



POLICE DEPARTMENT

**UNIFORMS &
EQUIPMENT**

**ADMINISTRATIVE
PROCEDURE #208**

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard Jr.
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Policy Statement

The Johns Hopkins Police Department (JHPD) provides uniforms and equipment necessary for the performance of police duties and responsibilities to the extent permitted by the annual operating budget. All uniforms and equipment are purchased by the JHPD in accordance with Johns Hopkins procurement procedures and remain the property of the JHPD.

Who Is Governed by This Policy

This Directive governs all bureaus, sections, and their members, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD.

Purpose

The purpose of this Directive is to establish regulations for the issuance, maintenance, wearing, and inspection of uniforms and equipment issued by the JHPD.

Definitions

Accouterment:	Additional uniform attachments or items of dress including but not limited to pins, ribbons, and badges, but not including clothing or weapons.
Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Personal Protective Equipment (PPE):	Equipment designed to protect personnel from chemical and biological hazardous materials. The equipment ensemble is regulated by the U.S. Occupational Safety and Health Administration's requirements for personal protection. The equipment issued to members will provide a respiratory and dermal (skin) level of protection from exposure to a wide variety of chemical and biological warfare agents.

Policy

The appearance of an officer in uniform reflects on every member of the JHPD, the police profession, and the Johns Hopkins community. Maintaining a neat, professional, and uniform appearance projects technical competence and is critical to advancing public trust and respect. Officers shall ensure that they present a neat, clean, and businesslike appearance when in uniform. All issued equipment will be maintained in good working condition and kept clean and presentable at all times. Regular inspections will be conducted by supervisory personnel in accordance with this Directive.

Procedures

I. General

The Logistics Manager or their designee is responsible for the control of JHPD uniforms and equipment. This responsibility includes acting as the liaison with the uniform vendor, authorizing the issuing and reissuing of uniforms and equipment, and overseeing the maintenance and accounting of all stored public safety equipment.

- A. All officers will maintain the prescribed uniform regardless of their assignment. Clothing covering the face in a manner that would prevent an officer from being identified is prohibited, with the exception of approved facial coverings for medical, health, or religious purposes or unless such concealment is consistent with a current assignment.
 - Officers assigned to specialized units must have the basic prescribed uniform readily available and all items required for their particular assignment.

- B.** Unless authorized by the Chief of Police or their designee, uniformed officers will appear in the uniform of the day, including all issued accouterments and equipment, when on-duty.
- C.** No member of the JHPD will allow another member or any other person to use their issued identification card, badge and credentials, or any other JHPD-issued uniforms or equipment.
- D.** Whenever an officer is under suspension, they shall surrender their issued weapons, badges, and all issued credentials to their supervisor for the period of suspension.
- E.** Members are personally responsible for **all** uniforms, equipment, and motor vehicles issued or assigned to them.
- If an issued piece of equipment, uniform, or accouterment is lost, stolen, or damaged, a Replacement Supply/Equipment Request Form will be completed by the member before the end of their shift in accordance with Section VIII of this Directive.
 - An Incident Report shall also be completed by the member in accordance with JHPD Directive #470, Field Reporting System.
- F.** No decoration or insignia will be worn by a member on the JHPD uniform unless authorized by the Chief of Police or their designee, who will designate where, when, and in what manner the insignia or decoration will be worn.
- G.** Officers and other members assigned uniforms will wear only those uniform items and equipment issued by the JHPD, except where otherwise authorized by this Directive. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 41.3.4)
- All uniform clothing and equipment will be approved by the Chief of Police.
 - The uniform must command respect, for it identifies the officer as a representative of the JHPD. It should be in excellent condition and worn with pride.
 - Issued equipment will be maintained by following the manufacturer's recommendations for cleaning and maintenance.
- H.** Officers are not permitted to wear the JHPD uniform while attending any court proceeding as a spectator or as defendant in a criminal trial, as a plaintiff or defendant in a civil trial, or as a juror.

