



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

Effective: 10/19/16 Expires: 10/19/17 Replaces: 09/15/16

2-1 UNIFORMS

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2-1-1 Policy

Department policy is to ensure that all personnel are properly attired when in uniform. Non-uniformed civilian personnel will meet acceptable standards of dress as established by the Chief of Police.

2-1-2 Procedures

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A. Uniform Standards

Standards for the proper wearing of uniforms will apply to all sworn personnel and uniformed civilian employees of the Department.

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B. Wearing of the Regulation Uniform

1. Deputy Chiefs of Police/Majors shall determine the appropriate dress for personnel under their command. Deputy Chiefs/Majors will not authorize uniforms to be worn that have not been previously approved in this section.
2. When wearing the uniform, it will be complete. Partial uniforms will not be worn. Uniforms will not be mixed (i.e., Range pants, uniform shirt).



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3. All officers will be required to wear the standard Department uniform regardless of assignment except:
 - a. Detectives will wear the standard uniform or appropriate civilian attire designated by their chain of command. No alternate uniform, part of a uniform, or variance of a uniform, to include BDU pants and polo shirts, will be allowed.
 - b. Open Space will wear short or long sleeve black polo shirts with colored patches, cloth badge, and name tag. Open Space will wear tan BDU pants and brown boots.
 - c. Horse Mounted Unit (HMU) will wear black long or short sleeve polo style shirt or duty style shirt with colored patches on both sleeves. Polo shirts will have a cloth badge and name tag. Duty style shirts will have colored patches on the shoulders, standard badge, and name tag. HMU may wear the Open Space uniform when designated by their commander when assisting Open Space.
 - d. K-9 officers will wear black, long or short sleeve polo shirts with colored patches, and cloth badges and name tags. K-9 officers will wear black BDU top, pants, and black boots.
 - e. Tactical officers will be allowed to wear the following uniform for training and call-outs: olive green BDU pants and matching top with shoulder patches, cloth badge, and name tag; olive green Nomex flight suit and olive green tactical shirt will also be authorized.
 - f. The Chief of Police may authorize retired officers in good standing to wear a designated Department uniform of the Chief's choosing at specified official functions.

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C. Supervisor's Responsibilities

Supervisors are responsible for the appearance of personnel under their command and will ensure that:

1. Uniforms and equipment are neat, clean and worn properly.
2. Uniforms, insignia, accessories, and equipment conform to published standards.
3. Supervisors assigned to the Field Services will conduct a uniform and equipment inspection each and every month.
4. Supervisors, regardless of assignment will take corrective action on any uniform regulation violation coming to their attention.

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D. Headgear

1. Headgear is optional except while operating Department motorcycles, during formal inspections, parades, or when directed by the Chief of Police.



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2. Hats for police officers will be Lancaster style with a detachable or fixed cover of navy blue wool material. The side bands will have one-eighth inch royal blue piping above and below the band and may be ventilated. The cover grommets will not be removed. The hat bill will be black patent leather.
 - a. Police officers shall wear a silver-colored chin strap with chrome plated "P" buttons.
 - b. Sergeants and above will wear gold-colored straps and buttons.
 - c. The hat bill of command officers of the rank of captain and above will be adorned with gold leaf insignia as designated for each rank.
3. Helmets will be white and may be worn in place of the uniform hat when necessary for personal safety. When not worn, the helmet will be carried in the police vehicle. Helmets will be worn when directed. A white motorcycle helmet shall be worn when operating a Department motorcycle.
4. A black watch cap, plain or with a Department Patch, may be worn with the winter uniform.
5. Headgear for special assignments will be worn at the discretion of the Chief of Police or appropriate deputy chief of police/major.
6. Baseball caps will be black, with a cloth front and/or a cloth or mesh-style back. Affixed to the front of the cap will be the small (1 7/8 inch by 2 3/8 inch) Department patch. The patch for officers will have silver trim, while the patch for supervisors will have the gold trim. Other writing, insignias or pins may be approved by the chain of command.
 - a. Baseball caps shall be in serviceable condition.
 - b. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball cap is unprofessional, and shall use appropriate discretion.

