

# SPECIAL ORDER



Title  
**Amendment to GO-PER 110.11  
(Uniforms and Equipment)**

Series / Number

**SO - 04 - 03**

Effective Date

**January 29, 2004**

Distribution

**B**

Related To:

**GO-PER-110.11 (Uniforms and Equipment)**

## DISTRICT OF COLUMBIA

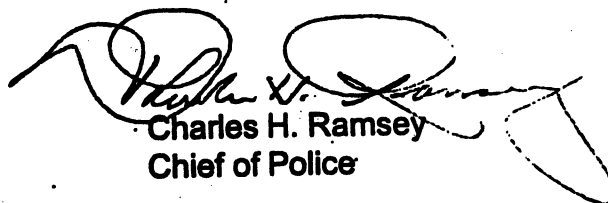
GO-PER-110.11 (Uniforms and Equipment) has been amended to outline the provisions for conducting uniform and equipment inspection at roll calls, and the bi-annual inspection and documentation of specific items of equipment using the new PD 85-B (Uniform Equipment Checklist).

Part V of GO-PER-110.11 is amended to include the following provisions:

### C. Equipment Inspection

1. Supervisory officials shall conduct uniform and equipment inspections at daily roll calls. See, GO-OMA-101.09 (Duties and Responsibilities of Sworn Officials).
2. Commanding Officers shall ensure that a full uniform and/or equipment inspection is conducted for each employee assigned to his/her element and issued equipment, including, civilian gas masks, etc.
  - a. Inspections shall be conducted biannually, by the 31<sup>st</sup> day of January and July.
  - b. The inspection shall be completed using PD 85-B (Uniform and Equipment Checklist).
  - c. The PD 85-B shall be maintained at the element.
  - d. If at the time of inspection it is determined that uniform or equipment item has not been issued to an employee, the employee shall within 5 business days, report to the Equipment and Supplies Branch and request issuance of the item.
    - (1) If the requested item is issued, the employee shall return the item receipt or other documentation of issuance to the inspecting supervisor.

- (2) If the requested item is unavailable for issuance, the employee shall provide a written explanation to the inspecting supervisor.
  - (3) A copy of the item receipt, other documentation or written explanation shall be affixed to the PD 85 and filed.
  - (4) The employee shall follow-up the request for issuance within thirty days of the original request or the date provided by the Equipment and Supplies Branch personnel.
3. Loss of, or damage to, equipment shall be handled as outlined in Part IV.A.16.



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Chief of Police

CHR:NMJ:MAR:pas