II. Issued Uniforms & Equipment

A. All members are issued a plastic or laminated JHPD photo identification card that includes the member's identification number, their position title/class, and the authority granted to the position/class. (CALEA 22.1.8.b)

B. Officers are issued the following basic equipment. Most of these items have a maximum allowable issue limit; this limit appears in parenthesis to the left of the respective item:

- | | |
|--|--|
| (1) Armor, soft body with (2) carriers | (2) Badge (1 uniform, 1 wallet) |
| (1) Ballistic eye protection—clear | (1) Band, mourning, with blue line |
| (1) Duty belt, black | (1) Duty belt liner, black |
| (1) Set, weight-bearing suspenders | (1) Badge belt clip |
| (1) Cover, hat, reversible | (2) Identification card |
| (1) Gloves, frisk/puncture resistant | (1) Handcuffs, S&W |
| (1) Hat, 8-point with hat badge | (1) Hat, patrol/field ball cap with logo |
| (1) Hat, patrol/field knit cap with logo | (1) Baton, expandable |
| (1) Holder, baton | (1) Holster, Glock G47, 45/43x, black |
| (1) Jacket, 3-in-1 | (4) Keepers, duty belt, black |
| (1) Pouch, pistol mag, black | (2) Key, marked police cruiser |
| (1) Body-worn camera, with holder | (1) Mask, CPR |
| (1) Mask, N-95 | (1) Pistol, Glock G47, 45/43x |
| (1) Pouch, handcuff, black | (1) Pouch, oleoresin capsicum, black |
| (1) Spray, oleoresin capsicum | (1) Trouser, training |
| (1) Shirt, training | (5) Shirt, long sleeve, patrol |
| (5) Shirt, short sleeve, patrol | (3) Trousers, patrol |
| (6) Name tape | (1) Nameplate, brass |
| (1) Trousers, dress | (1) Shirt, long sleeve, dress |
| (1) Tie clasp | (1) Necktie, DK navy/black |
| (1) Vest, traffic safety | (1) Portable radio |
| (1) Dress coat/blouse | (1) Tourniquet, belt worn |
| (1) Agency marked duffel/gear bag | (1) Ballistic helmet |
| (1) Set of riot protective gear | (1) Gas mask |

C. **Reimbursement for Certain Expenses**

Officers may be reimbursed for certain uniform expenses incurred during the course of duty. All receipts must be submitted to the Senior Director of Finance and Administration for Public Safety in conformance with the Johns Hopkins purchasing policy, [Business Expenses \(Non-Travel\) \(PRO006\)](#).

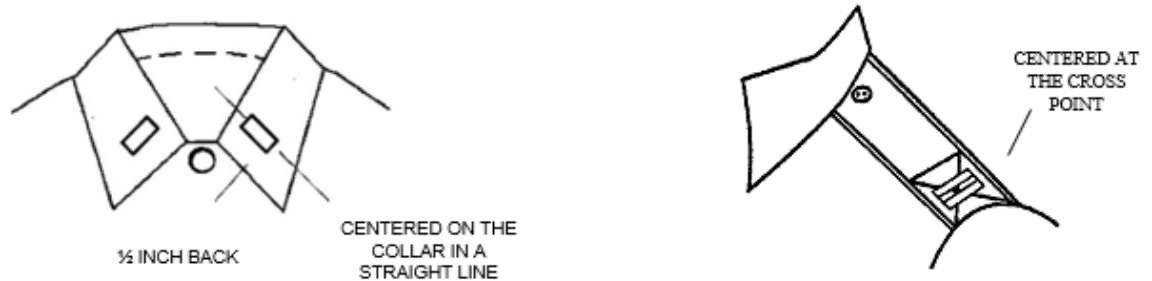
III. Uniform Regulations (CALEA 26.1.1)

The following regulations will govern, in every instance, the wearing of the uniform. Deviation from this Directive by substituting personal equipment or unapproved police equipment for issued or approved equipment will constitute grounds for disciplinary action. Personal items of clothing may be authorized by the officer's supervisor to be

worn in addition to the regulation uniform during severe weather conditions. Officers shall ensure that they adhere to all the following regulations.

