

Policy Name:	ISSUANCE AND RE-ISSUE OF UNIFORMS, CLOTHING, AND EQUIPMENT		
Policy #:	AD 4.7.1	Last Updated:	2023-11-29
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
Version	2.0	Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 2.6 Professional Deportment

AD 4.3 Uniforms, Insignia, and Dress Standards

AD 4.7 Damage Theft or Loss of Personal Property and Issued Equipment

AD 8.3.1 Assets and Inventory

1. PURPOSE

- 1.1. To provide direction to Members who are to be issued, or re-issued, uniforms, clothing, and equipment while at the Surrey Police Service (SPS) Workplace.
- 1.2. To ensure accountability of SPS uniforms, clothing, and equipment.

2. SCOPE

- 2.1. This policy applies to all Members.

3. POLICY

- 3.1. SPS will ensure that all Members are provided with the necessary personal issued uniforms, clothing, and equipment to perform their duties. All SPS-issued personal uniforms, clothing, and

equipment must be recommended by the Uniform and Equipment Committee and approved by the Executive Leadership Team.

- 3.2. Supervisors must review their Members' personal issued uniforms, clothing, and equipment to ensure compliance with SPS policies.
- 3.3. Personal issued uniforms, clothing, and equipment remain the property of SPS and must be returned upon request, resignation, retirement, or termination to Asset Management. Members must not retain or dispose personal issued SPS branded uniforms, or equipment without official SPS approval.
- 3.4. SPS branded uniforms, clothing, and equipment, returned items shall be either:
 - i. repurposed for operational/training use;
 - ii. recycled, if applicable; or
 - iii. destroyed.
- 3.5. Members who retire or otherwise leave SPS in good standing are permitted to retain their dress uniform (including forage cap, stripped Sam Browne belt, and dress boots) with approval of the Deputy Chief Constable, Support Services Bureau.

4. PROCEDURE

- 4.1. All SPS Members are responsible to ensure their uniform, clothing, and equipment is properly maintained and ready for use. Uniforms must be well-tailored, in good condition, and authorized for use by this policy and AD 2.6 *Professional Department*.
- 4.2. Equipment must be properly maintained, in good condition, and authorized for use by this policy.
- 4.3. Members must refer to policy AD 4.7 *Damage Theft or Loss of Personal Property and Issued Equipment* for any uniform, clothing, and equipment that is lost, damaged, stolen, or destroyed.

Issued Uniform, Clothing, and Equipment

- 4.4. New Members (recruits and experienced officers) will be issued the following:
 - i. Uniforms & Clothing

Schedule	Description	Quantity
A	Duty Shirts (Choice of the following below) <ul style="list-style-type: none">• 5.11 Tactical Taclite PDU Class B SS or LS Shirt• 5.11 Tactical Stryke PDU Class B SS or LS Shirt	8

	<ul style="list-style-type: none"> • 5.11 Tactical Taclite PDU Rapid SS or LS Shirt • 5.11 Tactical PDU Rapid SS or LS Shirt 	
	Duty Pants <ul style="list-style-type: none"> • 5.11 Tactical Stryke PDU Class B Pants 	4
	Black T-Shirts	4
	Socks	4
B	Duty boots (See Asset Management SharePoint for approval list)	1
C	Toque	1
	Baseball Cap	1
	Sweater	1
	Rain Jacket	1
	Rain Pants	1
	Base Layer Jacket	1
	Head covering	1
	Dress Uniform Includes: <ul style="list-style-type: none"> • Jacket • Pants • Belt • Sam Brown Belt and Cross Strap 	1
	Dress Forage Cap	1
Dress Boots/Heels	1	

ii. Equipment

Description	Quantity
Duty Belt	1
Plainclothes Belt	1
Padded Belt	1
Duty Gloves	1
Reflective Hi-Vis Vest	1
Soft Body Armour (includes internal/external carrier) <ul style="list-style-type: none"> • Meets Level III NIJ Standard 0101.06 	1

Pistol Holster	1
Plainclothes Holster	1
CEW Holster (choice between the following) <ul style="list-style-type: none"> • Drop down leg holster • Belt holster 	1
Flashlight	1
Flashlight Pouch	1
Tourniquet	1
Tourniquet Pouch	1
Pistol Magazine Pouch	2
Safety glasses	1
Handcuffs	2
Handcuff Key	1
Glove Pouch	1
Radio Pouch	1
OC Pouch	1
Handcuff Pouch (choice between the following) <ul style="list-style-type: none"> • Single Pouches • Double Pouch 	2 Singles or 1 Double
Rifle Magazine Pouch (if carbine trained)	1
Keepers	4
Report Holder	1
Notebook Holder	1
Magazine/Cuff Pouch	1
Baton	1
Baton Pouch	1
Pistol Cleaning Kit	1
DSM Safety Banner	1

Uniform Alterations, Repairs, and Cleaning

4.5. All SPS-issued uniform alterations, repairs, and cleaning shall take place at a contracted vendor's location provided by SPS without charge.

Uniform, Clothing, and Equipment Replacements and Re-Issue

4.6. SPS recognizes that uniforms, clothing, and equipment will deteriorate over time due to wear and tear, and sometimes cannot be repaired without affecting the professional appearance, as well as safety and comfort issues. Members requiring a replacement, due to any of these reasons, shall receive a replacement provided that the SPS branded uniform, and equipment to be replaced is returned for exchange. Replacements may be declined for approval if there is no valid reason to exchange. Members requesting new issue must complete form AD-4701 to be approved by their Supervisor.

4.7. Members in uniform positions are entitled to request new issue of uniforms and clothing in accordance with the following scale of issue:

- i. Schedule A: Annually
- ii. Schedule B: Biennial
- iii. Schedule C: As required.

Appeal Process

4.8. If approval is declined for the replacement of any personal issued uniform, clothing or equipment, the Chief Constable is the final decision maker.

Specialty Units

4.9. Certain units (e.g., OSU, SGET, FLIST, Road Safety, etc.) require specialized personal issued uniforms, clothing, and equipment to perform their duties. These Members shall receive uniforms, clothing, and equipment in addition to their standard allotted personal issued equipment, and it shall be treated in the same fashion as the rest of this policy. Specialized uniforms, clothing, and equipment can only be worn or carried when conducting duties for which the issued specialized equipment is required (e.g., Bike Squad or ERT uniform or equipment can only be worn by those engaging in Bike Squad or ERT duties, see AD 2.6 *Professional Department*). Upon departure from the specialty unit, the Member must turn in all specialized personal issued SPS branded uniforms, and equipment, unless the Member continues to work within the specialty unit on occasion (e.g., Instructor for Operational Skills Unit) or under written authorization of the Inspector responsible for the specialty unit section.

APPENDIX A: DEFINITIONS

“Member” means a Sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” means a Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

“Workplace” includes, but is not limited to, any property permanently or temporarily under the jurisdiction of SPS, including land, building, job sites, facilities, parking lots, equipment, vehicles, whether owned, leased or used by SPS and wherever located. For the purposes of this Policy, also includes a seconded Employee’s workplace and vehicle.