2-1  UNIFORMS

Related SOP(s), Forms, Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)
   - 1-3 Grooming Standards
   - 1-25 Chaplain Unit
   - 1-56 Horse Mounted Unit (Currently 6-12)
   - 1-80 Prisoner Transport Unit
   - 3-30 Line Inspection Process
   - 3-41 Complaints Involving Department Policy or Personnel

B. Form(s)
   - APD Line Inspection Form

C. Other Resource(s)

D. Rescinded Special Order(s)
   - SO 19-132—Line Inspection Process

2-1-1 Purpose
The purpose of this policy is to promote a professional image and professionalism among all Albuquerque Police Department (Department) personnel (sworn and civilian) by establishing standards of dress and personal appearance.

2-1-2 Policy
It is the policy of the Department to outline approved, on-duty uniform standards for all Department sworn personnel and to establish procedures for uniform and equipment inspections. Department policy is to ensure that all personnel are properly attired when in uniform. Sworn personnel shall be held accountable for the security, proper care, and use of Department-issued uniforms and equipment. Non-uniformed, civilian personnel shall meet acceptable standards of dress, as established by the Chief of Police.

2-1-3 Definitions
   A. The title of defined word or unit.
Describe terminology used.

B. The title of defined word or unit.

Describe terminology used.

2-1-32 Procedures

A. Uniform Standards

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

B. Wearing of the Duty Uniform

1. Deputy Chiefs of Police shall determine the appropriate dress for personnel under their command. Deputy Chiefs shall not authorize uniforms to be worn that have not been previously approved in this section.

2. All sworn personnel shall wear a complete uniform. When wearing the uniform, it will be complete. Partial uniforms shall not be worn. Uniforms will not be mixed (e.g., BDU pants worn with uniform shirt).

3. All sworn personnel shall be required to wear the standard Department uniform, regardless of assignment except:

a. Detectives shall 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 Battle Dress Uniform (BDU) pants and polo shirts, will be allowed.

b. The Open Space Section shall wear short or long sleeve black polo shirts with colored patches, cloth badge, and name tag. The Open Space Section shall wear tan Battle Dress Uniform (BDU) pants and brown boots.

c. Consistent with SOP Horse Mounted Unit, the Horse Mounted Unit (HMU) shall wear:
   i. wear black long or short sleeve polo-style shirt or duty style shirt with colored patches on both sleeves. Polo shirts shall have a cloth badge and name tag. Duty-style shirts shall have colored patches on the shoulders, an HMU or standard badge, and a name tag.
   ii. Black Wrangler jeans while on horseback.
   iii. Cowboy boots with a heel and spur platform. They must be solid black or the design must be covered by the pant leg. Boots with a smooth sole are preferred.
   iv. In the winter, a four-inch (4") brim, black felt cowboy hat with the Department-approved hat badge or HMU hat badge shall be worn; in the
A four-inch (4”) brim straw hat. A baseball hat may be worn, at the discretion of the HMU Sergeant. The HMU Sergeant must approve all hats prior to going on-duty.

The HMU may wear the Open Space Section uniform when designated by their lieutenant or designee.

d. When working calls for service, tactical sworn personnel shall wear the following uniforms:

i. K-9 sworn personnel shall wear black, long or short sleeve polo shirts with colored patches, and cloth badges and name tags. K-9 sworn personnel shall wear a black BDU top and pants, and black boots.

ii. SWAT and Explosive Ordnance Disposal (EOD) Unit (Bomb Squad) sworn personnel may wear blue long or short sleeve polo shirts or tactical shirts with colored patches, cloth badges, and cloth name tags.

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 sworn personnel may will be allowed to wear the following uniform for training and call-outs:

i. Green olive green BDU pants and matching top with shoulder patches, cloth badges, and cloth name tags; and

e.ii. Olive green Nomex flight suit and olive green tactical shirt will also be authorized.

f. Uniform requirements for the Chaplain Program personnel shall be consistent with the requirements in SOP Chaplain Unit.

g. Uniform requirements for Prisoner Transport Unit sworn personnel shall be consistent with the requirements in SOP Prisoner Transport Unit.

h. The Chief of Police may authorize retired officers sworn personnel in good standing to wear a designated Department uniform of the Chief’s choosing at specified official functions.

