

KING COUNTY METRO FARE ENFORCEMENT STANDARD OPERATING PROCEDURES SOP-TS 102-18 Uniforms and Equipment PAGE 1 of 4

Effective: 01/15/2015

Supersedes: All previous Fare Enforcement Manuals

Issuing Office: KING COUNTY METRO TRANSIT SECURITY DIVISION

FARE ENFORCEMENT SOP: UNIFORMS AND EQUIPMENT

1.0 PURPOSE:

This directive establishes the Standard Operating Procedure regarding Uniforms and Equipment worn or used by the Fare Enforcement Division of King County Metro team in the accomplishment of their assigned duties. This SOP defines the approved/authorized uniforms and equipment.

2.0 SCOPE:

This directive applies to all King County Metro Fare Enforcement Officers.

3.0 DEFINITIONS:

- a. **FEO** – Fare Enforcement Officer
- b. **Line** – Any designated Rapid Ride line of service

4.0 AUTHORITY:

King County Metro and a designated private sector security company have entered into a contract whereas the contractor provides Fare Enforcement Officers to perform Fare Inspections on the King County Metro Rapid Ride lines of service. Together they have developed a standard uniform for Fare Enforcement Officers. In addition, there is specific equipment, agreed upon by both parties, to be used by the FEOs. This SOP outlines what is authorized and issued by the contractor, King County Metro as well as what may be authorized for use by the individual FEO at their own expense.

5.0 UNIFORMS: Provided by the Contractor

- a. FEOs are issued the following uniform and equipment items:
 - i. Two (2) badges with a five (5) digit number. One badge is to be worn on the utility belt on a belt clip provided. One badge will be kept in the FEO's locker as a backup in case the one being worn is damaged while on duty.
 - ii. One (1) pair of black boots (with black laces or zipper). Boots shall be kept clean and polished.
 - iii. Three (3) short sleeve uniform shirts with Rapid Ride Fare Enforcement markings on the front and back. If the FEO has tattoos that have been deemed inappropriate by management, they will need to purchase and wear black long sleeve undershirts.
 - iv. Two (2) pair of approved black BDU style cargo pants.
 - v. One Jacket with Fare Enforcement markings on the front and back.
 - vi. One (1) black belt.
 - vii. Turtle neck (or mock) long sleeve or dickey may be worn under the uniform shirt. FEOs may choose to wear a black T-shirt under the uniform shirt rather than a turtle neck.
 - viii. Utility belt and four (4) belt keepers with radio holder, (2) single handcuff cases, rubber glove pouch, flashlight holder, and key holder.
 - (1) Double cuff cases are allowed to be worn as long as there is a single cuff case on the opposite angle of the duty belt.

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- ix. Handcuffs and handcuff case are to be carried on the utility belt, worn with the opening facing upwards. No handcuffs are to be visible from outside the cuff case. At least two (2) handcuff keys are to be carried at all times.
- x. One (1) KCM Access card, one (1) guard license, one (1) Safe Driving Card, and one (1) ROW card; while on duty all cards must be on the FEO's person.
- xi. One (1) Point Blank body armor vest with the soft trauma plate inserted to the FEOs front, covering the solar plexus. ***The issued body armor must be worn by each FEO while engaged in fare inspections on the coaches. FEOs are not authorized to wear their own personal body armor.***
- b. Solid black waterproof cold weather caps may be worn with approval from the FE Manager. The cap will have no clearly-visible markings anywhere that can be seen while being worn.
- c. All uniformed personnel will possess and maintain in good serviceable condition all items of apparel necessary to perform their duties.
- d. Uniform specifications will apply to all FEOs and Supervisors.
- e. The FE Manager may wear business casual attire – but will be in the designated FEO uniform while out on the Line.
- f. All uniforms shall fit properly and be maintained in a neat and clean condition.
- g. Uniforms with visible mends or patches or in need of repair will not be worn.
- h. New uniforms or uniform repairs can be requested through the supervisor or manager.
 - i. Supervisors or Manager will submit uniform modification requests through the Account Manager for approval.
- i. Other pins or insignia will be worn only with prior approval from the Account Manager.
- j. Any requests for equipment, repairs, and/or replacements will be accomplished by filling out an Equipment Request Form and submitting it to the FE Supervisor for approval.
 - i. The FE Supervisor will submit the approved form to the KCM Training Manager.
- k. Fare Enforcement SOP manual.
- l. Rubber/latex gloves.
- m. Field notebook and ink pen. These items must be carried by FEO's while conducting Fare Enforcement or providing a Security function.

