



# DEPARTMENT NOTICE

24-091

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## Department General Order 10.02 “Equipment” Update Packet #107

The purpose of this directive is to announce the revision of Department General Order 10.02, *Equipment*, adopted by the Police Commission on April 17, 2024. The Police Commission agreed to a 45-business day implementation period and therefore, members will be held accountable for this policy starting June 21, 2024.

The updates in this policy include, but are not limited to the following:

1. The policy regarding firearm storage in vehicles has been added to this DGO to clarify when firearms can and cannot be left in vehicles and how they must be stored if allowed to be left in a vehicle.
2. The procedure for members to request the use of a secondary firearm has been updated to clarify members must receive notice of approval from the Rangemaster prior to carrying a secondary firearm.
3. Updating and incorporating Department General Order 10.04, *800 MHZ Radios* into DGO 10.02 and remaining it “Portable Radios”
4. Updating and incorporating Department General Order 10.05, *Weapons and Protective Equipment Inspection*, into Department General Order 10.02.

Members are expected to have a working knowledge of all directives applicable to their respective assignment and comply with their provisions, per DGO 3.01, *Department Written Directives*. Members shall obey all written orders, policies, and procedures of the Department, per DGO 2.01, *General Rules of Conduct*.

Department General Order update packet #107 is attached to this Notice and is available to members on the PowerDMS site.

### Associated Policies:

DGO 10.06, Uniform and Equipment Issuance and Replacement

DGO 10.11, Body Worn Cameras

DGO 11.02, Secondary Employment

DGO 11.08, Grooming Standards

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

## Equipment

This order specifies required and optional equipment, and its safekeeping, for both uniformed and non-uniformed members of the Department.

### 10.02.01 POLICY

#### A. GENERAL RESPONSIBILITIES OF MEMBERS

1. **SAFEKEEPING AND USE** - Members are responsible for the safekeeping and appropriate authorized use of their issued uniform and equipment items. Members shall maintain uniform and equipment items in a clean, serviceable condition in order to maintain a professional appearance. Members are also responsible for promptly reporting the loss, theft, or unserviceable condition of any issued uniform or equipment item.

Members shall be responsible for the maintenance, care and replacement of the standard uniform items as outlined in the current Police Officers' Association Memorandum of Understanding (MOU). For all other uniform items needing replacement, members must complete the Uniform and Equipment Replacement Form (SFPD 172) and submit the form to their Commanding Officer for approval. Members submit the approved form to the Property Control Division (PCD). PCD reviews the form and, if approved, returns the form and a voucher to the member to be used for the requisition of uniform and equipment. (See DGO 10.06, Uniform and Equipment Issuance and Replacement.)

Members shall not leave department equipment, including radios, tactical garments, ballistic vests, ballistic/riot helmets smart phones, Body Worn Cameras (BWC), or Department-issued electronic equipment, within the interior compartment of a police vehicle. Equipment left inside a marked or unmarked police vehicle SHALL be secured in the vehicle trunk. If the vehicle is not equipped with a locking trunk, (equipped with a release button that can only be activated when the keys to the vehicle are in the ignition or requiring a key to open the trunk), the equipment shall not be left inside the vehicle.

When a member separates from the Department, the Uniform Equipment Turn-In Form (SFPD 549A/549B), shall be used to document the return of specific uniform/equipment items that belong to the Department. Members can obtain the latest version of this form at the Police Range or Property Control Division.

#### B. DEPARTMENT-AUTHORIZED FIREARMS

Firearms authorized by the Department as primary on-duty weapons for members shall be of the type, make, model and caliber as recommended by the Training Division and approved by the Chief of Police.