C. Supervisor’s Responsibilities

Supervisors are responsible for the appearance of personnel under their command and shall 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 Bureau (FSB) will conduct a uniform and equipment inspection every month, which includes completion of the APD Line Inspection Form; and.
4. Supervisors, regardless of assignment, will take corrective action on any uniform regulation violation that comes to their attention, consistent with SOP Complaints Involving Department Policy or Personnel.

D. Headgear

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

2. Hats for police officers sworn personnel will be Lancaster style with a detachable or fixed cover of navy blue wool material. The side bands will have one-eighth inch (1/8") 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 officersSworn personnel 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 sworn personnel of the rank of Commander 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 and black 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.

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 one and seven-eighths inch by two and three-eighths inch (1 7/8" x 2 3/8") Department patch. The patch for officers sworn personnel 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.

E. Class A Uniform/Command Staff Dress Uniform
The Class A dress uniform and command staff dress uniform shall consist of:

4. Tie:
   1. A regulation uniform black tie will be worn with the shirt.

2. Hat:
   2. The regulation hat is mandatory with the dress uniform.

3. Gloves:
   3. White, cotton, dress gloves.

4. Pants:
   4. Navy blue, wool, wool blend, or polyester, dress uniform trousers.

5. Jacket:
   5. For command staff only.

6. Shirt:

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

8. Sworn personnel will wear the Class A dress uniform at the direction of the Chief, Chief of Staff, or Deputy Chief of Police.

F. Uniform Shirts

1. For officers, Department-approved shirts for sworn personnel will be polyester, navy blue, tropical weave, with black buttons, and pleated pockets with flaps. All shirts will have epaulets. Officers sworn personnel will wear a black or white crew neck T-shirt.
   a. Shoulder Patch: Left shoulder (Department patch) and right shoulder (Unit patch).

2. Department-approved brand alternate duty shirt shall be a performance polo in dark navy blue.
b. Officer Alternate Duty shirts in Dark Navy Blue:

   i. 5:11 Performance Polo:
   - Woman’s short sleeve 61165-724
   - Men’s short sleeve 71049-724
   - Men’s long sleeve 72049-724
   ii. Vertex Shirt:
   - Men’s short sleeve VTX 4000NB
   - Men’s long sleeve VTX 4020NB
   - Women’s short sleeve VTX 4010NB
   - Women’s long sleeve VTX 4030NB
   iii. First Tactical Performance Polo
   - Men’s short sleeve 112509-729
   - Men’s long sleeve 111503-729
   - Women’s short sleeve 122509-729
   - Women’s long sleeve 121502-729

   a. Embroidery: First initial and last name on right chest side; half-inch (1/2") inch white block lettering;
   b. Shoulder Patch: Left shoulder (APD Department patch) and right shoulder (Unit patch); and
   c. Patch Badge: Left chest, silver patch for officers sworn personnel or gold patch for supervisors. No subdued or detective badges are authorized.

3. Supervisor Rank Insignia: Gold embroidered on right chest side above the officer’s sworn personnel’s name; three-eighths inch (3/8") inch block lettering and .5 cm from the bottom of the rank line to the top of the name line.

2.4. Police Service Aides’ (PSA) shirts shall be tropical weave, Bahama blue in color with blue buttons and pleated pockets with flaps. They shall also wear a white crew or V-neck T-shirt.

   a. Police Service Aid (PSA) Alternate Duty Uniform shirts in Light Blue:
   i. Propper Department-approved brand Men’s snag free, performance polo short-sleeve; or item #F5322
   ii. Propper Department-approved brand Women’s snag free, performance polo short-sleeve; item #F5329

   a. Embroidery: First initial and last name on right chest side; half-inch (1/2") inch white block lettering.
   b. Patch: Left chest with approved PSA patch. No subdued patches are authorized with this uniform.
3.5. **Officers Sworn personnel** may wear a black turtleneck type shirt under the long-sleeve uniform shirt.

b. **a.** The turtleneck shirt shall be fine knit (not sweater knit).

