



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>Headquarters</b>	Related Policies:	Section #: 900 Materials
		Policy #: 901
		Effective: 4/2022
		Page 1 of 2
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Policy Owner: ASD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to establish a business type atmosphere at the Law Enforcement Center.

2. Policy:

2.1. Materials, including equipment and forms, are provided by the department to more effectively accomplish the police objective. Department personnel shall make the proper use of such materials and provide necessary maintenance in the case of personal issue items.

3. Procedure:

3.1. Headquarters are to be maintained in a secure and businesslike manner.

3.2. Visitors

3.2.1. Visitors should enter security areas only for legitimate purposes, and should always receive prompt attention to minimize security risks.

3.2.2. All visitors will check-in with the front desk officer if they need to enter an area past the front desk area. The desk officer will verify the purpose of their visit and direct them to the correct area or have personnel meet the visitor to escort

them to the correct area. Refer to Policy #1403, Information Desk SOP for further instructions.

- 3.3. While custodial personnel will be available for maintenance functions, employees are responsible for the orderliness of their workstations, and are to exercise care with their stations and fixtures.
- 3.4. Employees will be issued keys and ID card keys to areas where they need regular access.
  - 3.4.1. The Administrative Services Division shall be responsible for the issuing of building keys, and police department ID / card keys, and the Long Range Vehicle identification Tags commonly referred to as “pucks”.
  - 3.4.2. The Administrative Services Division will conduct regular audits through the Gallagher System to verify that active access cards are being used and needed. If a card has not been utilized in a period of six (6) months or longer, the card’s necessity will be verified or deactivated.
  - 3.4.3. If an employee needs to enter an area where they do not have regular access, they should check with a supervisor.
  - 3.4.4. Certain areas, including the Crime Lab and Administrative Offices, can be entered only with the permission of the on-duty supervisor, or their designee, in charge of that area.



# Sioux Falls Police Department

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Policy: <b>Motorized Equipment – Vehicle Maintenance</b>	Related Policies:	Section #: 900 Materials
		Policy #: 902
		Effective: 4/2024
		Page 1 of 5
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy is created to provide members of the Sioux Falls Police Department guidance regarding the repair of vehicles leased or owned by the City of Sioux Falls.

2. Policy:

- 2.1. Materials, including equipment and forms, are provided by the department to more effectively accomplish the police objective. Department personnel shall make the proper use of such materials and provide necessary maintenance in the case of personal issue items.
- 2.2. Motorized vehicles will be maintained under the direction of the Fleet Maintenance Coordinator.

3. Procedure:

3.1. Motorized Equipment

- 3.1.1. Motorized vehicles and related equipment are to be inspected by the operator prior to use. The inspection of the vehicle shall include the following; vehicle storage boxes, patrol rifle and drop leg containers, AED, the presence of a sealed first aid kit, fire extinguisher, and checks for contraband under seats or any other

areas that may contain contraband or weapons, waste that does not belong in the vehicle, and the exterior of the vehicle for damage and cleanliness.

- 3.1.2. Damage to the vehicle and equipment, or missing equipment, is to be reported immediately to a supervisor and noted on the Vehicle Inspection Form.
- 3.1.3. When vehicles are in need of repair, the appropriate forms shall be completed.
- 3.1.4. If the vehicle is being taken to a shop for repair and is to be left unattended, any weapons, portable radio, and any other portable equipment will be removed and brought to headquarters for safekeeping. This is normally handled by Fleet Maintenance.
- 3.1.5. A supervisor will be notified of any equipment needing repair.
- 3.1.6. Citizens' vehicles will not be jump-started by city police vehicles, marked or unmarked.
- 3.1.7. Private citizens that have locked their keys in their vehicles must make their own arrangements for getting the vehicle unlocked and open, except in emergency situations or in the performance of other specific police duties requiring the vehicle to be unlocked.

### 3.2. Vehicle Maintenance

- 3.2.1. The Fleet Maintenance Coordinator (FMC) is responsible for arranging all repairs to department vehicles.
- 3.2.2. The FMCs scheduled work hours are 0730-1630, Monday through Friday.
- 3.2.3. Periodic vehicle inspections will be completed by a Shift or Section Sergeant, on a schedule coordinated by a Shift Lieutenant. These periodic inspections will be completed by a Sergeant and not by an Officer alone. These inspections will occur, at a minimum, bi-annually.
- 3.2.4. Flat Tires
  - 3.2.4.1. During daytime hours, the FMC may be summoned to the scene to change a tire. (Officers may also change the tire themselves.)
  - 3.2.4.2. When the FMC is not available, the officer will notify a supervisor and summon the duty tow to change the tire.
  - 3.2.4.3. A signed copy of the bill, containing the vehicle number, will be turned in to the Administrative Assistant for the Chief of Police for payment.

### 3.2.5. Damaged Vehicles

- 3.2.5.1. Vehicle damage forms for each of the division's vehicles will be kept on file in the Uniformed Services Division Sergeant Check-in area.
- 3.2.5.2. When an officer causes damage, or when suspected new damage is noticed on a police vehicle, the officer will immediately notify a supervisor.
- 3.2.5.3. The supervisor will check the vehicle damage form to see if the damage was previously reported.
- 3.2.5.4. If the damage has not been reported, the officer will report the damage via the Fleet Vehicle repair form on Insite, in the same way other repairs to patrol cars are requested.
- 3.2.5.5. The supervisor will mark the damage on the vehicle damage form and attempt to determine the cause of the damage.
- 3.2.5.6. The supervisor will notify their Lieutenant and the Division Commander, via the chain of command, of the damage and any information related to the cause of the damage.
- 3.2.5.7. When reported damage is repaired, the vehicle damage form will be corrected.
- 3.2.5.8. Alternately, a new vehicle damage form may be placed in the folder and marked with the remaining damage.
- 3.2.5.9. Computer or radio damage will be reported in the same manner.

### 3.2.6. Missing Equipment

- 3.2.6.1. A supervisor will be immediately notified whenever a piece of equipment is missing or damaged from a police vehicle.
- 3.2.6.2. Missing equipment may be discovered during the bi-annual inspection. It should be noted and replaced at that time. If the item is a controlled item (LIDAR, PBT, Radar, Narcan, etc) the supervisor should investigate why the equipment is missing and notify the section Lieutenant and Division Commander via the Chain of Command.

### 3.2.7. Police department vehicles will be fueled at designated fuel pumps.

- 3.2.7.1.1. Officers will use their vehicle's assigned fleet number and their department issued ID card to activate the pumps and will enter

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the correct and accurate mileage from the vehicle odometer into the pump computer. This is important as the maintenance schedules are based off of the odometer readings through the FMC.

### 3.2.8. Vehicle Cleanliness

- 3.2.8.1. Uniformed Services Division vehicles will, at a minimum, be washed monthly at the Law Enforcement Center or at approved commercial car wash facilities or as necessary to maintain cleanliness. The Support Services Lieutenant will maintain and distribute commercial car wash tickets for this purpose.
- 3.2.8.2. Officers will keep the interior of the patrol cars free from trash and remove any such items during pre-shift and post shift inspections.