1. **OTHER WEAPONS** - In accordance with Penal Code § 12030 P.C., and subject to the requirements of local law, the Department Rangemaster, with the written approval of their Deputy Chief, may select weapons for use by officers of the Department from those booked with the Property Control Section that would otherwise be subject to destruction. The Rangemaster may issue such weapons to officers working specialized assignments, and the Crime Lab, for legitimate testing and comparison purposes with written authorization from their Deputy Chief and the Deputy Chief of the Administration Bureau. The Rangemaster may not issue such weapons to officers for use as secondary weapons.
2. **THEFT OR LOSS OF FIREARM** - Members shall immediately report a loss or theft of any Department-issued or approved firearm to the police agency in the jurisdiction where firearm is lost or stolen and file an incident report. Members shall also immediately notify their Commanding Officer of the loss/theft and ensure the Department Operations Center (DOC) is also notified. Upon return to duty, the member shall submit a memorandum through their chain of command to the Chief of Police. The memorandum shall include a complete description of the weapon (including the serial number) and contain all the surrounding facts. The member shall send a copy of the memorandum to the Department Rangemaster. They shall attach the incident report to the memorandum or include the incident report number in their memorandum if the report is not available. A supervisory investigation shall also be completed regarding the loss or theft.
3. **REPAIR OR ALTERATION OF FIREARMS** - Department owned firearms shall not be repaired or altered except as authorized by the Department Rangemaster or designated range personnel. Any authorized secondary firearms shall not be altered without authorization of the Department Rangemaster.
4. **RANGE REQUALIFICATION** - Members must show proficiency with their Department-issued primary firearm in accordance with criteria and frequency as established by the Training Division.

Members performing their qualification shall use their Department-issued firearm. Firearms approved under any other provision of this order shall not be used during re-qualification.

5. **FIREARMS SECURITY IN VEHICLES** - Members are responsible for knowing the location of firearm(s) under their care and control; and ensuring those firearm(s) are secure at all times, whether on or off duty. Members shall comply with the following

procedures should it become necessary to secure a firearm inside an unattended vehicle, (other than shotguns, patrol rifle, ERIW already secured).

A member shall not secure firearms in the glove box or other similar storage compartment within any vehicle.

If a member is faced with a situation that requires a firearm to be stored in an unattended vehicle, the firearm shall be secured inside the locked trunk of the vehicle. The firearm is to be placed in the trunk out of public view. If the firearm is stored in the trunk, the vehicle's passenger area trunk release shall be disabled. The firearm shall not be stored in an unattended vehicle any longer than necessary.

If the vehicle design does not include a trunk (SUV, truck, etc.), the firearm shall be secured in a locked metal container affixed to the vehicle in a location within the passenger compartment not visible from the exterior of the vehicle.

If a member is unable to secure a firearm in a vehicle as described above, the member shall not leave a firearm in an unattended vehicle. Under no circumstance shall any firearm be left unattended in a vehicle overnight.

Unless exigent circumstances exist, members shall not loan or supply another member with their firearm without the permission of their Commanding Officer or Officer-In-Charge.

### **C. AMMUNITION**

Department-issued firearms shall only use Department-issued ammunition. Department-issued ammunition shall not be used in any other weapon, either on or off duty.

### **D. MAGAZINES**

1. On-duty uniformed members equipped with semi-automatic firearms shall carry at least three fully loaded magazines: one in the well of their firearm and two in a Department-issued double magazine holder pouch on their equipment belt.
2. On-duty plainclothes members equipped with semi-automatic firearms shall carry at least two fully loaded magazines. One in the well of the firearm and the second secured on their person.

### **E. REQUIRED EQUIPMENT**

1. ON-DUTY UNIFORMED MEMBERS - While on duty members in uniform shall not "cover" their uniforms or patches while in public, (traveling to meetings, eating meals, etc.). Members of all ranks while on duty in uniform shall be equipped with the following equipment or have it readily available:

- a. Star, displayed on the outermost garment over the left breast.
  - b. Department identification card.
  - c. Brass nameplate or Department-approved Embroidery (BDU) that is visible in silver or gold thread. The embroidery shall not be the same color as the uniform.
  - d. Department-issued firearm, fully loaded with Department-issued magazine and ammunition.
  - e. Two extra Department-issued magazines, fully loaded with Department-issued ammunition in a Department-issued double magazine pouch.
  - f. Department-approved impact weapon.
  - g. Department-issued handcuffs, case, and key.
  - h. Whistle.
  - i. Flashlight in good working condition.
  - j. Department-issued radio.
  - k. Miranda warning card.
  - l. Department-issued chemical agent.
  - m. Department-issued holster.
  - n. Department-issued ballistic vest.
  - o. Department-issued ballistic/riot helmet.
  - p. Department-issued mobile phone.
  - q. Department-issued Body Worn Camera. (See also DGO 10.11)
  - r. Business card (as available).
2. ON-DUTY MEMBERS/CIVILIAN DRESS - Members, while on duty in civilian dress, shall be equipped with the following equipment:
- a. Star.
  - b. Department identification card.

