

Protective Services Uniform & Equipment Process

Purpose:

To clearly outline the requirements for obtaining and returning uniforms and equipment for AHS Peace Officers.

Intended Audience:

Applies to all **AHS Peace Officers (POs)**.

1. Issuance of Uniform & Equipment for AHS Peace Officers

1.1 All POs will complete the “New Recruit Registration Form” upon their hire as part of the Peace Officer Application Package outlining uniform sizing for the officer.

1.2 All Full Time POs will be issued the following Uniform:

- a. 4 Uniform Shirts (Long or Short Sleeve)
- b. 4 Uniform Pants
- c. 1 Peace Officer Jacket
- d. 1 Forage Cap
- e. 1 Tie

Note: All POs must maintain at least 1 Long Sleeve Shirt for Court appearances

1.3 All Part Time/Casual POs will be issued the following Uniform:

- a. 2 Uniform Shirts (Long or Short Sleeve)
- b. 2 Uniform Pants
- c. 1 Peace Officer Jacket
- d. 1 Forage Cap
- e. 1 Tie

Note: All POs must maintain at least 1 Long Sleeve Shirt for Court appearances

1.4 All POs will be issued the following equipment:

- a. 1 inner and outer duty belt with belt keepers
- b. 1 baton/Hindi Baton Cap™ with holster
- c. 2 handcuffs with cases and keys
- d. 1 pair of safety glasses and with case
- e. 1 flashlight with holder
- f. 1 rescue Breather
- g. 1 pair of Hatch gloves
- h. 1 silent Key Holder
- i. 1 notebook with case
- j. 1 toque

1.5 The following equipment may be requested on a per case basis:

- a. 1 Peace Officer sweater

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- b. 1 pair winter Hatch gloves
 - c. additional pair(s) of chevrons (TL only)
 - d. 1 baton foam insert
- 1.6 POs will not maintain more than the allotted number of uniform or equipment items. Any excess uniforms or equipment items are to be returned to the **Training and Development Unit (TDU)**.

2. Ballistic Vests

- 2.1 Ballistic vests will be ordered and issued as per the department "Ballistic Vest Program" resource.
- 2.2 POs will not maintain more than 1 Ballistic Vest Kit. Any excess/loaner ballistic vests must be returned to the TDU.

3. Bike Patrol Uniform

- 3.1 Only POs who have completed the AHS Bike Training Program and are an active member of the Bike Patrol Unit will be allotted a Bike Patrol Uniform.
- 3.2 All POs who are active members of the Bike Patrol Unit will be issued the following:
 - a. 2 Uniform Bike Shirts
 - b. 2 Uniform Bike Pants
 - c. 1 Bike Helmet
 - d. 1 pair of Bike Gloves
- 3.3 The TDU Manager may refuse off-season requests for bike uniforms and will seek further clarification from the **Site Manager**.
- 3.4 POs will not maintain more than the allotted number of bike uniform or equipment items. Any excess bike uniform or equipment items are to be returned to the TDU.
- 3.5 Any PO who is not or is no longer an active member of the Bike Patrol Unit must return their bike uniform and equipment items to the TDU.

4. Subsequent or Replacement Uniform & Equipment Requests

- 4.1 Should a PO identify that their uniform or an equipment item is soiled (unable to be laundered), defective, broken or otherwise in disrepair, the PO should inform their **Team Leader** as soon as possible.
- 4.2 The PO fill out the "Uniform/Equipment Order Form" and submit it to their Team Leader or Site Manager as applicable to request a replacement uniform or equipment item. The PO must be specific as to the reason why a new/replacement uniform or equipment is being requested.