### 3.2.9. Vehicle Service

- 3.2.9.1. Oil Changes will be done at the LEC by Fleet personnel. Vehicles will be serviced every 5,000 miles, as directed by Ford. The Uniformed Services Division Operations Captain will notify officers at the beginning of each new shift rotation of the designated oil change locations. Vehicles due for service will have their keys disabled from deployment in the Key Tracer system by Fleet personnel. The keys will become available upon complete of the maintenance.

### 3.2.10. Towing of Police Vehicles

- 3.2.10.1. A supervisor must authorize towing police vehicles due to mechanical failure, accident damage, or officer error (getting stuck).
- 3.2.10.2. If the vehicle is being towed due to mechanical failure or accident damage, the FMC should be contacted in reference to the disposition of the vehicle.
- 3.2.10.3. If the FMC is not available, police vehicles will be towed to the Law Enforcement Center West lot so that they can determine disposition at a later time.
- 3.2.10.4. All police vehicle tows will be made by the duty tow agency.
- 3.2.10.5. The officer whose vehicle is being towed will sign the tow bill provided by the towing agency. That bill will contain the vehicle number, date and location of the tow.

- 3.2.10.6. The bill will be turned in to the Administrative Assistant to the Chief of Police, along with an interoffice memo describing the necessity of the tow.

### 3.2.11. Emergency Repairs by the FMC

- 3.2.11.1. During the hours the Fleet Maintenance Coordinator (FMC) is not working, he can be called at home to come to the LEC to effect emergency repairs.
- 3.2.11.2. Only the on-duty shift commander will call in the off-duty FMC.
- 3.2.11.3. Keep in mind that major repairs requiring use of a repair shop outside the building cannot be made during the evening.
- 3.2.11.4. Shift supervisors may be contacted by the FMC to assist in delivering vehicles to the repair shop and picking them up when repairs are completed.

### 3.2.12. Specialized Motor Vehicles

- 3.2.12.1. The department maintains a fleet of specialized motor vehicles. These include items such as the Lenco Bearcat, bomb truck, police motorcycles, ATVs, and several others. Repair and maintenance of these vehicles should mirror the above policy as closely as possible, but will ultimately be dictated by the maintenance schedules, contracts and SOPs set forth by the various sections they belong to.

### 3.2.13. Key Tracer

- 3.2.13.1. Marked patrol vehicle keys will be stored inside the Key Tracer box located near the check-in-desk. Officers will utilize the Key Tracer box to access and check out vehicle keys. The Key Tracer will be accessed using either facial recognition or a thumb print.
- 3.2.13.2. Officers will have access to two ignition keys, one key fob, and an emergency UPR key. These will be attached to the digital key cylinder which will always remain attached to its assigned keys. Additional vehicle keys are available by requesting them from a shift supervisor.
- 3.2.13.3. At the end of each shift, officers will return the checked-out keys to their assigned spot. A warning will be sent to shift supervisors if the keys have been checked out for a period longer than 18 hours.

### 3.2.14. Auto Run

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- 3.2.14.1. The Sioux Falls Police Department recognizes the need to have patrol vehicles idling during an officer's shift. To maintain the safety and security of items inside patrol vehicles, absent exigent circumstances, officers shall utilize the Auto-Run feature when vehicles are idling and unattended by an officer.
- 3.2.14.2. This feature is intended to prevent keys from being left in the ignition and all the vehicle to have power to equipment while disabling the drive feature and maintaining access to mission sensitive items.





# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

<b>Policy:</b> <b>Uniforms / Appropriate Attire</b>	<b>Related Policies:</b> 908 Employee Property / Equipment Inventory	Section #: 900 Materials
		Policy #: 903
		Effective: 4/2024
		Page 1 of 23
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
<b>Policy Owner:</b> ASD		
<b>Reference:</b> Executive Orders #135 and #162		
<b>Sensitivity Level:</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

1.1. This policy is created to establish the uniform clothing regulations of the Sioux Falls Police Department.

2. Policy:

2.1. The City provides a uniform allowance to all sworn employees of this department at the beginning of each calendar year. The uniform allowance is to be used to purchase authorized apparel and personal equipment as approved by the Uniform Committee and the Chief of Police.

3. Procedure:

3.1. General Regulations:

3.1.1. The following regulations apply to uniforms and equipment provided by the department or purchased with the uniform allowance:

3.1.2. Uniform Classes:

3.1.2.1. Class A Uniform

3.1.2.1.1. The Class A Uniform consists of the standard uniform cap with visor, a long-sleeve shirt with tie, the standard uniform trousers

(no cargo pants), the full-duty gun belt that is clean and polished, and black shoes or boots that are highly shined.

- 3.1.2.1.2. The Class A Uniform will be worn at all funerals, honor guard functions, formal affairs, and presentations, and other occasions as directed by the Chief of Police.

### 3.1.2.2. Class B Uniform

- 3.1.2.2.1. The Class B Uniform consists of a long- or short-sleeve shirt, standard or cargo uniform trousers, full-duty gun belt, black shoes or boots that are cleaned and polished. Standard uniform caps with visors will be available but need not be routinely worn.

- 3.1.2.2.1.1. Officers assigned to station duty may wear a black department issued or approved safety holster in lieu of a full duty gun belt.

- 3.1.3. Uniforms and equipment provided by the department, or purchased through the uniform allowance, will only be worn and used while on duty except as authorized by the Chief of Police. This does not include travel to and from work.
- 3.1.4. Official badges and emblems of the Sioux Falls Police Department will not be worn for purposes of off duty secondary employment.
- 3.1.5. Only uniforms and equipment approved by the Uniform Committee and the Chief of Police will be worn while on duty.
- 3.1.6. The appearance of the uniform will be above reproach. Uniform apparel will be clean, pressed, and free of tears and worn areas.
- 3.1.7. Shirts will be buttoned to the top when a tie is worn. Only the very top button will be undone when a tie is not worn. Long sleeve shirts will be worn with the sleeves down and all buttons fastened.
- 3.1.8. All leather gear will be maintained in good condition.
- 3.1.9. Non-uniform employees will wear dress or casual business attire, or attire appropriate to their assignment, as approved by their Division Commander and the Chief of Police. With the exception of clothing worn by officers working in an undercover capacity and clothing authorized for city-designated "casual days," "casual business attire" **does not include** t-shirts, blue jeans, shirts, or jackets with advertising logos, or tennis shoes.