- c. Department-issued firearm fully loaded with Department-issued ammunition.
- d. At minimum one extra magazine for the Department-issued firearm, fully loaded with Department-issued ammunition.

The following equipment should be readily available:

- e. Miranda warning card.
  - f. Department-issued chemical agent.
  - g. Department-approved impact weapon.
  - h. Department-issued radio.
  - i. Department-issued mobile phone.
  - j. Department-issued Body Worn Camera. (See DGO 10.11)
  - k. Business card (as available).
3. EXCEPTION - Members performing investigative or non- investigative, foot or bike patrols, non-patrol, or specialized function can be exempted from the requirements previously listed in E-1 and E-2 with their Commanding Officer's approval. If the amended equipment includes a firearm, the officer must comply with the provisions concerning secondary firearms.

Specialized Units shall adhere to the applicable Bureau or Unit order regarding their unit's required equipment.

4. EXPOSING WEAPONS – Members in civilian dress shall not knowingly expose weapons in public unless they conspicuously display their stars.

## **F. OPTIONAL EQUIPMENT**

ON-DUTY MEMBERS - On-duty members may be equipped with the following equipment item.

- a. Extra belt keepers.
- b. Extra handcuffs. The handcuffs shall be metal and silver or black in color.
- c. A belt buckle displaying the SFPD star or bearing the words "San Francisco Police Department," subject to approval.

- d. A folding knife, if sheathed in a black basket weave leather pouch on the equipment belt or kept in their pocket.
  - e. A cord-cuff restrainer “hobble,” for those members trained in the hobble restraint.
  - f. An extra magazine pouch and magazines.
1. DEPARTMENT-ISSUED ITEMS ONLY - With the exception of the items in F.1 above, and F.4 below, only Department-issued or approved items are to be worn while in uniform.
  3. BALLISTIC VESTS - All members shall wear a ballistic vest, except as outlined in Section E.3.
  4. SECONDARY FIREARMS - An on-duty member may carry a concealed second firearm in addition to their primary Department-issued firearm with the approval of their Deputy Chief, the Deputy Chief of Administration, the Rangemaster and inspection of the firearm by a Department armorer. The memorandum shall include weapon and ammunition information. The secondary firearm must either be a double action revolver, a semi-automatic firearm equipped with a minimum barrel length of 1 7/8” single action revolvers, single action semi-automatic handguns and derringers of any caliber are prohibited. Only new manufacture factory ammunition shall be used (no reloaded ammunition factory or otherwise shall be used).
- a. REGISTRATION – A member who intends to carry a secondary firearm must comply with the following instructions:
    - (1) Members must register the secondary firearm by written memorandum to their respective Deputy Chief. The memorandum must contain a statement of the officer’s intention to carry the weapon along with the make, model, caliber, serial number, and barrel length.

Upon approval by their respective Deputy Chief, the memorandum is routed to the Deputy Chief of Administration for review and approval. Upon approval, the memorandum will then be routed to the Department Rangemaster, and the member notified. The approved memorandum shall not be sent directly to the member.

Upon notification of the approved memorandum, and before carrying the secondary weapon, the member must respond to the Range and the Rangemaster or designee will inspect and approve the secondary weapon, holster, and ammunition. The Range will also verify the serial number of the secondary weapon.

- (2) All concealable secondary firearms shall be inspected annually by the Department Rangemaster or their designee to determine that minimum operational safety and functionality standards have been met. Secondary firearms that do not meet these minimum standards shall not be registered or used and shall not be carried.
- b. PROFICIENCY - Prior to carrying the secondary weapon, the member must satisfactorily demonstrate proficiency to the Department Rangemaster or their designee by satisfactorily completing a secondary firearm qualification. Thereafter, the member shall also demonstrate proficiency annually to the Rangemaster or their designee.
- c. RECORDS - The Department Rangemaster will ensure that a written certification of proficiency is prepared and forwarded to the Staff Services Division for inclusion in the member's personnel file. They shall also ensure that the Staff Services Division is notified of any member who fails to fulfill the annual proficiency requirement.