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E. Class A Uniform/Command Staff Dress Uniform

The Class A Uniform and Command Staff Dress Uniform will consist of:

1. Tie

A regulation uniform black tie will be worn with the shirt.

2. Hat

The regulation hat is mandatory with the dress uniform.



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3. Gloves

White, cotton, dress gloves.

4. Pants

Navy blue, wool, wool blend, or polyester, dress uniform trousers.

5. Jacket

For Command Staff only.

6. Shirt

Long sleeve uniform shirt.

7. Traffic officers assigned to motorcycle duty will wear the long sleeve uniform shirt, white dickie, helmet, and white gloves.

8. Personnel will wear the Class A Uniform at the direction of the Chief, Assistant Chief, Deputy Chief, or Major.

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F. Uniform Shirts

1. For officers, shirts will be navy blue tropical weave, with black buttons and pleated pockets with flaps. All shirts will have epaulets. Officers will wear a black or white crew neck T-shirt.

2. Police Service Aides' shirts will be tropical weave, Bahama blue in color with blue buttons and pleated pockets with flaps. They will also wear a white crew or V-neck T-shirt.

3. Officers may wear a black turtleneck type shirt under the long-sleeve uniform shirt.

a. The turtleneck shirt will be fine knit (not sweater knit).

b. The neck will only extend as high as the uniform shirt collar, and will have no markings.

N/A

G. Uniform Ties

Officers of any rank may wear a regulation black uniform tie with a long sleeve shirt, year round.



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H. Uniform Trousers

1. Trousers will be navy blue of either, wool, wool blend, or polyester material, straight legs which will match the uniform shirt.
2. Officers assigned to motorcycle duty will wear navy blue elastic riding breeches with a one-inch white stripe down the sides.

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I. Uniform Shorts

1. Uniformed officers will be allowed to wear uniform shorts as part of their regular duty uniform
2. Shorts will be navy blue in color, poly-cotton (65% polyester, 35% cotton) blend.
 - a. Horace Small New Dimensions Cargo shorts (poly-cotton) unaltered.
 - b. Elbeco Tek3 (poly-cotton) unaltered.
3. Officers shall wear athletic footwear, solid black in color with the uniform shorts.
4. Socks will be ankle high and black in color.
5. Uniform shorts will only be authorized for wear from March 1st to October 31st.
6. Officers wearing shorts will abide by the tattoo policy.

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J. Jackets and Sweaters

1. Uniform Jackets: Personnel may wear any of the listed jackets. Jacket liners are optional; however, liners may not be worn on their own.
 - a. 5.11 brand, 5 in 1, model 48017, black or dark navy blue.
 - b. Leather jacket, Taylor Leather brand, model 4461 NM special black.
2. Armored Motorcycle Jacket – Sworn Uniformed Motor Officers Only. (Optional). Model # MJ130 P, Men's Airglide 2 Jkt-Black/Pewter, manufactured by Olympia Moto Sports. Black with stripe and reflective piping with removable liner.

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3. Off-duty officers enforcing traffic laws must wear a uniform jacket or, as an option, a raid jacket or vest as defined below.
4. All personnel may wear a black or dark navy blue sweater in the winter period. The sweater will consist of:
 - a. Wool or wool blend, V-neck only, ribbed, with cloth shoulders and elbows, military style.
 - b. The sweater may be lined or unlined.



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- c. The sweater will have epaulets.
- d. The sweater will have a Department Patch on the left shoulder, may have a unit patch on the right shoulder, and a badge tab.
- e. The sweater will be worn with the Department Badge, not a cloth badge.
- f. The sweater may be worn tucked in or folded under.

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K. Footwear

1. Footwear will be black, smooth, highly shined leather without ornamentation.
2. Sworn personnel and Police Service Aides may wear low quarter shoes or patrol boots. Black socks must be worn with the shoe.
3. Officers assigned to motorcycle duty will wear English field or riding boots with round toe and block heel. Trouser legs will be worn inside of the boot.
4. Athletic footwear is only authorized with the uniform shorts or bike uniform and will be solid black in color.