- A. **Blouse:** Officer's regulation-issue blouse will be worn, and pencils or pens will not protrude from the pockets.
- B. **Shirt:** Officer's regulation-issue shirt will be worn. When the short-sleeve shirt is worn, the officer may either wear a navy-blue crew-neck base layer shirt or an undershirt that is not visible at either the neck or biceps. Medallions, chokers, or necklaces will not be visible at the neck. Pencils or pens will not protrude from the pockets. Any undershirt should be a plain color with no logos, pictures, words, etc.
- C. **Necktie & Tie Tack/Bar:** When the long-sleeve dress shirt (Class A and Class B) is worn, the officer will wear either the issued tie and tie tack/bar or, when authorized, the mock turtleneck. When the issued tie is worn, it will be secured to the shirt by a regulation tie tack/bar attached to the tie between the third and fourth buttons from the top of the shirt.
- D. **Turtleneck & Dickies:** A navy-blue turtleneck or dickie, when purchased at the officer's expense, may be worn with the long-sleeve shirt in place of the uniform tie with Class B and Class C uniforms only.
- E. **Badge:** When the badge is worn on the shirt, blouse, and patrol jacket, officers will wear their badge in the holder provided above the left pocket.
 - **Mourning Shroud for Badge:** A black mourning band will be worn over the badge for 30 days after the death of a JHPD officer or an officer of another law enforcement agency within the city of Baltimore.
 - The mourning band will be worn by officers until interment for allied law enforcement officers of the state of Maryland who have been killed in the line of duty.
 - All uniformed officers attending police funeral services will wear the mourning band.
- F. **JHPD Shoulder Patch:** This emblem is to be placed on both shoulders of all uniform shirts and the "soft" and "hard" shell of the 3-in-1 patrol jacket. All shoulder patches will be placed so that the top is 1/2 inch below the shoulder seam and centered on the seam.
- G. **Cloth Chevrons:** These will be sewn on both sleeves, centered 2 inches below the JHPD shoulder patches of the dress blouse, and 1/4 inch below the JHPD shoulder patch on the uniform shirts of officers at the rank of Sergeant. Cloth chevrons will not be sewn on any water-resistant garment.

- H. Collar Ornaments:** These will not be worn on the shirt at any time, with the exception of insignia of rank at the rank of Lieutenant and above. When worn on the blouse, collar ornaments will be placed in a vertical position on the collar of the blouse, just above the lapels.



- I. Insignia of Rank:** These will be worn on both shirt collars of officers at the rank of Lieutenant and above, 1/2 inch back from the collar opening and centered on a straight line parallel to the collar top at all times. Insignia will be worn on each shoulder epaulet and centered at the cross point of the seams on the patrol jacket.

• Chief of Police	4 gold stars
• First Deputy Chief of Police	2 gold stars
• Deputy Chief of Police	1 gold star
• Captain	2 gold bars
• Lieutenant	1 gold bar
• Sergeant	3 chevrons
• Police Officer I, II, III	None

- J. Nameplate:** These will be worn secured over the right breast pocket, centered, and with the bottom edge of the nameplate touching the top edge of the flap of the right breast pocket on the shirt or blouse. On the patrol jacket, the nameplate will be worn in the holder provided above the right breast pocket. Nameplates that do not fit the holder will be placed covering the holder with the attaching pins penetrating the holder only and secured from the inside.

- K. Ribbons:** Authorized ribbons will be worn secured over the left breast pocket, centered, and with the bottom edge of the ribbon touching the top edge of the flap of the left breast pocket. Multiple ribbons will be displayed in a ribbon holder, with a maximum of three permitted at any time.

- L. Specialized Unit/Training Insignia Pins:** When authorized, specialized unit/training insignia pins (CIT, FTO, K-9, etc.) will be worn on the right

pocket flap. Only one specialized unit/training insignia pin may be worn at a time. It is the choice of those officers issued more than one specialized unit/training insignia pins which issued pin is worn.