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- 4.3 The Team Leader will submit the completed form to the TDU Peaceofficerkit@ahs.ca email once they have reviewed the form and approved the request.
- 4.4 The Site Manager must be included on all uniform request emails for the request to be filled.
- 4.5 The TDU will fill the request as soon as possible and will inform the sender if a particular item is backordered or unavailable, and provide alternative solutions.
- 4.6 Once the order has been filled and the item(s) are sent out, a response will be sent to the requesting PO and applicable Site Manager. The order is then marked as completed and saved in the POs file.
- 4.7 The TDU Manager may refuse any orders that do not meet the allotment guidelines outlined in section 1 of this process, and seek further clarification from the Site Manager.
- 4.8 The Site Manager or delegate is responsible for returning any of the following uniform or equipment items that have been deemed defective, broken or otherwise in disrepair to the TDU as soon as possible:
 - a. Uniform Shirts – Any shirts that may be reissued must be returned to the TDU. Ripped or soiled shirts may be disposed of on-site; however all Peace Officer flashes must be removed prior to disposal and returned to the TDU.
 - b. Uniform Pants – Any pants that may be reissued must be returned to the TDU. Defective or soiled pants must be disposed of on-site.
 - c. Handcuffs – Damaged or defective handcuffs must be returned to the TDU.
 - d. Batons – Damaged or defective batons/ Hindi Baton Cap™ must be returned to the TDU.
 - e. All other damaged or defective items may be disposed of on site. Disposal of items must be documented on “Uniform/Equipment Order Form” when requesting replacement.

5. Return of Uniform & Equipment

- 5.1 When a PO leaves employment with Alberta Health Services, Protective Services, all issued uniform and equipment must be accounted for and turned into their Team Leader or Manager on the PO's last day of employment.
- 5.2 Upon the completion of a POs last day of employment with AHS Protective Services, the PO must complete the “Returned Uniform/Equipment Form”. The applicable Team Leader will review and sign the “Returned Equipment Checklist” to verify that all items listed are accounted for.
- 5.3 The Team Leader will send a digital copy of the completed “Returned Uniform/Equipment Form” to the TDU Peaceofficerkit@ahs.ca email indicating that they will be returning the POs uniform and equipment.

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- 5.4 The Site Manager or delegate will box and return all items to the TDU and include the hard copy of the "Returned Uniform/Equipment Form" in the box. All items should be returned to the TDU within two (2) weeks of the PO's last day of employment.
- 5.5 All uniform or equipment items that have been deemed defective, broken or otherwise in disrepair do not need to be returned to the TDU and instead may be disposed of in accordance with this document. Disposal of items must be documented on "Returned Uniform/Equipment Form" before returning to the TDU.
- 5.6 As per the Alberta *Body Armour Control Act*; in the event that the PO does not return their ballistic vest upon completion of their last day of employment, the Site Manager is responsible for making every effort to have the PO return the ballistic, up to and including reporting to the Police Service of jurisdiction.

6. TDU Responsibilities

- 6.1 The TDU is responsible for the following:
 - a. Procurement and issue of uniform and equipment to AHS Peace Officers.
 - b. Receive and process the "New Recruit Registration Form" and "Uniform/Equipment Order Form"
 - c. Notify requesting PO of status of uniform and equipment orders.
 - d. Track orders and document orders in the POs file.
 - e. Receiving and processing all used and returned uniform and equipment items.

7. Site Manager Responsibilities

- 7.1 The Site Manager or delegated Team Leader is responsible for the following:
 - a. Reviewing and approving any uniform or equipment requests.
 - b. Receiving all completed uniform or equipment orders and distributing to the applicable PO.
 - c. Ensuring all issued uniforms and equipment are returned to the TDU when a PO has left employment with AHS Protective Services or when otherwise indicated by this document.
 - d. Ensure all documentation is complete and submitted to the TDU.

8. PO Responsibilities

- 8.1 The PO is responsible for the following:
 - a. To maintain the allotted number of uniform and equipment items and ensure they are kept in good repair.
 - b. To notify the applicable Team Leader or site manager of any soiled, defective, or broken uniform or equipment items and request a replacement.
 - c. Return applicable uniform or equipment items to Site Manager as indicated by this document
 - d. Dispose of applicable soiled, broken, or defective uniform or equipment as indicated by this document

DEFINITIONS

Training & Development Unit (TDU): Refers to representative(s) of AHS Protective Services Training & Development Unit

Site Manager: Refers to Protective Services Operations Manager

Team Leader (TL): Refers to a AHS Peace Officer Supervisor.

AHS Peace Officer: Any person who provides AHS with Protective Services, and who holds a Community Peace Officer appointment pursuant to the Peace Officer Act (Alberta), and who is an employee of AHS.

APPENDICES

Appendix 1 – Uniform/Equipment Order Form

Appendix 2 – Returned Uniform/Equipment Form

Approved By: Jerry Scott, Chief Protective Services Officer & Senior Program Officer

APPROVAL

May 5 2022

Date



Jerry Scott, Chief Protective Services Officer &
Senior Program Officer