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

G. Uniform Ties

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

H. Uniform Trousers

1. Trousers shall be navy blue of either, wool, wool blend, or polyester material, straight legs that shall match the uniform shirt.

2. **Officers Sworn personnel** assigned to motorcycle duty shall wear navy blue elastic riding breeches with a one-inch (1") white stripe down the sides.

2. **Department-approved BDU alternate duty pants** for both **Officers sworn personnel** and PSA in dark navy blue include:

   c. 5:11 Stryke Pants:
      - Women's 64386-724
      - Men's 74369-724
   d. 5:11 TacLite Pro Pants
      - Women's 64360-724
      - Men's 74273-724
   e. First Tactical Velocity II Pants:
      - Women's 124011-729
      - Men's 114011-729

I. Uniform Shorts

1. Uniformed **officers sworn personnel** shall be allowed to wear uniform shorts as part of their **regular duty uniform**

2. **Department-approved brand cargo shorts** shall be navy blue in color, poly-cotton (65% polyester, 35% cotton) blend.

   - Horace Small New Dimensions Cargo shorts (poly-cotton) unaltered.
   - Elbeco Tek3 (poly-cotton) unaltered.

6.3. **Officers Sworn personnel** shall wear **Department-approved athletic footwear**, solid black in color with the uniform shorts.
7.4. Socks shall be ankle high and black in color.

8. Uniform shorts will only be authorized for wear from March 1st to October 31st.

9.5. Officers who wear uniforming shorts who have a tattoo(s) shall abide by the SOP Grooming Standard tattoo policy.

J. Jackets and Sweaters

1. Uniform Jackets: Personnel may wear Department-approved, dark navy blue or leather any of the listed jackets. Jacket liners are optional; however, liners may not be worn on their own.

- 5.11 brand, 5 in 1, model 48017, black or dark navy blue.
- Leather jacket, Taylor Leather brand, model 4461 NM special black.

5.2. Armored Motorcycle Jacket: Only sworn officers may wear the Department-approved brand Only. (Optional). Model # MJ130 P, Men's Airglide 2-black/pewter jacket, manufactured by Olympia Moto Sports. It shall be black with a stripe, and reflective piping, and with a removable liner.

6.3. Off-duty officers enforcing traffic laws must wear a uniform jacket or, as an option, a raid jacket/windbreaker and or vest, or tactical vest as defined below.

7.4. All personnel may wear a black or dark navy blue sweater in the winter period. The sweater shall 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.
c. The sweater shall have epaulets.
d. The sweater shall have a Department patch on the left shoulder, may have a unit patch on the right shoulder, and a badge tab.
e. The sweater shall be worn with the Department badge, not a cloth badge.
f. The sweater may be worn tucked in or folded under.

K. Footwear

1. For duty use, only sworn personnel and PSAs may wear a combination Department approved brand, all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots. Examples include, but are not limited to Under Armor Valsetz RTS, First Tactical Operator, 511 Recon or Tactical Urban and Bates Velocitor. These boots are approved for duty use only and shall not be worn with the Class A/Dress uniform.
3.2 Officers Sworn personnel assigned to motorcycle duty shall wear English field or riding boots with round toe and block heel. Trouser legs shall be worn inside of the boot.

--- Athletic footwear is only authorized with the uniform shorts or bicycle uniform and shall be solid black in color.

3.

L. Gloves

Gloves shall be black leather, neoprene, Nomex, or Nomex/Kevlar 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 shall be white cotton.

M. Tactical/BDU Style Uniform

1. Shirts shall be the Department approved brand, black (blue, green, or black for the tactical section) permanent press, tactical/BDU style, and 5.11 brand or equivalent.