- M. Handcuffs:** Handcuffs will be placed in a handcuff case worn on the uniform gun belt (noncommissioned officer) or waist belt (commissioned officer) where it is conveniently accessible to the individual. The method of carrying handcuffs by nonuniformed officers will be determined by the nature of the individual's assignment. A second pair of handcuffs may be purchased and worn by officers, provided they are the same model and manufacturer as those issued by the JHPD.
- N. Handguns:** Officers will carry handguns in accordance with JHPD Directive #403, Authorized Defensive Weapons.
- O. Hat, 8 Point:** The regulation issued 8-point hat will be worn by uniformed police officers wearing the Class A uniform when attending special functions, funeral details, ceremonies, or other official functions. Uniformed officers wearing the Class B uniform may wear the hat when attending special functions or during routine duties.
- P. Hat, Patrol Ball Cap:** The issued ball cap may be worn during routine duties by uniformed officers wearing the Class C uniform or the training uniform, if appropriate.
- Q. Hat, Patrol Knit Cap:** The issued knit cap may be worn in cold weather in substitute of the patrol ball cap during routine duties by officers wearing the Class C uniform or the training uniform, if appropriate.
- R. Holsters:** The holster will be worn and used in accordance with JHPD Directive #403, Authorized Defensive Weapons.
- S. Duty Belt:** The Atlas belt with Cobra buckle will be worn directly over the waist belt and will fit snugly. Only black Kydex or nylon pouches will be attached to the gun belt. Officers are encouraged to wear the issued weight-bearing suspenders to support the duty belt.
- T. Magazines:** Two magazines will be carried by uniformed officers and will be placed in the issued or approved magazine pouches on the gun belt. Magazines will be worn on the officer's support side and will be vertical.
- U. Patrol Jacket (3-in-1):** These will be issued to all officers. Only the badge patch, nameplate, shoulder patches, and rank insignia will be displayed on the patrol jacket.
- V. Soft Body Armor:** In conformance with Section VII of this Directive, soft body armor (protective vest) is issued to all officers to provide a measure of protection against assault. It is designed to reduce the probability of a

fatal wound and decrease the extent of an injury; however, it is not a guarantee against injury or death. Officers not required to wear a vest are encouraged to wear the issued vest, not only for the measure of protection it provides but also because it is the only one that conforms to rigid specifications, manufacturing quality-control standards, and precise ballistic testing monitored by this agency. (CALEA 41.3.5)

- Under no circumstances will an officer make or attempt to make any alterations to the vest. If it becomes unserviceable, it will be returned to the Logistics Manager for replacement.
- When issued or purchased through the Logistics Manager, soft body armor may be worn in an exterior vest cover.

W. Uniform Pants/Slacks: All officers will wear issued uniform pants/slacks unless otherwise prescribed.

X. Socks: Uniformed officers will wear black or dark navy socks.

Y. Uniform Boots/Shoes: Officers wearing the Class B, Class C, or training uniform may wear military-style shoes or boots, provided they are solid black and present a professional appearance. The footwear may be constructed of leather, synthetic leather, or nylon and must be free from ornamentation. The sole of the footwear must be proportionate to the shoe or boot. The footwear shall be well maintained and clean.

- Class A Uniform Shoes: Will have a plain toe, a 5-inch-high (maximum) quarter, and a distinct 1 1/2-inch-high (maximum) heel. Shoes will be constructed of black smooth leather or simulated leather capable of being polished to a high luster. They shall be fastened by a single strap or laces, with no more than six pairs of eyelets per shoe, and they shall have no ornamentation. Their design shall be such that the uniform trousers shall not ride up on the heel opening.

Z. Portable Radio Holster: These will be placed on the gun belt wherever it is most convenient, accessible, and comfortable for the individual. When a microphone holder is used with a portable radio, it will be worn in the manner recommended by the manufacturer.

AA. Body-Worn Camera (BWC): The BWC will be worn by all officers and used in accordance with JHPD Directive #433, Body-Worn Cameras.

BB. Personal Rescue Tool: These may be purchased by officers at their own expense but must be equipped with a folding or locking cutting edge and a belt clip and, when carried, will be worn in a discreet location that affords maximum safety, control, and retention of the tool. It will not be stored on the dashboard, hanging from the steering column, in the glove compartment, or anywhere else in a department vehicle.

- The intended use of this tool is for emergency rescue situations—e.g., cutting seatbelts at accident scenes or freeing victims who may be entangled in such an instance by a foreign object.
- It will not be used for the cutting of restraints or flex cuffs, unless exigent circumstances exist, and the officer will exercise extreme caution so as not to cause injury to the individual restrained.
- The rescue tool will be secured in the same manner as is required for defensive weapons when in a secured area.

CC. Secondary Flashlights: A second flashlight may be purchased and worn on the gun belt in a holster of similar design and construction as those of issued equipment.

- A secondary flashlight provides an alternative source of illumination to the flashlight issued with the patrol vehicle and may be purchased at the officer's expense. Flashlights that are combined with any form of weapon system are prohibited.

