer shall regularly inspect the ballistic panels and cover of the body armor for signs of damage and to ensure general cleanliness.

XI. FIREARMS

A. Policy

All firearms used for police service shall comply with the individual manufacturer's factory armorer school specifications at all times.

Officers shall receive copies of and instructions in Policy 1.04, USE OF FORCE, before being authorized to carry a lethal or less-lethal weapon. Officers' receipt of the copies and instruction shall be documented.

B. Uniformed Duty

An officer wearing any standard police uniform shall wear the issued firearm as a part of the uniform (refer to Attachment 2).

C. Other City-Owned Firearms

City-owned firearms that are maintained in various police arsenals shall be issued only to officers who are qualified to use them.

D. Firearms for Off-Duty and Plainclothes Officers

Off-duty and plainclothes officers may carry any 40 caliber semiautomatic pistol, 9mm semiautomatic pistol, or Smith and Wesson revolver that is chambered for the .38 Special caliber. All firearms must meet the specifications in Attachment 4.

E. Supplemental Rifles/Shotguns

Refer to Attachment 5 for the makes and models permitted for police service.

F. Less-Lethal Weapons

Refer to Policy 1.04, USE OF FORCE.

G. Grandfathered Firearms

Grandfathered firearms are only those indicated in Attachments 4 and 5. The firearm may not be utilized for police service once the original officer transfers ownership of the weapon.

H. Prohibited Firearms and Parts

1. Any firearm that is not authorized for police use by the Chief of Police cannot be carried by on-duty or off-duty police officers. These include:
  - a. Any firearm prohibited by law;
  - b. Any fully automatic firearm, unless it is one issued by the department;
  - c. Any pistol from the Smith and Wesson Performance Center; and
  - d. Any pistol that does not meet factory armorer school specifications.
2. Trigger shoes, trigger stops, Smith and Wesson trigger models 5112 and 5088, multiburst trigger activators, trigger cranks, and other triggers and hammers that the department has determined to be unsafe are prohibited.
3. Stocks that are prohibited include:
  - a. Stocks with thumb rests;
  - b. Bump fire stocks; and
  - c. Nonfactory replacement stocks on pistols.

I. Alteration and Repair

1. No alteration or repair shall be made to any issued firearm which can affect its operation or change its appearance in any way.
2. The frame and/or slide shall not be polished.

3. Pistol stocks shall not be altered.
4. Only factory-specified parts shall be used to replace corresponding damaged parts.

J. Cleaning

1. Prior to cleaning any firearm, officers shall visually verify that their firearm is clear to reduce the risk of injury, property damage, and accidental discharge.
2. Officers should abide by the factory-recommended cleaning protocol for all departmental and authorized supplemental weapons.

K. Loading and Unloading

To reduce risk of injury, property damage, and accidental discharge while loading and unloading any firearm, all officers shall:

1. Utilize a firearm clearing bin, whenever practicable;
2. In the absence of a firearm clearing bin, load and unload the firearm with the muzzle pointed in a safe direction; and
3. Follow the recommended administrative load and unload processes set forth by the Training Division.

L. Handling

All personnel shall take reasonable safety precautions when handling any firearm. Refer to section IX B of Policy 1.04, USE OF FORCE.

XII. SUPPLEMENTAL FIREARMS FOR USE IN POLICE SERVICE

A. Approval Policy

An officer must qualify with each supplemental weapon prior to using it for police service by fulfilling all requirements and obtaining all approval signatures required on the Request for Use of Supplemental Firearm(s), HPD-473A form.

B. Record in Training Division

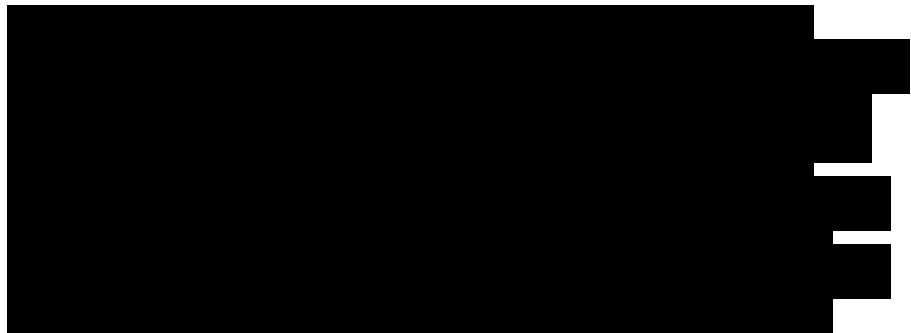
The completed request for use of supplemental firearm(s) form shall be filed and maintained at the Training Division.

