BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	July 31, 2013	Requested Meeting Date:	August 5, 2013
		Confirmed Meeting Date:	
Received by:			

Contact Information: Please provide all requested information in the fields below. (Print or Type)

On Behalf of Organization or Individual:	Franklin Police Department		
Name:	Tim O'Sullivan	Telephone:	317-736-3670
Title or Position:	Chief of Police		
E-Mail:	tosullivan@franklin.in.gov		
Address:	2801 N Morton Street		
City:	Franklin	State: IN	ZIP: 46131

Who will attend the meeting and present the request?

Name:	Tim O'Sullivan	Telephone:	317-736-3670
Title or Position:	Chief of Police		
E-Mail:	tosullivan@franklin.in.gov		

Please describe the purpose or title of your presentation.

New SOP 1.28_Pregnancy Policy

Changes to SOP's: 1.7 Impaired/Drugged Driver Investigations, 3.1 Authorized Uniform Apparel, 3.7 Cellular Telephone Usage.

Supporting documents: All supporting documents should be submitted with the request form.

1. All listed SOP's.
2.
3.
4.

Questions about this application or the process described should be directed to the Clerk Treasurer's Office at 70 E. Monroe Street, Franklin Indiana 46131 or by email at jalexander@franklin.in.gov or call 317-736-3609.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.28

Subject: **PREGNANCY POLICY**		References:
Special Instructions:		No. of pages: -2 -
Distribution: All Units	Effective Date: August 6, 2013	Reevaluation Date:

1.28.1 PURPOSE

The purpose of this policy is to provide options that allow for an officer to remain working in a full-time capacity and performing full-duty assignments for as long as reasonably possible during pregnancy, as well as to clarify and update members of the Franklin Police Department on its policy prohibiting employment practices resulting in discrimination of members based on pregnancy.

1.28.2 POLICY

No officer or applicant will be subject to discrimination on the basis of a pregnancy or anticipated pregnancy. This policy is not intended to interfere with or diminish any rights or privileges to which an employee may be entitled under federal, state or local law, or any other departmental policy.

Disclosure of Pregnancy Status

An officer will notify her commanding officer when she believes that she cannot perform her current assignment due to pregnancy. No action will be taken by the department, or any supervisor or member of command, with respect to any pregnant officer's assignment at the time of the disclosure of her pregnancy unless the officer so requests in writing or presents a letter from her physician, which specifies restrictions or limitations on her ability to perform her current assignment.

No officer, defined as a sworn member of the department, will be required to disclose her pregnancy unless she believes she cannot perform her current assignment. No officer will be questioned as to her pregnancy status, nor will any officer be subject to testing or inquiry as to her pregnancy status. Female officers will not be subjected to special procedures to determine pregnancy status. No employee or applicant will be subject to discrimination on the basis of pregnancy or anticipated pregnancy.

Uniforms

Uniforms (including duty belts) that will accommodate the needs of pregnant officers will be available on the same terms and conditions as they are made available to non-pregnant officers pursuant to the terms of the clothing allowance policy.

Complaint of Pregnancy Discrimination

All complaints of discrimination based on pregnancy will be promptly investigated by the Merit Board. All complaints of discrimination based on pregnancy filed by an officer will be forwarded to the Merit Board for investigation, including those submitted to the Equal Employment Opportunity Commission. The department will make good faith efforts to provide the results of the investigation into a complaint of discrimination on the basis of pregnancy to the requesting or complaining party. This process will be done in writing, no later than sixty (60) days from the date the complaint is received.

Maternity Leave

Medical leave for pregnancy, childbirth, or related medical conditions, and women affected by pregnancy, childbirth, or related medical conditions, shall be treated the same as any other disability and will be eligible for medical disability and leave in the same amount and degree as any other eligible circumstances. The officer will be eligible for leave under the Family and Medical Leave Act of 1993 and should refer to the City Policy Manual for additional information. The officer will be eligible for Short-Term Disability and should refer to the City Policy Manual for additional information.

Timekeeping/Return to Active Duty

Pregnant officers will not be prohibited from allocating their banked time, in a manner that permits them to maximize the duration of their benefits while on leave of absence, pursuant to the department's leave policies and/or practices. The officer will present a medical letter from the officer's physician indicating the appropriate date of return to work.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 1.7

Subject: **IMPAIRED/DRUGGED DRIVER INVESTIGATIONS**		References:
Special Instructions:		No. of pages: -5-
Distribution: All Units	Effective Date: August 6, 2013	Reevaluation Date:

1.7.1 PURPOSE

To establish a good protocol for the handling of all impaired/drugged driver investigations.

