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01 - SUMMARY

The Department furnishes uniforms and related equipment to certain sworn and civilian employees and in some circumstances, provides other employees with a clothing allowance. This directive establishes the standards for uniformed personnel in order to maintain and promote professionalism. All uniformed personnel shall wear their uniforms as outlined within the sections of this directive.

**02 - GENERAL
APPEARANCE**

While wearing the uniform, employees shall maintain a professional image avoiding inappropriate mannerisms that would bring disrepute to the uniform, the Department, and the law enforcement profession.

A. GROOMING

- Employees shall be clean shaven. Beards, goatees and radical hair styles and colors are prohibited. Mustaches are permitted provided they are neatly trimmed, conform to the individual's facial contours and are moderate style. Mustaches shall not extend more than 1/4" below the corners of the mouth nor more than 3/4" horizontally from the corners of the mouth.
- Male employees shall not wear earrings. Employees are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the skin, including the tongue or lip, except that uniformed female employees may wear no more than one pair of earrings, which must be worn on the earlobes.
- Fingernails of female employees may be of moderate length; and if painted, shall be painted a subdued color or flesh-tone.

B. UNIFORMS

- Uniformed personnel shall wear their duty uniform during a tour of duty (unless special circumstances or an assignment exists and is approved by a Sergeant or above).
- Uniforms shall be kept neat, clean, pressed, and in good repair at all times.
- Shoes and leather shall be kept polished.
- Only the uniform authorized for the Officers assignment and rank will be worn.
- Supervisors will ensure that uniforms and grooming comply with Department standards.

**GENERAL APPEARANCE
(con't)****C. JEWELRY**

No jewelry shall be visible when worn with the uniform except the following:

- Wristwatch
- No more than three finger rings.
- National Law Enforcement Officer's Memorial, bracelet and similar patriotic bracelets are authorized. (One bracelet will be worn)
- One plain silver or gold necklace. All neck wear shall be worn inside the innermost garment.

D. HAIR

A sworn employee's hair must be clean and neatly groomed and not exceed a length that could be considered inappropriate or unbecoming. Facial hair is limited to neatly trimmed mustaches not extending below the upper edge of the lower lip. Handlebar, fu-manchu, beards and goatees are not permitted while in uniform. These rules may be waived for personnel in Task Force or other special assignment positions.

Civilian personnel who do not wear uniforms and/or do not have regular contact or interaction with the public are permitted to have facial hair such as handlebar, fu-manchu, beards and goatees provided that such facial hair is neatly trimmed and groomed. A civilian employee's Supervisor's opinion of what is considered neatly trimmed and groomed will prevail.

- Employee's hair must be neatly groomed and worn in a style that does not detract from the appearance of the uniform and/or physically interferes with the performance of duty. Hair must be clean, neat and combed.
- The bulk of the hair shall not interfere with the normal wearing of the uniform or department gear.
- Male employees' hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. Hair on the sides shall be no lower than the middle of the ear.
- Male employees' sideburns shall not exceed 1 ¼" in width, shall not be worn below the earlobe, shall not flare out, and shall be kept neatly trimmed.
- Sworn Female employee's hair that exceeds the shoulder in length must be secured back and away from the face. When the sworn female employee's hair is secured, the total length of the hair may not extend below the bottom of the shoulder blades.

**GENERAL APPEARANCE
(con't)****E. PLAIN-CLOTHES SWORN PERSONNEL**

- Grooming and jewelry will be consistent with that of uniformed employees.
- Dress will be appropriate business attire. (Slacks, Sport Coat or Business Suit, Tie, button up shirt or Polo type shirt in warm weather). The Chief of Police may designate "Fridays" as a casual dress day.
- Clothing worn by personnel assigned in Detective and/or Task Force positions may vary depending on assignment and approval by the Investigations Section Commander.
- Plain clothes Officers whose normal duties includes making or supervising arrests shall carry an issued/approved firearm, a less-lethal weapon and handcuffs, pursuant to ADM-157.02, when on-duty and not in the Police Facility.
- Plain Clothes personnel must conceal their weapons while in public places outside the Police Facility.
- ID / or badge must be displayed and highly visible when in the Police Department.

