

ANIMAL WELFARE DEPARTMENT	UNIFORMS
OPERATIONS POLICY AND PROCEDURE	EFFECTIVE DATE: 10/31/15

POLICY

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

PROCEDURES

UNIFORM STANDARDS

Standards for the proper wearing of uniforms will apply to all sworn personnel.

WEARING OF THE REGULATION UNIFORM

- A. Department Director shall determine the appropriate dress for personnel under their command. Captain (Division Manager) or Lieutenant (Supervisors) will not authorize uniforms to be worn that have not been previously approved in this section.
- B. When wearing the uniform, it will be complete. Partial uniforms will not be worn. Uniforms will not be mixed.

SUPERVISORS RESPONSIBILITIES

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

- A. Uniforms and equipment are neat, clean and worn properly.
- B. Uniforms, insignia, accessories, and equipment conform to published standards.
- C. Supervisors assigned to the Field Services will conduct a uniform and equipment inspection each and every month.
- D. Supervisors, regardless of assignment will take corrective action on any uniform regulation violation brought to their attention.

HEADGEAR

Headgear is optional except during formal inspections, or when directed by the Captain or Department Director.

- A. A black knit watch cap may be worn with the winter uniform. When the watch cap is worn, a department (hat) patch will be affixed to the front of the cap.
- B. Baseball style 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 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 not be displayed on any part of the cap.

FIELD WORKING UNIFORM WILL BE AS FOLLOWS:

UNIFORM SHIRTS

Shirts will be long sleeve during the winter period and long or short sleeve during the summer period.

- A. Shirts will be a black polyester polo (Propper, Truspec, 5.11 Tactal series or Elbeco), with black buttons. Officers will wear a black crew neck T-shirt under their uniform shirt.

The uniform shirt will consist of:

- 1. The department patch will be sewn on both shoulders.
- 2. A badge will be sewn on the front of the shirt over the left breast area of the shirt. Supervisors will have a supervisor badge.
- 3. All personnel will have their rank, first initial and last name embroidered over the right breast area of the shirt (Silver for Corporal and below, Gold for Lieutenant and above).
- 4.

UNIFORM TROUSERS

Trousers will be khaki colored rip stop tactical type pants (Propper brand, Truspec, 511 or Blackhawk Warrior Gear). The pants will be worn over the boot.

- A. The uniform tactical pants will be khaki with six (6) pockets; two (2) front, two (2) back, and two (2) outer leg pockets.

RECRUIT OFFICER UNIFORM

Recruit officer uniforms will be as specified by this section.

- A. Shirts will be navy blue polyester polo (Propper, Truspec, 5.11 Tactal series or Elbeco), with blue buttons. Officers will wear a white crew neck T-shirt under their uniform shirt.

The uniform shirt will consist of:

- 1. Recruit personnel will have the Department name and “RECRUIT” embroidered in silver lettering, over the left breast area of the shirt.
 - 2. Their first initial and last name will be embroidered in silver lettering over, the right breast area of the shirt.
- B. Trousers will be khaki colored rip stop tactical type pants (Propper brand, Truspec, 511 or Blackhawk Warrior Gear). The pants will be worn over the boot.
 - 1. The uniform tactical pants will be khaki with six (6) pockets; two (2) front, two (2) back, and two (2) outer leg pockets.

JACKETS, COATS, SWEATERS

- A. Uniform jackets will consist of:

Tactical 5-in-1 Field Jacket (48017), 5.11 Tactical Covert Fleece Jacket (black), Condor Summit Zero Lightweight Soft Shell Jacket #602 (black)

The jacket may be worn with or without the liner.

- B. Uniform sweater will consist of:

Police style “commando” type sweater

DATES FOR WEARING OF THE SUMMER AND WINTER UNIFORMS

- A. Winter - November 1 through March 15.
- B. Summer - April 15 through September 30.
- C. Optional period - March 16 through April 14, and October 1 through October 31, either uniform may be worn.

RAIN GEAR

Rain gear will be yellow rubberized material for all personnel.

- A. Raincoat will be knee length (City issued).

FOOTWEAR

Footwear will be black, smooth, highly shined leather without ornamentation or tan range (style) "Desert" boot without ornamentation.

- A. Boots - shall be a tactical type boot. Trouser legs will be worn on the outside of the boot. Boot without steel toe or any other ornamentation are authorized.
- B. Black socks will be worn.
- C. Athletic footwear - sneakers, either canvas or leather type, or any type of athletic shoe, or western boot, or dress shoe is not authorized for wear with the uniform. Only style outlined in this section is authorized.
- D. Footwear will be cleaned/shined and presentable.

GLOVES

Gloves will be standard city issued or black leather, or neoprene lined or unlined. Class A uniform gloves will be white cotton.

WEARING OF SAFETY EQUIPMENT

Officers who are working in vehicle traffic on any city street will wear a day-glow reflective safety vest.

DEPARTMENT BADGE AND PATCH

- A. Sworn personnel shall wear their designated official department badge when in uniform.
 - * Sworn supervisors will wear a supervisor badge. This badge is similar to the officer 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.
- B. A cloth replica of the department issued badge, corresponding to the individuals rank, may be worn on all jackets, coats, and fatigue uniform shirts, as outlined within this section.

