


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.32</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: QUARTERMASTER & EQUIPMENT ISSUE</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Equipment, Issued Equipment, Personal Equipment, Quartermaster, Uniform</p>	<p>State Certification Standards: 3.11</p>		

PURPOSE

The purpose of this policy is to prescribe the policies and procedures of the Rabun County Sheriff's Office for Quartermaster or Equipment Issue.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that all equipment needed for officers usage such as uniforms will be maintained under the control of one or more officers.

DISCUSSION

The Rabun County Sheriff's Office shall maintain secure custody and written record of all equipment and uniforms issued or stored by the Sheriff's Office. No uniforms or equipment shall be issued without proper authorization and documentation.

I. GENERAL DUTIES

- A. A certified law enforcement officer assigned to the Uniform Patrol Division will staff the position of Quartermaster.
- B. The Quartermaster will maintain all uniforms and equipment in a secure area within the Rabun County Sheriff's Office.

- C. Access to the Quartermaster's Office will be restricted to the Quartermaster and designee(s) as assigned by the Sheriff of Rabun County.
- D. The Quartermaster will coordinate with all vendors to maintain an adequate inventory of all uniforms and equipment used by the Rabun County Sheriff's Office with the exception of items ordered and received outside the normal channels.
- E. Any equipment and/or apparel that is used or worn by uniformed personnel, which is not issued by the Sheriff's Office, must be approved by the Chief Deputy prior to use. This will ensure uniformity and prevent the use of unauthorized or substandard items.
- F. The Quartermaster will maintain a written record of all items issued, received, and/or returned on standardized forms.
- G. The Quartermaster will maintain an up to date inventory of all items in the possession of this department.
- H. The Quartermaster will issue only items required for an officer's current position. In the event that an officer changes position, any unneeded items will be returned to the Quartermaster's Office for re-issue.
- I. The Quartermaster shall ensure that no items are issued or returned unless the receiving or returning officer signs for the items.

II. ISSUED ITEMS

- A. The following items are to be issued to officers assigned to the Uniform Patrol Division:
 - 1. Blood Borne Pathogen Kit;
 - 2. Picture Identification Card;
 - 3. Policy and Procedure Manual for the Rabun County Sheriff's Office;
 - 4. Long sleeve uniform shirts with all patches;
 - 5. Short sleeve uniform shirts with all patches;
 - 6. Uniform pants;
 - 7. One uniform jacket with all patches;
 - 8. One brown uniform tie;
 - 9. One set handcuffs and closed handcuff case;
 - 10. One uniform hat with cover;
 - 11. One campaign hat badge w/ acorns, braid and hat badge;
 - 12. One raincoat;

13. One traffic vest;
 14. One grid map of Rabun County;
 15. One ballistic vest;
 16. One badge (Color will depend on rank.
 17. One set of collar brass.
 18. One Glock 40 Caliber Semi-Automatic handgun.
 19. One Holster for issued Glock handgun;
 20. Three magazines for the issued Glock handgun;
 21. One magazine carrier for the issued Glock handgun;
 22. One OC pepper container with carrier;
 23. Chevrons or bars of rank;
 24. One departmental issued shotgun (depending on budget limitations and availability);
 25. One Digital Recorder;
 26. One Duty Belt;
 27. Name tag;
- B. Items issued to officers assigned to the Administrative Division will be the same as for officers assigned to the Uniform Patrol Division.
- C. Items issued to officers assigned to the Criminal Investigations Division will be the same as officers assigned to the Uniform Patrol Division with the exception of
1. Plain Clothes holster for issued Glock handgun.
- D. Items issued for Special Teams/Units will be issued as deemed appropriate by the individual Team Lead or Commander.
- E. Clothing Allowance for selected employees will be handled through the Chain of Command to the Sheriff's Office.
- F. An Incident Report will be provided through the Chain of Command to the Sheriff of Rabun County that will cover any items that have been lost, purposefully damaged, or damaged through neglect. Any sensitive items such as firearms that are missing or damaged will reported immediately through the chain of command to the Sheriff of Rabun County.

III. RETURNED ITEMS

Items returned to the Quartermaster will be inspected to assess if the item needs to be:

- A. Replaced;
- B. Can be re-issued; or
- C. Discarded (through being declared surplus or in the event it is a non-capital item being thrown away).



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County