1.7.2 POLICY

It is the policy of the Franklin Police Department that whenever possible, based on probable cause, an arrest be initiated whenever members of this department investigate an impaired/drugged driver. A minimum of two officers should be present during the investigation.

1.7.3 PROCEDURE

When an officer conducts a traffic stop and suspects, or comes to suspect, that the driver may be impaired/drugged that officer shall notify dispatch and have a second unit respond. Upon the arrival of the second unit the driver may be asked to exit the vehicle so that field sobriety can be performed.

Should the suspect vehicle already be stopped when the officer arrives it is the officer's responsibility to establish who was driving and when. For example: An officer discovers a vehicle that has driven off the roadway with a subject outside the vehicle. The officer needs to ask that person if they were driving and how long it has been since they ran off the roadway. This is necessary to show that the driver was impaired while driving. In the event of an O.V.W.I. coupled with an accident, officers should observe for injury patterns consistent with being the operator of the vehicle.

Field sobriety tests shall be performed by only those officers certified in the Standard Field Sobriety Tests, hereupon S.F.S.T.'s. The S.F.S.T.'s shall be performed on all suspected drivers unless circumstances exist which would invalidate the tests such as a medical condition or inclement weather. The officer performing the tests shall complete a log (see attached) which records the results. This log must be completed even if it is determined that the subject is not impaired. The officer will be required to make a copy of the log and turn it into the training officer, designated by the administration, for safekeeping. A second copy shall be included with the arrest packet for the prosecutor. The original shall be kept by the officer and be available for court purposes. A vehicle equipped with an onboard camera system should be utilized to record the tests whenever possible.

If, upon completion of the S.F.S.T.'s, the officer has probable cause to believe that the driver is impaired/drugged he/she shall read the driver the Indiana Implied Consent. The consent shall be read directly from a card provided by the Johnson County Prosecutor's Office, the Franklin Police Department or the Indiana Law Enforcement Academy.

Should the driver agree to a chemical test, and the officer chooses breath, the driver shall be transported to the Johnson County Law Enforcement Center. Upon arrival, the driver's mouth will be checked for any foreign objects and the time noted on the DataMaster. After waiting a minimum of twenty (20) minutes the test may be performed by a certified breath test operator.

If the driver refuses the chemical test a search warrant for a blood draw can be obtained. If the charge is a Misdemeanor the warrant is optional. The officer may charge the suspect with a refusal or seek a warrant. If the charge will be a Felony a search warrant shall be obtained. The procedure for the blood draw is listed below:

1. Completed the O.V.W.I. probable cause affidavit and search warrant.

2. Have dispatch page the prosecutor on call. After verifying your probable cause they will conference you with the on call judge.

3. Read the probable cause affidavit to the judge. If the judge finds probable cause he/she will tell you to affix their name to the warrant.

4. Respond to the Johnson Memorial Hospital lab for a blood draw. Request the blood be drawn using one of the prescribed kits. Make sure the chain of custody form in the kit is used. Everyone that handles the sample must be on the chain of custody form. The original form shall be enclosed in the toxicology kit after making a copy for JMH and the officer's file. All other forms will be provided by JMH and officers are encouraged to make copies for their files. Once the warrant is issued the suspect has no right to refuse the blood draw. **Officers are required to complete a search warrant return to the issuing court.**

5. If blood is collected, the collecting officer will leave a message for the Evidence Technician either by department email or department office phone voicemail. Place the sample in the refrigerator located in the supervisor's closet. A property voucher *is* required.