C. Obtaining Verification of Employment

1. Officers may request a verification of employment only for the purchase of authorized supplemental weapons by submitting a To/From report to their commanders with the following information:

- a. Make, model, and brief description of the firearm being purchased;
- b. Name, address, telephone number, and contact person of the firearm distributor that is requesting the verification; and
- c. A statement that the firearm is being purchased for supplemental use at the officer's expense.

2.



XIII. FIREARM QUALIFICATION

A. Policy

1. Issued firearm, AR-15 rifle, and Remington 870 shotgun: All officers must pass the qualification tests for all three firearms at least annually. For example, an officer who qualifies on January 1, 2003, must re-qualify by January 31, 2004. Likewise, an officer who qualifies on January 15, 2003, must re-qualify by February 14, 2004.
  - a. Officers who anticipate not being available (e.g., vacation, first watch, or military leave) for their scheduled qualification date should make arrangements to qualify within the month immediately before that date.
  - b. Officers not available because of an unanticipated absence (e.g., sick leave or emergency leave) shall qualify within 20 working days of their return.
2. Supplemental firearm: Officers must pass the initial qualification test for all supplemental firearms they intend to use for police service and qualify at least annually with these weapons to keep them in service. For example, an officer who qualifies on January 1, 2003, must re-qualify by January 31, 2004. Likewise, an officer who qualifies on January 15, 2003, must re-qualify by February 14, 2004.
3. Specific groups, such as the SSD, Intelligence Enforcement Unit, and CRU, may perform annual qualification testing for all weapons used for police service as a unit.
4. Division commanders shall ensure that each officer in his or her command submits to annual qualification testing.



5. Each officer shall carry the current Firearms Qualification Card, HPD-473 form, on his or her person while on duty.
6. Police arsenals may issue only those firearms that appear on the officer's current firearms qualification card.
7. Except for emergency situations, officers shall carry only authorized (i.e., issued and supplemental weapons) firearms with which they are currently qualified for police service.

B. Qualification Testing for Each Firearm

1. Qualification for each firearm is based on a pass/fail system which shall be monitored by a certified weapons instructor. A passing qualification for each firearm is required for an officer to use it.
2. The prescribed qualification course shall be designed by the firearms training sergeant and approved by the Training Division commander.
3. An officer who passes qualification testing shall be issued a Firearms Qualification Card, HPD-473 form, which shall list the firearm(s) and the qualification scores for each firearm that the officer is qualified to use.
4. Each officer's qualification test score(s) shall be maintained by the Training Division.

5. Failure to Pass Qualification and Emergency Qualification Testing
  - a. Officers who fail the qualification test for the issued firearm, AR-15 rifle, or Remington 870 shotgun shall be transferred to the Training Division on special assignment as soon as possible. They can remain in the Training Division up to ten working days as scheduled by the Training Division. During this time, officers shall be allowed to qualify at least once a day. Officers who are unable to qualify in the ten days shall return to their previous assignment and be subject to Policy 3.45, FAILURE TO MEET MINIMUM JOB REQUIREMENTS.
  - b. An officer who fails the qualification test for his or her issued firearm shall submit the issued firearm to the pistol range before they leave the range on the day of the test.
  - c. If an officer fails to qualify with any supplemental firearm, that officer shall be prohibited from carrying the firearm until he or she passes the qualification test.

C. Emergency Firearms Qualification

1. Emergency firearms qualification is available to an officer who has not completed annual firearms qualification and whose current qualification will expire before he or she can be scheduled for the prescribed annual firearms qualification course.
2. An officer attending emergency firearms qualification will be tested with the department-issued pistol, an AR-15 rifle, and a Remington 870 shotgun. One supplemental pistol will be allowed.

