
Uniform Regulations

1023.1 PURPOSE AND SCOPE

The uniform policy of the East Palo Alto Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The East Palo Alto Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1023.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

This department has a mandatory wear policy for body armor. All uniform personnel working a field assignment shall wear body armor while on duty. All other sworn employees will have body armor readily available in case it is needed.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy. All sworn officer uniforms shall be LAPD Navy Blue.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
- (h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (j) Mirrored sunglasses will not be worn with any Department uniform.
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized designee.
 - 1. Wrist watch
 - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
 - 3. Medical alert bracelet

1023.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1023.3 UNIFORM CLASSES

1023.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

- (a) Dress hat (optional).
 - 1. Hat bands
 - (a) Officers- black band
 - (b) Sergeants- silver cloth band
 - (c) Command staff-gold cloth band
- (b) Ike Jacket (optional)

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

1. Sleeve braid
 - (a) [Officers- 1 inch blue braid](#)
 - (b) Sergeants- 1 inch blue and gold braid
 - (c) Commanders- 1 inch gold braid
 - (d) Chief of Police- (2) 1 inch gold braids
- (c) Long sleeve shirt with authorized tie bar
- (d) Polished shoes
- (e) Black tie with tie bar (silver for Officers and Sergeants / gold for Command Staff)

Boots with pointed toes are not permitted. White gloves may be worn at direction of the Chief of Police

1023.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required
- (b) A black crew neck t-shirt must be worn with the uniform
- (c) All shirt buttons must remain buttoned except for the last button at the neck
- (d) Shoes for the Class B uniform may be as described in the Class A uniform
- (e) Approved all black shoes or boots may be worn
- (f) Boots with pointed toes are not permitted
- (g) The department issued vest cover/carrier may be worn over the uniform shirt (Flying Cross hybrid shirts may be worn in lieu of the regular uniform shirt).

1023.3.3 CLASS C UNIFORM (BDU)

The Class C Navy Blue Flying Cross brand BDU uniform may be worn during inclement weather and/or special need with authorization by the Division Commander.

K-9 officers may wear the BDU dress on all shifts.

- (a) BDU (Battle Dress Uniform) either long sleeve or short sleeve with cloth name tag (officers and sergeants silver lettering and Command Staff gold lettering).
- (b) BDU pants
- (c) Black lace up type boot
- (d) Department approved baseball cap or watch cap (optional)
- (e) Standard issue safety equipment

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

(f) The department issued vest cover/carrier may be worn over the uniform shirt.

1023.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

1023.3.5 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1023.4 INSIGNIA AND PATCHES

- (a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) Service stripes. - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve, and the same location on the Ike jacket. Each service stripe shall represent 5 years of full time law enforcement service.
- (c) The regulation nameplate, or an authorized sewn on or embroidered nameplate, shall be worn at all times while in uniform.
- (d) The nameplate shall display the employee's first initial and last name. If an employee's first initial and last name is too long to fit on the nameplate, then only the last name will be displayed. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (e) All weather jackets shall have the embroidered first initial and last name of the employee in the manner described above. All weather jackets shall not have service stripes.
- (f) Class A uniforms shall have the metal name plate on the uniform in the manner described above
- (g) Class C uniforms shall have the embroidered first initial and last name of the employee in the manner described above.
- (h) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police. Officers shall only wear the assignment insignia while actively assigned to that duty.

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

- (i) Flag Pin - A flag pin may be worn, centered above the nameplate.
- (j) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (k) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform.

1023.4.1 MOURNING BAND

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. For star type badges, the mourning band should be worn from 11 to 5, as if looking at the face of a clock. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

1023.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.
- (d) All foot wear is to be practical and appropriate for the assignment.
- (e) The following items shall not be worn on duty:
 - 1. T-shirt alone
 - 2. Open toed sandals or thongs
 - 3. Swimsuit, tube tops, or halter-tops

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

4. Spandex type pants or see-through clothing
 5. Distasteful printed slogans, buttons or pins
 6. Any article of clothing displaying alcohol or drug items or themes
- (f) Variations from this order are allowed at the discretion of the Division Commanders or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (g) No item of civilian attire may be worn on duty that would adversely affect the reputation of the East Palo Alto Police Department or the morale of the employees.