2. Pants shall be the Department-approved brand, black (blue, green or black for the tactical section) permanent press, tactical/BDU style, 5.11 brand or equivalent.

4. 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.

6.3 Officers Sworn personnel may wear any jacket or coat listed in subsection “J” with the Tactical/BDU uniform except the leather jacket.

N. Emergency Response Team (ERT) Uniform

1. The Chief of Police or their designee or ERT Commander/Lieutenant may designate the optional ERT uniform.

2. Short or long sleeve shirt:

a. The shirt shall be a black:
   i. Cool wear, Department-approved brand, collared polo made of gray and will be polyester, cool wear, 5.11 brand or equivalent; or
   a.ii. BDU-style button- or zip-up.
b. The subdued Department patch and subdued ERT patch shall be sewn on the respective shoulders.

c. A subdued badge shall be sewn on the front of the shirt over the left breast area of the shirt. Supervisors shall have a subdued supervisor badge.

3. The uniform BDU/tactical style, Department-approved 5.11 brand or equivalent pants shall be black.

4. The standard ERT uniform shall have subdued patches as indicated above plus a subdued American flag patch over the right pocket.

O. Crime Scene Specialist (CSS) Uniforms

1. Uniform Shirts

a. Shirts shall be a light grey, Department-approved performance Propper brand polo. The polo shirt shall have screen printing on the back that reads, “Crime Scene Investigation.” A white or black crew or V-neck t-shirt shall be worn underneath.

b. Department-issued body armor shall be worn underneath the uniform shirt.
   i. A CSS may wear an external body armor carrier. The carrier shall be provided by the Department when the CSS is issued new body armor. A CSS 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 by the Scientific Evidence Division (SED) Commander before deploying with the carrier. The carrier must match the approved uniform shirt it is worn over in appearance.

   b._

c. CSS may wear a black turtleneck type shirt under the long-sleeve uniform shirt.
   i. The turtleneck shirt shall be fine knit (not sweater knit).
   ii. The neck shall only extend as high as the uniform shirt collar, and shall have no markings.

2. Uniform Pants

a. Uniform pants shall be black permanent press, tactical/BDU style, 5.11 Department-approved brand or equivalent.

3. Footwear

a. Footwear will be black, smooth, highly shined leather without ornamentation. For duty use, a CSS may wear a Department approved brand, combination all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots.

   a.b. These boots are approved for duty use only and shall not be worn with the Class A dress uniform.
4. Patches
   a. The only patch authorized to be worn shall will be the Department Crime Scene
      Investigation (CSI) patch silver in color. This patch shall will be worn in the same
      place of as the sworn personnel - badge.
   b. Jackets and coats shall will be worn with the Department CSI patch. This patch
      shall will be worn in place of a badge.
   b.c. CSS personnel are prohibited from wearing sworn personnel.

5. Headgear
   a. A grey watch cap, plain, with a CSI patch may be worn with the winter uniform.
   b. Baseball-style caps (optional); and
      i. Will Shall be grey, with a cloth front and/or a cloth or mesh style back;
      ii. Affixed to the front of the cap shall will be the small one and seven-eighths
          inch by two and three-eighths inch (1 7/8" inch by x 2 3/8" inch) CSI patch;
      iii. Baseball caps Shall be in serviceable condition;
      iv. c. 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, and Sweaters
   a. See 2-1-2-J for approved jackets and coats.
   b. CSS shall will not wear leather jackets.
   c. b. Jackets shall will be screen printed with reflective material that reads
       "Crime Scene Investigation" on the back.
   d. c. CSS may wear sweaters consistent with the standards in this SOP, 2-1-2-J,
       but however, the sweater must be grey in color to match the CSS uniform
       shirt.

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

P. Police Honor Guard Uniform
   1. Police Honor Guard uniforms shall will be as specified by the Chief of Police.

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

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

S.R. Wearing of Safety Equipment While Directing Traffic

1. Sworn personnel and PSAs who are directing traffic on any city street shall 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.

