

## Procedure

# 12.1

EFFECTIVE  
DATE  
12-11-19

# Eugene Police Department



---

## Equipment

### 12.1.1 PURPOSE AND SCOPE

To provide clear guidance on the use and expectations of employees regarding department equipment.

### 12.1.2 PROCEDURES

#### A. Generally

1. Other than in emergencies, employees may use equipment only as it was designed to be used.
2. Employees are responsible for all equipment issued to them, and employees must maintain it in proper order.
3. Employees who are operating a city vehicle, must have their driver's license in their possession.

#### B. Required duty equipment

1. *Uniformed officers.* This equipment is to be worn by or available to uniformed officers responsible for answering calls for service or while working other operational assignments which would necessitate the full complement of equipment.
  - a. On the officer's person:
    - department-issued handgun
    - minimum of two extra magazines of ammunition
    - handcuffs
    - less lethal – two of the following;
      - ASP baton
      - PR-24 (or equivalent)
      - Taser
      - OC Spray
    - portable radio
    - rubber gloves
    - badge and identification

- BWV Camera
- b. Available in the patrol vehicle:
- patrol rifle, including 80 rounds
  - flashlight
  - PR-24 baton
  - gas mask
  - helmet
  - traffic safety vest
  - protective eyewear
  - tourniquet
  - flexible restraint device
  - department issued cell phone

Some vehicles, such as motor cycles, have limited cargo capacity. Employees in those assignments may modify their patrol vehicle carried equipment to meet their needs and assignment duties.

2. Plainclothes officers. Any officer working a plainclothes assignment, but not working "undercover" (as defined below), will have the following equipment:
- a. On the officer's person:"
- Department-issued handgun
  - Minimum of one (1) extra magazine of ammunition
  - Badge and identification
  - Handcuffs
  - Portable radio (except while at HQ)
- b. Carried with the officer, and readily available:
- patrol rifle
  - less lethal – two of the following;
    - ASP baton
    - PR-24
    - Taser
    - OC Spray
  - flashlight
  - rubber gloves
  - ballistic vest (under clothing or exterior carrier)
3. Undercover officers
- a. An "undercover" officer is one who is engaged in a covert operation, done with supervisory approval, in which the officer is acting a part other than that of a police officer.
- b. The undercover officer's unit supervisor will specify what equipment is to be carried and/or readily available to the officer.

**C. Portable radios**

1. Employees who are on duty, and in uniform must have a properly functioning portable radio. Employees must also monitor their assigned frequency, unless an exception has been authorized by a commanding officer.
2. When possible, employees should test their radio battery at the beginning of their shift. Any battery which does not seem to be retaining a charge or otherwise performing properly should be submitted to Radio Maintenance for testing.
3. Field employees should generally take a spare radio battery with them during their shift.
4. Submit a "radio failure report" documenting any technical problem you have with a radio or department-issued accessory.

**D. Flashlights**

Employees must keep their flashlight available and serviceable.

**E. Gas masks/helmets**

Employees must carry gas masks and helmets with face shields in their patrol vehicle unless specifically directed otherwise by a supervisor. Employees are responsible for keeping them serviceable. Employees must notify their supervisor if they discover either item not serviceable.

**F. Traffic safety vests**

Employees must wear a traffic safety vest if exposed to traffic, or directing traffic, for more than five minutes. (*Refer OAR Ch. 47, Section 1926, 650[f]*)

**G. Cameras**

1. A department issued cell phone may be used for camera

**H. Display of identification**

Employees must wear a visible identification card or badge if they are not in uniform and are in the Communications Center, Records, or any other department location where they might not be recognized.

**I. Stolen, missing, or damaged equipment**

1. Report any department-issued equipment which is stolen, missing, or damaged, and which meets any one of the criteria below, via memo through the chain of command to your division manager or designee, explaining the circumstances:
  - Replacement value is \$100 or greater;

- EPD badge, identification card, key, or security access card;
  - Weapon of any type (including non-lethal weapons, such as pepper spray);  
**or**
  - Any round(s) of firearms ammunition.
2. If a department-issued weapon, radio, badge, identification card, mobile data computer (MDC), or security access card (e.g., proximity card) is stolen or missing, the following additional steps will be taken within one hour of the discovery that the item is missing:
- a. Notify your supervisor or, if your supervisor is not working, another on-duty supervisor.
  - b. That supervisor will send an e-mail (or ensure that one is sent) to the group address *\*Eugene Police Missing Property* and include the missing item's description, serial number, and City equipment number (where applicable). The e-mail should be sent as high priority.
  - c. The supervisor will also contact on-duty Records personnel so that the item can be entered into LEADS as stolen or missing. The request may be made verbally, but must be followed up with written documentation (e.g., a copy of the e-mail message referred to above).
  - d. If the item is subsequently located or recovered, an e-mail to *\*Eugene Police Missing Property* should be sent advising of this information. In addition, Records should be contacted so that the item's status in the computer can be changed.
3. A personally purchased EPD badge which is lost, missing, or stolen will be reported in accordance with paragraphs 1 and 2 above due to the potential for misuse.

**Chris Skinner**  
**Chief of Police**