



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



Chapter 22 Uniforms and Equipment

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Chapter 22 Uniforms and Equipment
Section 01 Uniforms

GO 18-042, 07/03/2018
Supersedes GO 14-112

A. Policy

1. The Aberdeen Police Department will provide uniforms and equipment necessary for the performance of the duties of all employees to the extent permitted by the budget.
2. The attire of on-duty non-uniformed non-sworn and police employees will reflect an appropriate and professional appearance (26.1.1)
3. All issued uniforms and equipment will be purchased by the Department in accordance with the regulations of the City of Aberdeen, and will remain the property of the Department.
4. Uniformed personnel while on-duty will appear in the prescribed uniform at all times.

B. Responsibilities

1. The uniform must command respect, for it identifies the employee as a representative of the Department.
2. The uniform must be worn with pride and in a way to bring credit to the Department.
3. Any sworn employee of the Department under suspension pending a hearing must turn in all Department property issued to him/her as instructed by the suspension officer.
 - a. A sworn employee under suspension as a result of disciplinary action, will be required to surrender his/her issued weapon, badge(s) and all cards which identify him/her as being an employee of the Department, to the Chief of Police or designee for the period of suspension.
4. Every Department employee will assume a personal responsibility for all Department property issued to them or placed in service for their use or convenience.
5. Uniformed employees of the Department will be held responsible for uniform, motor vehicle, or other equipment issued or assigned to them; and where it is established that this equipment is lost or damaged through negligence, the responsible employee may be obligated to replace or repair the same at his own expense.
6. All uniform clothing and equipment will be approved by the Chief of Police.
7. All Department personnel who wear a uniform issued by the Department shall abide by the standards of dress and neatness.
8. All police employees, regardless of their assignment, will have available for use at least one complete Class "A", "C", and "D" uniform.

C. Rules (26.1.1)

1. No decoration or insignia will be worn by any Department employee on the Aberdeen Police Department uniform unless authorized by the Chief of Police, who will designate where, when, and in what manner the insignia or decoration shall be worn.
2. Department employees are not permitted to wear the uniform while attending court as a defendant in a criminal trial, a plaintiff or defendant in a civil trial or while serving as a juror, or attending as a member of the public or in support of another individual. (See *Policies and Procedures Manual* Chapter 31.03 Court Attendance.)
3. A non-sworn employee is prohibited from wearing any portion of the sworn officer uniform.



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4. A non-sworn employee is prohibited from the improper or unauthorized use of Department equipment.
5. All Department personnel are prohibited from wearing uniform items or using equipment that fail to meet established specifications.
6. No police employee of the Department will allow another employee or any other person to use his badge or personal police identification card.

D. Issued Uniforms (17.5.2)

1. Sworn and non-sworn personnel are issued uniforms, appropriately.
2. The Officer Issue Record lists uniforms, accoutrements, and equipment issued to each sworn employee.

E. Classes of Uniforms for Sworn Employees

1. Class A – Dress Uniform – Blouse with awards and citations, long sleeve shirt, slacks (gold stripe- Command staff only), hat, and belt with shoulder strap.
2. Class B - Patrol jacket, long sleeve shirt with tie, slacks-gray stripe, hat, gun belt, and (optional) sweater.
3. Class C - Long sleeve shirt, slacks, mock turtle neck, hat, gun belt, and (optional) sweater.
4. Class D - Short sleeve shirt, slacks, black tee-shirt, hat, and gun belt.
5. Class E - Dark blue utility uniform pants and shirt, baseball cap or watch cap.
6. Class F - Dark blue utility uniform pants, black round-neck tee shirt, baseball cap.

F. Uniforms for Non-Sworn Personnel (22.1.6)

1. Police Communications Officers – polo shirt, slacks.
2. Records Section – polo shirt, slacks.
3. Code Enforcement Officer – Polo shirt, slacks.
4. Community Safety Specialist – Polo shirt, slacks.
5. Crossing Guards
 - a. Winter Uniform - Patrol jacket, long sleeve shirt with tie, and slacks.
 - b. Summer Uniform - Short sleeve shirt, and slacks.