- 3.1.10. From time to time the Mayor or their designee may issue an Executive Order that alters the definitions of business casual attire. Modifications to this policy based on such Executive Orders are at the discretion of the Chief of Police for the duration of the Executive Order.
- 3.1.11. The Class A Uniform will be required for jury trials for uniformed officers unless otherwise requested by the prosecuting attorney. Wearing uniform caps to court will be optional. Uniformed officers will wear their duty uniform when subpoenaed to testify in other court proceedings. Court attire for non-uniformed employees will be appropriate business attire.
- 3.2. No modifications or changes may be made to the written uniform specifications without approval of the Uniform Committee and the Chief of Police.
- 3.3. General Uniform Specifications:
  - 3.3.1. Caps - Standard Specifications:
    - 3.3.1.1. Caps will be a solid frame, round top, navy blue cloth cover with visor. Black or clear plastic rain covers may be worn in inclement weather
    - 3.3.1.2. Cap Badge and Trim
      - 3.3.1.2.1. Silver badges and trim for officers, gold for all other ranks. Gold bullion may be worn on the visor for the Chief of Police
      - 3.3.1.2.2. Watch Cap - Black or navy blue knit "watch caps" may be worn during cold weather.
    - 3.3.1.3. Protective Headgear
      - 3.3.1.3.1. Various protective headgear will be mandated by Division/Section Commanders for employees assigned to motorcycle patrol, bicycle patrol, hazardous duty (riots, civil disturbances), and the SWAT Team.
    - 3.3.1.4. Class B Uniform Ball Cap: An Officer may choose to wear a Department approved baseball style cap, for use with the Class B Uniform. The cap shall be black in color and may have hidden elastic "flex-fit style sizing. The cap must have a rounded or curved brim and must be of solid material with no mesh or webbing. The hat and design to be worn are available and to be purchased by the officer, at the Department approved print location.
      - 3.3.1.4.1 The words "SIOUX FALLS" shall be embroidered and arched across the front of the hat and lettering is

approximately 1" tall, with "POLICE DEPT." below it, approximately 1/4" tall. The lettering will be silver for Officers and gold for supervisors. The rear of the hat shall have the Officer's badge number in corresponding gold or silver lettering.

3.3.1.4.2 The cap shall be worn with the brim facing forward, never backward, sideways or crooked. The hat shall be clean and free of fading, discoloration and wear. This is to be closely monitored by supervisors who have authority to deem a hat unfit for duty use. The ball cap shall not be worn during any court proceeding.

3.3.1.4.3 Specialty divisions and units such as K9, SWAT, CNU, Traffic, SCU, SRO etc. within the Department may have their own division hat, at the discretion of their respective division commanders.

### 3.3.2. Shirt – Police

3.3.2.1. General specifications include:

3.3.2.1.1. The shirts must be regulation navy blue with matching blue buttons, have scalloped pocket flaps with button, sewn in box pleat pockets, epaulets with button on shoulders, reinforced badge tab, two sewn-in military creases on the front and three on the back. Long sleeve shirts will have two-button cuffs, with an additional button on the forearm.

3.3.2.1.2. 5.11 Twill Short & Long Sleeve Shirts

3.3.2.1.2.1. Male Shirts:

3.3.2.1.2.1.1. 5.11 Twill PDU Short Sleeve Shirt (item #71177) – Midnight Navy (color code #750)

3.3.2.1.2.1.2. 5.11 Twill PDU Long Sleeve Shirt (item #72344) – Midnight Navy (color code #750)

3.3.2.1.2.2. Female Shirts:

3.3.2.1.2.2.1. 5.11 Twill PDU Short Sleeve Shirt (item #61159) – Midnight Navy (color code #750)

3.3.2.1.2.2.2. 5.11 Twill PDU Long Sleeve Shirt (item #62065) – Midnight Navy (color code #750)

- 3.3.2.1.3. Officers wearing the approved vest carriers, may wear Elbeco Undervest UV1 short or long sleeve shirts, in regulation navy blue. These shirts have matching blue buttons and epaulets with buttons on shoulders.
- 3.3.2.1.4. Officers wearing approved external vest carriers may wear the Flying Cross Duty Guard LT pullover, SKU# F157110, in navy blue. The Duty Guard pullover will have department patches sewn on the sleeve per subsection 3.3.2.2.1 of this policy.
- 3.3.2.2. Insignia.
  - 3.3.2.2.1. There will be a department shoulder patch on both sleeves, centered 1 inch below the shoulder seam.
  - 3.3.2.2.2. The name tag will be worn centered on the right shirt pocket flap (silver for officers, gold for all other ranks).
  - 3.3.2.2.3. Sergeants will wear chevrons (stripes) sewn on the sleeves 1/2 inch below the department shoulder patch. The chevron color is dark blue outlined in gold effective June 20, 2014. All chevrons must be changed from dark blue outlined in white to dark blue outlined in gold by July 1, 2015.
  - 3.3.2.2.4. All ranks above sergeant will wear shirt-sized gold medal rank insignia on the shirt collar (collar brass).
- 3.3.2.3. Male shirt:
  - 3.3.2.3.1. ELBECO Tex-Trop 100% polyester (item 314/3314)
  - 3.3.2.3.2. ELBECO Prestige 75%-25% polyester/wool blend (Item 840/8840)
  - 3.3.2.3.3. 5.11 Twill PDU Short Sleeve Shirt (item #71177) – Midnight Navy (color code #750)
  - 3.3.2.3.4. 5.11 Twill PDU Long Sleeve Shirt (item #72344) – Midnight Navy (color code #750)
- 3.3.2.4. Female shirt
  - 3.3.2.4.1. ELBECO TexTrop (9314/9814)
  - 3.3.2.4.2. ELBECO Prestige (9340/9840)

3.3.2.4.3. 5.11 Twill PDU Short Sleeve Shirt (item #61159) – Midnight Navy (color code #750)

3.3.2.4.4. 5.11 Twill PDU Long Sleeve Shirt (item #62065) – Midnight Navy (color code #750)

### 3.3.3. Trousers

3.3.3.1. General trouser specifications include:

3.3.3.1.1. The trousers must be navy blue with permanent crease finish (no sewn-in creases), standard or boot cut legs with no cuffs, a one inch (1”) wide royal blue stripe positioned to the rear of the front pocket opening running down both legs, extending from the waist to the bottom of the leg and two-inch belt loops.

### 3.3.4. Cargo Trousers:

3.3.4.1. General specifications include:

3.3.4.1.1. Cargo trousers approved for wear are:

3.3.4.1.1.1.1 The Elbeco *TexTrop* 100 % polyester.

3.3.4.1.1.1.2 The Elbeco *Prestige* 75% polyester / 25% wool blend.

3.3.4.1.1.1.3 The Elbeco *DutyMaxx* 75 % polyester / 25 % rayon serge weave.

3.3.4.1.1.1.4 The 5.11 Twill PDU Class B cargo pants.

3.3.4.1.1.1.4.1 The 1” royal blue strip is NOT required on the 5.11 Twill PDU cargo pants.

3.3.4.1.1.1.4.2 Male Pants: Item #74326 – Midnight Navy (color code #750)

3.3.4.1.1.1.4.3 Female Pants: Item #64306 – Midnight Navy (color code #750)

3.3.4.1.2 Striping is still required on the leg of the Elbeco *TexTrop*, *Prestige* or *Duty Maxx* cargo trousers. Striping will be the standard stripe as on current approved trousers and will stop at the top of the cargo pocket and continue down from the bottom of the pocket. No stripe across the pocket.

