Uniform and Equipment Committee

500.1 PURPOSE

The Uniform and Equipment Committee (henceforth referred to as the UEC) is a standing committee of the San Mateo Police Department. The UEC shall be responsible for providing recommendations to the Command Staff relative to all uniforms and equipment utilized by the Department, and pertinent policies and guidelines in conjunction with that usage. The UEC will conduct its responsibilities in accordance with the guidelines as reflected in this document, and as approved by the Chief of Police.

500.2 SCOPE

The UEC will be responsible for consideration and recommendations of all uniforms and equipment utilized by the Department, and the policies and guidelines relative to their usage. This includes all personnel units and service groups. Uniforms include all authorized apparel, whether provided or not. Equipment includes all safety equipment and vehicles. Office equipment and supplies are exempt from this review, and subject to normal chain of command authority.

500.3 DECISION-MAKING FLOW

For all non-emergency decisions relative to uniforms and equipment, the following process shall be followed:

- Suggestions and ideas relative to uniforms or equipment, and/or policies or guidelines as related, shall be submitted to the Chair of the UEC, and may be submitted by any employee within the Department, with the concurrence of his/her supervisor.
- All suggestions and ideas are to be submitted using the attached form, which identifies, at a minimum: a full description of the suggestion or idea, the signature of the presenter, and the signature the employee's immediate supervisor.
- The Chair shall bring all suggestions or ideas before the UEC. The UEC will consider each suggestion or idea, and either move it forward for consideration by Command Staff, or reject the suggestion or idea.
- All items moving forward will be presented to Command Staff for initial consideration and approval to move forward by the UEC within four (4) weeks of UEC consideration.
- For all items rejected by the UEC, the employee will be notified of the action, including UEC rationale, by the Chair of the UEC within four (4) weeks of UEC action.
- All employees will have the option of appealing the UEC decision directly to Command Staff utilizing the normal chain of command protocols, with the employee preparing a brief memo citing their reasons for appeal.
- The Command Staff will consider the suggestions or ideas brought forward by the Chair of the UEC, and either authorize the UEC to conduct further explorations and research relative to the item, or reject the item at that time. All items rejected are not subject to further review. The Chair of the UEC will notify the employee of the decision of Command Staff within two (2) weeks of any decision.

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- For items initially approved for review by Command Staff, the UEC will then conduct appropriate research, and return to Command Staff with a full recommendation at a later date. The research process will be described in a subsequent section.
- Based upon the full and final recommendation of the UEC, the Command Staff will make a decision as to approval. All decisions of the Command Staff are final and not subject to further review.

500.4 UEC REVIEW PROCESS

The UEC will conduct a thorough review of all suggestions or ideas as approved by the Command Staff for initial consideration. Such reviews shall be subject to available resources and personnel schedules as relevant to the item. In general, the UEC will use standard project management processes for consideration of all items. This shall include at a minimum: an executive summary of the project, typically a Charter; a work plan composed of work components, schedule, resource analysis and budget; and regular reporting requirements as appropriate to the project. The UEC will manage all items under consideration, with the anticipation that specific Subject Matter Experts (SME) will be utilized as needed for most items. SMEs may function in conjunction with and part of the UEC for the period of the item or project under consideration. However, only the UEC members may act on actual recommendations moving forward to the Command Staff.

Upon completion of the review, the UEC will make a final, written recommendation to the Command Staff as to its findings, considerations and recommended course of action.

500.5 UEC MEMBERSHIP

The UEC shall be composed of five (5) members, including the Chair and representatives of Command Staff, Sergeants, Police Officers Association (POA) representative and Professional Staff. The members shall be selected as follows:

- Chair: Command Staff member appointed by the Chief of Police
- Command Staff: appointed by the Chief of Police
- Sergeant: a designated representative from the Sergeants Association
- POA: a designated representative from the POA
- Professional Staff: selection by Command Staff relative to qualifications

500.6 UEC SELECTION PROCESS

The selection process shall reflect the following:

- All members of the UEC shall submit a Memo of Interest for Command Staff consideration.
- Members shall be appointed for two (2) year terms with staggered terms.
- Members may resubmit for consideration at the completion of their terms, without term limits.
- Memos of Interest shall be submitted annually in November, with Command Staff decisions in December for terms with a January start.

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500.7 CRITICAL ROLES WITHIN THE UEC PROCESS

The following roles are important to the entire UEC process, with the critical functions noted as follows:

- Employees: All Department employees are the source of all ideas for consideration. In addition, employees may serve as SMEs, testers and sources of feedback on items.
- UEC : The UEC shall function as the clearinghouse for suggestions and ideas; the project managers for all items being subject to consideration; and the representatives of the Department making final recommendations to Command Staff.
- Subject Matter Experts (SME): For any specific item, it is anticipated that SMEs will be needed to implement the projects under direction from the UEC. As such, duties may include: articulation of project issues and work plan, implementation of work plan tasks (research, testing, analysis, reports) and presentations as needed.
- Command Staff: Command Staff shall provide initial direction to the UEC as to all items to be subject to consideration, and make all final decisions relative to authorization and implementation based upon the final recommendations of the UEC.

500.8 UEC PROTOCOLS

The following protocols will be followed by the UEC.

- The UEC will conduct regularly scheduled monthly meetings, to be initially determined by the Chair.
- Chair will be responsible for agenda development, meeting notes and their distribution to UEC members and other interested parties upon request.
- The UEC will utilize a modified consensus process for committee decisions, composed of: all voices heard, majority rules and all members support the final outcome.
- Only UEC members may vote on decisions, though the voices of SMEs are to be heard as appropriate.

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