G. Uniform and Clothing for Sworn Employees, Issued (22.1.6)

1. Shirt, Short Sleeve
 - a. Undershirt will not be visible at the biceps.
 - b. One pen will permitted to protrude from the shirt pocket.
 - c. Medallions, chokers, or necklaces will not be visible at the neck.
2. Shirt, Long Sleeve
 - a. One pen will permitted to protrude from the shirt pocket.
 - b. Medallions, chokers, or necklaces will not be visible at the neck.



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3. Blouse
 - a. Pencils or pens will not protrude from breast pockets.
4. Jacket
 - a. Worn with the front zipper closed at least halfway up from the bottom.
5. Slacks
 - a. Gray Stripe.
 - b. Gold Stripe (Command Staff only).
 - c. BDU slacks.
6. Necktie and Tie Bar/Tie Tack
 - a. Necktie is navy blue.
 - b. Worn with long sleeve shirt, only, as designated.
 - c. Not worn with short sleeve shirt.
 - d. Tie will be secured to the shirt by tie bar/tie tack, attached to the tie between the third and fourth buttons from the top of the shirt.
7. Hat, Watch Cap
 - a. Black, knitted wool.
 - b. Solid in configuration having an opening only for the head; no openings for the eyes or nose as in a ski mask.
8. Hat, Eight Point
 - a. Will be worn when in public or engaged in law enforcement activities.
 - b. Worn, generally, when the service weapon is worn.
 - c. May be worn inside the police station, while performing routine vehicle maintenance, or when inside a building or vehicle.
 - d. Watch caps will be worn during periods of severe cold or other associated weather such as snow or ice storms.
 - 1) Their use will be at the discretion of the individual officer with the approval of his supervisor.
 - 2) The wearing to court or other similar official functions is not authorized.
9. Blue Baseball Cap
10. Raincoat
11. Soft Body Armor (protective vest)
 - a. Patrol officers are required to wear protective vest under their uniforms whenever they are on duty. (41.3.5)
 - b. Officers are required to wear the protective vest while they are engaged in pre-planned, high-risk situations. High risk situations include but are not limited to: (41.3.6)
 - 1) Execution of search warrants;



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- 2) Raids;
 - 3) Warrant arrests; and
 - 4) Other unusual occurrences.
- c. Personnel will maintain and care for the vests according to the manufacturer's instructions.

H. Uniform and Clothing for Sworn Employees, Approved, Not Issued (22.1.6)

1. Uniform Footwear (41.3.4)
 - a. Dress Shoe
 - 1) Black military style, no ornamentation.
 - 2) Smooth leather or simulated leather capable of being polished to a high luster
Plain toe.
 - 3) Five inch high (maximum) quarter.
 - 4) Distinct 1¼ inch high (maximum) heel.
 - 5) Fastened by a single strap or laces, with no more than six pairs of eyelets per shoe.
 - 6) The design of the shoes will not permit the uniform trousers to ride up on the heel opening.
 - b. Bicycle patrol footwear
 - 1) Black, athletic type.
2. Tee shirt
 - a. Black, round-neck.
3. Socks, black.
4. Sweater, black, optional
 - a. May be worn with Class B and C uniforms.

I. Accoutrements for Sworn Employees, Issued

1. Belt – High gloss, worn directly over the waist belt.
2. Shoulder Strap - over the shoulder, opposite the holster, attached to the belt, worn when designated.
3. Aberdeen Police Shoulder Patch.
 - a. Sewn on both sleeves, centered ½ inch below the shoulder seam of the shirt, blouse, patrol jacket, and sweater
4. Rank Insignia
 - a. Placed on each shoulder of the blouse and the overcoat, centered at the cross point of the seams.



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5. Chevrons
 - a. Sewn on both sleeves, centered 5 inches below the shoulder seam of the blouse, patrol jacket, and shirts.
6. Name Plate and “Serving Since” Bar
 - a. Worn over the right breast pocket, centered, and with the bottom edge of the Years of Service Bar touching the top edge of the flap of the right breast pocket on the blouse.
7. Breast Badge
 - a. Worn in the holder provided on the blouse, shirt, or the patrol jacket
8. Breast Badge Mourning Shroud
 - a. Worn only by Special Order from the Chief of Police.
 - b. To memorialize the death of a Maryland Police Officer (municipal, county, state, federal), worn by all uniformed personnel and detectives displaying the badge, from the time of death notification until interment, unless otherwise indicated by the Chief or his designee.
9. APD Awards and Citation Ribbons, Shooters Badge, Special Unit Insignia
 - a. Worn only on Class A uniforms.
 - b. Non-APD awards may be worn only by written approval of the Chief of Police.