S. 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 shall be responsible for the purchase of the badge.

3. A cloth replica of the Department-issued badge, corresponding to the individual’s rank, may be worn on all jackets, coats, and tactical/BDU uniform shirts, as outlined in this section.

4. The authorized Department patch shall be worn on the left sleeve of all jackets, coats, and shirts. Supervisors shall wear the Department patch with gold trim. Officers and detectives shall wear the Department patch with silver trim.

5. Jackets and coats shall be worn with a four and three-quarter inch by four-inch (4 ¾” x 4”) Department shoulder patch on the left sleeve centered one inch below the shoulder.

6. Shirts shall be worn with a three and a half-inch by four and one half-inch (3 ½” x 4 ½”) Department shoulder patch on the left sleeve.
centered one inch below the shoulder.

T. Name Tags and Tie Bar/Tack

1. A two and one-quarter inch by three-eighths inch (2 ¼” x 3/8-inch”) metal name tag shall 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 shall will be inscribed in 1/8 block letters, filled with black enamel.

   b.a. Police officers sworn personnel and Police Service Aides PSAs nameplates shall will be chrome-plated metal.
   e.b. Sergeants and above shall will have gold colored nameplates.

9.2. An optional slip-on pin acknowledging years of current service to the Department may be attached to the name tag. The service pin shall will have inscribed in black enamel, the individual’s current rank, and the wording "SERVING SINCE." The current year of the date of hire shall will be inscribed in the blank space.

10.3. A plain, silver tie bar may be worn with the tie. Supervisors may wear a plain gold tie bar.

V. U. Optional Insignia

1. Optional patches, badges, approved pins, and medals are authorized to be worn by the Chief of Police, including, but not limited to or as follows:

   2.a. The small American Red Cross Law Enforcement First Aid Patch may be worn by qualified officers sworn personnel 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 shall will be worn one inch (1”) below the left sleeve chevron.

   3.2. 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 (2” x ¼”) on a blue background may be worn by patrol officers sworn personnel to signify each two (2) 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 (2) years of completed service.
c. Service bars shall be worn in a diagonal direction one and one-quarter inch (1 ¼"") diagonal offset) on the left sleeve of the blue long sleeve shirt, centered, beginning one inch above the cuff and proceeding up the sleeve.

4.3. Officers may not wear service bars, first aid patches, or firearms badges for which they are not entitled or qualified.

5.4. The American Flag lapel pin and/or the Honor Guard pin may be worn above the right pocket of the uniform shirt, centered half-inch (½"") above the name tag on the vertical shirt seam.

6.5. 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.


b. Any proposed unit patch shall not be greater in total area, height, or width than the current Department uniform patch, (4 ½ x 3 ½ inches).

7.6. 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 shall 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. 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.

b. 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 shall not be worn on civilian clothing.

c. If an officer is awarded both the Medal of Valor and the Medal of Meritorious Service, the breast ribbon bars shall be placed side by side and centered along the top seams of the right pocket.

d. Subsequent awards for either medal shall be indicated by a gold star centered on the breast ribbon bar.

e. 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.

8.7. Uniform Ribbon Award

a. The process for obtaining most of the awards listed below shall require that the officer submits a written request for recognition for
themselves or others to the Chief of Police. Only after approval has been granted shall the officers sworn personnel be allowed to wear the respective ribbon. Copies of all supporting documents shall be retained in the officer’s sworn personnel’s permanent personnel file maintained by the Department’s Training Academy.

b. Uniformed officers sworn personnel shall be permitted to wear up to six enamel service award ribbons earned. The ribbons shall be arranged in order of precedence in rows from top down, inboard to outboard. The ribbon(s) shall be worn with the lower edge of the bottom row centered one-quarter inch (¼”) inch above the right breast pocket and parallel to the floor utilizing a solid slide bar. Awards shall be ranked in the following order:

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medal of Valor</td>
<td>The ribbon shall be three equal sized bars in red/white/blue.</td>
</tr>
<tr>
<td></td>
<td>The Medal of Valor shall be awarded in the event an officer sworn personnel gives their life in the line of duty or when an officer sworn personnel performs an exceptional, life-threatening act of bravery.</td>
</tr>
<tr>
<td>Medal of Meritorious Service</td>
<td>The ribbon shall be solid blue bar.</td>
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<tr>
<td></td>
<td>The Medal of Meritorious Service shall be awarded when an officer sworn personnel shows exceptional courage or bravery while performing a law enforcement duty.</td>
</tr>
<tr>
<td>Medal of Outstanding Service</td>
<td>The ribbon shall be three equal sized bars in white/blue/white.</td>
</tr>
<tr>
<td></td>
<td>The Outstanding Service Award shall be presented to an officer sworn personnel who performs their duty in an outstanding manner to include performance during a critical incident, or exemplary community service.</td>
</tr>
<tr>
<td>Medal for Life Saving</td>
<td>The ribbon shall be two equal sized bars in red/white.</td>
</tr>
<tr>
<td></td>
<td>The Medal for Life Saving shall be awarded when an officer sworn personnel performs an act that results in the saving of another’s life.</td>
</tr>
<tr>
<td>Purple Heart Medal</td>
<td>The ribbon shall be three equal sized bars in purple/white/purple.</td>
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<tr>
<td></td>
<td>The Purple Heart Medal shall be awarded for the following injuries:</td>
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</table>
1. When an officer is sworn personnel are shot in the line of duty.
2. When an officer is sworn personnel are stabbed in the line of duty.
3. Other major life-threatening injuries incurred sustained in the line of duty.

Note: "In the line of duty" can include being off duty, but acting as a Police Officers sworn personnel.

vi. Courage Under Fire

The ribbon shall will be four equal sized bars in white/blue/red/white. This award shall will be awarded to officers sworn personnel 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 of Police or his/her designee shall will present this award.

vii. Active Military Service

The ribbon shall will be five bars in alternating lag's of Blue/Red/White/Red/Blue. This ribbon shall will be worn by personnel who have been called to active military duty while a member of APD the Department or who have served a minimum of three (3) years of active, honorable military service.

viii. Master Patrol Officer

The ribbon shall will be solid blue with two small white bars and a white diamond in the center. This award shall will be awarded to officers sworn personnel who have worked a minimum of five (5) years within FSB (calls for service, officer, or supervisor), and a minimum of 1 -year in either the Traffic Section, Impact Teams, Tactical Special Operations Division (K-9, EOD, SWAT), Horse Mounted Unit, Air Support Unit, Training Academy, Operations Review, Field Training Officer FTO, or Crisis Intervention Team (CIT), and a minimum of 1 -year within Special Investigations Division, Criminal Investigations Bureau (CIB), Scientific Evidence Division (SED), or the Administrative Support Bureau. Only the Chief of Police or his/her designee shall will present this award.

ix. Officer/Detective of the Year

The ribbon shall will be three equal sized bars white/red/white. Only personnel who have been selected as either the Department APD Officer or Detective of the Year shall will wear this award.

x. Community Recognition

The ribbon shall will be alternating small blue (4) and large red blocks (3). This shall 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/their chain of command. Letters must be from different incidents. All letters must be on file.

### xi. Field Training Officer

The ribbon **shall** be solid green with two small white bars and the letters “F.T.O.” in the center, and a gold border. This ribbon **shall** be awarded to officers sworn personnel who have successfully completed the F.T.O. Instructor School and have trained five (5) recruit officers sworn personnel in either phase one, two or three and have completed two (2) years of service as an active F.T.O. -Only the Chief of Police or his/her designee shall present this award. Officers Sworn personnel are responsible for providing documentation of the required training.

### xii. Top Cadet/Top of Promotional List

The ribbon **shall** be solid red. This **shall** be awarded and worn only by officers sworn personnel who were Top Cadet within their academy class either academically, physically, or firearms; or were number one on their respective promotional list (sergeant/lieutenant).