F. COURT APPEARANCES

- A Patrol uniform or business attire is acceptable dress for court appearances. (No hats) The Class A Uniform or business attire (Shirt, Tie, Coat) shall be required and worn for all Jury Trials.
- A uniform shall only be worn to court as a result of an official Department action. Sworn personnel shall not wear a uniform to a personal court appearance or jury summons.

03 - UNIFORM STANDARDS**A. BADGE**

The Badge will be worn over the left chest area. Silver badges are worn by Officers below the rank of Sergeant. Gold badges are worn by Sergeants and above. All embroidered badges (if authorized) are to be in the same position as the metal badges regardless of uniform. (For patch badge information see name plates)

- **SHROUDING THE BADGE** - Personnel displaying either a metal or cloth badge shall shroud their badges when:
 1. Attending police funerals.
 2. From the date of notification that a Peace Officer while in the line of duty lost his/her life in the State of Colorado. (Worn through internment)
 3. On other occasions when appropriate and as authorized by the Chief of Police or designee.

**UNIFORM STANDARDS
(con't)**

The shroud shall consist of a black band placed horizontally on the badge.

**B. BALLISTIC VEST**

The Department issued or approved alternate ballistic (bullet resistant/soft body armor) vest is to be worn when on patrol and during other applicable functions. Officers working primarily administrative duties may be exempt from this provision with supervisory approval.

- An alternative vest is permitted with approval from the appropriate Deputy Chief, however the total cost of any alternate vest, including recall or warranty issues shall be provided at the Officer's expense.

C. BELT KEEPERS

Belt keepers shall be black basket weave. Velcro keepers are acceptable provided the Velcro is not visible.

D. COLLAR BRASS

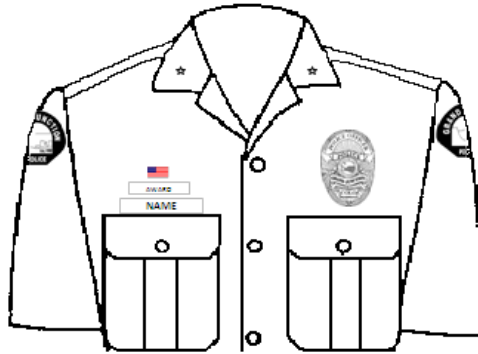
Collar brass is worn by Officers who have attained the rank of Commander and above. The collar brass will be worn on both sides of the collar. The brass is worn on each uniform shirt regardless of the type of collar.

- Commanders will have one $\frac{3}{4}$ gold leaf per shirt collar.
- Deputy Chiefs will have one gold star per shirt collar.
- The Chief will have two adjoining gold stars per shirt collar.
- The gold leaf or stars will be worn 1 $\frac{1}{2}$ " from the corner of the collar and centered in between each of the edges of the collar. The two stars worn by the Chief will be equal distance from the top edge of the collar and the bottom edge of the collar. (See Figure 1 on Page 6)

UNIFORM STANDARDS (con't)

- “Ike” jackets shall be issued to all Commanders, Deputy Chief(s), and the Chief of Police. The rank insignia shall be placed on the epaulets and centered. A breast badge shall be worn and a name plate shall be worn above the right front pocket.

Gold Leafs or Star(s) are worn 1 ½” from the corner of the collar and centered.



E. DUTY GEAR

Duty gear shall be Department authorized/issued basket weave, black only. Leather gear may be purchased by the employee if it meets established uniform standards and must conform to the authorized Equipment list and specifications.

The Duty belt shall either have a black polymer buckle, a buckle-less belt/system, or a silver (or brass) buckle system. Only those sworn personnel at the rank of Sergeant or above are authorized to wear Brass buckles.

