

<b>MESA POLICE</b>  Investigations Policy Manual	<b>Photo Safety/Towing Unit Member Guidelines</b>	<b>TRF 2.8</b>  Effective Date 1/26/15
Approved by: <b>Chief of Police</b>	Chapter: <b>Enforcement &amp; Investigation</b>	Page: <b>1 of 2</b>

## 1. PURPOSE

This order provides unit members with duty guidelines and uniform requirements.

## 3. GENERAL GUIDELINES

### Attendance

- In addition to the requirements reported in **DPM 1.4.45 Duty Requirements**, members shall adhere to the following:
  - Report for duty as scheduled in the Mesa Police Department (MPD) Towing Unit Office.
  - Do not leave prior to the end of the assigned shift without notice/approval of the supervisor.
  - Absences
    - Must report out sick by notification to the Senior Program Assistant/Traffic Program Coordinator
  - Leave Time
    - Complete a Leave of Absence request through **Kronos** allowing time for approval from Senior Program Assistant/Traffic Program Coordinator

## 4. UNIFORM GUIDELINES

### Non-sworn member uniform

#### Class C

- Will be worn by Photo Safety and Towing Unit Police Investigators I members.
- The uniform will consist of :
  - Dark blue polo shirt (long or short sleeve)
  - MPD cloth breast badge sewn on the left side over the pocket
  - Dark blue trousers, including BDU style, are authorized
  - Dark blue jackets and sweaters are authorized per **DPM 1.9.5A1**

#### Authorized Uniform List

- Footwear
  - Uniform shoes will be black with plain toe
  - Oxford shoe or Wellington boot
  - Soles will be leather, rubber or manmade material. Refer to **DPM 1.9.5A1 Authorized Uniform List** for more information
- Belts
  - Will be black with a smooth finish, free of any visible hardware

### Court Appearances

- During court appearances, Photo Safety and Tow Unit Police Investigators 1, are authorized to wear their daily uniform.

### References:

- DPM 1.4.45 Duty Requirements

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- DPM 1.9.5A1 Authorized Uniform List