6.0 EQUIPMENT: Provided by King County Metro

- a. County radio, microphone and ear piece (Radio to be checked out daily and carried in the radio holder on the utility belt).
 - i. FEOs will wear and use their issued ear pieces
 - ii. Any exceptions will require management approval
- b. Cell phone (May be worn on the utility belt).
- c. Orca hand held reader (to be checked out daily).
- d. Digital camera and case (May be worn on the utility belt).
- e. Keys.

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- f. King County Metro Notice of Infraction Book

7.0 OTHER EQUIPMENT OR UNIFORM ITEMS: Provided by the FEO at their own expense

- a. Gloves are provided and may be worn in inclement weather or as needed to protect the hands during the handling of items where gloves are preferred.
 - i. Gloves are to be all black without markings or lettering. A tag at the very top may be acceptable but must be approved prior to wearing.
- b. The T-shirt under the uniform shirt is to be black with no designs visible through the uniform shirt. Failure to adhere to section 7.0.b will be treated as arriving to work without the proper uniform and result in the FEO being sent home to get a black undershirt.
 - i. Small brand emblems such as Under Armour, Nike, 5.11, etc. are acceptable when labeled on the collar of an undershirt.
- c. Small to medium flashlight and holder (to be approved by management).

8.0 FEOS RESPONSIBILITIES

- a. All uniforms and equipment taken home with the FEO are to be kept secure at all times. It is recommended that uniforms or equipment are not to be stored in an unattended vehicle.
- b. It is highly recommended that all equipment issued be secured in the FEOs personal locker.
- b. The security contractor and/or King County Metro may hold an FEO financially responsible if uniforms or equipment are lost or stolen.
- c. FEOs must turn in all uniforms and equipment within 7 days upon transfer from the Fare Enforcement Division or otherwise terminates their employment.
- d. Only equipment that is authorized through this SOP is authorized to be used or worn on the utility belt.

9.0 REVIEW:

The KCM Contract Security Coordinator or Delegate will ensure all Directives, Policies, and Procedures are reviewed at least annually to ensure compliance with King County Metro Security Division policy. Directives, Policies, and Procedures will be updated immediately if division procedure changes or when a facility adds or deletes post positions or procedures and duties.

10.0 SUPERSESSION: All previous Fare Enforcement Manuals

11.0 EFFECTIVE DATE: 05/01/2013

ISSUING AUTHORITY

Gail Israelson

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KCM Contract Security Coordinator

12.0 ATTACHMENT:

SECURITY DIVISION EQUIPMENT REQUEST FORM

Name: _____

Date: _____

Supervisor: _____

Site: _____

Equipment Request:

BODY ARMOR

Size: _____

HANDCUFF KEYS

Qty: _____

HANDCUFFS

Serial# _____

DUTY BELT

Size _____

NITRATE GLOVES

Size _____

BELT KEEPERS

Qty: _____

CPR KIT

FLASHLIGHT HOLDER

RADIO CASE

GLOVE POUCH

HANDCUFF CASE

KEY KEEPER

Description of request:

*****This form needs to be send to the King County Metro Training Manager via hand delivery or email at
matthew.camillone@securitasinc.com***

Signature: _____

Date: _____

Supervisor Approval: _____

Date: _____