NOTE: If an Officer carries a weapon not issued by the Department he/she will furnish the proper duty holster for that specific firearm. The uniform holster must have a minimum of two retention devices and be approved by the Department Range Master or Commander overseeing the Firearms Training program. It is the policy of the Department to purchase authorized uniforms and duty gear. Employees needing equipment shall request such equipment through the chain of command to the Department Quarter-Master. Officers who elect to carry personally owned firearms are responsible for purchasing authorized holster and magazine pouches.

F. FOOT WEAR

Boots and/or Shoes - Boots/shoes shall be black in color with no seam on the toe of the shoe and be able to be shined. Patent leather boots/shoes are permitted. Athletic type shoes are also permitted for sworn personnel.

**UNIFORM STANDARDS
(con't)**

Unless otherwise approved, the Department will purchase two pair of boots/shoes (Summer and Winter) up to the amount established by budgetary controls. Officers may supplement the amount spent if they desire.

G. GLOVES

Weather appropriate gloves, either gray or black in color may be worn (other than bicycle gloves) are permitted to be worn when necessary for Officer safety reasons or inclement weather conditions.

H. SHOULDER PATCHES

GJPD shoulder patches are centered on each sleeve, one inch below the epilate. Uniform sleeve crease should be in the center of the patch.

I. TIME AND SERVICE STRIPES

As a means of marking seniority for sworn personnel and Police Service Technicians, Service Stripes will be utilized as part of the Uniform. One stripe marking each five years of service will be applied to the left sleeve of all long-sleeve uniform shirts. In determining the number of stripes to be worn, Officers shall include all years of full time paid police service (sworn or non-sworn), to include time served at other police agencies. In addition, an Officer may count the time served as a military police Officer.

Stripes shall be worn on the left sleeve above the cuff (one stripe for every five years of service) and shall be placed on top of the seam. Stripes will be 1" above the upper cuff seem. Each additional stripe will be placed side by side to form a row of stripes that is parallel with the cuffs top seam.

J. HATS

The **Class A Uniform Hat** will have either a silver police GJPD Officer badge, or a gold GJPD badge for the rank of Sergeant and above.

The **Class B Uniform Hat** shall be a Flexfit baseball hat or non-fitted cap for patrol functions. The hats will have the badge and "GJPD" embroidered in silver with gold rockers.

All badges for sworn personnel will have "Police Officer" placed in the top rocker. (P.S.T.s will have "Police" placed in the top rocker. (No name embroidery on the cap will be permitted)

A Watch Cap shall be black in color. The hat shall have the badge and "GJPD" embroidered in silver with gold rockers. All badges for sworn personnel will have "Police Officer" placed in the top rocker. (P.S.T.s will have "Police" placed in the top rocker. (No name embroidery on the cap will be permitted) During inclement weather watch caps are authorized for wearing.

**UNIFORM STANDARDS
(con't)**

K. INSIGNIA

Insignias, pins, patches, medals including special achievement awards/medals, awards from other departments and the United States Flag pin may be worn with authorization by the Chief of Police or designee. (See Figure 1 on page6)

- Pins will be placed in a single column (up and down) with a 1/8" gap between each pin.
- The United States of America flag pin shall be worn above the name tag in position the same as an achievement medal.
- Department issued Special Achievement Awards shall be centered 1/8" above the name plate. Additional awards will be placed in a column going up with 1/8" gaps.
- Unit medals (5/16") indicating special assignments are permitted with approval by the appropriate Deputy Chief. These medals will be centered on the right breast pocket flap parallel to the top seam, in a column spaced 1/8" apart. Authorized special assignments include:

CIT (Crisis Intervention Team)
 Drug Recognition Expert
 Forensic Investigator
 Hazard Devices Technician
 Hostage Negotiator
 K-9 Handler
 Motor Officer
 School Resource Officer
 Skills Instructor (Firearms, Defensive Tactics and Driving)
 SWAT Team Officer

L. JACKETS

Jackets are optional depending on the weather. The Officers first and last name will be on the name tape and a badge patch will be applied to the jacket as it would with a uniform shirt. The jacket will be a Department authorized/issued jacket and shall be dark blue or black in color. All new jackets issued shall be black in color.

