



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: NOVEMBER 9, 2020	CHAPTER: 1 - Administrative	PAGE: 1 of 3	NUMBER: 1.04.03
SUBJECT: UNIFORM CLOTHING COMMITTEE			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: The Uniform Clothing Committee (UCC) shall evaluate clothing and equipment currently in use and proposed for use by the Division of Police.

POLICY: *It is the policy of the Cleveland Division of Police* to establish a committee of members, reflective of the makeup of the Division, whose duties shall be evaluating and recommending items for the annual clothing allowance.

PROCEDURES:

I. Members of the UCC

- A. The UCC shall be comprised of representatives from the below list as approved by the Chief to evaluate duty related items and uniforms.
 1. Field Operations (one supervisor designated by the Deputy Chief of Field Operations to serve as committee chairperson).
 2. *Bureau of Support Services (Chief Clerk to serve as Project Director).*
 3. *Homeland* Special Operations (one male officer and one female officer).
 4. Bureau of Communications and Property Control (one officer *and one* dispatcher).
 5. Bureau of Traffic (one officer).
 6. Training Section (one officer).
 7. Patrol Section (one male officer and one female officer).
 8. Fraternal Order of Police (one officer).
 9. Cleveland Police Patrolmen’s Association (one officer).
 10. Black Shield Police Association (one officer).
 11. *Hispanic Police Officers’ Association (one officer).*

II. Duties of the UCC

- A. The UCC shall:

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1. Meet *at least twice a year* and as needed to discuss new proposals for uniforms or other duty related items.
2. Make written recommendations to the Chief for additions or deletions of uniform and duty related items.
3. Be responsible for wear testing clothing and field testing duty related items.
4. Establish the length of time required to wear test items and submit a written evaluation to the Project Director with recommendations.
5. Review written evaluations of items tested by specialized units and proposals submitted by members of the Division of Police.
6. Review and respond to member comments or suggestions regarding the annual list of uniform clothing items.

B. The Chairperson shall:

1. *Ensure that commanders are aware of the members under their command who are testing items. Commanders shall be given information on the items and the length of the testing period.*
2. *Schedule and direct UCC meetings.*
3. Submit a written report via the Project Director to the Chief of Police following each meeting summarizing the committee findings.

C. The Project Director shall:

1. Process and submit the necessary paperwork in a timely manner through the chain of command to the Department of Public Safety.
2. *Ensure that the clothing website is functioning for orders to be submitted and filled; an opening and closing date shall be announced to members so available funds may be utilized.*
3. Review bids submitted and make recommendations to award contracts in accordance with law and established purchasing procedures for the annual clothing allowance.
4. Annually submit all new and current clothing specifications by January 31 to the Bureau of Support Services for review and endorsement.
5. Oversee the entire procurement and disbursement process, ensure that it is completed in a timely manner in compliance with all contractual obligations as well as Divisional rules and regulations, and ensure that all related Divisional Notices are issued.

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III. Recommendations

- A. All new items must be approved by the Chief of Police. Replacement items that are substantively similar in specifications and price to a discontinued item or a less desirable item do not require approval from the Chief of Police
- B. Members of the Division may make comments or recommendations regarding the annual list of uniform clothing items by submitting a Form-1 through the chain of command to Field Operations - Attention: UCC.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.