J. Uniform of the Day for Sworn Employees

1. The dates of change from winter to summer uniforms will be by direction of the Chief of Police.
2. Supervisors will maintain consistency within their shift when designating the uniform of the day.
3. Officers shall all wear the same class of uniform at an official function in which the Department participates.
4. Command officers will wear the uniform designated by the Chief of Police at official functions, public appearances, or other events.
5. The Class B uniform (patrol jacket) is a work uniform and may be worn for routine duties or assignments.
6. The Class C and D uniforms may be worn to official functions with authorization from the Chief of Police.

K. Uniforms for Non-Sworn Crossing Guards, Issued (22.1.6)

1. Shirts, French Blue Color
 - a. Short sleeve; and
 - b. Long sleeve.
2. Slacks, Dark Blue.
3. Necktie, Dark Blue.
4. Patrol Jacket.



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5. High Visibility Traffic Vest.

L. Approved Uniforms for Other Non-Sworn Employees (22.1.6)

1. Issued

a. Polo-type, navy short-sleeve shirt with embroidered or stamped Department identification on front; and choice of:

- 1) Mock turtle neck, navy, long sleeve; or
- 2) Sweater, navy, with embroidered patch on front.

2. Approved

a. Slacks, khaki—reimbursed.

M. Approved Uniform for Non-Sworn Community Safety Specialist

1. Issued

a. Polo-type, red short sleeve shirt with embroidered or stamped Department identification on the front.

b. Jacket with lightweight liner.

2. Slacks, khaki—reimbursed.

N. Reissued Clothing and Accoutrements (17.5.2)

1. Clothing and accoutrements that are still in useable condition will be reissued, as available.

2. Reissued items include but may not be limited to:

- a. Jackets;
- b. Hats;
- c. Duty Belts; and
- d. Holsters.



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Chapter 22 Uniforms and Equipment
Section 02 Police Weapons

GO 18-070, 08/09/2018
Supersedes GO 18-051

A. Policy

1. Police Officers shall be armed with a Department-approved firearm while operating any police vehicle.
2. The officer's handgun shall be fully loaded when the officer is carrying the handgun on- and off-duty.
3. Officers shall use only Department-authorized weapons and ammunition, on- and off-duty. (4.3.1a)
4. The Range Master shall approve all weapons before officers qualify and use those weapons.
5. Officers shall complete an approved yearly qualification course for each weapon. Exceptions:
 - a. Officers shall complete a semi-annual qualification course for Class 3 (Patrol rifle without magnification optics, and submachine gun) weapons.

B. Types and Specifications of All Weapons Approved for Use (4.3.1a)

1. Lethal
 - a. Handguns
 - 1) Glock models 21, 30, and 42., 45 caliber
 - 2) Glock model G17T (Trainer)
 - 3) Smith and Wesson Revolver
 - 4) Personal Off-Duty—handgun, revolver, or semi-automatic .380 caliber or above, as approved by Chief of Police
 - b. Rifles
 - 1) Bushmaster model XM15E25S, .223 caliber
 - 2) Colt model M16A1, .223 caliber
 - 3) Glenfield model Long Range, .22 caliber
 - 4) Rock River Arms, 10.5", .223 caliber
 - 5) Rock River Arms 14.5"
 - 6) Surgeon Bold Action, .308 caliber, (SWAT)
 - 7) Personal semi-automatic as approved by the Chief of Police. (41.3.4)
 - 8) Personal fully automatic as approved by the Chief of Police. (41.3.4)
 - c. Shotguns
 - 1) Benelli model Nova, 12 gauge
 - 2) Heckler and Koch, Super 90, 12 gauge
 - 3) Remington Model 870, 14", 12 gauge
 - 4) Stevens Model 320
 - 5) Personal 12 gauge as approved by the Chief of Police. (41.3.4)



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- d. Sub-Machine Gun
 - 1) Heckler and Koch, MP-5

- 2. Less Lethal (1.3.4)
 - a. TASER International Model X-2 ECD
 - b. ASP expandable baton
 - c. Oleoresin Capsicum (OC) Spray
 - d. Less Lethal Shotgun