- C. 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 Corporals will wear the department patch with silver trim.
- D. Jackets and coats will be worn with a department shoulder patch on the left sleeve centered one inch below the shoulder.
- E. Shirts will be worn with the department shoulder patch on both sleeves centered one inch below the shoulder.

SHIRT INSIGNIA FOR LIEUTENANT/CAPTAIN

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:

- A. Lieutenant - A single gold plated bar 3/4 x 1/4 inches.
- B. Captain - Two connected gold plated bars 3/4 x 1/4 inches each.

SHIRT INSIGNIA FOR CORPORAL

- A. Corporal – Two silver chevrons 1x1/4 inches pointed up at the point of the collar. (Brand Premier, Code_P403)
- B. *Field Training Officer* – The ribbon will be solid black with the word “Field Training Officer” in the center, silver border. This ribbon will be awarded to corporals/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. Only the Field Training Lieutenant or Captain will present this award. FTO’s are responsible for providing documentation of the required training. (Brand code_PA20-16S)

CHEVRONS

Corporal chevrons (3 1/2 x 4 inches) will have a black background with two stripes of royal blue with silver 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).

LEATHER GEAR

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

- A. Equipment belt - two inches wide.
 - 1. Leather equipment belt with buckle. Black under belt (velcro or buckle)
- B. Buckle (shall be optional) - will be shined chrome or nickel-plated for Corporals and below. Shined brass or gold-plated for Lieutenants and above.
- C. Ammunition carriers - for belt recorders, may be open or closed (cover) type.
- D. Chemical Agent holder - as appropriate for issued Chemical Agent container.
- E. Flashlight holder.
- F. A key holder is optional.
- G. 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. (Recommend 4 total to prevent the belt from riding up above the pant; placement 2 in the front & 2 in the back)
- H. Collapsible Baton holder may be basket weave leather, or plastic.
- I. Nylon gear will not be worn by personnel wearing standard uniforms.

OPTIONAL ADMINISTRATIVE DUTY UNIFORM

The uniform will be worn by supervisors and officers for administrative tasks.

Shirts will be long sleeve during the winter period and long or short sleeve during the summer period. All shirts will have epaulets.

- A. For officers, shirts will be LAPD navy blue tropical weave, with black buttons and pleated pockets with flaps. Officers will wear a black crew neck T-shirt.
 - 1. 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.
 - 2. Rank insignia for the shirt is as follows:
 - a. Lieutenant - A single gold plated bar 1 x 3/8 inches.
 - b. Captain - Two gold plated bars 1 x 3/8 inches each.
 - c. Corporal – Two silver chevrons 1x1/4 inches pointed up at the point of the collar. (Brand Premier, Code_P403)

- B. Trousers – All uniformed personnel will wear the regulation LAPD navy blue uniform trousers with cargo pockets.

NAME TAGS AND TIE BAR/TACK

(Administrative duty uniform and full dress uniform)

- A. 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.
 - 1. Officer's and Corporal's nameplates will be chrome-plated metal.
 - 2. Lieutenants and above will have gold colored nameplates.
- B. 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 (Officer, Corporal, Lieutenant, and Captain) and the wording "SERVING SINCE." The current year of date of hire will be inscribed in the blank space.
- C. A tie bar or tack of conservative taste may be worn with the tie. No name brands or advertisement will be allowed. Placement: It will be centered between the third and fourth buttons, counting down from the collar button, alignment with the bottom of the pocket flap.

OPTIONAL INSIGNIA

Optional patches, pins and/or ribbons are authorized to be worn as follows:

- A. Service bars may be worn on the long sleeve LAPD navy blue shirt or the standard regulation uniform to signify the number of years of service an officer has completed to the department.
 - 1. Silver embroidered service bar, two inches long by one-quarter inch wide on a blue background may be worn by officers and corporals to signify each two years of completed service.
 - 2. 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.
 - 3. Service bars will be worn in a diagonal direction (1 1/4 inch diagonal offset) on the left sleeve of the administrative or regulation uniforms long sleeve shirt, centered, beginning one inch above the cuff and proceeding up the sleeve.
- B. Officers may not wear service bars or first aid patches for which they are not entitled or qualified.

- C. The American Flag lapel pin and/or Field Training Officer ribbon may be worn above the right pocket of the uniform shirt, centered 1/2 inch above the name tag on the vertical shirt seam. To be worn only on the outer bullet proof vest carrier.

CLASS "A" UNIFORM

The Class A uniform for all personnel is the administrative duty uniform. Long sleeve shirt, standard black tie and white gloves. Personnel will wear the Class "A" uniform at the direction of the Captain or Department Director.

LEATHER GEAR FOR ADMINISTRATIVE ASSIGNMENTS

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

- A. Eliminating the equipment belt, and substituting a black leather basket weave or plain black trouser belt. Buckles or snaps will be Silver for the Corporal rank and below, Gold for the Lieutenant rank and above.

BULLET PROOF VEST CARRIERS

Uniformed personnel may wear black bullet proof uniform shirt style (outer) vest carriers (purchased at their own expense), as long as the uniform shirt carrier is dressed properly and in accordance with this policy. See the Administrative Duty Uniform provisions for the proper dress of the uniform vest carrier.

Approved:



Barbara Bruin, Director

October 28, 2015

Date