3. An officer who passes emergency qualification shall be issued a temporary Firearms Qualification Card, HPD-473 form. Emergency firearms qualification is valid for 90 days.
4. An officer who passes emergency firearms qualification shall inform his or her supervisor that the officer must be scheduled to attend annual recall training before the expiration of the emergency qualification.
5. To avoid the need for an emergency qualification, every reasonable effort should be made to schedule a date for annual firearms qualification.

XIV. FIREARM INSPECTIONS

A. Inspection, Repair, and Disposition

1. All firearms used for police service shall be inspected annually by the department's firearms technician or armorer.
2. Firearm inspections shall be based on standards established by each manufacturer (factory armorer school specifications).
3. Any firearm that does not meet the manufacturer's factory armorer school specifications or is unserviceable shall be removed from police service by the department's firearms technician or armorer.
  - a. Department-issued firearms that are unserviceable shall be repaired by the firearms technician or armorer.
  - b. If the issued firearm is not repairable, the firearm shall be returned to the Finance Division for disposal.
  - c. Arrangements shall be made with the Finance Division to replace a disposed, department-issued firearm.

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- d. Officers shall be responsible for repairing their privately owned firearms.

B. Responsibility

1. Officers shall ensure that their firearm(s) are serviceable at all times. Officers shall submit any department-issued weapon that they believe is unsafe either to the firearms technician or an officer at the pistol range.
2. Officers who submit their issued pistol without obtaining a temporary replacement shall be assigned to desk duties in plainclothes where firearm use is limited.
3. Commanding officers shall ensure that firearms carried by their personnel are inspected on a regular basis.

XV. AMMUNITION

A. Policy

1. Ammunition for privately owned firearms shall not be obtained from nor issued to the officer by the department.
2. The department shall issue ammunition to officers who, under the supervision of range personnel, practice with departmental firearms with which they failed to pass qualification tests.
3. Only ammunition listed for the specific firearm may be used for police service (refer to Attachments 4 and 5).
4. Only less-lethal ammunition that is specifically approved for a particular less-lethal weapon shall be used for police service (refer to Policy 1.04, USE OF FORCE).

5. Any ammunition that has not been specified in this directive for police duty cannot be used unless written authorization is granted by the Chief of Police.
6. Ammunition that has been reloaded or altered is prohibited for use in police service.
7. A quality control inspection shall be conducted for each ammunition lot by the sergeant or designee at the range.

B. Ammunition for Training and Qualification Testing Only

The following categories of ammunition may be used only for training and qualification testing and are prohibited for regular police use:

1. Full-jacketed bullets; and
2. Nontoxic, frangible rounds.

XVI. RECORD KEEPING

The Finance Division shall be responsible for maintaining an inventory list of all department-issued firearms. The list shall contain a description of the firearm, the type model, serial number, and the officer to whom the firearm is issued.

XVII. ACQUISITION, RETURN AND REPLACEMENT OF UNIFORMS, EQUIPMENT, AND ACCESSORIES

A. Acquisition

1. When acquiring equipment and other articles from the Finance Division, the employee shall endorse the appropriate documents and accept responsibility for properly caring for and preserving all items.
2. Each officer shall obtain the required uniform and accessories within 30 days of appointment to the department.

B. Return

1. Policy

Each employee shall return all equipment as required to the Finance Division before leaving the department.

2. Retirement or Resignation

a. At the officer's option, he or she may turn in the badge to the element commander or any supervisor within the officer's chain of command up to the rank of assistant chief. The officer who receives a retiring or resigning officer's badge shall treat the occasion as a solemn event.

b. The officer receiving the officer's badge shall immediately contact the Property and Supply Section, Finance Division, and notify them of the circumstances. The supervisor shall ensure that the badge is returned to the Property and Supply Section via property receipt within two working days.