If a member wishes to change their secondary weapon, a new memorandum with the required information must be submitted to their Deputy Chief and the above process followed.

#### **G. OFF-DUTY OFFICERS**

With the exception of special events such as parades, community events etc., members shall not wear their uniform off duty under any circumstances without prior written consent from their Commanding Officer.

1. STAR AND ID/OFF DUTY - A member opting to carry a firearm off duty shall be equipped with their Department-issued star and Department identification card.

#### **H. EQUIPMENT USED IN SECONDARY EMPLOYMENT**

Members shall not use Department-issued firearm(s) and/or equipment in the course of secondary employment. (See DGO 11.02, Secondary Employment.)

#### **I. STAR OR BADGE**

1. ASSIGNED STARS AND NUMBERS - Members appointed to the rank of police officer (Q-2) will be issued a Department-owned star with an identifying number. The star and number will remain assigned to the officer throughout their employment unless administratively changed.



2. PROFESSIONAL STAFF MEMBERS - By authorization of the Chief of Police, professional staff members may be issued a shield or badge with an identifying number.
3. AUTHORIZATION - A member shall not possess any star or badge of the kind or design used by the Department without written authorization by the Chief of Police.
4. OTHER RANKS - By authorization of the Chief of Police, members appointed to a civil service or exempt rank, other than police officer, must purchase a star with a proper identification number at their expense (after obtaining written authorization from the Chief of Police).

#### **J. FLAT STAR**

1. A member who wishes to purchase a “flat star” may do so, (1) with the written approval of the Chief of Police, and (2) at their own expense. Members shall submit a memorandum through their chain of command requesting permission to purchase a flat star.

Members are responsible for all costs incurred in the purchase of their flat star. Other requirements are:

- a. The flat star shall not be worn as a replacement for the official Department star.
  - b. Members will be solely responsible for repair or replacement of a flat star. Any lost or stolen flat star shall be reported by the member via incident report, SFPD memorandum and notification to their commanding officer and the DOC as soon as practicable.
  - c. Members shall only possess one flat star of their current rank.
  - d. Members shall only purchase the flat star from a Department approved vendor.
2. Retired members may request to purchase a flat star. Retired members who desire to purchase a flat star must:
    - a. Send a notarized letter to the Chief of Police requesting authorization to purchase a flat star.
    - b. Enclose a photocopy of the members’ retired identification card.
    - c. A voucher will be mailed to the requesting member to the address listed on the notarized letter and it will be the responsibility of the retired member to facilitate the purchase through the Department authorized vendor.

#### **K. PROFESSIONAL STAFF MEMBERS’ ATTIRE**

Professional staff members whose classifications and functions require a uniform shall ensure that they are in their designated uniform of the day, while on duty. Professional staff members who are not required to wear a uniform while on duty shall maintain professional/business attire.

## **L. PORTABLE RADIOS**

1. **RESPONSIBILITIES OF MEMBERS** - It is the policy of the department to regulate the use and care of their portable radios to ensure that they are properly functioning and available to members. Members who are assigned a portable radio shall be responsible for its security and maintenance. They shall immediately report any loss, damage or condition which renders the radio inoperable to their supervisor. The radio should then be delivered to the Property Control who will arrange for repair and will assign the member a temporary radio. The station keeper is responsible for the care and inventory of any unit's unassigned portable radios. The station keeper shall maintain a sign-out log and ensure that members who have not been issued a portable radio sign them out on the log sheet before using them and sign them back in when returning them.
  