FRANKLIN POLICE DEPARTMENT DWI OBSERVATION NOTES

Case Number:_____ Officer:_____ Unit#:_____
Date and Time of stop:_____ Accident: NONE/ PD/ PI/ F
Initial reason for stop:_____
Location of stop:_____

Last Name:_____ First Name:_____ Middle_____
Address:_____
City:_____ State:_____ Zip Code:_____
OLN:_____ DOB:_____/_____/_____ Sex:_____
SSN:_____/_____/_____ HGT:_____ WGT:_____
Vehicle Make and Model:_____ Year:_____
License:_____ State:_____ Year:_____ Color:_____

Standardized Field Sobriety Tests

Refused standardized field sobriety tests: YES / NO Time (if yes):_____hrs

Gaze Nystagmus (6 clues totatl, 4 clues is a failure)
Contacts: No or Soft Eyeglasses Off: N/A or Yes Equal Tracking: Yes or No Pupils Equal: Yes or No
Exhibited Lack of Smooth Pursuit in Left Eye.....Yes or No
Exhibited Lack of Smooth Pursuit in Right Eye.....Yes or No
Distinct and Sustained Nystagmus at Maximum Deviation in Left Eye.....Yes or No
Distinct and Sustained Nystagmus at Maximum Deviation in Right Eye.....Yes or No
Onset of Nystagmus Prior to 45 Degree Angle in Left Eye.....Yes or No
Onset of Nystagmus Prior to 45 Degree Angle in Right Eye.....Yes or No
Total Number of Clues:_____Passed or Failed Test Stopped for Safety:_____

Nine Step Walk and Turn (8 clues total, 2 clues is a failure)
Lost Balance During the Instruction Phase.....Yes or No Number of Times:_____
Started Walking too Soon.....Yes or No Number of Times:_____
Stopped Walking on Steps..... 1 2 3 4 5 6 7 8 9 out & 1 2 3 4 5 6 7 8 9 in
Missed Heal to Toe on Steps..... 1 2 3 4 5 6 7 8 9 out & 1 2 3 4 5 6 7 8 9 in
Raised Arms (6"+) on Steps..... 1 2 3 4 5 6 7 8 9 out & 1 2 3 4 5 6 7 8 9 in
Stepped Off the Line on Steps..... 1 2 3 4 5 6 7 8 9 out & 1 2 3 4 5 6 7 8 9 in
Turned Improperly: Yes or No Describe:_____
Took Wrong Number of Steps Out: Yes or No Total Number Taken:_____
Took Wrong Number of Steps In: Yes or No Total Number Taken:_____
Total Number of Clues:_____Passed or Failed Test Stopped for Safety:_____

One-Leg Stand (4 Clues total, 2 clues is a failure)
Swayed During Test: Yes or No Describe:_____
Put Foot Down on Their Count #'s:_____
Hopped on Their Count #'s:_____
Raised Arms from Side (6"+) on Their Count #'s:_____
Total Number of Clues:_____Passed or Failed Test Stopped for Safety:_____

Preliminary Breath Test Result:_____ Time:_____hrs
Read Implied Consent: Yes Time:_____hrs
Certified Breath Test Result:_____(Start Obsv._____hrs) Time:_____hrs
Refused Certified Test: Yes Time:_____hrs

Approved Method For The Administration Of A Breath Test Using The BAC DATAMASTER

( ) 1. The person to be tested must have had nothing to eat or drink, must not have put any foreign substances in his or her mouth or respiratory tract, and must not smoke within twenty (20) minutes prior to the time a breath sample is taken.

( ) 2. The green LED on the instrument display must be lighted.

( ) 3. Depress the run button, enter the password, and insert the EVIDENCE TICKET.

( ) 4. Follow the displayed request for information, and enter by the keyboard.

( ) 5. When the PLEASE BLOW appears, place a new mouthpiece in the breath tube, subject must deliver a breath sample.

( ) 6. When the printer stops, remove the EVIDENCE TICKET from the instrument and check the EVIDENCE TICKET for the numerical alcohol SUBJECT SAMPLE, and correct date and time.

( ) 7. If the EVIDENCE TICKET displays one of the following messages the test is not valid, proceed as instructed.

If "INTERFERENT" is printed on the EVIDENCE TICKET, return to step 1 and perform a second breath test. If "INTERFERENT" is printed on the second breath test, obtain an alternate chemical test for ethanol or perform the test on another evidentiary breath test instrument.

If "SUBJECT SAMPLE INVALID" is printed on the EVIDENCE TICKET, return to step 1 and perform a second breath test. If "SUBJECT SAMPLE INVALID" is printed on the EVIDENCE TICKET of the second breath test, obtain an alternate chemical test for ethanol or perform the breath test on another evidentiary breath test instrument.