3. Termination

a. The terminating employee shall be required to return all items listed on the Outstanding Departmental Equipment, HPD-456 form, to the Finance Division.

b. If any item is not returned:

(1) The terminating employee shall remit the current replacement cost for each item to the Finance Division;

- (2) If the employee's account has not been settled, the commander of the employee's last assignment will assist the Finance Division in retrieving the outstanding items and shall submit a numbered police report listing all of the missing items to the Finance Division commander; and
- (3) The terminating employee's final lump sum payment (for accrued vacation, compensatory time, overtime, etc.) shall be withheld until the account is settled.

4. Death in Service

- a. All of the department-owned property and equipment items assigned to the deceased employee shall be retrieved by his or her command immediately or payment for the items shall be remitted.
- b. The deceased employee's final lump sum payment (for accrued vacation, compensatory time, overtime, etc.) shall be withheld until the account is settled.

C. Missing Items

If any issued equipment, such as a gun, badge, handcuffs, chemical agent, etc., is missing, the officer shall generate a numbered police report and a Request for Replacement of Issued Item(s) e-form within 24 hours of the discovery.

D. Criminal Damage

- 1. If any uniform or equipment is damaged through criminal assault, the employee shall notify his or her immediate supervisor as soon as possible.

2. If any other property is damaged, the employee shall notify his or her immediate supervisor or the officer in charge of the scene, who shall ensure that photographs are taken to document the extent of injuries and damage.
3. The supervisor or the officer in charge, after ensuring that all reports accurately detail injuries, damages, and property ownership, shall submit the reports through the proper channels.

E. Replacement Procedure (Criminal and Noncriminal)

A Request for Replacement of Issued Item(s) e-form shall be submitted to the Finance Division commander.

1. If an assessment is to be made, the employee shall be charged for the replacement cost of the item.
2. If no assessment is to be made, the item shall be replaced at no cost to the employee.

XVIII. UNIFORM ALLOTMENT

A. Initial Allotment

1. Officers are eligible to receive an initial allotment of three complete sets of the standard uniform upon graduation from recruit school.
2. Reserve officers are eligible to receive two complete sets of the standard uniform upon graduation from recruit school.

B. Annual Replacement Policy

1. An employee may purchase up to the maximum units listed in the replacement column in Attachment 3 at approximately 25 percent of the total cost of the uniform or as allowed by the terms of each bargaining unit's contract.



2. The department shall pay the dollar amount allowed by the Department of Budget and Fiscal Services (approximately 75 percent of the total cost) for each allotted replacement item.
3. An employee is eligible to purchase the allotted replacement uniform one year from the date that he or she acquired the previous set.

C. Replacement Procedures

1. The employee shall submit an Employee Uniform Allowance Claim e-form for the Finance Division's approval before ordering any replacement uniform.
2. The employee shall then take an approved copy of the request to purchase uniform form to the supplier so that the order can be processed.
3. The employee shall be responsible for payment of his or her portion of the purchase.

1-26-2024

ARTHUR J. LOGAN  
Chief of Police

Attachments

Post on bulletin  
board for one week

Policy first issued  
March 29, 2002

SPECIFICATIONS FOR NONISSUED ITEMS

I. Standard Shoes

- A. Color: Black.
- B. Material: Patent leather or smooth black leather that reflects a high gloss shine.
- C. Sole Material: Rubber, leather, imitation leather, or mixed composition. Ribbed soles are prohibited.
- D. Heel height: Male--between 1/2" and 1" high.  
Female--no more than 1-3/4" high.

II. Optional Shoes

- A. Color: Black (including soles and laces). Brand names, logos, stripes, trims, and eyelets shall be black, colored black, or removed.
- B. Color for SSD officers only: Predominately sage, allowing some desert tan and/or black inserts (camouflage patterns are prohibited). Color of the sole shall be predominately black, allowing some desert tan and/or sage accents.
- C. Material, excluding the sole: Smooth leather or imitation leather. Only the tongue and side panels of a shoe may be made of a black material (e.g., cordura, nylon, and canvas) other than leather or imitation leather.
- D. Style: High (i.e., six to eight inches) or low cut. General purpose or cross-training. Cleats prohibited.