C. Types and Specifications of Ammunition Approved for Use (4.3.1b)

- 1. .45 caliber – 230 grain Federal HS Tactical 45 ACP
- 2. 12 gauge – 2¾ inch buckshot 9 pellets 00 buck Federal LE127 OO
- 3. 12 gauge – 2¾ inch Rifled Slug 1oz Hydra-Shok Federal LE127 R5S
- 4. .223 caliber – 55 grain metal case full metal jacket Federal AE223J
- 5. 9mm – 147 grain jacketed hollow point Hi Shok Federal
- 6. TASER International TASER Model X-2 25ft SMART cartridges with XP probes.
- 7. Other TASER cartridges, used only in training, as approved by the TASER coordinator

D. Review, Inspection, and Approval of All Lethal Weapons (4.3.1c)

- 1. The Certified/Qualified Weapons Instructor or Armorer shall inspect and approve all weapons, prior to issuance and carrying by qualified personnel.
- 2. Semi-Annual Inspections:
 - a. All handguns.
- 3. Annual Inspections:
 - a. All patrol rifles and shotguns issued by the Department.

E. Prior Approval and Use of Non-Department-Issued Lethal Weapons

- 1. The officer shall annually qualify with approved weapons prior to use.
- 2. Prior to use:
 - a. The officer shall complete a written record of the make, model, and serial number of the weapon; and shall submit the record to the Range Master;
 - b. The officer shall present the weapon to the Range Master; and
 - c. The Range Master shall inspect the weapon and shall approve or deny use of the weapon.
- 3. Non-Department-issued TASER cartridges may be approved for Training only.
 - a. The TASER coordinator shall approve or deny use.

F. Prohibited On-Duty Weapons

- 1. Any lethal and less lethal weapons not approved.
- 2. Non-Department-issued TASER cartridges.



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G. Removal of Unsafe Lethal Weapons (4.3.1d)

1. Officers shall submit to the Department Armorer any weapon that is malfunctioning.
2. The Department Armorer shall determine if the weapon is approved for Patrol use.
3. Serviceable Weapons
 - a. The Department Armorer shall determine whether the Department-issued weapon can be repaired, shall complete an Armorer Repair form, and shall repair the weapon.
 - b. Any time a repair or part replacement is needed, the Armorer shall take the Department-issued weapon out of service.
 - c. After repairs, the Armorer shall inspect the Department-issued weapon, and perform a function and test fire before placing the weapon back in service.
4. Unserviceable Weapons
 - a. If the Department Armorer determines that the Department-issued weapon is unserviceable, the Armorer shall document that the weapon is unserviceable and return the weapon to the Quartermaster.
 - b. The Quartermaster shall forward the documentation through the chain of command for approval to dispose the unserviceable Department-issued weapon.
 - c. Upon approval, the Quartermaster shall arrange for appropriate disposal of the Department-issued weapon.

H. Removal of Unsafe or Damaged Less Lethal Weapons (4.3.1d)

1. Officers shall give the unsafe, damaged, or otherwise unusable TASER directly to the TASER Coordinator.
2. Officers shall notify the Administrative Commander, through the chain of command, when their other Department-issued less lethal weapon becomes unsafe or damaged.

I. Replacement Department-Issued Lethal Weapons

1. The Quartermaster shall document and issue a replacement Department weapon.
2. The Department Armorer shall inspect the replacement Department weapon prior to its carry and use.

J. Lethal Weapons Records

1. The Quartermaster shall maintain records of issuance, return, storage, and disposal of all Department weapons. (4.3.1e)
2. The Quartermaster shall maintain the records of inspection and repair of all Department weapons.
3. The Range Master and Training Coordinator shall maintain records of weapons qualifications and weapons training.