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L. Gloves

Gloves will be black leather, neoprene, Nomex or Nomex/Kevlar weave. Gloves may have high-density foam or layered cowhide padding but under no circumstances are hard-knuckled gloves authorized. Class A/Dress uniform gloves will be white cotton.

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M. Tactical/BDU Style Uniform

1. Shirt

Black (green or black for the tactical section) permanent press, tactical/BDU style, 5.11 brand or equivalent.

2. Pant

Black (green or black for the tactical section) permanent press, tactical/BDU style, 5.11 brand or equivalent.

3. Tactical/BDU uniforms may only be worn at the police firing range, by activated ERT members as directed by the ERT Commander/Lieutenant, by tactical as directed by the Tactical Commander or as directed by the Chief of Police.
4. Officers may wear any jacket or coat listed in subsection "J" with the Tactical/BDU uniform except the leather jacket.

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N. Emergency Response Team (ERT) Uniform

1. The Chief or ERT Commander/Lieutenant may designate the optional ERT uniform.



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2. Short or long sleeve shirt:
 - a. The shirt will be a collared polo-gray and will be polyester, cool wear, 5.11 brand or equivalent.
 - b. The subdued APD Patch and subdued ERT Patch will be sewn on the respective shoulders.
 - c. A subdued badge will be sewn on the front of the shirt over the left breast area of the shirt. Supervisors will have a subdued supervisor badge.
3. The uniform BDU/tactical style, 5.11 brand or equivalent pant will be black.
4. The standard ERT uniform will have subdued patches as indicated above plus a subdued American flag patch over the right pocket.

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O. Crime Scene Specialist (CSS) Uniforms

1. Uniform Shirts

- a. Shirts will be a light grey Proper brand polo. The polo shirt will have screen printing on the back that reads, "Crime Scene Investigation." A white or black crew or V-neck t-shirt will be worn underneath.
- b. Department-issued body armor will be worn underneath the uniform shirt.
- c. CSS may wear a black turtleneck type shirt under the long-sleeve uniform shirt.
 - i. The turtleneck shirt will be fine knit (not sweater knit).
 - ii. The neck will only extend as high as the uniform shirt collar, and will have no markings.

2. Uniform Pants

Uniform pants will be black permanent press, tactical/BDU style, 5.11 brand or equivalent.

3. Footwear

Footwear will be black, smooth, highly shined leather without ornamentation.

4. Patches

- a. The only patch authorized to be worn will be the Albuquerque Police Department Crime Scene Investigation patch (CSI) silver in color. This patch will be worn in place of a badge.
- b. Jackets and coats will be worn with the Albuquerque Police Department Crime Scene Investigation patch. This patch will be worn in place of a badge.



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5. Headgear

- a. A grey watch cap, plain, with a CSI patch may be worn with the winter uniform.
- b. Baseball style caps (optional)
 - i. Will be grey, with a cloth front and/or a cloth or mesh style back.
 - ii. Affixed to the front of the cap will be the small (1 7/8 inch by 2 3/8 inch) CSI patch.
 - iii. Baseball caps shall be in serviceable condition.
 - iv. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball cap is unprofessional, and shall use appropriate discretion.

6. Jackets, Coats, Sweaters

- a. See section J for approved jackets and coats.
- b. CSS will not wear leather jackets.
- c. Jackets will be screen printed with reflective material that reads "Crime Scene Investigation" on the back.
- d. CSS may wear sweaters consistent with section J, but the sweater must be grey in color to match the CSS uniform shirt.

7. Gloves

Gloves will be black leather or neoprene. Gloves may have high-density foam or layered cowhide padding but under no circumstances are hard-knuckled gloves authorized.

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P. Police Honor Guard Uniform

Police Honor Guard uniforms will be as specified by the Chief of Police.