III. Optional Flashlight and Carrier

Color: Black

Maximum length: 9 inches

Maximum diameter: 2 inches

6-12-2019

ITEMS ISSUED TO POLICE OFFICERS

ALL OFFICERS

1. Standard uniform shirt
2. Standard uniform trousers
3. Cold weather jacket
4. Raincoat
5. Badge
6. Identification card
7. Cap shield
8. Cap/buttons, band, and cover
9. Shoulder patch
10. Shoulder insignia (lieutenant and above)
11. Sergeant stripes
12. Waistbelt
13. Handcuffs, keys, and pouch
14. 26" expandable metal baton and holster
15. Handgun and holster
16. Ammunition and pouch
17. Flashlight, charger, and batteries
18. Chemical agent and pouch
19. Traffic vest
20. White gloves
21. Safety helmet (all-terrain vehicle officers)
22. Whistle
23. Strollermeter
24. Fingerprint kit
25. Safety goggles
26. Disposable gloves
27. Dust mask
28. Police box key
29. Bodily fluid disposal kit
30. Entry cardkey
31. Body armor
32. Portable police radio
33. Metal rank insignia (lieutenant and above)

MOTORIZED OFFICERS

1. Police radio
2. Blue dome light and strap
3. Padlock
4. Electronic siren
5. First aid kit
6. Fire extinguisher
7. Blanket

CROWD CONTROL TEAM (BACK-UP RIOT SQUAD)

1. Riot helmet
2. Training utility uniform
3. Soft cap with HPD insignia
4. Gas mask
5. 36" riot baton with holder
6. Bulletproof vest
7. Riot shield
8. Bag
9. Battle dress uniform

TASK FORCE OFFICERS

1. Utility uniform
2. Battle dress uniform
3. Nylon web holster
4. Nylon web ammunition pouch
5. Nylon web handcuff pouch

HELICOPTER OFFICERS

1. Flight suit
2. Helmet
3. Air crew wings

TRAINING OFFICERS

Training utility uniform

SOLO MOTORCYCLE OFFICERS

1. Shirt
2. Breeches
3. Training utility uniform
4. Motorcycle boots
5. Rain suit
6. Helmet

POLICE ACTIVITIES LEAGUE OFFICERS

1. Polo shirt
2. Shorts
3. Trousers
4. Jacket

BICYCLE PATROL OFFICERS AND MBT

1. Polo shirt with reflective markings
2. Shorts with belt keeps
3. Helmet
4. Bicycling gloves
5. Rain jacket
6. Blackhawk Velcro inner or similar nylon duty belt
7. Bianchi nylon or similar nylon magazine pouch
8. Bianchi nylon or similar nylon OC spray pouch
9. Bianchi nylon or similar nylon handcuff pouch
10. Bianchi nylon or similar nylon flashlight holder
11. Level III retention weapon holster with nylon appearance for Glock 17
12. ASP ballistic weave scabbard
13. Bianchi nylon or similar nylon radio holster

6-12-2019

UNIFORMS

INITIAL AND ANNUAL ALLOTMENTS

Position	Item	Initial Allotment	Annual Allotment (25% of cost)
Police Officer	Shirt	3	3*
	Trousers	3	3*
	Cold weather jacket	1	1
	Traffic vest	1	
	Body armor	1	
Central Receiving Desk Officer	Utility uniform		2
Crowd Control Team Officer	Training utility uniform	1	
	Utility uniform	1	
	Utility uniform	1	
SSD Officer	Utility Uniform	2	3
Police Helicopter Crew	Flight suit	1	
Training Officer	Training utility uniform	1	
Solo Motorcycle Officer	Shirt	3	3
	Breeches	3	3
	Rain suit	1	
	Training utility uniform	1	

UNIFORMS

INITIAL AND ANNUAL ALLOTMENTS

Position	Item	Initial Allotment	Annual Allotment (25% of cost)
PAL Officer	Polo shirt	3	3
	Shorts	2	2
	Trousers	1	1
	Jacket	1	1
Police Reserve	Shirt	2	2**
	Trousers	2	2**
	Rain trousers	1	1
	Jacket	1	1
	Body armor	1	
Police Chaplain	Trousers/skirt	2	2
	Shirt	2	2
Evidence Specialist	Tunic	3	3
Vehicle Maintenance Personnel	Shirt	3	
Parking Enforcement	Shirt	3	3
	Trousers/cargo shorts	2	