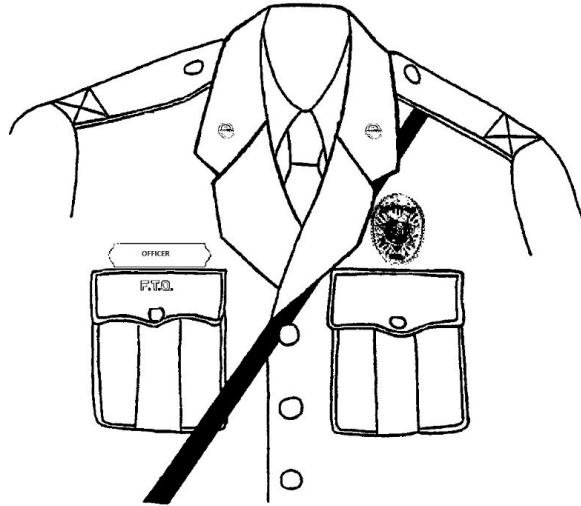
DD. Business Card: Officers will carry business cards and provide one to any person who requests the officer's identification, including name, badge number, phone number, or email address.

IV. Uniform Classes (CALEA 26.1.1)

Seasonal variations in temperature and climate conditions require flexibility in the type of uniform to be worn. To eliminate confusion concerning the proper combination of uniform apparel, the following uniform classifications have been established:

- A. Class A (Special Functions, Funeral Details, Ceremonies, Other Official Functions) (Dress Uniform):** Blouse, coat, slacks, long-sleeve shirt, black tie, full insignia, awards, white gloves, administrative belt, and 8-point uniform hat.
- B.** Officers at the rank of Lieutenant and above will be issued a double-breasted command-style coat. The issued blouse coat will be worn over the white, Class B shirt.
- Dress coats issued to Sergeants and below will be worn with the Sam Browne belt, over the coat, and the 1-inch-thick shoulder strap will be attached to the belt by D-rings.
 - The blue long-sleeve Class B shirt will be worn under the blouse coat and by patrol officers, detectives, and Sergeants.
 - The following uniform items will be issued in basket-weave leather for exclusive use and wear with the Class A uniform: Sam Browne belt

- (1) Sam Browne shoulder strap
- (1) Safariland 7 Series holster
- (1) Dress pistol mag pouch
- (1) Dress handcuff pouch



C. **Class B (Court Appearances, Other Special Functions):** Issued long-sleeve shirt, issued trousers, tie, tie clip, full pin-on awards and insignia, uniform dress shoes or shineable leather boots, and 8-point hat.



- D. Class C (Patrol/Extra Duty Details):** Issued long- or short-sleeve shirt, issued trousers, sewn-on name tape, duty belt, ball cap/knit cap (optional) (black turtleneck or dickie worn while in long sleeves). No pin-on items.



- E. Training Uniform:** Johns Hopkins blue-and-navy polo with “JHPD” logo on front, tactical-style training pants, uniform boots, and administrative belt. Specific training needs may dictate changes to the clothing worn during training purposes. The Training Coordinator or instructional staff shall determine the exact clothing attire (business attire, civilian attire, range-type uniform, etc.).

V. Uniform of the Day (CALEA 26.1.1)

- A.** Supervisors will maintain consistency within their staff regarding the class of uniform to be worn. Under no circumstances will different classes of uniforms be worn at an official function.
- An official function shall be described as any on-duty assignment other than routine duties—e.g., special guard details, official funerals (including any viewing), scheduled meetings with individuals or groups when acting as the representative of the JHPD, and any other event so designated by the appropriate division supervisor.
 - When a class of uniform has been designated as the uniform of the day, it shall be worn as described and shall not be altered or modified in any manner.
- B.** During shift briefing, supervisors will conduct a visual inspection of issued equipment and uniforms to ensure they are properly maintained and serviceable. (CALEA 53.1.1.a, b, c)