M. NAME PLATES

Name plates or name tapes will be centered above the right chest pocket, and in line with the top seam of the pocket. Silver name tags are worn by Officers below the rank of sergeant. Gold name tags are worn by Sergeants and above. Name plates shall be worn on all Class A and B Uniform shirts. Name tapes will be worn on all sweaters, polo shirts, Jackets, SWAT and K-9 uniforms.

The name tape shall contain the first and last name in white thread, size 10; gold thread for Sergeant and above. Rank insignia shall appear above the names. (Corporal, Sergeant, Commander, Deputy Chief and Chief)

**UNIFORM STANDARDS
(con't)****N. RANK PATCHES**

Rank patches are blue in color outlined by white with a black background. The Sergeant insignia is three stripes. The Corporal insignia is two stripes. These patches will be worn on all the uniform shirts, jackets and sweaters.

O. RAIN GEAR

Rain gear is optional clothing for special assignments and is approved by the unit Commander or Deputy Chief. Such gear normally applies to, but is not limited to units such as SWAT and Motor Officers.

P. SWEATERS

Sweaters will be the Department authorized/issued dark navy, V neck, with the shoulder and badge patch, epaulets, and name tape attached.

Q. TIES

Ties will be dark navy blue GJPD issued and will be the clip on style only. No clasps or pins shall be worn. Ties are to be worn with a long sleeve GJPD uniform shirt or V-neck sweater over a GJPD uniform shirt.

R. TURTLENECKS

Turtlenecks or mock turtlenecks, shall be black and may be worn under a long sleeve GJPD uniform shirt. Turtlenecks may be embroidered with a GJPD Badge or "GJPD" lettering. (Purchase of turtlenecks shall be at the Officer's expense)

S. UNDERSHIRTS

Under shirts (Crew neck style only) will be black in color and shall be purchased at the Officer's expense.

T. UNIFORM TROUSERS

Uniform Trousers shall be the blue GJPD authorized/issued uniform pants, K-9 uniform pants, Motorcycle Officer pants, bicycle uniform pants, and/or uniform shorts, as described in the "Authorized Uniform/Equipment Issuance List" or as described below.

U. UNIFORM AND POLO SHIRTS

Uniform Shirts for sworn officers will be a dark navy blue GJPD authorized/issued shirt. (including uniform polo shirts) Uniform shirts for PST positions will be light blue in color. Long sleeve shirts shall be worn with a tie, turtleneck or mock turtleneck. (no open collar) Uniform Polo shirts will have the GJPD patch badge, shoulder patch, and name tape only. The Officer's name will be in the same position as the name plate for a class A uniform. The badge will be in the same location as the class A uniform badge.

V. UNIFORM SHORTS

Uniform Shorts shall be dark navy blue shorts. Bike shorts/pants are optional and shall be purchased with Supervisor approval.

**04 - CLASSES OF
UNIFORM DRESS**

There are several different classes of uniform dress depending on the Officer's assignment.

1. CLASS A – DRESS UNIFORM
2. CLASS B – NORMAL UNIFORM
3. CLASS C – SUMMER UNIFORM
4. CLASS D – BICYCLE UNIFORM
5. CLASS E – K-9 UNIFORM
6. CLASS F – MOTORCYCLE UNIFORM
7. CLASS G – INSTRUCTOR UNIFORM
8. SPECIALIZED UNIT UNIFORM
9. TRAINEE UNIFORM
10. RECORDS SPECIALIST UNIFORM
11. LAB PERSONNEL UNIFORM
12. COMM CENTER PERSONNEL UNIFORM
13. ADMINISTRATIVE SUPPORT PERSONNEL UNIFORM

CLASS A – DRESS UNIFORM

- GJPD Class A Uniform Hat (no baseball cap)
- GJPD tie (Dark Blue)
- GJPD long sleeve uniform shirt.
- GJPD long uniform pants.
- Polished boots, shoes, or patent leather with edging as required.
- No bulges in pockets.
- GJPD patrol duty belt with required equipment.