2. **INOPERABLE RADIOS**
  - a. **DUTIES OF MEMBERS** - In the event that a portable radio or any of its components becomes inoperable, return the entire unit to the Property Control Division to submit for repair and receive a temporary radio. If a member is assigned to the Investigations or Administration Bureau, the inoperable radio should be returned to the unit's designated member. Members shall not respond to the Radio Shop for any radio repairs or modifications without supervisor approval.
  - b. **AIRPORT BUREAU MEMBERS** - If a member is assigned to the Airport Bureau, they should follow the established Airport Bureau policy for replacement or repair.
  - c. **DUTIES OF THE DESIGNATED MEMBER/EMPLOYEE** - When notified of an inoperable portable radio, follow these procedures:
    - i. Obtain a loaner radio from the Property Control Division, Monday through Friday. Property Control will deliver the inoperable radio/accessory to the Radio Shop. Upon notification that the radio/accessory has been repaired, respond to Property Control, pick up the radio and return the loaner radio.

During non-business hours, members can respond to System Watch located at Department of Emergency Management, 1011 Turk Street, 1<sup>st</sup> Floor and sign out a spare radio. System Watch will send the damaged radio to the radio shop for repairs.
  
3. **MODIFICATIONS**
  - a. Standard antenna should not be replaced with a stubby antenna. For optimum coverage, San Francisco's digital system was designed to use the standard whip antenna.
  - b. Members may attach an earpiece.
  - c. Members may attach a Department-issued surveillance kit, microphone kits or Bluetooth devices specific to their unit and job assignments (i.e.: EOD, Hondas, and Solo Units).

- d. Unless approved by the Deputy Chief of Administration, members who are not a part of the Special Operation Group shall not have their talk group radio configurations modified. Members may request radios be given the ability to scan with the approval of their commanding officer.
4. NOTIFICATIONS / REPORTING REQUIREMENTS FOR LOST / STOLEN RADIOS
    - a. Members shall immediately notify the on-duty supervisor at the Emergency Communications Department (415-575-0737).
    - b. Members shall prepare a memorandum and an incident report.
    - c. After a preliminary supervisor's investigation and unsuccessful attempts to locate the radio, the Platoon Commander or Officer-In-Charge shall notify System Watch located at DEM (415-558-3884) to deactivate the radio.
    - d. Forward a copy of the incident report to the Property Control Division. The incident report shall include the date, time and person notified regarding the deactivation of the radio.
  5. NOTIFICATIONS / REPORTING REQUIREMENTS FOR FOUND RADIOS
    - a. When a radio is recovered/found, the appropriate supplemental incident report shall be prepared, and a copy forwarded to the Property Control Division.
    - b. The Platoon Commander or Officer-In Charge shall notify System Watch (415-558-3884) to reactivate the radio.

#### **M. WEAPONS AND PROTECTIVE EQUIPMENT INSPECTION**

1. WEAPONS OFFICER - Commanding officers or officers-in-charge of all Department units assigned weapons and protective equipment shall designate an officer as the Weapons Officer and forward their name to the Training Division. The Weapons Officer will be responsible for the condition and serviceability of weapons, body armor and ammunition, including ERIW ammunition, assigned to the unit, with the exception of weapons and protective equipment permanently issued to individual members.
2. RETURN OF WEAPONS / PROTECTIVE EQUIPMENT - Members who are temporarily issued weapons or protective equipment shall immediately return them to the issuing unit upon completion of their assignments. Members who are permanently issued weapons and protective equipment are exempt from this provision; however, they are responsible for maintaining and inspecting the equipment for serviceability before each tour of duty.
3. DUTIES OF THE WEAPONS OFFICER
  - a. INSPECTION - Weapons Officers shall conduct a weekly inspection of all weapons, body armor ammunition and ERIW ammunition assigned to the unit.
  - b. INVENTORY - Weapons Officers shall conduct a monthly inventory of weapons and protective equipment completing the "Weapon Officer

Report/Inventory" (SFPD 176) and forward it to the Police Range. Include the following information: type and brand, model number, serial number, and condition/serviceability.

4. INOPERATIVE / DAMAGED WEAPONS - Deliver any damaged or inoperative weapons or protective equipment item to the Lake Merced Police Range for repair or replacement. Personnel assigned to the Airport Bureau shall also deliver their weapons to the Lake Merced Range for repair or replacement.

**References:**

DGO 10.06 – Uniform and Equipment Issuance and Replacement

DGO 10.11 – Body Worn Cameras

DGO 11.02 – Secondary Employment

DGO 11.08 – Grooming Standards