**3.3.4.1.3 Cargo trousers are not an option for the Class A uniform. Only standard uniform trousers will be worn as part of the Class A Uniform.**

3.3.5. Jacket

3.3.5.1. General jacket specifications:

3.3.5.1.1. Jackets must be dark navy and have a badge tab on the left chest. A department shoulder patch will be centered on the left sleeve, one and one half (1 ½") inches below the shoulder seam. A United States flag patch will be centered on the right sleeve, one and one half (1 ½") inches below the shoulder seam.

3.3.5.1.2. Gold metal rank insignia will be applied to the shoulder epaulets for all ranks above sergeant. Chevrons will be sewn on each sleeve for Sergeants.

3.3.5.2. The following jackets are authorized brands:

3.3.5.2.1. Elbeco Summit, Model 3914 or (winter weight).

3.3.5.2.2. Elbeco Summit Life Saver Plus, Model 39314, a reversible lightweight jacket, also a raincoat.

3.3.5.2.3. 5.11 Tactical 5-in-1 Valliant Duty Jacket (Model 48153), dark navy, color 724. The inner liner is approved to wear separately as a jacket from the shell. A badge tab needs to be sewn onto the liner in order to accommodate our department badge or an embroidered department badge will be on the left chest area. (This is the same embroidered badge as sewn onto the wind shirt.) The soft-shell liner will need to have the same patch / flag insignia on the sleeves as the duty jacket. It may not be worn as a vest. (The change to the Valliant Duty Jacket will be effective as of March 1, 2018.)

3.3.5.2.4. Leather Jacket - Taylor's Leatherwear: Milwaukee Model #G4450Z

3.3.6. Nylon Windshirt

3.3.6.1. The nylon windshirt is approved for wear by all uniformed personnel. It may be worn over a long or short sleeve uniform shirt in place of the sweater or light jacket.

3.3.6.2. General specifications include:

- 3.3.6.2.1. The wind shirt must be navy blue, with a V-neck. It should be waist length with elastic ribbed neck, cuffs and waist. An embroidered department badge will be on the left chest area. Department shoulder patches will be applied to both sleeves centered one and one half (1 ½") inches below shoulder seam. Slash pockets on the sides are permissible.

3.3.7. Raincoat

- 3.3.7.1. Raincoats may be yellow or black rubber, or yellow, black, or clear plastic or nylon. The must be a "police" style with badge patch or tab.

3.3.8. Turtlenecks / Mock Turtlenecks Specifications

- 3.3.8.1. Turtlenecks and Mock Turtlenecks must be navy blue or black, either with SFPD embroidered on the neck or no logos or embroidery at all. Embroidery thread will be silver for officers, gold for sergeants and above. Turtlenecks or Mock Turtlenecks will be worn only under long sleeve uniform shirt or the Duty Guard LT Pullover.

3.3.9. Sweater

3.3.9.1. General specifications:

- 3.3.9.1.1. The sweater will be navy blue, long-sleeved with a V-neck. A department shoulder patch will be sewn on both arms centered 1 1/2 inches (1 ½") below the shoulder seam. The sweater will have a reinforced badge patch on the left chest. Epaulets with Velcro fasteners on each shoulder.
- 3.3.9.1.2. Sweaters may be worn over either long or short sleeve uniform shirts.
- 3.3.9.1.3. Sweaters may be worn under approved external vest carriers.

3.3.10. Necktie specifications:

- 3.3.10.1. Only dark navy long neckties of a clip-on or Velcro style will be permitted. Bow ties are not permitted. Ties must be worn with the Class A uniform.

3.3.11. Trouser belt specifications:

- 3.3.11.1. Only black plain or basket weave leather belts with a buckle or Velcro closure are permitted.



- 3.3.11.2. When wearing the 5.11 Twill PDU cargo pants, a black nylon trouser belt with a buckle or similar clasp is authorized.
- 3.3.12. Footwear specifications:
  - 3.3.12.1. Footwear must be black lace up oxfords or high top shoes, or boots. They must have a rounded, hard toe with a smooth finish, capable of being shined. No buckles or straps are permitted.
- 3.3.13. Gloves specifications:
  - 3.3.13.1. Plain black leather or synthetic material gloves are permitted.
- 3.3.14. Cold Weather Headwear
  - 3.3.14.1. All solid black or all solid dark navy stocking cap with no obvious or logo visible is permitted. The previous approved dark navy stocking caps with the "SFPD" embroidery will still be permitted.
- 3.3.15. Gun Belt and Accessory specifications
  - 3.3.15.1. All leather gun belt and accessories shall be black and basket weave. The belt will be two and one quarter (2 ¼") inches in width and include a nickel two prong Sam Browne Style buckle, or Velcro closure.
  - 3.3.15.2. The handgun holster will be the department issued / approved safety holster.
    - 3.3.15.2.1. The handgun holster may be equipped with the Centrifuge Training Holster Accessory Mount to carry an authorized tourniquet case and tourniquet.
    - 3.3.15.2.2. The Centrifuge Training Holster Accessory Mount and Eleven 10 Rigid Tourniquet Case must be installed by a department firearm instructor.
    - 3.3.15.2.3. The authorized tourniquet carrying case is the Eleven 10 Model # E10-3011B-BSK (black, basket weave, Tek-lock, SOF-TT) or the Eleven 10 Model # E10-3021B-BSK (black, basket weave, Tek-lock, C-A-T).
  - 3.3.15.3. The handcuff case will be black basket weave leather of an open or closed style that has a snap or Velcro closure.
  - 3.3.15.4. The ammunition case will be the current department issue.

- 3.3.15.5. Batons shall be an expandable style baton which shall be furnished by the department. Along with the baton, the department will issue a baton holster.
- 3.3.15.6. The OC Spray Holster will be the department issue.
- 3.3.15.7. There is an optional carrying device for an additional rifle magazine. **Center Mass Integrated Magazine Pouch:** It has a paddle to temporarily attach to a belt or slide for permanent placement. Approved rifle magazines are: Brownell's, Colt, or MagPull. Only magazines that have received approval from the Armorer will be carried.
- 3.3.15.8. Other Accessories must be black basket weave leather, with nickel or Velcro closure.
- 3.3.15.9. Ballistic vests are furnished by the department and must be at least "Threat Level II".
- 3.3.15.10. Turtle Tracks load bearing vests may be worn by all uniformed officers until January 1, 2025. Officers are required to display their badge and name tag at all times on the vest. All other department authorized insignia currently approved may be worn on the vest.
- 3.3.15.11. The Safariland Sacramento and Oregon City external vest carriers are an optional authorized item of uniform apparel. Officers are required to display their badge and name tag at all times either on the vest carrier or their uniform shirt if the carrier is removed in the station. All other department authorized insignia currently approved may be worn on the external carrier also. The Safariland Sacramento and Oregon City carriers also accept a Velcro name patch which shall be dark navy with silver stitching for Officers or gold for Sergeants and above in rank. A patch with just the badge number may be worn when authorized by division commanders.