NOTE: Polo shirts are not authorized to be worn with uniform pants.

CLASS A - FUNERAL DRESS (Line of Duty or Active Member)

It is the Department's position that funerals are a highly emotional event that requires a great amount of respect and dignity. As such, an adherence to uniform dress is required from Officers as a demonstration of respect to the fallen Officer.

The Department realizes that given certain time constraints, it may be difficult for on-duty personnel to adhere to the requirements below however given the solemn nature of a funeral, on-duty personnel should make every effort to present themselves in a professional manner.

**CLASSES OF UNIFORM
DRESS (con't)**

The following uniform guidelines should be followed by all uniformed personnel in attendance if or when possible.

- GJPD Class A Uniform Hat as directed by Section 271.03 (subsection J) of this directive. Hats are to be worn outside only, unless specifically directed by a Supervisor.
- GJPD tie. (Dark Blue)
- GJPD long sleeve uniform shirt.
- GJPD uniform pants.
- Polished boots, shoes or patent leather.
- No large items in pockets.
- GJPD Patrol duty belt with required equipment.
- Radios without handset or ear piece.
- No straight stick batons.
- No keys or key rings visible.
- No knives visible.
- Latex gloves in the appropriate leather container and should not be visible.
- No restraint devices that are visible.

At the Officer's discretion, a ballistic vest may be worn however a funeral may be considered an administrative function in nature and the vest is not necessary.

The Badge shall be shrouded as directed by the Chief of Police. Cell-phones and mobile devices should be concealed and off for the duration of the funeral

When possible, Officers in plain clothes assignments should dress in Class A Uniform when attending a funeral. If it is not possible based on other considerations, a dark business suit shall be worn.

**CLASSES OF UNIFORM
DRESS (con't****CLASS B – NORMAL UNIFORM**

- Any authorized GJPD Uniform Hat. The Uniform baseball cap and Watch cap shall be worn outdoors only.
- Black crew neck undershirt. (visible under shirt)
- Turtle neck (or mock turtleneck) for inclement weather, worn only with a long sleeve. (Optional)
- Sweater for inclement weather. (Optional)
- GJPD short or long sleeve shirt.
- GJPD long uniform pants.
- Shined Black boots or shoes.
- GJPD Patrol Duty Belt with required equipment.
- Hat to be worn outside only – unless completing a ceremony indoors, or special assignment. (supervisor discretion)

NOTE: Polo uniform shirts are not authorized to be worn with uniform pants.

CLASS C – SUMMER UNIFORM

- Department issued/authorized Polo shirt.
- Baseball Cap.(optional)
- GJPD uniform shorts.
- Black foot wear (ankle high or lower) or Athletic shoes with white socks
- GJPD Patrol duty belt with required equipment
- This uniform shall only be worn from April 1 thru September 30 unless approved by a Commander.

CLASS D – BICYCLE UNIFORM

- Department issued/authorized Polo shirt.
- Baseball Cap.(optional)
- GJPD shorts.
- GJPD riding pants.
- Black foot wear. (ankle high or lower)
- White socks.
- GJPD patrol duty belt with required equipment.

**CLASSES OF UNIFORM
DRESS (con't)**

- Eye protection (sunglasses or clear glasses depending on daytime or nighttime - purchased by Officer)
- Gloves.
- Bicycle helmet.

CLASS E – K-9 UNIFORM

- Baseball Cap.(optional)
- GJPD K-9 pants.
- GJPD K-9 shirt.
- GJPD patrol duty belt with required equipment.
- K-9 Leash.
- Black boots or in accordance with a class B dress.