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Q. Cadet and Recruit Officer Uniform

Cadet and recruit officer uniforms will be as specified by the Director of Training. Recruit officers will replace the cadet rocker on the left sleeve with the authorized Department patch.

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R. Reserve Officer Uniform

Reserve police officers will wear the same uniform as regular sworn personnel.

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S. Wearing of Safety Equipment

Officers and Police Service Aides who are directing traffic on any city street will wear a day-glow reflective safety vest as well as their helmet. Personnel may wear the Department provided, high visibility jacket with the high visibility, reflective side out, in lieu of the traffic vest.



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T. Department Badge and Patch

1. Sworn personnel shall wear their designated official Department badge when in uniform. Public Services Aides will wear the PSA patch in place of a badge.
2. Sworn supervisors may wear an alternate supervisor badge. This badge is similar to the patrolman badge; gold in color with reversed blue and gold lettering. Supervisors who choose to wear the alternate badge will be responsible for the purchase of the badge.
3. A cloth replica of the Department issued badge, corresponding to the individuals rank, may be worn on all jackets, coats, and tactical/BDU uniform shirts, as outlined in this section.
4. The authorized Department patch will be worn on the left sleeve of all jackets, coats, and shirts. Supervisors will wear the Department patch with gold trim. Officers and detectives will wear the Department patch with silver trim.
5. Jackets and coats will be worn with a 4 ³/₄ -inch-high by 4-inch wide Department shoulder patch on the left sleeve centered one inch below the shoulder.
6. Shirts will be worn with a 3 ¹/₂ -inch-high by 4 ¹/₂ -inch-wide Department shoulder patch on the left sleeve centered one inch below the shoulder.

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U. Name Tags and Tie Bar/Tack

1. A 2 ¹/₄ by 3/8-inch metal name tag will be worn on the uniform shirt on the right pocket flap just below the stitching, positioned horizontally by all uniformed personnel. First and middle initial and last name or first and last name will be inscribed in 1/8 block letters, filled with black enamel.
 - a. Police officers and Police Service Aides nameplates will be chrome-plated metal.
 - b. Sergeants and above will have gold colored nameplates.
2. An optional slip-on pin acknowledging years of current service to the Department may be attached to the name tag. The service pin will have inscribed in black enamel, the individual's current rank, and the wording "SERVING SINCE." The current year of the date of hire will be inscribed in the blank space.
3. A plain, silver tie bar may be worn with the tie. Supervisors may wear a plain gold tie bar.

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V. Optional Insignia

Optional patches, badges, pins, and medals are authorized to be worn by the Chief of Police or as follows:



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1. The small American Red Cross Law Enforcement First Aid Patch may be worn by qualified officers on the left sleeve, centered one inch below the Department shoulder patch, on all uniform shirts and outer garments. On sergeants' uniforms, the Red Cross patch will be worn 1 inch below the left sleeve chevron.
2. Service bars may be worn on the long sleeve navy blue shirt to signify the number of years of sworn law enforcement service an officer has completed.
 - a. Silver embroidered service bar, two inches long by one-quarter inch wide on a blue background may be worn by patrol officers to signify each two years of completed service.
 - b. Gold embroidered service bars two inches long by one-quarter inch wide on a blue background may be worn by supervisory sworn personnel to signify each two years of completed service.
 - c. Service bars will be worn in a diagonal direction (1 ¼ -inch diagonal offset) on the left sleeve of the blue long sleeve shirt, centered, beginning one inch above the cuff and proceeding up the sleeve.
3. Officers may not wear service bars, first aid patches, or firearms badges for which they are not entitled or qualified.
4. The American Flag lapel pin and/or the Honor Guard pin may be worn above the right pocket of the uniform shirt, centered ½ inch above the name tag on the vertical shirt seam.
5. Officers assigned to units which have an authorized unit patch may wear the patch on the right sleeve positioned in the same manner as the Department patch.
 - a. Unit patches must be submitted to the Policy and Procedures review board for consideration.
 - b. Any proposed unit patch will not be greater in total area, height, or width than the current Department uniform patch, (4 ½ x 3 ½ inches).
6. Field Training Officers (FTOs) will be authorized to wear a sleeve patch that contains a single chevron for both sides of the regulation uniform. The patch will have a solid black background, a single royal blue chevron with silver details, and written below the chevron in silver "Field Training Officer." The patch shall be 3 ¼ inches wide and 2 ¾ inches tall. The patch will point up, centered ½ inch below the Department patch on the left sleeve and in the same position on the right sleeve.