- 3.3.15.11.1. The Safariland Sacramento and Oregon City external vest carriers have Molle webbing for pouches and attachments. Pistol magazines are not permitted to be worn on the vest carrier. Currently the authorized attachments are the following:
- 3.3.15.11.2. Safariland Molle Taser holster, worn on the non-dominant side.
- 3.3.15.11.3. Nylon High Speed Gear "Duty Radio Taco" in LE Blue (SKU# 41RD00LE).
- 3.3.15.11.4. Nylon High Speed Gear "Tourniquet Taco" in LE Blue (SKU# 11TQ00LE).
- 3.3.15.11.5. High Speed Gear "Revive" Medical Pouch (SKU#11RE00LE).
- 3.3.15.11.6. Any Nylon High Speed Gear Handcuff Case in LE Blue.
- 3.3.15.11.7. The vest may be outfitted with a single High Speed Gear "Duty Taco" Rifle Magazine Pouch in LE Blue (SKU#41TA00LE), containing one Department approved 20 round rifle magazine with ammunition supplied by the Department Armorer.
- 3.3.15.11.8. A single, extra, pistol magazine may be worn upon the Molle webbing of a vest carrier in a Nylon High Speed Gear "Pistol Taco" in LE Blue (SKU#17PT00LE) . This is only to be worn in addition to the Department approved and required double pistol mag pouch on a duty belt.

3.3.16. T-shirts will be black or dark navy if the top of the T-shirt will show above the top button of the uniform shirt when worn without a tie.

#### 3.4. Bike Patrol Uniform

- 3.4.1. Helmets will meet SNELL and ANSI standards and will be equipped with MIPS or equivalent technology. "POLICE" may be stenciled on helmet. Helmets must be worn when operating department bicycles.
- 3.4.2. Protective eyewear is mandatory when operating department bicycles
- 3.4.3. Jackets specifications:
  - 3.4.3.1. Jackets will be navy blue, zip up or pullover style. A department patch will be sewn on each arm, centered one and one half (1 ½") inches below the shoulder seam. A cloth badge patch or embroidered department badge will be placed on the left chest.

3.4.4. Shirt specifications:

- 3.4.4.1. The uniform shirt for the bicycle uniform will be Blauer 8133 color block short-sleeve shirt, dark navy in color with Hi-Vis yellow trim. This shirt has reflective piping around chest and arms. A cloth embroidered badge will be sewn on the left chest. Department patches on each sleeve below the shoulder seam. A 4-inch by 11-inch reflective "Police" patch sewn on the back of the shirt in the area between the shoulder blades

3.4.5. Pants (Shorts) specifications:

- 3.4.5.1. Shorts will be black BDU style. The shorts will not extend below the knee, nor will they be more than 6 inches above the knee when the officer is standing. Shorts must be hemmed at the bottom of the leg. Padded Lycra shorts may be worn under BDUs. Full length BDU pants may also be worn

- 3.4.6. Gun Belt - Officers may wear their leather duty rig, or black nylon duty belt with accessories. If officers choose the nylon duty belt, the holster must be a Gould & Goodrich Phoenix Model B2315, or B2306, or any other department approved holster.

- 3.4.7. Socks will be solid white and will be over-the-ankle style

- 3.4.8. Footwear will be black, lace-up, round-toed, ankle-high shoes or boots. A gloss or non-gloss finish will be acceptable. Shoelaces will be black. If athletic shoes are worn, they must be all black

- 3.4.9. Gloves are not mandatory, but are encouraged. Gloves must be all black and may be padded or non-padded. Lycra or leather half-finger or full-finger gloves are permissible. You must be able to draw and accurately fire your weapon with the gloves on.

- 3.4.10. Reflective vests may be worn during the hours of darkness. They may be fluorescent white or orange. Vests must be sleeveless to allow the department shoulder patch on the uniform shirt to be visible.

- 3.4.11. The Elbeco V1, Safariland Sacramento, Safariland Oregon City, and the Turtle Tracks load bearing vest carrier are not authorized for wear over the Bike Patrol Uniform Shirt.

3.5. Training Uniforms

- 3.5.1. Recruit Officer Uniform - On their first day of duty new officers will be issued the standard Recruit Officer Uniform which will be required attire during in-house training before and after attending the State Law Enforcement

Academy. The uniform will consist of a charcoal colored shirt, a black undershirt, black pants, black belt and black boots as outlined below:

- 3.5.1.1. Shirt: 5-11 Performance Short Sleeve Polo (style #71049, color 018)
  - 3.5.1.2. Pants: 5-11 Taclite Pro (style #74273, color 019)
  - 3.5.1.3. Belt: Black leather basket weave belt with silver buckle
  - 3.5.1.4. Footwear: Footwear must be black boots. They must have a rounded, hard toe with a smooth finish, capable of being shined. No buckles or straps are permitted.
  - 3.5.1.5. Insignia: The shirt will have "SFPD Training" embroidered on the left front.
- 3.5.2. Department Training
- 3.5.2.1. In Building – Officers, Supervisors and Civilian staff attending classes associated to annual in-service training are allowed to wear a nice pair of blue jeans and a collared shirt. If the class being attended is NOT part of in-service, then business casual dress clothes shall be worn.
  - 3.5.2.2. Out of Building – Officers, Supervisors and Civilian staff attending classes, training and seminars that are held outside of the department headquarters shall wear business casual dress clothes.
- 3.5.3. Non-dynamic Training Instructor Uniform - Officers and supervisors who instruct courses, non-dynamic in nature, may wear business casual attire or their duty uniform.
- 3.5.3.1. The training cadre is also authorized to wear the "training uniform" which consists of a Dark navy blue polo shirt. It will have the SFPD badge embroidered on the left front with "Sioux Falls" embroidered above the badge and "Training" embroidered below the badge. The instructors also have the option of printing their name and rank on the right front of the shirt. Embroidery will be silver for officer rank and gold for supervisors. The pants are to be a khaki-colored 5.11 Tactical pants or similar style.
- 3.5.4. Dynamic Training Instructor Uniform - Instructors in Firearms, PPCT, Defensive **Tactics**, **EVO**C, and Motorcycle Certification are **required** to wear the following uniform whenever they are assigned to conduct dynamic training.
- 3.5.4.1. The dynamic instructor uniform consists of a "range red" polo shirt. The SFPD badge will be embroidered on the left front with "Sioux Falls" embroidered above it and "Training" embroidered below it. Instructors

will have the option of embroidering their name and rank on the right front of the shirt. Embroidery will be black in color for all ranks. The badge will be silver-colored for officer, gold-colored for supervisor. The pants will consist of black, 5.11 Tactical pants or Tactical Dress Uniform (TDUs).

### 3.6. Optional Summer Uniform

3.6.1. Officers have the option of wearing a summer patrol uniform. This will be authorized for use beginning April 1<sup>st</sup> until September 30<sup>th</sup> of each calendar year. This summer uniform consists of authorized shorts listed below, Department approved external vest carrier, duty belt, Department approved dark navy under vest shirt, short all black athletic shoes and short black ankle socks. A uniform ball cap is also optional for wear with this uniform.