- Section supervisors will ensure that officers under their command who have damaged, defective, or worn equipment repair or replace it. (CALEA 53.1.1.e)
- C.** When reporting for duty, officers will wear or carry **all issued equipment** necessary to perform their assigned duties.
- Officers will maintain all uniforms and issued equipment in good working condition so they are ready for service and available for inspection. (CALEA 17.5.2)
 - Officers will promptly report any damage, wear, or defects that render any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
- D.** The Class A uniform, if issued, shall be designated as the dress uniform. This uniform shall be worn when attending or assigned to any official function and when ordered by the Chief of Police or their designee.
- E.** The Class B uniform is designated as an administrative uniform that may be worn for court appearances, administrative responsibilities, or other events.
- F.** The Class C uniform is designated as a less formal, comfortable uniform that is generally considered as the uniform of the day for patrol operations and details and may also be worn to traffic court.
- G.** Unless otherwise directed by the Chief of Police, the Class C short sleeve will be worn from May 30 to September 30. The Class C long sleeve will be worn from October 1 to May 29.
- Optional Period: From March 15 to May 30 and from October 1 to November 15, due to fluctuating seasonal temperatures, officers have the choice of the Class C long or short sleeve.
- H.** Unless authorized by the Chief of Police or their designee to wear other appropriate apparel, uniformed officers will wear the uniform of the day.
- I.** **Plainclothes Officers:** While on-duty, officers in plainclothes assignments shall be attired in professional business attire that is neat, clean, pressed, and properly tailored. Duty weapons shall remain concealed at all times. Shoes shall be clean and shined. Professional business attire includes:
- Suit with coat and dress pants or trousers
 - Dress shirt or blouse, tucked into the trousers
 - A necktie (optional)
 - Synthetic leather or leather dress shoes, which shall have low heels and closed toes

- Sandals or tennis shoes shall not be permitted, and
- Socks or stockings shall be worn.
- Synthetic leather or leather belt

VI. Soft Body Armor (CALEA 41.3.5)

- A. The following officers are required to wear the issued soft body armor or protective vest while on-duty:
- Those ranks of officer through Deputy Chief, while working in uniform.
 - Officers assigned to preplanned, high-risk situations, including but not limited to the execution of Search and Seizure Warrants, the execution of arrest warrants, traffic assignments, and tactical assignments. (CALEA 41.3.6)
 - Any officer ordered to wear a vest by supervisory personnel because of the nature of their assignment.
- B. **All officers are required to have their vests readily available while on-duty.**
- C. An officer who is struck by gunfire or another object in an area protected by the body armor will:
- Immediately report the incident to a supervisor.
 - Be taken to a hospital as soon as possible, regardless of whether the assaulted officer feels any ill effects or whether any external injury is recognizable.
 - Submit a detailed report in accordance with JHPD Directive #470, Field Reporting System. The report will include the circumstances of the incident, all pertinent details, and close-up photographs of the impact area.
 - Complete and submit a Report of Injury to the Public Safety Human Resources Director.
 - Forward the body armor worn at the time of the assault to the Logistics Manager, who will evaluate its serviceability and integrity to determine if the protective characteristics of the vest have been diminished.
 - Requisition another vest from the Logistics Manager as a replacement.

- D.** The effectiveness of the ballistic material to deter injury is substantially reduced when it becomes wet. Officers should inspect their vest panels regularly and clean them in accordance with the following instructions:
- Do not immerse in liquid.
 - Gently wipe down ballistic panels with a damp sponge or washcloth using mild detergent.
 - Remove any excess detergent with a damp sponge or washcloth using clean water.
 - Allow to thoroughly air-dry before inserting panels into carrier.
 - Do not dry-clean, machine wash, or bleach.
 - Do not dry outdoors in the sun.
 - Before cleaning the outer shell, remove all panels from the front and back.
 - Dry-cleaning of the outer shell is preferred.
 - If washing in a washing machine, close all Velcro fasteners. Use a durable press cycle, warm water (approximately 120°F).
 - Use low-suds detergent and air-dry or machine dry on low.
 - Ensure the outer shell is completely dry before reinserting panels.
 - For further care instructions, refer to the issued ballistic vest's care and maintenance manual.
- E.** Soft body armor shall be worn under the uniform shirt in the manufacturer-provided carrier. It is recommended that officers wear a T-shirt under the armor as a barrier to protect against chaffing and perspiration.
- Officers are encouraged to wear the issued weight-bearing suspenders to support the duty belt.
- F.** Officers shall ensure that the body armor is not left lying unprotected inside an automobile or left exposed to sunlight for extended periods of time, since ultraviolet rays have a deteriorating effect on the ballistic material.
- G.** The Logistics Manager will ensure that all new ballistic vests purchased pass the Federal Bureau of Investigations' body armor test protocol, and the Logistics Manager shall:
- Develop, implement, and maintain a program for the scheduled replacement of soft body armor.