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7. Wearing of the Medal of Valor, Medal of Meritorious Service, Medal of Outstanding Service and/or the Medal for Life Saving is authorized as follows:
 - a. All medals may be worn for formal occasions only. They will be worn on the right side of the uniform shirt with the top of the ribbon aligned with the bottom of the nameplate and centered below the nameplate.
 - b. The medals may be worn with appropriate civilian attire, such as a suit, with the medal worn on the right side in an area that would be consistent with where the medal would be worn on the uniform shirt. Officers who are eligible to wear more than one Medal shall wear the highest ranking medal closest to the heart.
 - c. On other occasions, the breast ribbon bars may be worn on the uniform shirt, centered above the right pocket with the bottom of the ribbon aligned with the top seam of the pocket. The breast ribbon bars will not be worn on civilian clothing.
 - d. If an officer is awarded both the Medal of Valor and the Medal of Meritorious Service, the breast ribbon bars will be placed side by side and centered along the top seams of the right pocket.
 - e. Subsequent awards for either medal will be indicated by a gold star centered on the breast ribbon bar.
 - f. The Outstanding Service Award pin may be worn on the uniform shirt, centered above the right pocket with the bottom of the pin aligned with the seam of the pocket.

8. Uniform Ribbon Award
 - a. The process for obtaining most of the awards listed below will require that the officer submits a written request for recognition to the Chief of Police. Only after approval has been granted will the officer be allowed to wear the respective ribbon. Copies of all supporting documents will be retained in the officer's permanent personnel file.
 - b. Uniformed officers will be permitted to wear up to six enamel service award ribbons earned. The ribbons will be arranged in order of precedence in rows from top down, inboard to outboard. The ribbon(s) will be worn with the lower edge of the bottom row centered $\frac{1}{4}$ inch above the right breast pocket and parallel to the floor utilizing a solid slide bar. Awards will be ranked in the following order:



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i.	Medal of Valor	
The Medal of Valor will be awarded in the event an officer gives his/her life in the line of duty or when an officer performs an exceptional, life-threatening act of bravery.		
ii.	Medal of Meritorious Service	
The Medal of Meritorious Service will be awarded when an officer shows exceptional courage or bravery while performing a law enforcement duty.		
iii.	Medal of Outstanding Service	
The Outstanding Service Award will be presented to an officer who performs his/her duty in an outstanding manner to include performance during a critical incident, or exemplary community service.		
iv.	Medal for Live Saving	
The Medal for Life Saving will be awarded when an officer performs an act that results in the saving of another's life.		
v.	Purple Heart	
<p>The Purple Heart Medal will be awarded for the following injuries:</p> <ol style="list-style-type: none"> 1. When an officer is shot in the line of duty. 2. When an officer is stabbed in the line of duty. 3. Other major life-threatening injuries incurred in the line of duty. <p>Note: "In the line of duty" can include being off duty, but acting as a Police Officer.</p>		
vi.	Courage Under Fire	
The ribbon will be four equal sized bars white/blue/red/white. This award will be awarded to officers who have been recognized by their respective Area/Division Commander/Manager for his/her courage/actions in a potentially life-threatening or dangerous situation. Only the Chief or his designee will present this award.		
vii.	Active Military Service	
The ribbon will be five bars alternating lag's Blue/Red/White/Red/Blue. This ribbon will be worn by personnel who have been called to active military duty while a member of APD or who have served a minimum of three years of active, honorable military service.		