CLASS F – MOTORCYCLE UNIFORM

- GJPD motorcycle pants.
- GJPD uniform shirt.
- Authorized Leather or Department issued Jacket with metal badge attached to the front.
- GJPD motorcycle boots – in accordance with class A or B uniform standards
- GJPD patrol duty belt with required equipment.
- GJPD issued/authorized motorcycle helmet
- Eye protection (At Officer's expense)
- Weather appropriate gloves, either gray or black in color may be worn while on the motorcycle and should be removed when not on the motorcycle.

CLASS G – INSTRUCTOR UNIFORM

The uniform to be worn by different skills instructors will be selected by the Commander in charge of that specific class or his/her designee.

- If boots and BDU pants are to be worn, the boots will be bloused with the left over laces tucked into the boot. Boots will be shined as set forth in the class A or B dress.
- If there is more than one instructor per class all instructors shall wear the same uniform.

CLASSES OF UNIFORM DRESS (con't)**SPECIALIZED UNIT UNIFORM**

The Unit Commander shall designate the uniform for Specialized units. Such units may include but are not limited to S.W.A.T., Investigations, Crowd Control/Mobile Field Force, Range Officers, Forensic Investigators, Police Service Technicians and specialized assignments such as Skills and/or Police Academy Instructors. Specialized uniforms may be authorized by the appropriate Commander during assignments that make wearing the standard uniform impractical. Specialized Uniforms may include the issuance of a Business casual polo type shirt. With approval from the Chief of Police and/or the appropriate Deputy Chief, the polo shirt may have the name, specialized skill and Department badge patch.

TRAINEE UNIFORM

Newly hired officers/trainees will be issued the following uniform items:

- Four GJPD Uniform Shirts (may be long sleeved or short sleeved depending on the weather or time of year).
- Four pair of pants.
- One jacket – depending on the time of year.
- One pair of shoes.
- Appropriate Duty Gear

Trainees will not be issued Polo shirts or a class “C” uniform until they have attained solo patrol status. Trainees will wear the Class B Uniform while training unless directed otherwise.

RECORDS SPECIALIST UNIFORM

The Department will furnish uniforms to include one fleece vest, pants, white shirts and name tags to a Records Specialist upon hiring.

- **UNIFORM SHIRTS** - Uniform Shirts for will be a collared long or short sleeved shirt with “GRAND JUNCTION POLICE RECORDS” embroidered over the left breast.
- **NAME TAG** - The name tag will include the full first name and last initial. Name tags are worn on the right breast.
- **SHOES** – Only black closed toe shoes or boots are allowed.
- **PANTS OR SKIRT** - Black slacks, or skirts (personal purchase) will be permitted as long as the skirt are straight or a-line, knee length or longer.
- **MANDATORY WEARING OF UNIFORM** - Each Records employee, excluding the Records Manager, is required to report for duty in uniform. If the Records Manager works in customer service addressing citizen requests at the front counter, a department issued uniform is required.

CLASSES OF UNIFORM DRESS (con't)

- **CONDITION OF UNIFORM** – The uniform shall be neat, well-fitted, clean, pressed, and maintained in good repair when worn.
- **MANDATORY ACCESSORIES** – Uniformed employees must provide the following at their own expense:
 - Plain solid black socks
 - White T-shirt of any neck style (optional)
- **PROHIBITED ACCESSORIES** – Necklaces having pendants greater than $\frac{3}{4}$ " in diameter are prohibited. Other accessories such as bracelets, rings and hair pins are permitted.
- **WORN WITH UNIFORM** – Pins awarded to law enforcement personnel, and CCRN certification pins may be worn over the name tag.