\*\*One of the replacements may be a utility uniform top or bottom

ISSUED HANDGUNS

ASSIGNMENT	MAKE/MODEL	SPECIFICATIONS	AMMUNITION
Uniform/ Plainclothes	Glock 17, Gen 4, 9mm Semiautomatic pistol	Polymer frame  4.48" long barrel	CCI Speer, 9mm Luger, 124 grain, Gold Dot HP  Winchester Ranger, 9mm Luger +P 124 grain, bonded JHP
SSD Only (except the Parks Detail)	Glock 21, Gen 4, .45 caliber, Semiautomatic pistol	Polymer frame  4.61" long barrel	CCI Speer, .45 ACP, 230 grain, Gold Dot HP

SUPPLEMENTAL REVOLVERS

Plainclothes or Off Duty	Smith & Wesson .38 Special revolver	Stainless steel or blue finish  Barrel between 2" and 4" long  Five- or six- shot  Chambered for .38 Special Cartridge only	38 Special +P cartridge, 158 grain, lead, semi-wadcutter, hollow point  CCI Speer, .38 Special cartridge, 125 grain, God Dot HP (+P)  CCI Speer, .38 Special cartridge 135 grain, Gold Dot HP (+P)
	Smith & Wesson 9mm revolver	Stainless steel or blue finish  2" barrel  940 J frame	CCI Speer, 9mm Luger, 124 grain, Gold Dot HP  Federal, 9mm Luger, 124 grain, Tactical JHP



### SUPPLEMENTAL 9mm PISTOLS

ASSIGNMENT	MAKE/MODEL	SPECIFICATIONS	AMMUNITION
Plainclothes or Off Duty	Smith & Wesson 9mm, semiautomatic pistol  Except for the Gen 4 and M&P series	Stainless steel or blue finish or combination of both (as offered by the factory)  Barrel that is between 3.5 and 4 inches long  Single- or double-column magazine	CCI Speer, 9mm Luger, 124 grain, Gold Dot HP  Federal, 9mm Luger, 124 grain, Tactical JHP  Winchester Ranger, 9mm Luger +P 124 grain, bonded JHP
	Sig Sauer 9mm, semiautomatic pistol Models: P225, P226, P228, P225DA, P226DA, P228DA, P229, P239, and P365	P365 models: no detachable barrel compensators and no stylized relief cuts that expose the barrel within the slide	
	Glock 9mm semiautomatic pistol  All models within factory specifications	No compensated or ported barrels  Minimum trigger-pull weight of 5.5 pounds	
	Kahr 9mm, semiautomatic pistols, except polycarbonate models  Grandfathered pistol	No compensated or ported barrels  Minimum trigger-pull weight of 6.5 pounds	

7-29-2025

7-29-2025

### SUPPLEMENTAL .40 CALIBER PISTOLS

ASSIGNMENT	MAKE/MODEL	SPECIFICATIONS	AMMUNITION
Plainclothes or Off Duty	Smith & Wesson .40 caliber, semiautomatic pistol  Models: CS40, 4006, 4043, 4046, 410, 4013 TSW, and 4053TSW		CCI Speer, 40 S&W, 165 grain, Gold Dot HP  Federal, 40 S&W, 165 grain, Tactical JHP
	Sig Sauer .40 caliber, semiautomatic pistol  Models: SP2340, P226, P229, and P239	Only with .40 caliber barrels	
	Glock .40 caliber, semiautomatic pistol  All models within factory specifications	No compensated or ported barrels  Minimum trigger-pull weight of 5.5 pounds	
	Kahr .40 caliber, semiautomatic pistols, except polycarbonate models  Grandfathered pistol	No compensated or ported barrels  Minimum trigger-pull weight of 6.5 pounds	