### xiii. Marksmanship

The ribbon **shall** be two solid blocks white/blue. This **shall** be awarded to officers sworn personnel who qualify with a perfect score of one-hundred percent (100%) during the semi-annual firearms qualification on both handgun and patrol rifle and/or shotgun 2-times consecutively.

### xiv. Department Seniority

Officers Sworn personnel may elect to wear a ribbon (including short sleeve shirts) instead of uniform seniority stripes. The ribbon **shall** be a solid blue background with one gold star for each five (5) years of service with APD the Department, service may be anywhere within the Department. Lateral time shall not apply.

### xv. Field Services Bureau (FSB) Seniority

The ribbon **shall** be a solid red background with one gold star for each five (5) years of FSB experience. FSB for this award is identified as calls for service assignment only.

### W. Chevrons and Collar Devices

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 ½ inch below the patch on the left sleeve and in the same position on the right sleeve). Sergeant chevrons shall be three and one-half by four
inches (3½” x 4") shall have a black background with three stripes of royal blue with gold detail and shall be worn on both sleeves of the uniform shirt (pointing up, centered half-inch [1/2"] below the patch on the left sleeve and in the same position on the right sleeve).

2. Senior Sergeant chevrons (3 ¼ 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. Senior Sergeant chevrons shall be three and a half by four and seven sixteenths inches (3½” x 4 7/16") shall have a black background with three stripes and one rocker of royal blue with gold detail and shall be worn on both sleeves of the uniform shirt (pointing up, centered half inch [1/2"] 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. Field Training Officer (FTO) Corporal chevrons three and one-half inch by three inches (3½” x 3") shall have a black background with two stripes of royal blue with silver detail, along with the abbreviation “F.T.O.” in silver lettering below the chevrons. The chevrons shall be worn on both sleeves of the uniform shirt, pointing up, centered ½ inch below the Department patch (left sleeve) and the FSB patch (right sleeve). FTO Corporal chevrons shall only be worn by sworn personnel currently assigned as active or inactive status. If removed from the program, either voluntary or involuntary, the chevrons shall no longer be worn on the uniform.

3.4. Collar devices that are worn on outwear without sleeve stripes, shall be centered on both collars, with the centerline of the insignia bisecting the points of the collar, one inch (1") up from the collar point:
0. 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.

Z.X. Shirt Insignia for Command Officers

The rank insignias on the shirt shall will be centered one half-inch (1/2") inch from the
outer edge of the collar tab, shall will lie parallel to the collar edge, and are as follows:

1. Lieutenant - A single gold-plated bar three-quarters inch by one-quarter inch (3/4¾" x 1/4¼") inches.

2. Deputy Commander – Two silver plated bars one-quarter inch by three-eighths
   inch (¼" x 3/8") each.

2.3. Commander - Two gold plated bars one-quarter inch by three-eighths inch (¼" x 3/8") 1/4 x 3/8 inch each.

4. Deputy Chief of Staff – One gold plated star one-quarter inch by three-eighths inch
   (¾" x 3/8") each.
### Leather Gear

Leather gear for officers sworn personnel shall consist of the following:

1. **Equipment Belt:**
   - Two inches (2") wide, basket weave leather, or synthetic.

2. **Buckle (optional):**
   - The buckle shall be shined chrome or nickel-plated for officers sworn personnel and shined brass or gold-plated for Sergeants and above.

3. **Holster:**
   - All sworn personnel, while in any on-duty status, shall 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 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 shall be capable of holding two magazines.
7. Chemical Agent Holder:
7. As appropriate for issued Chemical Agent container.

8. Flashlight Holder:
8. Optional Required for uniform wear.
9. Key Holder:

9. A key holder is optional. It shall 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 three-quarter inch wide strap shall be used for attachment to the belt.

10. Belt Keepers:

10. Belt keepers shall 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):

11. May be basket weave, leather, or plastic.

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

**BB.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; and.

2. Wearing a high-ride or off-duty type holster, and ammunition carriers. Basket weave and plain leather may not be mixed.