If "RADIO INTERFERENCE" is printed on the EVIDENCE TICKET, locate and remove the source of RFI and return to step 2 and perform a second breath test. If "RADIO INTERFERENCE" is printed on the EVIDENCE TICKET of the second breath test, obtain an alternate chemical test for ethanol or perform the breath test on another evidentiary breath test instrument.

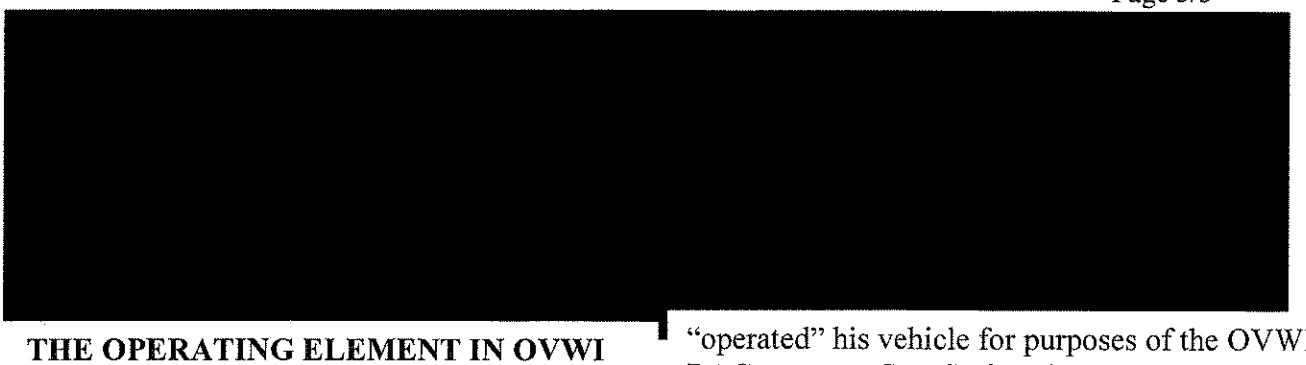
If "SUBJECT SAMPLE, INCOMPLETE" is printed on the EVIDENCE TICKET, return to step 2 and perform a second breath test. If "SUBJECT SAMPLE, INCOMPLETE" is printed on the EVIDENCE TICKET of the second breath test, obtain an alternate chemical test for ethanol or perform the breath test on another evidentiary breath test instrument. However, if the message was caused by the lack of cooperation by the subject, the breath test operator should record that the test was REFUSED.

NAME OF SUBJECT_____ DATE____/____/____

NAME OF OPERATOR_____ DEPARTMENT_____

CONTROL #_____ VIDEO TAPE #_____

(Revised 5/24/2000)



THE OPERATING ELEMENT IN OVWI

Sometimes there has been confusion about the meaning of "operating" a vehicle for purposes of the OVWI laws. The following should answer most questions on the topic.

There is no statutory definition of "operate." The statutory definition of "operator" is a person who "drives or is in actual physical control of a motor vehicle upon a highway." I.C. 9-13-2-118(a). However, the Indiana Court of Appeals has held that OVWI or BAC offenses may occur on private property as well as public because of the State's "strong interest in protecting citizens from intoxicated drivers." *Chilcutt v. State*, 544 N.E. 2d 856 (Ind.App. 1989). *See also, Huey v. State,* 503 N.E. 2d 623 (Ind.App. 1987).

Several cases recently decided by the Court of Appeals significantly affect the definition of "operating" for the purposes of a driver found in a parked, running vehicle. The following is a summary of the law based on those case rulings.

In order to prove the element of "operating" when an intoxicated person is found behind the wheel of a motionless vehicle whose engine is running, the State must show by direct or circumstantial evidence that the defendant moved the vehicle or intended to move the vehicle before having been apprehended. *Mordacq v. State*, 585 N.E. 2d 22 (Ind.App. 1992); *Corl v. State*, 544 N.E. 2d 211 (Ind.App. 1989); *Hiegel v. State*, 538 N.E. 2d 265 (Ind.App. 1989.