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viii.	Master Patrol Officer	
<p>The ribbon will be solid blue with two small white bars and a white diamond in the center. This award will be awarded to officers who have worked a minimum of 5-years within FSB (calls for service, officer or supervisor), and a minimum of 1-year in either Traffic, Impact, Tactical (K-9, EOD, SWAT), Horse Mounted, Air Support, Academy, Operations Review, Field Training Officer, or CIT, and a minimum of 1-year within SID, CIB, SED, or Administrative Support. Only the Chief or his designee will present this award.</p>		
ix.	Officer/Detective of the Year	
<p>The ribbon will be three equal sized bars white/red/white. Only personnel who have been selected as either the APD Officer or Detective of the Year will wear this award.</p>		
x.	Community Recognition	
<p>The ribbon will be alternating small blue (4) and large red blocks (3). This will be awarded to employees who receive a total of 25 or more letters of appreciation, thanks, and/or commendations from the community, or from his/her chain of command. Letters must be from different incidents. All letters must be on file.</p>		
xi.	Field Training Officer	
<p>The ribbon will be solid green with two small white bars and the letters "F.T.O." in the center, and a gold border. This ribbon will be awarded to officers who have successfully completed the F.T.O. Instructor School and have trained five (5) recruit officers in either phase one, two or three and have completed two years of service as an active F.T.O. Only the Chief of Police or his designee will present this award. Officers are responsible for providing documentation of the required training.</p>		
xii.	Top Cadet/Top of Promotional List	
<p>The ribbon will be solid red. This will be awarded and worn only by officers who were Top Cadet within their academy class either academically, physically, or firearms; or were number one on their respective promotional list (sergeant/lieutenant).</p>		
xiii.	Marksmanship	
<p>The ribbon will be two solid blocks white/blue. This will be awarded to officers who qualify with a perfect score (100 %) during the semi-annual firearms qualification on both handgun and patrol rifle and/or shotgun 2-times consecutively.</p>		



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xiv.	Department Seniority	
Officers may elect to wear a ribbon (including short sleeve shirts) instead of uniform seniority stripes. The ribbon will be a solid blue background with one gold star for each five years of service with APD, service may be anywhere within the Department. Lateral time will not apply.		
xv.	Field Services Bureau Seniority	
The ribbon will be a solid red background with one gold star for each five years of FSB experience. FSB for this award is identified as calls for service assignment only.		

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W. Chevrons

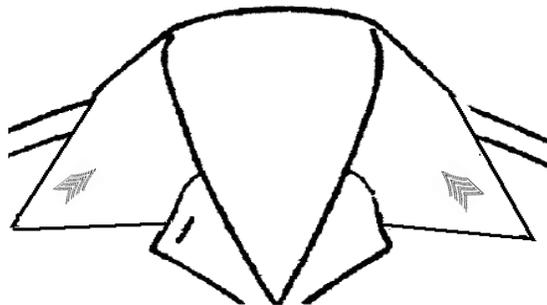
1. Sergeant chevrons (3 ½ x 4 inches) will have a blue background with three stripes of royal blue with gold detail and will be worn on both sleeves of the uniform shirt (pointing up, centered 1/2 inch below the patch on the left sleeve and in the same position on the right sleeve).



2. Senior Sergeant chevrons (3 ½ x 4 7/16 inches) will have a blue background with three stripes and one rocker of royal blue with gold detail and will be worn on both sleeves of the uniform shirt (pointing up, centered 1/2 inch below the patch on the left sleeve and in the same position on the right sleeve). Sergeants who have attained seven continuous years' time in grade may wear Senior Sergeant Chevrons.



3. Collar devices, worn on outwear without sleeve stripes, shall be centered on both collars, with the centerline of the insignia bisecting the points of the collar, 1 inch up from the collar point:





- Sergeant collar devices shall be 3/4 of an inch in width and gold in color. Senior Sergeant collar devices will have three chevrons and one rocker. Sergeant collar devices shall have three chevrons.

