

Jack,

I just attended the Role of the Police Chief Class and this topic came up. Cynthia Blaylock from Marty Mayers office says that you can restrict either one if they are visible while on duty. Hope this helps!

Chris Gallagher
Arcata PD

8/94
Amended 2/96
Amended 1/97
Amended 5/99
Amended 5/00

SANTA ANA POLICE DEPARTMENT

DEPARTMENTAL ORDER NO. 700

POLICY ON UNIFORMS AND EQUIPMENT

PURPOSE This Order sets forth policy on uniforms and equipment to be used by employees of this Department.

I POSSESSION OF UNIFORM AND EQUIPMENT

A. REQUIREMENTS - SWORN AND NON-SWORN UNIFORMED PERSONNEL

All officers and employees shall possess at all times a serviceable uniform and the necessary equipment to perform field duty. Personnel assigned to duty wherein a special uniform is required shall also possess the uniform required by this special assignment. All uniforms and equipment referred to in this Order shall meet the specifications outlined in the Department uniform and equipment specifications. No other uniform or accessory will be worn unless approved by the Uniform Committee and the Chief of Police.

B. AVAILABILITY FOR USE

All uniforms (A, B, and C) and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.

C. LEATHER EQUIPMENT MAINTENANCE

Leather equipment shall be kept dyed and shined, and shall be replaced when it is cracked or worn out.

D. REPAIR OR REPLACEMENT

All uniform items and equipment issued to members of the Santa Ana Police Department are to be maintained in good condition. All employees are responsible for the maintenance and serviceability of their issued property.

1. When issued uniforms and equipment are no longer serviceable due to normal wear they will be repaired or replaced by the Department.
2. When issued uniforms or equipment are damaged, they shall be repaired/replaced when needed. The affected employee shall prepare a memorandum via the Chain of Command to his or her Section Commander detailing the damage. The Section Commander shall authorize the repair/replacement and forward the memo to CDC for appropriate action.
3. When issued uniforms or equipment are lost, a memorandum shall be prepared by the affected employee explaining the loss of the issued uniform or equipment to their immediate supervisor.
4. The employee's immediate supervisor shall then complete an administrative report to the Chief of Police following the procedures in Departmental Order No. 125. In addition, if the lost property is serialized, or has a City property number attached to it, the supervisor shall ensure that a lost property police report is taken and the lost property is entered into the statewide-automated property system.

E. BODY ARMOR - Mandatory Wearing

Refer to Departmental Order 405 for the wearing of body armor.

F. RIOT HELMETS

All sworn personnel shall be issued Department approved and numbered riot helmets. All officers shall keep their helmets at work and available for use.

1. EXCEPTIONS

- (a) SWAT officers and motor officers have specialized helmets and will not have a riot helmet issued to them as long as they remain in either assignment.

II PERSONAL APPEARANCE - GENERAL

An employee shall be neat and clean at all times when on duty, unless the nature of their assignment requires otherwise.

A. HAIR

1. Male employees shall keep their hair neat, clean, well groomed, and properly trimmed at all times while on duty. Male police officers' hair shall be worn in a manner that does not extend below the top of the shirt collar or extend more than one-half inch over the top of the ear when standing.
2. Female employees shall keep their hair neat, clean, well groomed, and properly worn at all times while on duty. Female police officers' hair shall be worn in a manner that does not extend below the bottom of the back of the shirt collar while standing.
3. Sideburns shall not extend further than the lower portion of the ear and will not present a noticeable taper.

B. FACIAL HAIR

1. A neatly trimmed mustache of natural color may be worn. Mustaches may extend not more than one-half inch below the corner of the mouth or three-quarter inches horizontally beyond the corner of the mouth.
2. Employees shall be clean-shaven when reporting for duty. Beards shall not be worn. A growth of whiskers shall be permitted for medical reasons only. An employee with a medical condition, which precludes shaving, may be assigned duties requiring the least possible public exposure. Exceptions: Special assignments

may be exempt to this regulation with approval of the Division Commander.

III WEARING OF UNIFORM

- A. All officers and employees issued uniforms, regardless of rank, shall wear the prescribed uniform and equipment during their tour of duty, unless exempted as described below.
- B. The following officers are exempt from wearing the prescribed uniform and equipment during their normal tour of duty:
 - 1. Chief of Police
 - 2. Division Commanders
 - 3. District/Section Commanders
 - 4. Plain Clothes Investigators
 - 5. Officers on Special Assignments
 - 6. Others, as authorized by a Division Commander or above.