For example, where evidence indicates that an intoxicated person found sleeping in a running vehicle merely started the vehicle to keep warm after having left a nearby tavern, he has not "operated" his vehicle for purposes of the OVWI or BAC statutes. See *Corl* and *Hiegel, supra.* However, the State can circumstantially prove recent operation or intent to operate where an intoxicated person is found asleep behind the wheel of a vehicle parked with a running engine in the drive-through lane of a restaurant. *McInchak v. State,* 560 N.E. 2d 546 (Ind.App. 1990). The same is true when an intoxicated driver is found behind the wheel of a vehicle with engine running: on the median strip of a four-lane highway, *Bowlin v. State,* 330 N.E. 2d 353 (Ind.App. 1975); stopped in lanes of traffic or county roads, asleep, *Rose v. State,* 345 N.E. 2d 257 (Ind.App. 1976) and *Traxler v. State,* 538 N.E. 2d 268 (Ind.App. 1989); or stuck in a snow bank, *Garland v. State,* 452 N.E. 2d 1021 (Ind.App. 1983).

In *Taylor v. State,* 560 N.E. 2d 100 (Ind.App. 1990), the Court of Appeals found that recent operation had been proven where an intoxicated person was found behind the wheel of a vehicle that was not even running. Evidence showed that the defendant's vehicle was "rear-ending" a parked car with the intoxicated defendant asleep behind the wheel. His keys were between his legs and the engine, lights and radio were off. The Court of Appeals found that the evidence was sufficient to support the inference that the vehicle was recently operated by the defendant/driver.

If you have more detailed questions on this subject matter, please feel free to contact the Prosecutor's Office at 736-3750.

Police/Prosecutor Update is a publication of the Johnson County Prosecutor's Office. PPU covers various topics of interest to law enforcement officers. Please direct any suggestions you may have for future issues to Lance D. Hamner, Johnson County Prosecutor.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.7

Subject: **CELLULAR TELEPHONE USAGE**		References:
Special instructions:		No. of Pages: -2-
Distribution: All Units	Effective date: August 6, 2013	Reevaluation Date:

3.7.1 PURPOSE

To provide guidelines for the use of departmental cellular telephones.

3.7.2 POLICY

It is the policy of this department that officers will use cellular phones in accordance with the City Policy and the following guidelines.

A. Cellular phones are to be used for the transfer of official departmental information.

1. Some examples of authorized use in the performance of duty are, but not limited to –

   The Welfare Department.
   The Prosecutor's Office.
   Juvenile Detention/Probation.
   Law Enforcement Agencies.
   Any other agency and or person relevant to the performance of duty; or any situation authorized by an Administrative Officer.

2. Cellular phones shall not be used to contact dispatch to transfer information for personal use.

3. Cellular phones may be used to request NCIC/IDACS information from dispatch only when the use of a radio is not available.

B. Cellular phones may not be used for the personal business of the officer. Officers who use cellular phones for personal business will be required to reimburse the City Clerk Treasurer, and may be subject to disciplinary action.

C. You will need to report to your immediate supervisor all investigations that result in excessive use of cellular or direct connect. You may be required at the end of the billing period to explain those excess minutes. Major incidents that require excessive use will be allowed on a case-by-case basis. When this occurs, Officers are directed to inform their supervisor. This information shall be forwarded in writing to the Deputy Chief through the chain of command.

3.7.3 PROCEDURE

All sworn members of this department will be assigned a cellular telephone. The following information will outline the Department's plan and specific use procedure.

Current Cellular Plan Benefits:

A. Free nights (M-F) (9:01 p.m. – 5:59 a.m.)
B. Free weekends (9:01 p.m. Friday – 5:59 a.m. Monday)

Direct Connect/Push-to-Talk:

A. Push-to-talk usage is permitted and is unlimited on devices equipped with this feature.

Permitted Use:

A. Business
B. Text messaging approved for Administration and Investigations
C. Text messaging approved for Patrol Division if it is case-related and authorized by OIC

Non-Permitted Uses of Cellular and Direct Connect:

A. Patrol Division

1. Information calls (411)
2. 900 calls
3. Internet access
4. Personal business

B. Administration and Investigations

1. Information calls (411)
2. 900 calls
3. Personal business

General Information Concerning Your Cellular Phone:

A. You are required to have your phone charged and with you at all times.

B. No modifications shall be made to your phone. The addition of personal lines is prohibited. Any cost associated with the repair or replacement for this reason shall be at the officer's expense, and may subject you to disciplinary action.

C. It shall be the responsibility of the employee to whom the police department issued cellular phone is assigned to protect the cellular phone from theft, loss, or damage. The police department reserves the right to require the employee to reimburse the City for the theft, loss or damage to the cellular phone which results from employee negligence as determined upon investigation.