VII. Personal Protective Equipment (CALEA 41.3.2)

PPE provides a safe barrier from chemical, biological, radiological, or nuclear (CBRN) agents, as well as many other common hazardous materials when they are released accidentally or when weaponized. PPE is issued to all officers who have completed the required training.

- A.** Upon receipt of the following equipment, officers should ensure that all of the listed equipment is stored in the provided equipment bag.
- N-95 mask
 - Avon C50 protective mask with attached filter
 - Spare sealed filter for incidents involving weapons of mass destruction
 - XRT or Tyvek protective suit
 - Butyl gloves
 - Nitrile gloves
 - Chemical overshoes
 - Equipment bag
- B.** Officers will maintain their PPE in the equipment bag at all times, and will carry the PPE and equipment bag when assigned to a patrol vehicle. All attempts should be made to keep the bag dry. Timely deployment of adequately protected personnel is critical at the scene of a CBRN event.
- C.** Captains will conduct annual inspections of all uniforms and equipment assigned to each officer under their supervisor. In addition, supervisors will conduct monthly inspections of their officers' issued PPE and record the results on a Personnel Inspection Report. Supervisors will ensure that officers carry the equipment bag in their assigned vehicle while on-duty and that the PPE is in the following condition: (CALEA 46.1.8, 53.1.1)
- N-95 mask unused and in packaging
 - Protective mask in functional order, straps and seals properly attached
 - Two protective mask filters, one attached to mask and one sealed, for chemical or biological agents
 - Escape mask sealed in package
 - XRT or Tyvek protective suit unused and without holes or tears
 - Both butyl (black) and nitrile (blue) gloves in functional order
 - Overshoes without holes or tears

VIII. Replacement Uniforms & Equipment

- A. Lost, Stolen, or Damaged Equipment:** When an issued uniform or piece of equipment is lost, stolen, or damaged, a memorandum explaining the circumstances shall be completed by the officer issued the equipment, in addition to any Incident Report required by JHPD Directive #470, Field Reporting System. Both reports will be routed through the on-duty supervisor and through the chain of command to the Deputy Chief. Before the end of their shift:
- B.** The on-duty supervisor will ensure that a National Crime Information Center entry is initiated for any lost or stolen serialized equipment, will attach a copy of the entry to the approved Incident Report, and will submit a Replacement Supply/Equipment Request Form.
- C.** Any issued uniform or piece of equipment that is lost, stolen, or damaged due to negligence may be replaced at the responsible officer's expense. Officers will be given two weeks from the date of loss to attempt recovery of any lost or stolen item. If unable to recover the item, officers shall:
- Pay the current replacement price of the same item or its equivalent.
 - A memorandum will **not** be completed when uniforms and uniform accouterments such as the nameplate, ribbons, etc., are damaged through normal wear.
- D. Replacement Uniforms & Equipment:** Officers requesting replacement uniforms or equipment will complete a Replacement Supply/Equipment Request Form and submit it, along with a copy of the appropriate memorandum for lost, stolen, or damaged property, to their supervisor. (CALEA 17.5.2)
- Except for requests necessitated by normal wear, the officer's supervisor shall make inquiries and recommendations to the Deputy Chief as to liability before the replacement of lost, stolen, or damaged equipment or uniforms is authorized.
 - Approved requests will be forwarded by the officer to the Quartermaster for replacement.
 - When replacing defective or worn uniforms and equipment, officers must turn in the defective or worn item to receive a replacement.
- E. Supervisor Responsibilities:** During roll call, supervisors will conduct a visual inspection of issued equipment and uniforms to ensure maintenance and serviceability. (CALEA 53.1.1.a, b, c)

- Supervisors shall ensure that members under their command have damaged, defective, or worn equipment repaired or replaced. (CALEA 53.1.1.e)

F. Officer Responsibilities: Officers shall maintain all issued equipment in good working condition for service and available for inspection.

- Promptly report any damage, wear, or defects that render any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
- At the time of retirement, termination, or dismissal, officers shall turn in all issued equipment to the Logistics Manager or their designee.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Chief of Police.

Related Resources

University Policies and Documents
Administrative Procedure #202, Written Directive System Operational Procedure #403, Authorized Defensive Weapons Operational Procedure #433, Body-Worn Cameras Operational Procedure #470, Field Reporting System Johns Hopkins Purchasing Policy, Business Expenses (Non-Travel) (PRO006)
External Documentation
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	jhpdpolicyinquiry@jh.edu