7-29-2025

7-29-2025

### SUPPLEMENTAL 9mm PISTOLS

ASSIGNMENT	MAKE/MODEL	SPECIFICATIONS	AMMUNITION
Plainclothes or Off Duty	Springfield Echelon 9mm semiautomatic pistol  All models within factory specifications	No detachable barrel compensators and no stylized relief cuts that expose the barrel within the slide  Minimum trigger-pull weight of 5.5 pounds	CGI Speer, 9mm Luger, 124 grain, Gold Dot HP  Federal, 9mm Luger, 124 grain, Tactical JHP  Winchester Ranger, 9mm Luger +P 124 grain, bonded JHP
	Walther PDP 9mm semiautomatic pistol  All models within factory specifications	No detachable barrel compensators and no stylized relief cuts that expose the barrel within the slide  Minimum Performance Duty Trigger trigger-pull weight of 5.5 pounds	
	Only Performance Duty Trigger, no Dynamic Performance Trigger		
	Staccato 2011 HD P4 and P4.5 9mm semiautomatic pistol  All models within factory specifications  User required to attend FTU 2011 Operator course prior to qualification	No detachable barrel compensators and no stylized relief cuts that expose the barrel within the slide  Minimum trigger-pull weight of 4-4.5 pounds	

7-11-2025

SUPPLEMENTAL RIFLES

MAKE	MODEL	CAL/GAUGE	AMMUNITION
Colt	AR	9mm	Refer to ammunition list for supplemental pistols.
Colt	AR-15, M-4	223/5.56	Federal, .223 Remington caliber, 55 grain, Tactical Soft Point
Sig Sauer	M400, M400 PRO	223/5.56	Federal, .223 Remington caliber, 55 grain, Tactical Bonded Soft Point
Remington	700	223/30	Federal, .223 Remington caliber, 55 grain, Tactical Soft Point
Remington	40X		
Remington	788		Federal, .223 Remington caliber, 55 grain, Tactical Bonded Soft Point  Any factory-loaded .30 caliber cartridge with a soft-point bullet

4-26-2021

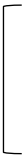
### GRANDFATHERED SUPPLEMENTAL RIFLES

MAKE	MODEL	CAL/GAUGE	AMMUNITION
Ruger	Mini 14	223	Federal, .223 Remington caliber, 55 grain, Tactical Soft Point  Federal, .223 Remington caliber, 55 grain, Tactical Bonded Soft Point
Ruger	77	30	Any factory-loaded .30 caliber cartridge with a soft-point bullet
Savage	110	223 or 30	Federal, .223 Remington caliber, 55 grain, Tactical Soft Point
Winchester	70		Federal, .223 Remington caliber, 55 grain, Tactical Bonded Soft Point  Any factory-loaded .30 caliber cartridge with a soft-point bullet

### SUPPLEMENTAL SHOTGUNS

MAKE	MODEL	CAL/GAUGE	AMMUNITION
Remington	870	12	Federal, 12 gauge caliber, 2 3/4" length, maximum dram, 00 Buck  Federal, 12 gauge caliber, 2 3/4" length, maximum dram, 1 oz. Rifled slug
Remington	1187-P		
Benelli	M1 Super 90		
Benelli	M3 Super 90		
Beretta	1301 Tactical 18.5 inch barrel		

11-17-2023



### DEPARTMENT-AUTHORIZED OPTIONAL POLICE BASEBALL CAPS

The only authorized vendor for the optional police baseball cap is J.R.'s Caps & Embroidery.

Makes and Style Numbers: Richardson PTS30, Richardson 414 Pro Mesh Adjustable, Richardson 632 R-Flex Adjustable, and the Flexfit 6277 in the XXL size only.

Color: Navy

Authorized design elements on the cap: Only badge and letter embroidery depicted below.

Embroidery (badge and letters) color for officers of the rank of corporal and below.



Embroidery (badge and letters) color for officers of the rank of sergeant and above.



EXTERNAL BALLISTIC VEST CARRIER	
Equipment	Placement on vest
Additional Ammunition Magazines	Opposite firearm or nondominant side; issued magazines shall remain on the duty belt
Conducted Energy Weapon	Opposite firearm or nondominant side
Flashlight	Front of vest on opposite firearm or nondominant side
Handcuffs	Opposite firearm or nondominant side
Radio	Front of vest on either firearm or non dominant side
Tourniquet	Front of vest near centerline of body