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X. Shirt Insignia for Command Officers

The rank insignias on the shirt will be centered 1/2 inch from the outer edge of the collar tab and will lie parallel to the collar edge and are as follows:

- Lieutenant - A single gold-plated bar 3/4 x 1/4 inches.



- Commander - Two gold plated bars 1/4 x 3/8 inch each.



- Major – A single golden oak leaf.



- Deputy Chief - Two gold plated stars 1/4-3/8 inch each.



- Assistant Chief – Three gold plated stars 1/4-3/8 inch each.



- Chief - Four gold plated stars 3/8 inch each.





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Y. Leather Gear

Leather gear for officers will be black basket weave design and will consist of the following:

1. Equipment belt

Two inches wide, basket weave leather, or synthetic.

2. Buckle (optional)

Will be shined chrome or nickel-plated for officers and shined brass or gold-plated for Sergeants and above.

3. Holster

All sworn personnel, while in any on-duty status, will carry their qualified duty weapon in a holster with a manual retention device. Personnel working in an operational undercover capacity may be exempted by their Commander if the Officers safety is in question.

4. Handcuffs

Handcuffs shall be black or silver only, and approved by the Operations Review Lieutenant. The style shall be hinged or chain.

5. Handcuff case

The case may be an open or closed (cover) type. The cover of the case may be secured with either a concealed snap or Velcro fastener. Extra handcuffs may be worn on the belt, or held with a belt keeper.

6. Ammunition carriers

Carriers for semi-automatic pistol magazines will be capable of holding two magazines.

7. Chemical Agent holder

As appropriate for issued Chemical Agent container.

8. Flashlight holder

Optional for uniform wear.



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9. Key Holder

A key holder is optional. It will be a pear-shaped piece of leather, five inches long and three inches wide at the widest point, tapering to one-inch-wide at the top. A 3/4-inch-wide strap will be used for attachment to the belt.

10. Belt Keepers

Belt keepers will be one-inch-wide with concealed snaps or Velcro fasteners. A single, four-inch wide keeper may be worn at the back of the belt.

11. Collapsible Baton holder (optional)

May be basket weave, leather, or plastic.

12. Nylon gear will not be worn by personnel wearing standard uniforms. Nylon gear is only authorized for use while wearing tactical/BDU or bike uniforms.

N/A

Z. Leather Gear for Administrative Assignments

Uniformed personnel who are normally assigned to administrative duties may make the following modifications for the wearing of leather gear by:

1. Eliminating the equipment belt, and substituting a black leather basket weave or plain trouser belt with brass snaps or Velcro closure.
2. Wearing a high-ride or off-duty type holster, and ammunition carriers. Basket weave and plain leather may not be mixed.

AA. Bike Uniform

The standard uniform for bicycle officers is as follows:

1. Uniform Shirts

Short sleeve or long sleeve, collared polo type shirt of polyester, cool wear/moisture wicking, 5.11 brand or an equivalent fabric. Plain black with cloth or embroidered badge and name in standard position. Patches will be colored and on both shoulders. Subdued gray or subdued black patches are not authorized. No other material or style of shirt is authorized. Reflective sleeve striping is optional.

2. Uniform Pants/Shorts

Plain black nylon or nylon/spandex blend, cargo pockets, bike patrol specific. Length must come to at least the top of the knee. No other material or type of pant/short is authorized.



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3. Uniform Jacket

The Department issued high visibility, reversible jacket with the high visibility side out is recommended. However, any Department approved jacket is allowed with the exception of the leather jacket.

4. Shoes

Black athletic shoes. Shoes must be primarily black. The only accent colors may be silver or reflective.

5. Socks

Solid black, athletic.

6. Helmet

Bicycle patrol approved with strap. Snell certified, solid black.

7. Gloves

Bicycle patrol specific, full or half finger, solid black.

8. Eyewear

Solid black frame, only the manufacturer logo may be a different color. Sunglasses or clear protective lenses may be worn during the day. Clear protective lenses must be worn at night.