3.6.1.1. Authorized shorts to be worn are 5.11 brand. The model of 5.11 short may be the Patrol or Taclite series, in respective men's or women's fit. Color shall be Dark Navy.

3.6.1.2. This uniform is not to be worn for any court proceeding other than Grand Jury, public speaking engagement, or formal event, and never in the place of any Class A uniform function. This is also not authorized for use on an ATV or Police Motorcycle. This is also not authorized for Bicycle Patrol as this requires the use of a high visibility shirt.

3.6.1.3. Officers assigned to specialty units may wear this uniform at the discretion and authorization of their respective section commanders.

### 3.7. Animal Control Uniform

3.7.1. Shirt specifications:

3.7.1.1. Short Sleeve - Gray short-sleeve Blauer 8713X or Nickel gray Liberty 732MGY

3.7.1.2. Long-Sleeve - Gray Blauer 8703X or Nickel gray Liberty 732MGY

3.7.1.3. The Animal Control patch will be worn on both sleeves centered 1 inch below the shoulder seam. Gold nameplates will be worn centered on the right shirt pocket

3.7.2. Turtleneck Specifications - Turtlenecks will be black with SFAC embroidered on the neck. No other embroidery or shirt brand emblems should be visible.

Embroidery thread will be gold. Turtlenecks will be worn only under long sleeve uniform shirt.

- 3.7.3. Badge Specifications – Badges will be Blackinton model B296 in a Hi-Glo finish, gold in color with the Seal of the City of Sioux Falls in the style currently used by Animal Control.
- 3.7.4. Trousers Specifications – Trousers will be black Propper brand model # F522082-001 tactical trousers or Black 5.11 Tactical pants or Black Tactical Dress Uniform (TDUs).
- 3.7.5. Training shirts will be the heather gray 5.11 Professional polo. The Animal Control badge will be embroidered on the left front with “Sioux Falls” embroidered above it and “Animal Control” embroidered below it. The embroidery will be gold-colored
- 3.7.6. Trousers belts will be either black nylon tactical type belt or black leather with a basket weave pattern.
- 3.7.7. Footwear will be black lace up oxfords, high top shoes, or boots. They must have plain, rounded, hard toe with a smooth finish, capable of being shined. Absolutely no stitching or designs on the toe
- 3.7.8. Duty belt and accessories must be black nylon similar to the Dutyman 5041 belt, 2871 flashlight holder, 3671 OC holder, 3971 baton holder, 4141 radio holder and 3451 glove case.
- 3.7.9. Jackets will be Elbeco model 3920, black in color with a removable liner.
- 3.7.10. Wind shirt are to be black in color with an embroidered badge on left front. The Animal Control patch sewn on both sleeves centered one and one half (1 ½”) inches below the shoulder seam

### 3.8. Uniform Insignia:

- 3.8.1. Sergeants will be designated by chevrons. They will be sewn on uniform shirt sleeves, centered one half (1/2”) inch below the department patch. They are to be dark blue outlined in gold effective June 20, 2014. All chevrons must be changed from dark blue outlined in white to dark blue outlined in gold by July 1, 2015 white outline. Ranks above sergeant will wear gold metal rank insignia on their uniform shirt collar. It will be a single gold bar for lieutenants, double gold bars for captains, a gold oak leaf for the Assistant Chief and a single gold star for the Chief of Police.

- 3.9. Name Bars are furnished by the department upon employment. Name bars can have either the officer’s first and last name or only the officer’s last name. Silver

colored bars are for officers and gold colored for all ranked employees. "Serving Since" date bars may be attached to the name tag. The "Service Since" year will be the date of hire by the Sioux Falls Police Department. Name bars must be worn by uniformed officers.

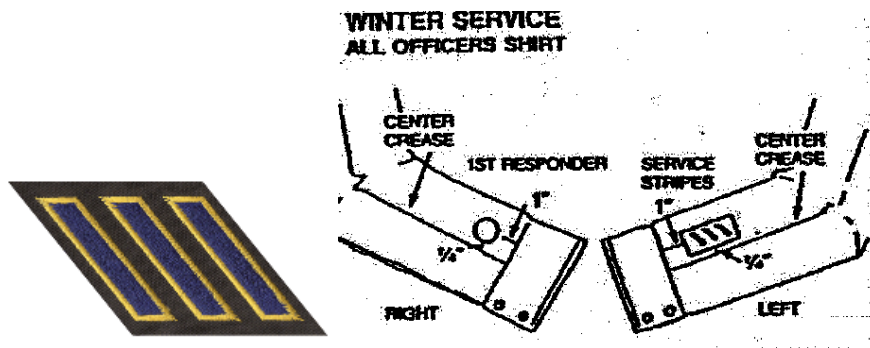
3.10. Badges are furnished by the department. Silver colored badges are for officers and gold colored badges are for supervisors. Detectives may purchase a gold badge at their own expense. Officers and supervisors will have one hat badge and two shirt badges. One shirt badge will be worn on the uniform shirt, and the other one on the outer garment (coat, sweater).

3.11. Miscellaneous Insignia.

3.11.1. **Service Stripes** - Each stripe will denote 5 years of service. The stripes will be worn on the left sleeve of the long sleeve shirt. Stripes will be placed one (1") inch above the cuff seam and one quarter (1/4") inch in front of the center crease of the sleeve.

3.11.1.1. The approved service stripe model is Premier Emblems 1/2" by 2" Double Slanted Hash Marks on Strip Royal/Gold/Black Twill Model # PE377

3.11.1.2. The illustration below shows the left sleeve with service stripes. The right sleeve illustrated is not approved. The wearing of service stripes is an optional feature on the long sleeve shirt.



3.11.2. Officers will wear no more than two insignia on the right side of the uniform and no more than three insignia on the left side of the uniform at one time.

3.11.3. The following insignia may be worn above the left uniform shirt pocket:

3.11.3.1. American Flag Bar

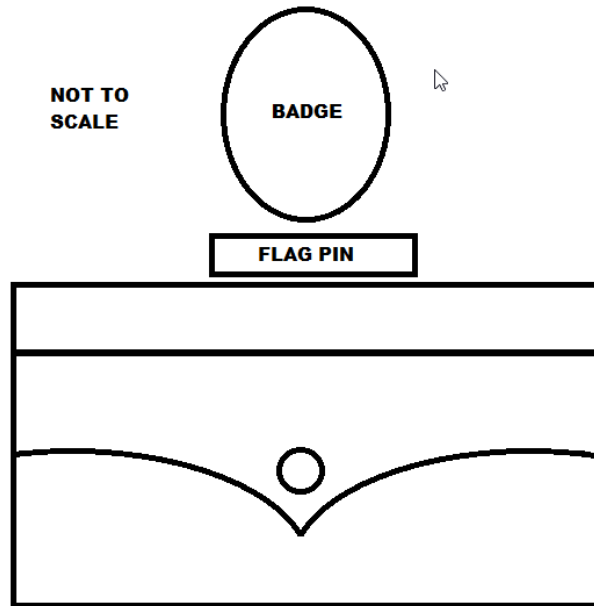
3.11.3.1.1. The bar will be the "Blackinton American Flag Patriotic Commendation Bar"; Item# CB164; Mfg# J143.