1023.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, East Palo Alto Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the East Palo Alto Police Department to do any of the following (Government Code §§ 3206 and 3302):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1023.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

1023.7.1 RETIREE BADGES

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the East Palo Alto Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words "Honorably Retired" clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the East Palo Alto Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1023.8 UNIFORM SPECIFICATIONS

Basic Uniform (Sworn) The following items shall constitute the equipment for the basic uniform for police and reserve police officers:

For the rank of sergeant and below all insignia shall be in blue and gold, keepers etc in silver. All name tags shall be in silver metal or embroidered in silver 1/2" block print. First initial, last name.

Above the rank of sergeant all insignia shall be in gold, keepers in brass. All name tags shall be in gold metal or embroidered in gold 1/2 inch block print. First initial, last name. All uniforms will be Flying Cross brand.

1. Shirt, long sleeve or short sleeve
2. Undershirt
3. Jacket (optional)
4. Trousers
5. Belt (trousers)
6. Belt with holster and duty weapon; handcuff case and handcuffs;
7. Ammunition and case
8. Body armor
9. Keeper straps, black basket weave leather and/or with exterior silver or brass snaps
10. Baton and holder
11. Taser with holder (after receiving training)
12. Chemical agent and leather holder
13. Radio and holder

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

14. Handcuff key
15. Boots
16. Black socks
17. Prescribed insignia (shoulder patches, service stripes)
18. Valid California Driver's license
19. Pen/Pencil
20. Name tag (metal -silver or gold/ embroidered)
21. Breeches (Motors only)

Basic Uniform Non - Sworn

1. Shirt, long sleeve or,
2. Shirt, short sleeve
3. Undershirt
4. Jacket (field officers)
5. Trousers
6. Belt (basket weave)
7. Shoes
8. Black socks
9. Name plate
10. Badge
11. Departmental Identification

Administrative Uniform (Sworn) The following items shall constitute an Administrative Uniform and is restricted to officers who are in uniform but are not filling a role wherein they are expected to respond to calls-for-service. (Officers attending court in uniform shall wear the Basic Uniform (Sworn)).

1. Uniform shirt (long sleeve or short sleeve) with badge and name plate
2. Undershirt
3. Jacket (optional)

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

4. Trousers
5. Belt (trousers)
6. Duty weapon and holster
7. Shoes
8. Black ocks
9. Optional: All other equipment listed in section (c) Basic Uniform (Sworn)

1. Ike jacket and silver tone crosses on shoulder Senior Chaplain will have gold tone crosses). Ike jackets will have East Palo Alto Police patches on both shoulders with "Chaplain" rockers above the patches. Chaplain badge will be worn on the Ike jacket on the left breast and the silver name plate will be affixed and centered above the right breast pocket (Senior Chaplain will have a gold name plate).

2. Navy blue slacks
3. Black under belt

4. Navy dress shirt will have sliver or gold tone crosses on both collars as applicable. Shirts will have East Palo Alto Police patches on both shoulders with "Chaplain" rockers above the patches. Chaplain badge will be worn on the left breast when not wearing the jacket. The name plate will be affixed and centered above the right breast pocket when not wearing the jacket.

Sworn and non-sworn field employees may wear the utility uniform when authorized by the Division Commander. The exception to this rule is the following:

1. A court appearance ;
2. A special presentation;
3. A special occasion (deemed not appropriate by a supervisor).

The following items shall constitute the uniform and equipment for bicycle officers:

(a) Shirt (Blue): 5.1 1 Tactical I Series (reflect i on strips) with white lettering. Front lettering consists of abbreviated rank(OFC I SGT), first initial, and last name in block lettering

Uniform Regulations

(e.g. OFC. J. JONES). Rear labeled "POLICE". police badge star on left breast and name on right side. East Palo Alto Police Department patches are on both sleeves.

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

(b) Uniform Shorts: Mocean brand, any style.