LAB PERSONNEL UNIFORM

- **BADGE** - The Evidence Technician Badge will be worn on the left side of the front of the duty belt on a badge holder. The Evidence Technician Badge will not be worn on the shirt.
- **DUTY GEAR** - Duty gear shall be a black nylon style. Any deviations must be approved by the Division Deputy Chief. Duty gear personally purchased may be worn if it matches the nylon and has been approved by the appropriate Division Deputy Chief
- **FOOT WEAR** - Boots and/or Shoes shall have no seam on the toe of the shoe and able to be shined. The Department will purchase one pair of boots/shoes up to the amount established by budgetary controls. Employees may supplement the amount spent if they desire.
- **JACKETS** - Jackets are optional depending on the weather. All new jackets issued shall be black in color. The jackets will not have police patches or other visible insignias. Jackets will have concealable "POLICE" patches that will be exposed only in emergent situations.
- **UNIFORM TROUSERS** - Uniform Trousers shall be a Tactical style pants.
- **UNIFORM SHIRTS** - Uniform Shirts for will be a polo-style long or short sleeved shirt with the City logo embroidered over the left breast pocket (or area) with "CRIME LAB" embroidered beneath the city logo.

**CLASSES OF UNIFORM
DRESS (con't)**

- Each employee is required to wear the designated uniform while on duty in if they have contact with the public, making evidence transports, or representing the department in any capacity or at a field assignment. Business attire shall be worn for court appearances.

COMM CENTER PERSONNEL UNIFORM

- **APPROVED UNIFORM** - Each employee is required to wear the designated uniform while on duty in the Communication Center, representing the department in any capacity or at a field assignment. The uniform will consist of:
 1. Department approved shirt.
 2. Pants in plain colors, no holes, fringed edges or distressed looks. (workout, sweat, running or wind pants are prohibited)
 3. Shorts are not allowed.
 4. No baseball caps or other hats are allowed.
- **FOOTWARE** - Footwear restrictions are limited to no slippers or flip flops.
- **SUPERVISORS** - Supervisors may wear either the approved collared polo shirt, the button twill sport shirt or business attire.

ADMINISTRATIVE SUPPORT PERSONNEL UNIFORM

Administrative Support Personnel may wear either a Department issued polo shirt or business casual clothing.

- **POLO SHIRTS** - The polo shirts may be either long or short sleeved, and will have the City logo embroidered over the left breast. Administrative Support Personnel in Administration, Operations, Services, and Investigations will have "POLICE" embroidered beneath the badge. Administrative Support Personnel in the Communication Center will have "911" embroidered beneath the city logo. The employee's first name will be embroidered on the right breast.
- **PANTS OR SKIRT** – Administrative Support personnel may be issued black records Uniform pants upon request. Black slacks, or skirts (personal purchase) will be permitted as long as the skirt are straight or a-line, knee length or longer.
- **SHOES** – Only black closed toe shoes or boots are allowed.

**05 - AUTHORIZED UNIFORM
AND EQUIPMENT
ISSUANCE**

An approved/authorized "Uniform/Equipment Issuance" list will be maintained and utilized by the Services Division and/or the Department's Quartermaster. Any revisions, deletions, additions, etc., must be approved by the appropriate Deputy Chief and/or the Chief of Police. All Uniform purchases will be coordinated through the Department's Quartermaster. This will include any request for testing and evaluation of new items, clothing, or equipment.

**06 - REPLACEMENT OR
REPAIR OF ISSUED
UNIFORM EQUIPMENT**

If a piece of issued uniform equipment is damaged or not serviceable, (i.e. needs repair or replacement) the affected employee shall turn over the equipment to their immediate supervisor and request repair or replacement in writing.

A Commander must approve all replacement or repair of issued items and is responsible for communicating authorization to the Department's Quartermaster. The damaged or worn items shall be turned over to the Quartermaster prior to issuance of new equipment and for final disposition. The Quartermaster shall review the Department's inventory of new/used equipment for replacement prior to the authorization for purchase of "new" replacement equipment.

**07 - REPLACEMENT OR
REPAIR OF
AUTHORIZED
EQUIPMENT**

Personally owned equipment damaged in the line of duty may be replaced at the Department's expense with approval by the appropriate Deputy Chief. The employee shall make the request in writing and include all required or applicable reports.