9. Bike officers may utilize nylon web gear, or the Department issued leather gear. The nylon gear will only be worn with the above-listed uniform.

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BB. Raid Jacket and Tactical Vest

1. Personnel assigned to non-uniformed duties shall wear a raid jacket or vest when it becomes necessary to be readily identified as a police officer. Raid jackets will consist of a blue or black windbreaker. The vest will be black in color.

2. Raid Jackets and vests will include Department shoulder patch (gold for Sergeant and above) and badge patch. They may also include white letters (gold for Sergeant and above) on the back identifying the wearer as "Police," "Impact Team," "Traffic," "Narcotics," etc.

3. Raid jackets, windbreakers, and vests will not be worn by personnel wearing the Department uniform.



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CC. Body Armor

1. Wearing of Body Armor

- a. Body armor will be worn by all uniformed personnel (except crossing guards) who are exposed to direct public contact. Investigations sworn personnel and Area Command Investigations Unit sworn personnel and other non-uniformed officers will wear body armor when serving arrest and search warrants, or any other time as determined by the unit supervisor.
- b. If an officer is in civilian clothes or modified uniform and occupying a take-home police vehicle, the personal body armor will be readily available.

2. External Body Armor Carrier

Officers may wear an external body armor carrier. The carrier will be provided by the Department when officers are issued new body armor. Officers wishing to purchase their own external carrier may purchase the Department approved carrier or a carrier of their choice. Any carrier which is not the same make and model as the Department carrier must seek approval of Operations before deploying with the carrier. The carrier must match the approved uniform shirt it is worn over in appearance.

3. Classification and Issuance of Body Armor

- a. The wraparound body armor of threat level II or III A as classified in National Institute of Justice will be issued to every officer.
- b. Body armor is a mandatory uniform item and will be worn all year round by officers and supervisors assigned to uniform duties.
- c. The only exception to this mandatory rule is listed below.

4. Personally Owned Body Armor

Officers may wear an alternative personally owned body armor. This armor must meet the following specifications:

- a. It must be a threat level II classified in NIJ Standard 0101.03.
- b. It may be any brand but must conform to the manufacturer's specifications for full wraparound coverage.
- c. The body armor must be capable of preventing penetration of the armor by ammunition carried by the officer in accordance with NIJ Standard 0101.03.

5. Authorization for Personally Owned Body Armor

- a. Officers wishing to use personally owned armor shall meet the following standards and be approved by the Chief of Police or his/her designee.
- b. The body armor must be a threat level II or III-A as classified in the current NIJ Standards.



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- c. The body armor must be available for inspection and will not be authorized if it shows signs of extreme wear, is cut or torn, or shows any other obvious sign of deterioration.
- d. The body armor must properly fit the officer in accordance with factory specifications.
- e. The body armor must be capable of preventing penetration of the armor by ammunition carried by the officer in accordance with the current NIJ standard.

6. Care of Body Armor

- a. Officers will be trained in the care and cleaning of their body armor and will be held responsible for proper maintenance.
- b. Any damage to the body armor or other unsafe condition will be reported to the officer's immediate supervisor for appropriate action.
- c. Officers will report any condition where the body armor no longer fits properly as the result of a gain or loss of body weight.

7. Inspection of Body Armor

Body armor will be visually inspected by the officer's immediate supervisor every six months. If the officer is the opposite gender of the supervisor, the supervisor shall designate an officer of the same gender to perform the inspection. Field Services' inspections will follow the bid. The inspections will be documented on the Property Inventory form.

8. Exemptions and Limitations to Wearing of Body Armor

- a. Employees who wish to be exempt must submit a letter for exemption consideration through the requester's chain of command. Physician statements and other documentation must accompany the letter of request.
- b. Those employees who are unable to wear body armor, and would normally do so as a requirement of their duties, shall not serve in a capacity where potentially violent encounters may occur.
- c. Officers assigned primarily to administrative and/or office duties will not routinely be required to wear body armor while in uniform unless their duties bring them into regular contact with the public in an enforcement capacity.