(c) Uniform Pants: Mocean brand #20582- black in color with zip offs for shorts or pants.

(d) Shoes: Any brand black tennis shoes, low or high top.

(e) Arm Warmers | Bicycle Shorts | Gloves | Etc.: Any brand, without obvious markings (design, pattern, or brand name | logo) visible, black in color.

Refer to Department Policy 1024.3.3

Plain-clothes attire shall be neat in appearance and appropriate for duty. They shall carry:

(a) The departmental badge and identification card, valid California driver's license, gun and approved holster, load bearing vest, and other equipment as approved or required by the Division Commander. All shirts shall have collars. All plain clothes officers shall have a suit/sportcoat and tie available for court.

The following items shall constitute the basic uniform and equipment for Community Service Officers.

(a) Shirt - polo shirt, crewneck undershirt, jacket , trousers, belt (trousers) , tie (Class A), department identification card, embroidered name, belt with radio holder (radios are part of the basic uniform, but will be issued by the department as needed.), oleoresin capsicum and holder, whistle (optional), shoes, socks, prescribed insignia, valid California Drivers' license, pen or pencil, departmental badge.

The following items shall constitute the basic uniform and equipment for Community Service Aides

(a) Shirt-polo shirt, crewneck undershirt, jacket, trousers, belt (trousers), department identification card, embroidered name, radio holder, oleoresin capsicum and holder, whistle (optional), shoes, socks, prescribed insignia,

valid Driver's License, pen or pencil.

Civilian employees, who are not required to purchase a uniform, shall maintain their civilian attire in a neat and appropriate in appearance. Responsibility for determining the appropriateness of the non-uniform attire is that of each employee's supervisor. All shirts shall have a collar.

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

Law Enforcement Explorers are responsible for wearing the proper and complete Post uniform in the prescribed manner except when working in an assignment that requires them to be out of uniform. The uniform, as prescribed, must be worn in its entirety and will be worn at all official functions of the Post, including meetings. The uniform can be worn while en route to and from such official functions. Post Advisors will advise Explorers as to which assignments do not require a uniform. Explorers will follow all department policies.

The following is the dress code uniform for the East Palo Alto Police Explorer Post:

Light blue uniform shirt (short or long sleeves) with "Explorer" rocker above both East Palo Alto Police shoulder patches. Explorer badge patch. Dark blue uniform pants of polyester blend

Black boots, and blacksocks.

- Black "basket weave" 1-1/2 or 2-inch dress belt with silver buckle. Silver color name plate bearing first initial and last name.
- Black clip-on dress tie

The lead Explorer Advisor may authorize an alternative uniform for competitions.

Optional equipment:

Black heavy-duty jacket (Tufty jacket) with silver buttons and "Explorer" rocker above the shoulder patches.

Black light weight nylon duty jacket with silver buttons and Explorer shoulder patches.

Unless otherwise stated or obvious equipment to the position, i.e. ammunition, specifications and descriptions relate to sworn and non-sworn employees alike. Brand names are underlined in the following section.

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the East Palo Alto Police Department. This identification is separate and distinct from the identification authorized by Penal Code §25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words Honorably Retired clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the East Palo Alto Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

New Era and Flexfit brand fitted blue cap, embroidered with silver lettering "East Palo Alto Police Department" star.

black wool cap, embroidered with "East Palo Alto Police Department" star Black cap may be worn with basic uniform and with rain apparel.

A utility cap may be worn as an optional piece of equipment while on duty, except when in Class A uniform. The cap shall be worn with the bill facing forward and center aligned with the bridge of the nose. The bill shall be only minimally rolled with no folds or creases. The utility cap must be presentable.

Oleoresin Capsicum. Departmental issue.

(a) Departmental Badge

The issued departmental badge will be maintained in good condition. The print and coloring shall be maintained free of scratches. It will be repaired or replaced when, in the opinion of the supervisor, is no longer serviceable.

Departmental issue or own law enforcement flashlight.

Black leather or Neoprene, lined or unlined, free of any discoloration. Gloves are not to be weighted with any material. No obvious brand name may show. Additionally, Motor Officers may utilize tan colored short leather gloves or black leather gauntlets. The Department will provide the first pair of motor gloves as safety equipment.