K. Lethal Weapons Records Procedures

1. Issuance of Department Weapons
 - a. The officer shall contact the Department Quartermaster.



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- b. The officer and Quartermaster shall confirm the serial number of the Department weapon.
 - c. The Quartermaster shall complete an inventory sheet with the Department weapon information.
 - d. The officer and the Quartermaster shall sign the inventory sheet for the issuance of the Department weapon. (17.5.2)
2. Return of Department weapons
 - a. The officer shall contact the Department quartermaster.
 - b. The officer and Quartermaster shall confirm the serial number of the Department weapon.
 - c. The Quartermaster shall complete an inventory sheet with the return of the Department weapon information.
 - d. The officer and the Quartermaster shall sign the inventory sheet for the return of the Department weapon.
3. Storage of Department weapons
 - a. The Quartermaster shall record Department weapons records in the Department log book and in the Quartermaster computer under Department Equipment.
 - b. Department weapons shall be stored in the secured Quartermaster locker. (4.3.5g)
 - c. The Quartermaster shall be the only person to remove a Department weapon from the locker.
4. Disposal of Department weapons
 - a. The Armorer shall complete a Department disposal sheet with the following information:
 - 1) Serial number;
 - 2) Make;
 - 3) Model;
 - 4) Caliber; and
 - 5) Type.
 - b. The Armorer shall forward the disposal sheet through the chain of command, to be reviewed, confirmed, approved and signed by the Chief of Police.
 - c. The Department weapons shall be taken to an approved disposal site and destroyed.

L. Carrying and Storing Authorized Firearms

1. Officers are responsible for the safekeeping and security of all Department-authorized firearms in their custody.
2. When on-duty, officers shall:
 - a. Carry handguns in an approved holster appropriate to their job assignments;



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- b. Carry shotguns and patrol rifles with the magazine loaded, chamber empty, and hammer forward when not in use;
 - c. Store shotguns and patrol rifles in the locked trunk or similar secure area of a police vehicle or in a Department lockable gun rack; and (4.3.1f)
 - d. Lock handguns in the Department gun lockers during detainee processing. (4.3.1f)
3. Officers shall not leave weapons in the passenger compartment at any time officers are not in the vehicle.
4. When off-duty and not carrying the weapons, officers shall: (4.3.1f)
- a. Lock their weapons in the appropriate APD Arms Room;
 - b. Secure their weapons in an appropriate locking system;
 - c. Store shotguns and patrol rifles in the locked trunk or similar secure area of an assigned take-home vehicle, or in a Department lockable gun rack;
 - d. Store their weapons in a secure place in the officers' residences.

M. Authority to Carry Outside of Maryland

1. The authority of a police employee of the Department to carry or use a firearm while on official duty outside of Maryland is governed by the laws of the state where the employee is on assignment.
2. Employees intending to carry weapons outside of Maryland on assigned extradition or other official duty are responsible for determining beforehand the pertinent laws of the states in which they expect to travel.

N. Reissued Weapons (17.5.2)

1. Weapons that are in good condition shall be reissued.

Chapter 22 - Section 03

Disposition of City-Owned Property to Retired Employees

A. Definitions

1. Retired employees - For the purposes of this Section, are those who have qualified for a service, ordinary disability, or special disability retirement. Employees leaving the Department who qualify for and retain vested rights in the Police Retirement System are not considered "retired" employees.
2. Qualified Retired Law Enforcement Officer - An individual who retired in "good standing" from services with the department as a law enforcement officer, other than for reasons of mental instability. An employee, who retires for mental instability of psychological reasons, will not be awarded retirement credentials.
3. Badge - The top line of the badge will contain the rank of the individual at the time of retirement plus the word "Retired." The remainder of the badge will be of regulation design. The individual's name, the year he entered the department, and the year he was retired will be printed on the reverse of the badge.
4. ID Card - A regulation ID card with the word "Retired" will appear on the face of the card.

B. Procedure

1. Badge - On submission of a requisition approved by the Chief of Police, and Quartermaster will issue a badge and identification (ID) case to the retiring police employee.
2. ID Card - On submission of a requisition approved by the Chief of Police, a regulation identification card will be issued to the retired police employee to identify and substantiate the issuance of the badge.
3. Approval - The Chief of Police will review the request, endorsements, and circumstances of the retirement. The final decision on whether to issue the retirement badge and ID card rests with the Chief of Police.
4. Denial - Requests for retirement credentials will be denied if an employee does not retire in "good standing". An employee is not in "good standing" if any of the following conditions exists:
 - a. A sworn employee retires or separates prior to the adjudication of any administrative charges
 - b. A sworn employee fails to return issued equipment, as required by policy
 - c. A sworn employee's service with the Department is terminated.

