



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Equipment*

Number: *202-D*

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Rescinds: *Equipment Policy, Section 400, No. 400-415* **Dated:** *1977*

UD-002

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Equipment 202

January 1, 2001

Equipment 202-A

November 22, 2005

Equipment 202-B

October 10, 2009

Equipment 202-C

February 17, 2011

Approved By:

PURPOSE

To establish guidelines and regulations for the use, care, control, and disposition of issued equipment.

DEFINITIONS

For the purpose of this regulation, Equipment shall mean any devices, tools, or accessories used in the performance of duty.

REGULATION

1. DUTY EQUIPMENT

- A. Employees shall carry department-issued equipment unless authorized by their Division Commander to carry other equipment.
- B. All personnel assigned to the Uniform Division are to keep the following issued equipment with them and available while on duty:
 - 1) Service weapon with a minimum of two issued magazines;

- 2) Radio;
 - 3) Handcuffs;
 - 4) OC aerosol spray (pepper mace),
 - 5) Duty gear (belt, holster, handcuff case, etc.);
 - 6) Body armor; PPE Supplies (latex gloves, etc.);
 - 7) Police Safety Vest;
 - 8) Body Worn Camera (BWC)
 - 9) Taser or ASP Baton
- C. All officers who are working a uniform street assignment will carry a minimum of two Less Than Lethal Weapons.
- 1) Officers/Supervisors will carry OC aerosol spray and either a Taser, PepperBall device, or ASP.
 - 2) In the event of expanded operations, when the demand for Tasers exceed our supply, supervisors will utilize the following priority when issuing the Tasers:
 - a. Single Officers assigned to designated patrol areas;
 - b. First officer of team;
 - c. First line supervisors;
 - d. Second officer of a team;
 - e. Command Staff and Administrative support positions.
- D. All certified personnel, when in an authorized uniform, are **required** to wear body armor unless exempted by their Division Commander. All non-sworn officers who are certified to transport are required to wear body armor when transporting prisoners.

2. PROHIBITED AND RESTRICTED EQUIPMENT

- A. Officers participating in any firearms qualification session at the Police Firing Range are required to use the holster and magazine carrier they utilize in their normal duty assignment.
- B. Prohibited equipment includes, but is not limited to, the following:
- 1) Blackjacks, nightsticks, PR-24;
 - 2) Brass knuckles;
 - 3) Weapons, weapon accessories (lasers, holsters, optics...) or ammunition other than department issued for departmental weapons.
- C. Police officers, sworn and non-sworn, are responsible for the security of their equipment and for taking reasonable precautions to ensure that all issued equipment is used properly.

- D. Any questions pertaining to carrying any non-issued equipment may be answered by the Division Commander.

3. SERVICE WEAPON

- A. All sworn personnel shall carry the issued service weapon at all times while on duty. "Service Weapon" is defined as the pistol issued to a police officer or transport officer, by the Police Department.
- B. A separate Weapons Policy (#204) covers all matters relating to service weapons.

4. PORTABLE RADIOS

- A. Officers who are issued portable radios shall carry them at all times while on duty with the exception of personnel assigned to administrative duties.
 - 1) Officers entering a situation where they will have their portable radio turned off shall notify the dispatcher, if possible, of their location and the reason they will be off the air.
 - 2) The officer shall then notify the dispatcher as soon as practical upon returning to "on the air" status.

5. POLICE SAFETY VEST (TRAFFIC VEST)

- A. Officers assigned to all divisions of the Police Department who have been issued a Police Safety Vest are required to wear the issued vest under the following conditions:
 - 1) When engaged in traffic directing activities;
 - 2) When engaged in traffic control point activities at special events (i.e., parades, concerts, etc.);
 - 3) When investigating a traffic accident or other crime/incident that requires the officer to be in the roadway;
 - 4) While performing any other duty where officer visibility is necessary for safety; or
 - 5) When directed to do so by a supervisor to accomplish a specific task.
- B. Exceptions:
 - 1) Waterfront officers who, by the very nature of their unique duties, must enter the roadways to make arrests or perform enforcement functions.
 - 2) During any emergency situation where an officer must take immediate action prior to donning the vest.
 - a) In this instance, the vest must be utilized as soon as the situation stabilizes.

6. OTHER EQUIPMENT

- A. Employees may use any building, equipment or City property that is made available in connection with their official duties.
- B. Employees shall not use any building, equipment or property of the City in a negligent, reckless or improper manner or in manner that might appear to be negligent, improper or reckless.
- C. Officers must have authorization from their immediate supervisor before being issued any secondary weapon system such as less than lethal shotguns, rifles, etc.
- D. Employees are to keep all issued equipment clean and in good working condition.
- E. Employees will return any equipment issued to them during a tour of duty clean and in good condition.
- F. Employees will promptly file a City Loss Report with their Division Commander regarding damage, theft or loss of any issued equipment.
- G. Employees need to contact the Property and Evidence Section to have unserviceable items replaced.
- H. Police search gloves are designed to protect the officer from hazards during arrests and searches; however, the indiscriminate wearing of this equipment can draw a negative perception from the public. Officers should not wear these gloves on normal patrol duty. Nothing shall prohibit officers from wearing the gloves in inclement weather, when operating a Police Bike or Motorcycle, or when circumstances dictate the use for the purposes for which they are provided.

7. RETURNING CITY OWNED EQUIPMENT

- A. An employee shall return all City-owned property in his/her possession under the following circumstances:
 - 1) Resignation or Termination. An employee who resigns or is terminated from the Department shall deliver City-owned property in his/her possession to Property and Evidence. Exception: The employee's supervisor may take possession of City-owned property when circumstances indicate that it would be in the best interest of the Department or employee.

- 2) In the event of a resignation, the employees supervising lieutenant is responsible for coordinating with the property and evidence section to determine items issued to the officer and therefore items that must be returned.
 - 3) In the event of a termination, a designee will be appointed by the Chief. The designee is responsible for coordinating with the property and evidence section to determine items issued to the officer and therefore items that must be returned.
 - 4) Property obtained from an employee who is terminated or resigned shall be divided as follows:
 - a. Identification Cards, City Employee Handbook and Department Policy Procedure Manual will be given to Administration.
 - b. Department firearm will be given to the Training Unit.
 - c. All other items will remain with Property and Evidence.
- B. Military Leave: An employee who is issued a firearm who has been granted military leave for an excess of thirty days but less than a year may retain all City-owned equipment, including badge and identification cards. If military leave granted is for one year or more the employee shall turn in his/her firearm to the Training Unit and camera and WT Unit to Property and Evidence.
- C. Leave of Absence: An employee granted a leave of absence that exceeds thirty days but is less than one year shall retain all City-owned equipment, including badge and identification cards. If the Leave of Absence is one year or more the employee shall turn in his/her firearm to the Training Unit and camera and WT Unit to Property and Evidence.
- D. Administrative Duties: A commanding officer who assigns an employee to administrative duties shall determine if the circumstance dictates the removal of department firearm from the employee. If removed, the firearm shall be turned in to the Training Unit.
- E. Death: Upon the death of a department employee, the Family Liaison, at an appropriate time, shall retrieve City-owned property issued to the deceased and turn it in to the proper units.
- F. Any missing, lost or damaged equipment must be documented on City loss form.
- G. Failure to return City-owned equipment in a reasonable time shall result in legal action.