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

Departmental approved (silver or black).

. Departmental issue.

K-9, FTO, CIT, SWAT, CNU, Motor wings, or American flag to be worn 1/8" above the nameplate and centered, and the American flag pin shall be centered 1/8" above the specialty pin. If no specialty pin is worn, the American flag is centered 1/8" above the nameplate. Authorized **Medals and/or** ribbons shall be centered above the left pocket with the bottom edge touching the top seam of the pocket. Members are authorized to wear the award ribbon or actual medal on their Ike jacket but not both.

(G) Baton as authorized by department.

(H) Relective Vest. ANSI approved for traffic control. Departmental issue.

(I) Riot Helmet

Departmental issue.

A. It is the policy of this Department that officers have distinctive marking on helmets worn for crowd control duty. Helmets shall display the personal ID number of officers as specified:

1. Number shall be white vinyl adhesive in the Helvetica style and 2 inch in height
2. The number shall be affixed on the left and right sides of the helmet, centered approximately 1/4" above the top of the face shield when in the down position and spaced 1/4" apart.

B. INSPECTION. Commanding officers shall arrange for periodic inspection to insure that numbers are properly displayed on officers' helmets. Additionally, squad leaders shall inspect officers upon forming squads.

C VIOLATIONS. When an officer is found to be in violation of this order, the squad leader or Commander shall make an investigation. If it is found that the violation occurred because of negligence or deliberate removal of the numbers, the investigating officer shall prepare a

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

memorandum containing his/her findings, conclusions and recommendations for disciplinary action.

INSIGNIA OF RANK

Sergeant's stripes to be blue on gold on black.

Commanders insignia will be a single star and worn on the tabs of each uniform collar.

Chiefs insignia will be four gold stars.

The wearing of jewelry for uniformed field employees is limited to the following items and guidelines. The department is not responsible for the loss of any jewelry item, beyond that which is in accordance with employee agreements.

Watches and rings may be worn. Necklaces may be worn only if they are not visible. Earrings shall be limited to one pair of straight post type earrings or small hoop earrings.

Civilian, non-field personnel, while in uniform may wear earrings that do not extend more than 1 inch below the earlobe. Earrings shall be appropriate in style, color, and size.

Concealed upon body of officer - may not be a dirk or dagger and must be secured so that normal discharge of duties would not cause the knife to move from its place of concealment and it is prevented from being lost while running or in a struggle - may not be visible.

Departmental issue.

(a) Radio Ear Piece - Optional

Osha approved rain jacket.

(a) Jacket: Employees may purchase Gore-Tex "Storm Front" jackets and pants. When pants are worn, the matching jacket must be worn with them. Gore-Tex "Storm Front" jacket shall have a

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

detachable hood and lower hand-warmer/cargo pockets. The front closure shall have a full zipper. The sleeves shall have a snap or Velcro closure cuffs.

All uniformed employees, sworn or non-sworn, may wearing service stripes on their long sleeve shirts and Eisenhower (IKE) style jackets. The stripes shall be worn on the left sleeve, one stripe per five years of service. Stripes to be gold and blue on black in color, with the exception of command staff, which shall be solid gold on black. The stripe should be positioned at a 45-degree angle with the lowest edge one inch from the cuff seam. East Palo Alto Reserve service may also be counted towards years of service. Reserve service at other organizations shall not be included in considering service with East Palo Alto Police Department.

Employees who wish to make a change to the Uniform Policy shall comply with the following process:

- (a) Prepare a complete written statement of the problem or suggestion.
- (b) Propose a solution.
- (c) Provide a description of the research and testing conducted in support of the proposal.
- (d) Where possible, provide photographs, drawings, supporting literature or a sample of the proposed item.

The proposal shall be forwarded to the employee's supervisor who shall bring it to staff for review and approval.

East Palo Alto Police Department

East Palo Alto Police Department

Uniform Regulations

1023.9 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

East Palo Alto Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

East Palo Alto Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.