The employee is responsible for ensuring all administrative charges and/or issues are adjudicated or resolved prior to separation from the department. Under HR 218, the Law Enforcement Officer Safety Act of 2004 applies to retired sworn employees who meet the law's definition of "qualified retired law enforcement officer".

The final decision on whether to deny the retirement badge and identification card rests with the Chief of Police.



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Chapter 22 Uniforms and Equipment
Section 04 Loss-Damage, Department Equipment

Original Policy

A. Purpose

1. The purpose of this section is to establish a uniform procedure dealing with the reporting of lost or damaged Department equipment.

B. Definitions

1. Department Equipment - All equipment or parts thereof owned and/or issued by the Aberdeen Police Department, except that equipment which is commonly considered to be expendable.
2. Loss - The accidental loss and/or theft of Department equipment or parts thereof.
3. Damage - Any physical damage to Department equipment or parts thereof. It will not include the need for replacement or repair of such equipment or parts thereof as a result of normal wear or malfunction.

C. Scope

1. The procedures and reports required hereunder will apply in all cases involving the loss/damage of Department equipment, except in the case of damage to a Department vehicle as a result of a motor vehicle accident, which falls within the scope of Chapter 26, Section II, dealing with Department vehicle accidents.

D. Initial Notification

1. In the event of any loss/damage of Department equipment, which falls within the scope of this Section, the employee assigned such equipment or the first employee having knowledge of such loss/damage will report same without delay to his immediate supervisor.

E. Required Reports

1. In all cases of loss/damage of Department equipment as covered in this Section, a total of three copies, including the original of the Equipment Loss/Damage Report (APD Form 37) will be prepared by the employee making initial notification of the event or by another employee designated by the supervisor involved.
2. An Equipment Loss/Damage Report (APD Form 37) is required for damage to vehicle glass in the following cases:
 - a. If the damage is caused by a departmental collision;
 - b. If the damage is reported on an Offense Report;
 - c. If the Department is seeking third party reimbursement;
3. The Automotive Service Specialist will be contacted for any other damage to vehicle glass.
 - a. The Automotive Service Specialist will arrange to have vehicle glass damage repaired without any Equipment Loss/Damage Report (APD Form 37) is required.
4. If the incident involves the loss of capital equipment, non-capital equipment that can be identified by number, or any other equipment of significance, an APD Form 37 will be completed and appropriate reporting procedures will be initiated.
 - a. Equipment that can be identified by number will be entered into METERS.

F. Supervisory Review



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1. Upon receipt of an Equipment Loss/Damage Report (APD Form 37), the employee's immediate supervisor or another supervisor designated by command staff will initiate an appropriate investigation into the incident.
2. The supervisor will report the facts and his recommendations concerning the incident in the Supervisory Review section of the Equipment Loss/Damage Report.

G. Administrative Review and Distribution of Reports

1. Upon completion of the supervisory review, the original and all copies of the Equipment Loss/Damage Report (APD Form 37) will be submitted to the Captain for initial administrative review.
2. If it is determined that disciplinary action will be instituted as a result of the involved employee's actions in connection with the loss/damage of Department equipment, the original of the Equipment Loss/Damage Report (APD Form 37) will be retained and treated as a document relating to such disciplinary action and will be processed as prescribed in Chapter 5 (Disciplinary Procedures).
3. Copies of the Equipment Loss/Damage Report will be distributed as follows:
 - a. One copy will be retained for appropriate local filing.
 - 1) A report involving any type of damage to a motor vehicle will be filed in the appropriate motor vehicle history file.
 - 2) A report involving loss/damage to capital equipment will be filed in the appropriate capital equipment file.
 - 3) A report involving loss/damage to other issued equipment will be filed under the appropriate category pertaining to that particular type of equipment (e.g. APD radio antenna or camera - filed in motor vehicle history file).
 - b. If the report involves loss/damage to capital equipment, copies will be forwarded to the Quartermaster.
4. If it is determined that no disciplinary action will be involved, the original and two copies will be forwarded without delay to the appropriate supervisor.
 - a. The Captain, upon review and approval, will provide for the distribution of copies as follows:
 - 1) If there is no disciplinary action involved, but negligence is indicated on the APD Form 37, and the Chief of Police concurs, he will return all copies of the report to the employee's supervisor for processing in conformance with the Patrol Manual, Chapter 5 (Adverse Material).
 - 2) In those cases absent negligence, the original of APD Form 37 will be filled as follows:
 - a) A report involving any type of damage to a motor vehicle will be filed in the appropriate motor vehicle history file.
 - b) A report involving loss/damage to capital equipment will be filed in the appropriate capital equipment file.