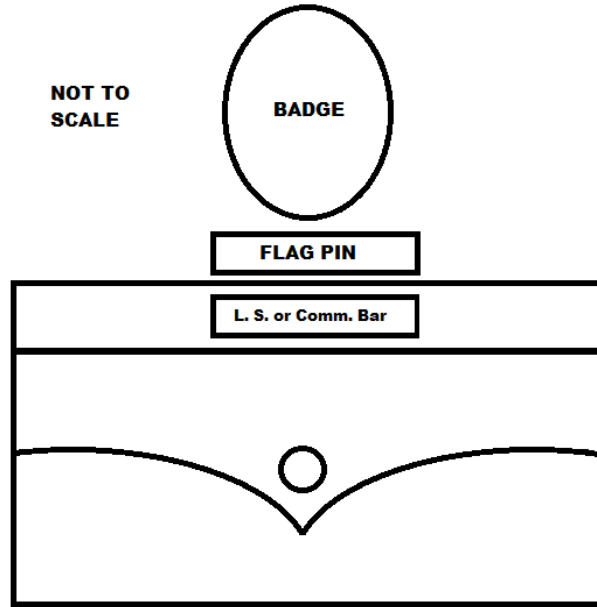
3.11.3.1.2. Officers will wear the nickel finish bar. Officers in the ranks of Sergeant and above will wear the gold finish bar.

3.11.3.1.3. The Flag bar will be displayed on the left uniform shirt pocket in the following manner:

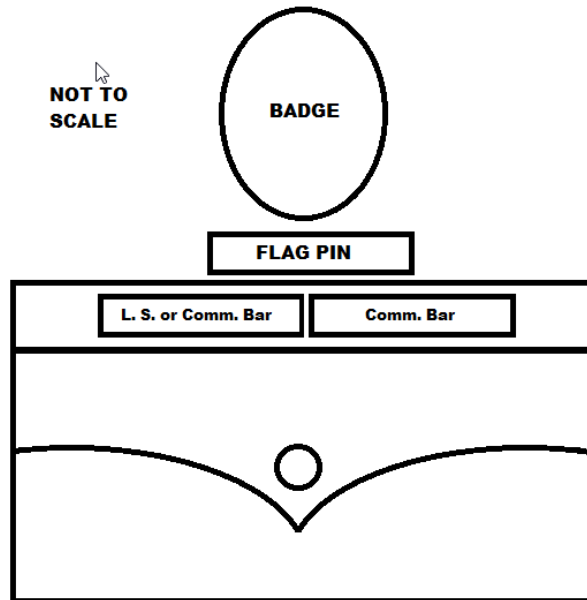
Flag bar only will be centered on the top line of the pocket.



A Flag pin and one commendation bar will be displayed in the following manner (L.S. = Life Saving):



A Flag pin and two commendation bars will be centered on the left side pocket seam. If a Life Saving bar is one of the commendatin bars it will be located closest to the heart:



Officers have the option to consolidate multiple commendation bars on a commodation bar holder. The commendation bar holder will be nickel for officers or gold for Sergeants and above or detectives.

3.11.3.2. Marksmanship Bar

3.11.4. The following insignia may be worn centered above the right uniform shirt pocket:

3.11.4.1. SWAT Insignia - Worn by SWAT Team members

3.11.4.2. Crisis Negotiation Unit - Worn by CNU Team members

3.11.4.3. Explosive Ordinance Insignia - Worn by bomb technicians

3.11.4.4. Motor Officer Insignia - Worn by officers who have been certified as police motorcycle operators

3.11.4.5. Honor Guard Insignia - Worn by Honor Guard members

3.11.4.6. SRO Insignia - School Resource Officers may wear a red, white, and blue bar that bears the logo of the National Association of School Resource Officers

3.11.4.7. DRE Insignia - Worn by certified Drug Recognition Expert officers

3.11.4.8. Clan Lab Insignia - Worn by Clandestine Lab Team

3.11.4.9. Crisis Intervention Insignia – Worn by officers certified in the CIT program.

3.11.4.10. Peer Support Team Insignia – Worn by Peer Support Team Members.

3.11.5. Mourning Bands – May be black elastic band or a black elastic band with a blue line through it. Mourning bands are to be worn over the badge,

3.11.5.1.1. At any time an officer from our agency is killed in the line of duty from the time of the death until 14 days after the death.

3.11.5.1.2. For an officer killed in the line of duty within our region from the day of the death until midnight on the day of the funeral.

3.11.5.1.3. Mourning bands may also be worn on National Peace Officers Memorial Day (May 15).

3.11.5.1.4. Mourning bands may be worn at any other occasion at the discretion of the Chief of Police.

### 3.11.6. Service Recognition Medals

- 3.11.6.1. Medal of Honor - A red/white/blue bar with the word "Honor" in the center in gold. It is to be worn centered on the left shirt pocket flap on the seam
- 3.11.6.2. Medal of Merit - A blue/white/blue bar with the word "Merit" in the center in gold. It is to be worn centered on the left shirt pocket flap on the seam
- 3.11.6.3. Blue Star Medal - A blue bar with a gold star in the center. It is to be worn centered on the left shirt pocket flap on the seam

### 3.12. Miscellaneous Uniform Items:

- 3.12.1. Flashlight - Any brand or style that is black in color and is suitable to the officer.
- 3.12.2. Leatherman-Style Multipurpose Tool or Knife - Must be in a black basket weave leather case if worn on the duty belt.
- 3.12.3. Plain Clothes Holster
  - 3.12.3.1. A department-issued/approved safety holster will be required during qualification shots on the range due to safety concerns. Officers will be required to demonstrate their proficiency with these holsters during individual sessions.
- 3.12.4. Optional Duty Magazine Pouches
  - 3.12.4.1. Safariland Model 73, Part #73-83-48. Open top double magazine pouch with STX Basket Weave Finish.
  - 3.12.4.2. Safariland Model 79, Part #79-83-48. Slimline open top double magazine pouch with STX Basket Weave Finish.
- 3.12.5. Crossbreed Holster
  - 3.12.5.1. The Crossbreed Last Ditch holster may be worn with the Turtle Tracks vest as a backup holster for officers with department approved backup firearms. The holster is not to be worn on the outside of the vest nor in an exterior pocket. It is to be installed with Velcro to the interior of the vest and is to be accessed via the front zipper. A short lanyard may be attached to the zipper pull for easier access.

3.12.5.2. The Crossbreed Last Ditch holster may also be attached to a department issued ballistic vest, which is worn under the standard uniform shirt.

