

EQUIPMENT AND APPAREL

STANDARD NO(S):

NYSSA # 37, 62, 93

DATE:

December 23, 2009

REFER TO:

Joseph Bilancini

I. OBJECTIVE:

To specify equipment and apparel to be worn by Correction Officers and to provide a procedure for its acquisition.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to require officers to be properly equipped and attired. A standardized method of procuring and issuing equipment and apparel is essential for accurate control and inventory.

III. DETAILS:

A. The Quartermaster(s) is responsible for procuring and issuing all equipment, uniforms and accessories with the exception of Oleo-resin Capsicum spray and firearms and related equipment. The Field Training Coordinator(s) will contact the Quartermaster regarding the acquisition of equipment for any new hire. Any officer who is promoted will contact the Quartermaster regarding the acquisition of any needed equipment. Such issuance will be documented by the Quartermaster using Form CF-054 (Corrections Initial Issuance Receipt Form). All forms completed by the Quartermaster will be maintained within the Quartermaster's Office.

B. Correction Officers are to be issued the following items:

1. 3 – Trousers, black dress BDU
2. 3 – Heather grey short sleeve shirts with patches
3. 1 – Heather grey long sleeve shirts with patches
4. 1 – Pair black boots or shoes
5. 1 – Pant belt, black nylon with reversible Velcro
6. 1 – Nylon duty belt
7. 4 – Black nylon belt keepers
8. 1 – Off duty wallet with badge
9. 1 – Winter coat #2304Z black with patches
10. 1 – Black sweater with patches

11. 1 – Black nylon glove pouch
12. 1 – Black nylon handcuff case
13. 1 – Pair handcuffs
14. 1 – Handcuff key
15. 2 – Badges (shirt/jacket)
16. 2 – Nameplates (shirt/jacket)
17. 1 – Set of collar brass
18. 1 – Black tie
19. 1 – Tie tack
20. 1 – Black nylon radio holder
21. 1 – Rechargeable Streamlight flashlight
22. 1 – Black nylon flashlight holder
23. 1 – Baseball cap with black patch
24. 1 – Keychain

C. Other clothing and accessories, when worn with the official uniform, will conform to the following:

1. Undershirts – Crew neck, black
2. Socks – Black
3. Gloves – Black
4. Sun Glasses – Black, non reflective

D. Dress code, when attending a school, seminar or in house training will be as follows:

1. If a uniform or special attire is required, such will be at the discretion of the school instructor and/or administration.
2. Male civilian dress will include dress shirt, slacks with tie and shoes. Sports jackets are optional.
3. Female civilian dress will include either a dress or dress blouse with slacks/skirt and shoes.
4. When traveling a long distance to and from a seminar or school, officers may dress casual, while operating a marked vehicle.

IV. REPLACEMENT OF UNIFORMS AND EQUIPMENT:

- A. All officers will be held accountable for the proper use, care and maintenance of their uniforms and equipment.
- B. Items that become damaged during the normal course of duty may be replaced with the authority of the Correction Lieutenant. The item(s) will be given to the Lieutenant using Form CF-055 (Corrections Equipment Replacement Request Form) along with a copy of the incident report and an explanation of how the damage occurred.

- C.** Any officer who loses or damages any property belonging to the Sheriff's Office will immediately report such to their Shift Supervisor. Officers may be required to replace the property or its value if such loss is determined by facility administration to have been caused by the officer's lack of care.