This policy is subject to change as the billing and use is evaluated. Any change to this policy will be provided to officers in writing.

FRANKLIN POLICE DEPARTMENT STANDARD OPERATING PROCEDURE NO. 3.1

Subject: **AUTHORIZED UNIFORM APPAREL**		References:
Special Instructions:		No. of pages: -4-
Distribution: All Units	Effective Date: August 6, 2013	Reevaluation Date:

3.1.1 PURPOSE

To establish a standard uniform of the Franklin Police Department.

3.1.2 POLICY

It is the policy of the Franklin Police Department that all personnel shall present themselves, by their dress when on duty, as nothing less than professionals. It is the policy of this department that supervisors will ensure compliance with the requirements set forth in this policy at all times.

3.1.3 PROCEDURES

A. In an effort to maintain uniformity, the uniform as described below will be worn in its entirety when on duty:

Officers will maintain at least one complete seasonal uniform at all times. The uniform will be readily available regardless of the officer's assignment. The policy applies to off duty or part time employment when the uniform is worn.

Although uniform fabric specifications may change from time to time, the chief of police shall retain final authority as to what is acceptable with regard to authorized uniform items.

Only authorized departmental emblems and awards may be worn with departmental uniforms. Unit emblems may be worn only while assigned to the particular unit.

For specialty team or assignment uniforms, refer to the corresponding General Order.

Officers are required to present a neat, clean and well-groomed appearance at all times while in uniform. Uniforms are to be kept clean and pressed, and may not be torn, faded, or frayed.

The gun belt, leather items, footwear, and collar brass must be in good repair and highly polished. These items may not be torn, scratched, dirty, or cracked.

Officers are required to display their badge, nameplate, and rank insignia on the uniform shirt. A badge must be worn on the outermost garment at all times.

In respect for officers killed in the line of duty anywhere in the state of Indiana, black mourning bands will be worn across the badge from the date of death to the day following interment.

Class A Uniform – Summer uniform, Optional winter uniform

A. TROUSERS

Navy blue in color with 1-inch black flat braid from the waist to the bottom of the trouser leg along the outer seam. There are no cuffs permitted on the trousers. Material may be Polyester, or Poly/wool blend as authorized by the Chief at the approved vendors.

B. SHIRT

Navy blue in color, with blue plastic buttons as supplied with the shirt. The shirt may be short or long sleeved. Short sleeves will be worn open at the collar with either a white or black, clean and well-maintained crew neck t-shirt. Long sleeves will be worn with a navy necktie, or open collar with a black shirt. Department patches will be machine-sewn on each sleeve, not more than 1/2 inch from the shoulder seam. Material may be Polyester, or Poly/wool blend as authorized by the Chief at the approved vendors.

C. HAT

Black, triple brim, straw campaign hat (optional). Navy, felt, campaign hat (optional). Fitted, navy blue in color, baseball style cap (optional). Navy Trooper style or watch cap may be worn in the event of inclement weather. The campaign or Trooper hat will have the hat badge affixed in the appropriate space provided. The campaign hat will have the proper color band (gold / silver) according to rank. Navy blue, baseball style caps will be well kept and consistent throughout the department. Campaign and baseball hats are as authorized by the Chief at the approved vendors.

D. FOOTWEAR

Authorized footwear shall be semi-pointed, plain toe style shoe with a smooth finish. Shoes will be black in color and able to be shined. Plain or high gloss leather finish is permitted. In inclement weather, black pullovers are approved. Quality tennis shoe style or boot footwear will be permissible. Black or navy blue socks will be worn with duty shoes. If for medical reasons white bottom socks are worn, at no time shall the white portion be visible above the shoe.

Class B Uniform – Optional uniform

A. TROUSERS

BDU navy blue in color with no braid. There are no cuffs permitted on the trousers.

B. SHIRT

BDU navy blue in color, with blue plastic buttons as supplied with the shirt. This shirt may be worn short or long sleeves. Short sleeve summer uniform shirt will have the sleeves tailored, not rolled up. The shirt shall be worn with an open collar, and a black undershirt. Department patches will be machine-sewn on each sleeve, not more than ½ inch from the shoulder seam.