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- c) A report involving loss/damage to other issued equipment will be filed under the appropriate category pertaining to that particular type of equipment (e.g. APD radio antenna or camera - filed in motor vehicle history file).
- b. If the report involves loss/damage to personal issue equipment, one copy will be forwarded to the Quartermaster.

H. Restitution to Aberdeen Police Department

1. If the report involves the theft, loss or damage of Department property with motor vehicle or criminal charges having been placed against a third party, the Administrative Technical Assistants will be responsible for monitoring the case.
2. If the judge orders restitution to be made to the Aberdeen Police Department, the Administrative Technical Assistants will be responsible for obtaining a certified copy of the court docket.



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Chapter 22 Uniforms and Equipment
Section 05 Electronic Control Devices (ECDs)

GO 16-025, 11/22/2016
New Policy

A. Policy

1. It is the policy of this agency to use only that level of force that reasonably appears necessary to control or otherwise subdue violent or potentially violent individuals.
2. ECDs may be used by authorized and trained personnel in accordance with *Policies and Procedures Manual Chapter 20 Use of Force*.

B. Introduction

1. The value of human life is immeasurable in our society.
2. Police Officers have been delegated the responsibility to protect life, property, and apprehend criminal offenders.
3. The apprehension of criminal offenders and the protection of life and property must be done with the utmost respect for safety of the offender and the safety of the acting officer.
4. These actions must be swift and completed with the lowest possible degree of force necessary to control a situation.
5. A less than lethal use of force option such as an ECD is a vital tool in reducing risk of serious injury to the offending person and police officer while maintaining control of a situation.

C. Purpose

1. The purpose of this policy is to provide officers with guidance and direction on the use of electronic control devices (ECDs).

D. Definitions

1. Electronic Control Device (ECD) – A device designed to disrupt a subject’s central nervous system by deploying battery-powered electrical energy sufficient to cause uncontrolled muscle contractions and override voluntary motor responses.
2. AFIDs – Confetti-like pieces of paper that are expelled from the cartridge when fired.
 - a. Each anti-felon identification (AFID) tag contains an alphanumeric identifier unique to the cartridge used.

E. Procedures for Use

1. Authorized Users
 - a. Only officers who have satisfactorily completed this agency’s approved training course shall be authorized to carry ECDs.
 - b. Officers authorized to carry an ECD shall be exposed to its affects at least once during their initial certification training.
 - 1) This will allow the user to become fully aware of its effect on them and give them more appreciation for the affect it will have on others.

F. Weapon Readiness

1. The device will be carried in an approved holster on the side of the body opposite the service handgun. Officers not assigned to uniformed patrol may utilize other department approved holsters and carry the weapon consistent with department training.



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2. The device shall be carried fully armed with the safety on in preparation for immediate use when authorized.
3. Officers authorized to use the device shall be issued a minimum of one spare cartridge as a backup in case of cartridge failure, the need for redeployment, or in case the first cartridge's leads break during engagement.
 - a. The spare cartridges shall be stored and carried in a manner consistent with training and the cartridges replaced consistent with the manufacturer's expiration requirements.
4. Only agency-approved battery power sources shall be used in the ECW.

G. TASER Maintenance

1. Officers shall give the unsafe, damaged, or otherwise unusable TASER to the TASER Coordinator. (4.3.1d)
2. The TASER coordinator will:
 - a. Assess the device for repair or replacement;
 - b. The TASER if possible.
 - c. Salvage the TASER for usable parts if unserviceable;
 - 1) Download the TASER; then
 - 2) Process the TASER for destruction.