**CC. Bicycle Uniform**

AA. The standard uniform for bicycle officers is as follows:

2. **Uniform Shirts**

   a. Short sleeve or long sleeve, collared Department-approved brand performance 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 shall 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.
3.2. Uniform Pants/Shorts

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

4.3. Uniform Jacket

a. 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.

6.4. Shoes

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

7.5. Socks

a. Solid black, athletic.

8.6. Helmet

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

9.7. Gloves

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

10.8. Eyewear

a. 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.

11.9. Bicycle officers sworn personnel may utilize nylon web gear, or the Department issued leather gear. The nylon gear shall only be worn with the above-listed uniform.

EE-BB. Raid Jacket/Windbreaker and Tactical Vest

1. Personnel assigned to non-uniformed duties shall wear a raid jacket/windbreaker or vest when it becomes necessary to be readily identified as sworn personnel. Raid jackets shall consist of a blue or black windbreaker. The vest shall be black in color.
2. Raid jackets/windbreakers and vests shall 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 shall not be worn by personnel wearing the Department uniform.

GG.CC. Body Armor

1. Wearing of Body Armor

a. Body armor shall be worn by all uniformed, sworn 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 shall wear body armor when serving arrest and search warrants, or any other time as determined by the unit supervisor.

b. If officers are in civilian clothes or modified uniform and occupying a take-home police vehicle, the personal body armor shall be readily available.

2. External Body Armor Carrier

a. Officers may wear an external body armor carrier. The carrier shall 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 by Operations Review before deploying with the carrier. The carrier must match in appearance the approved uniform shirt the carrier 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 shall be issued to every officer.

b. Body armor is a mandatory uniform item and shall be worn all year round by officers and supervisors assigned to uniform duties.

c. The only following exception are exemptions and limitations to this mandatory rule is listed below.

--- Exemptions and Limitations to Wearing of Body Armor ---

i. Sworn personnel Employees who wish to be exempt shall submit a letter for exemption consideration through the employee’s requester’s chain
of command. Physician statements and other documentation must accompany the letter of request; and-

ii. Department personnel 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. 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.

e.  

5.4. Personally-Owned Body Armor

a. Officers Upon authorization, sworn personnel may wear an alternative personally-owned body armor. This armor must meet the following specifications:

b. It must be classified as a threat level Type II, consistent with classified in the National Institute of Justice (NIJ) Standard—0101.063.

c. It may be any brand but must conform to the manufacturer’s specifications for full wraparound coverage.

d. The body armor must be capable of preventing penetration of the armor by ammunition carried by the officer, consistent with in accordance with NIJ Standard—0101.063.

6.5. Authorization for Personally-Owned Body Armor

a. Officers Sworn personnel who request wishing to use personally-owned armor shall meet the following standards and be approved by the Chief of Police or their his/her designee and tracked by the chain of command.

b. The body armor must be classified as a threat level Type II or Type III-A, classified in the current NIJ Standard—0101.06s.

c. The body armor must be available for inspection and shall 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, consistent with in accordance with the current NIJ Standard—0101.06.

7.6. Care of Body Armor

a. Officers Sworn personnel shall be trained in the care and cleaning of their body armor and shall be held responsible for proper maintenance.

b. Any damage to the body armor or other unsafe condition shall be reported to the officer’s immediate supervisor for appropriate action.
c. OfficersSworn personnel shall will report to the Department’s Property Unit any condition where the body armor no longer fits properly as the result of a gain or loss of body weight.

8.7. Inspection of Body Armor

a. Body armor shall will be visually inspected by the officer’s sworn personnel’s immediate supervisor every six months. If the officer is sworn personnel are the opposite gender of the supervisor, the supervisor shall designate an officer’s sworn personnel of the same gender to perform the inspection. FSBiield Services’ inspections shall will follow the bid. The inspections shall will be documented on the Property Inventory form APD Line Inspection Form, which can be found in APDWeb/Protopage and the Department’s SharePoint site.

9. 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.