C. HAT

Navy blue in color, baseball style cap. The hat will be well kept and consistent throughout the department. Baseball hats are as authorized by the Chief at the approved vendors. In the event of inclement weather, navy Trooper style or Watch caps may be worn.

D. FOOTWEAR

Authorized footwear shall be semi-pointed, plain toe style shoe with a smooth finish. Shoes will be black in color and able to shine. Plain or high gloss leather finish is permitted. In inclement weather, black pullovers will be permissible. Quality tennis shoe style or boot footwear will be permissible. Black or navy blue socks will be worn with duty shoes. If for medical reasons a white bottom sock needs to be worn, at no time shall the white portion be visible above the shoe.

Optional dress, Class A Uniform

If the class A uniform is worn for formal dress, it shall be worn with necktie, and high gloss shoes. Polished black, basket weave leather gun belt shall be worn, and all proper dress insignia and commendations shall be affixed. (See accessories, page 4)

Bicycle Patrol Uniform

1. Waterproof bike jacket (navy/navy)
2. Zip-off bike pants (navy)
3. Solid color reflective bike polo (navy)
4. Bike shorts (navy)
5. Black hard soled shoes (bicycle or cross trainer shoes)
6. Black/white bicycle helmet
7. Padded bike shorts/bibs (for comfort)

Duty Jackets

Black leather "Chicago PD" style, or equivalent, jackets are permitted. If the style of jacket purchased has buttons, the color (gold/silver) will be affixed according to rank. Buttons will be located on the pocket flaps and storm flaps. A badge tab will be affixed to the left breast area of the jacket.

Winter jackets will be navy blue in color, with badge tab. Zip-out liners are permissible. Department shoulder patches will be machine-sewn on both sleeves within 1/2 inch of the shoulder seam. Material will be as authorized by the chief at approved vendors. Corresponding rank insignia will be worn on the epaulets.

Windbreaker type jackets will be navy blue in color, with badge tab. Department shoulder patches will be machine-sewn on both sleeves within 1/2 inch of the shoulder seam. Material will be as authorized by the chief at approved vendors. Corresponding rank insignia will be worn on the epaulets.

Raincoats must readily identify officers by having a badge tab or the word "Police" affixed to the coat. Full or waste length is optional to the officer. Navy blue or black will be the preferred color, however fluorescent colors of orange or yellow may be worn to maximize visibility of the officer. In addition, a clear plastic hat cover may be worn over the campaign uniform hat.

The uniform sweater will be a navy blue or black "commando type" sweater. The sweater will have a V-neck, and a badge tab. The sweater will have department patches machine-sewn on each shoulder.

Safety Vest: High Visibility Garment Requirement

In accordance with Federal Highway Administration, the safety vest shall be utilized by law enforcement personnel when duties involve directing traffic, investigating crashes, and handling lane closures, obstructed roadways, and disasters within the right-of-way or Federal-aid highways.

Insignia and Accessories

The color of insignia or accessories will correspond with the officer's rank. The rank of Patrolman and Reserve shall wear silver. Sergeants and above will wear gold. This pertains to collar brass, nametags, ILEA pins, buttons, gun belt buckles and snaps.

The following are Mandatory uniform shirt accessories that officers shall wear. The department issued badge will be worn above the left breast pocket in the space provided, visible on the outer most garment being worn at the time. A metal nameplate with the officers' first name or initial, and or last name will be worn on the left pocket flap, centered below the badge. Rank insignia will be worn on each shirt collar.

Rank insignia will be as follows:

Chief – Star
Deputy Chief – Eagle
Lieutenant – Single Bar
Sergeant – Three-Stripe Chevron
Patrolman & Reserve Patrolman –No Insignia

The following are Optional uniform accessories, provided the class A uniform is not being used as formal dress. If formal dress is being observed, all corresponding accessories shall be worn.

Officers, who have graduated from the Indiana Law Enforcement Academy or a local Reserve Academy, may wear an academy pin, centered on the right shirt pocket flap. A firearms competency pin may be worn directly above the academy pin.

Time-Of-Service pins will be worn centered above the nametag. The pins will be department-issued, and will have one star for each five (5) years of service with the department.

The ten Department Commendation Bars as found in SOP 4.1, will be worn centered above the right pocket flap. Recipients of two or more commendations shall display commendations on a corresponding bar holder. Certain other pins, such as Field Training Officer, Swat, etc., may be worn at the direction of the Chief.