H. Deployment

1. The ECD is generally analogous to oleoresin capsicum (OC) spray on the use-of-force continuum, and decisions to use an ECD involve the same basic justification. As such, it is forbidden to use the device as follows:
 - a. In a punitive or coercive manner.
 - b. On a handcuffed or secured prisoner, absent overtly assaultive behavior that cannot be reasonably dealt with in any other less intrusive fashion.
 - c. On any suspect who does not demonstrate an overt intention:
 - 1) To use violence or force against the officer or another person; or
 - 2) To flee in order to resist or avoid detention or arrest (in cases where officers would pursue on foot).
 - d. In any environment where an officer knows that a potentially flammable, volatile, or explosive material is present (including but not limited to OC spray with volatile propellant, gasoline, natural gas, or propane).
 - e. In any environment where the subject's fall could reasonably result in death (such as in water or on an elevated structure).
2. As in all uses of force, certain individuals maybe more susceptible to injury.
 - a. Officers should be aware of the greater potential for injury when using an ECD against children, the elderly, persons of small stature irrespective of age, or those who the officer has reason to believe are pregnant, equipped with a pacemaker, or in obvious ill health.



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3. Upon firing the device, the officer shall energize the subject the least number of times and no longer than necessary to accomplish the legitimate operational objective.
4. The subject should be secured as soon as practical while disabled by ECD power to minimize the number of deployment cycles.
 - a. In determining the need for additional energy cycles, officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure.
5. In preparation for firing, the ECD shall be pointed in a safe direction, taken off safe, and then aimed. Center mass of the subject's back should be the primary target where reasonably possible; center mass of the chest or the legs are the secondary targets.
6. Fixed sights should be used as the primary aiming device and the laser dot as the secondary aiming device.
7. The device may also be used in certain circumstances in a "drive stun" mode.
 - a. This involves removing the cartridge and pressing the unit against an appropriate area of the body based on training.
 - b. It is important to note that when the device is used in this manner, it is:
 - 1) Primarily a pain compliance tool due to a lack of probe spread;
 - 2) Minimally effective compared to conventional cartridge-type deployments;
 - 3) More likely to leave marks on the subject's skin; and
 - 4) Subject to the same deployment (use) guidelines and restrictions as those of the ECD in cartridge deployments.
8. The ECD shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or when handled in other than an operational deployment.

I. Aftercare

1. The ECD darts may be removed from the subject after the subject is restrained following procedures outlined in training by the deploying officer.
2. The following persons shall be transported to a medical facility for examination following exposure to an ECD. Any person who:
 - a. Requests medical attention:
 - 1) Officers shall ask persons if they desire medical attention;
 - b. Is hit in a sensitive area (e.g., face, head, female breasts, male groin);
 - c. From whom officers have difficulty removing the probes (owing to probe or barb separation);
 - d. Does not appear to recover properly after being hit;
 - e. Has been energized more than three times;
 - f. Has had more than one ECD effectively used against him or her in any given incident;
 - g. Has been subjected to a continuous energy cycle of 15 seconds or more; or



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- h. Has exhibited signs of extreme uncontrolled agitation or hyperactivity prior to ECD exposure.
3. When the device has been used operationally, the officer shall collect the cartridge, wire leads, darts, and AFIDs as evidence.
 - a. Used darts shall be disposed of in a properly marked sharps container to reduce the risk of blood borne pathogens and accidental “sticks” or “exposures”.
 - b. The cartridge, wire leads, and several AFID tags shall be secured in an APD property locker and documented as evidence with the completion of Aberdeen Police Property Sheet (APD Form#6).
4. To protect the agency and individual officers from frivolous or fraudulent complaints, the subject’s affected areas and/or injuries should be photographed and documented when possible.

J. Reporting Procedures

1. The deploying officer shall notify his or her supervisor as soon as practical after using the device, and complete the appropriate use-of-force report (APD Form#5) as well as a supplement (APD Form #2) to the original incident report.
 - a. If the deploying officer is the initiating party of the incident or the primary investigator, no supplement would be needed.
 - b. In these instances, only the use-of-force report (APD Form#5) shall be completed, and the deployment will be documented in the original incident report and continuation (APD Form #1 and APD Form #2).
 - c. A copy of these reports should be forwarded to the Main Taser Coordinator for record keeping as well.
2. Officers shall specifically articulate the rationale in their use-of-force report for any instance in which:
 - a. An ECD is energized more than three times;
 - b. An energy cycle longer than 15 seconds in duration is used; or
 - c. More than one ECD is used against a subject in any given incident.
3. The Taser Coordinator for the Police Department shall once at the end of the Calendar year, prepare a use report for the Chief of Police documenting how many Taser Deployments occurred, injuries involved (if any), and any other pertinent and important information.