3.13. Special Event & Extended Foot Patrol Uniform-The purpose of this uniform is to provide the officers with a greater level of comfort during extremely warm weather and to protect the officers from the harmful effects of the sun.

3.13.1. The Special Event Uniform would only be allowed during the course of duty at large events, such as Jazz Fest, Hot Harley Nights and Air Show or other events approved by the Special Events Lieutenant.

3.13.2. The Extended Event Uniform would be allowed during the course of extended foot patrol duty with the approval of the Shift Lieutenant.

### 3.13.3 Shirt Specifications

3.13.3.1 The uniform shirt will be Blauer 8133 color block short-sleeve shirt, dark navy in color with Hi-Vis yellow trim. This shirt has reflective piping around chest and arms. A cloth embroidered badge will be sewn on the left chest. Department patches on each sleeve below the shoulder seam. A 4-inch by 11-inch reflective "Police" patch sewn on the back of the shirt in the area between the shoulder blades. This is the same shirt as the Bike Uniform Shirt.

3.13.3.1.1 The officer's issued ballistic vest shall be worn under the uniform shirt and never on the outside. No external vest carriers, nor the Elbeco External Vest Carrier, may be worn with this uniform.

### 3.13.4 Pant & Short Specifications

3.13.4.1 Shorts will be black BDU style. The shorts will not extend below the knee, nor will they be more than 6 inches above the knee when the officer is standing. Shorts must be hemmed at the bottom of the leg. Full length BDU pants may also be worn.

### 3.13.5 Footwear Specifications

3.13.5.1 Footwear will be black, lace-up, round-toed, ankle-high shoes or boots. A gloss or non-gloss finish will be acceptable. Shoelaces will be black. If athletic shoes are worn, they must be all black.

3.13.5.2 Socks will be solid white and will be over-the-ankle style.

### 3.13.6 Gun Belt Specifications

- 3.13.6.1 Gun Belt - Officers may wear their leather duty rig, or black nylon duty belt with accessories. If officers choose the nylon duty belt, the holster must be a Gould & Goodrich Phoenix Model B2315, or B2306, or any other department approved holster.
  
- 3.13.7 Headwear Specifications
  - 3.13.7.1 If the officer chooses to wear a cap, it shall be the approved Class B Uniform ball cap, as described in section 3.3.1.4.



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

<b>Policy:</b> <b>Computer Usage – Work Stations and Mobile Data Computers (MDC)</b>	<b>Related Policies:</b>	Section #: 900 Materials
		Policy #: 904
		Effective: 6/2020
		Page 1 of 2
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
<b>Policy Owner:</b> ASD		
<b>Reference:</b> <i>City of Sioux Falls Executive Orders, City of Sioux Falls Acceptable Use Agreement for Electronic Mail and Internet Access</i>		
<b>Sensitivity Level:</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy establishes the acceptable use of computer technology used by the Sioux Falls Police Department.

2. Policy:

- 2.1. As is the case with all department owned equipment, Personal Computers (PC) and Mobile Data Computers (MDC) are provided to enhance the capabilities of employees in the furtherance of department goals and objectives. Department PCs and MDCs are not to be used for personal business while on or off duty.

3. Definitions:

- 3.1. **MDC** – Mobile Data Computer
- 3.2. **PC** – Personal Computer

4. Procedure:

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- 4.1. Email which includes car-to-car messaging on MDCs is provided for necessary internal and external communications in the day-to-day conduct of department business. Each employee must ensure that City email is not used inappropriately.
- 4.2. Only department employees, City Information Technology staff, and those specifically authorized by the Chief of Police or a division commander shall be allowed access to Police Department PCs and MDCs.
- 4.3. Employees will not copy City owned software to be installed on any other PC or MDC, whether inside or outside of the department.
- 4.4. Unless specifically authorized to do so by the Chief of Police, a Division Commander, or City Information Technology staff, individual employees will not install **any** software on department computers. All software will be installed by City Information Technology staff or an authorized member of the department.
- 4.5. Employees will not use another employee's computer login credentials to gain access to department computers without the express permission of that employee.
- 4.6. Employees will not password-protect any program or application without the authorization of City Information Technology.
- 4.7. Department employees will not use department computers to transmit or receive violent, threatening, obscene, illegal, or immoral materials unless required to do so as part of an ongoing criminal investigation.
- 4.8. City email accounts will not be used to send jokes of a sexual, racist, or questionable nature, chain letters, or correspondence pertaining to a private business venture. Employees receiving such correspondence shall notify the sender not to send such materials to their City email account in the future.
- 4.9. Unless specifically authorized to do so by the Chief of Police or a Division Commander for official purposes, employees will not use the Internet to access personal Internet-based email accounts, chat rooms, or Internet message services (AOL, Buddy List, Facebook, MS Messenger, MySpace, NetMeeting, Instant Messenger, etc.).
- 4.10. All employees having access to the Internet and City email must read and sign the "City of Sioux Falls Acceptable Use Agreement for Electronic Mail and Internet Access." These signed agreements will be collected and maintained on file.



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

<b>Policy:</b> <b>Employee Issued Equipment / Department Inventory Tracking</b>	<b>Related Policies:</b> 903 Uniforms / Attire	Section #: 900 Materials
		Policy #: 906
		Effective: 6/2020
		Page 1 of 2
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
<b>Policy Owner:</b> ASD		
<b>Reference:</b>		
<b>Sensitivity Level:</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy establishes the ownership of equipment issued to department personnel.

2. Policy:

- 2.1. All equipment and materials issued to an employee of the Sioux Falls Police Department remains the property of the City of Sioux Falls.

3. Procedure:

- 3.1. Whenever an employee leaves the employment of the police department, he must turn in all department-issued equipment that is listed on the employee's personal inventory log.
- 3.2. Annual Employee Property Inventory
  - 3.2.1. The equipment issued to each officer can be found in Zuercher – Main Menu – Custom Modules – Personnel Inventory Log.
  - 3.2.2. The inventory is to be checked yearly by the employee's supervisor personally, viewing each item that the employee has assigned to him. This is generally completed during an employee's annual performance review.

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- 3.2.3. If there are any discrepancies between the physical inspection and the inventory sheet, the Training Sergeant shall be notified of such changes so that the inventory equipment list can be updated.
- 3.2.4. Officers missing equipment items shall immediately notify their immediate supervisor to make arrangements for replacement of the missing item.
- 3.2.5. Officers may be billed for missing equipment if the loss is due to negligence. When equipment is stolen, a case report must be made.

### 3.3. Department Equipment Inventory

- 3.3.1. All department equipment must be tracked for audit purposes. Each division is responsible for establishing a means to record the required information needed to be able to track and inventory their unique equipment. This can be done through the use of the Zuercher – Main Menu – Agency Administration – Equipment Module.
- 3.3.2. The fixed asset inventory will be handled by the Administrative Assistant to the Chief of Police.
- 3.3.3. Any equipment not in use, or to be declared surplus, must be turned in to the Armorer or Administrative Assistant to the Chief of Police for proper disposition.