IV TYPES OF UNIFORMS

A. STAFF OFFICER DRESS UNIFORM

The Staff Officer dress uniform shall be worn by Captains and above on formal occasions as deemed appropriate.

- 1. Headgear - The uniform dress cap shall be standard headgear for the staff dress uniform.
- 2. Shirt - The white uniform dress shirt with rank insignia affixed to the collar shall be worn with the Staff Officer dress uniform.
- 3. Coat - The dress coat with shoulder boards and silver sleeve stripes designating rank shall be worn with the Staff Officer dress uniform.
- 4. Trousers - The uniform slacks shall be worn with the Staff Officer dress uniform.
- 5. Other Staff Officer Dress Uniform Items - Necktie, shoes, and accessories for the Staff Officer's dress uniform shall be the same as prescribed for the Class A uniform under Section IV, D.

B. LIEUTENANT DRESS UNIFORM

The uniform shall be the same as Staff Officer except that the cap with white band and the Ike jacket will be worn with the white uniform dress shirt in lieu of the Department dress cover and jacket.

C. SERGEANT DRESS UNIFORM

Same uniform as Lieutenant, without the silver metal rank insignia.

D. CLASS A DRESS UNIFORM

1. Headgear - The soft cap with cap piece shall be standard headgear for the dress uniform. The soft cap shall be worn as part of the uniform during formal Departmental inspections and other events where a Class A uniform is designated.
2. Tie - The tie is to be worn with the Class A uniform and shall be the Department approved black tie.
3. Trousers - Male/Female - The standard Department approved uniform trousers shall be worn with the Class A uniform.
4. Shoes and Socks - Shoes for the Class A uniform shall be black, hard leather or "Corfam," with a plain round toe, black laces and capable of being shined to a high luster. Socks shall be plain black.
5. Jacket - All Sergeants and motor officers shall wear the waist length dress jacket commonly known as the Ike jacket. All officers shall wear the general duty jacket when necessary. The duty jacket shall have a cloth badge, name tag, patches, and chevrons (if applicable) affixed in their proper positions.
6. Leather Gear - The leather Sam Browne belt shall be worn with the Class A uniform without baton, O.C. spray, baton ring, keys/key rings/key holders, Pac sets and Pac set holders.
7. Accessories - The following uniform accessories shall be worn with the Class A uniform:
 - a. Tie bar - The tie bar shall be plain silver, 5/6" x 2-1/8".
 - b. Medals - Medals awarded by the Department shall be worn on the left breast pocket flap, centered and on line with the second seam from the top edge of the pocket.

- 1) Pins and Medals - Pins and medals not awarded by the Department shall not be worn. Special program pins (i.e., D.U.I.) may be authorized for a limited time only, as deemed appropriate by the responsible Division Commander.
 - 2) City Service Pin and 10851 Pin - The City service pin and 10851 pin are authorized; however, only one pin may be worn at any given time. The pin shall be worn on the top edge of the right breast pocket towards the inside edge on line with the nameplate.
 - 3) Special Unit Pin - Special unit pins (i.e., SWAT, Hostage Negotiator, etc.) shall be affixed to the nametag along the innermost edge.
 - 4) Award Ribbons - Award ribbons (Medal of Valor; Distinguished Service Medal; Police Service Medal; and the Purple Heart) shall be worn centered above the left breast pocket, with the bottom of the ribbon touching the top seam of the pocket. Only the highest award ribbon will be worn.
 - 5) Pilots Wings – The silver metal pilots wings, with miniature Santa Ana badge, shall be worn on the Class A, B and C uniform by licensed aviators currently assigned as Department pilots. The wings shall be worn above the right breast pocket, centered over the metal nametag.
- c. Service Stripes (“hash marks”) - Service stripes (each representing five years of police service) shall be worn on the left sleeve of the long sleeve uniform shirt and like jacket.
 - d. Sunglasses - Non-prescription sunglasses shall not be worn with the Class A uniform while in formation.
 - e. Collar Stays - Collar stays may be used only if they are of the type that do not alter the natural shape of the collar and are not visible.

- f. Name tag - The nametag issued by the Department will be worn with Class A, B, and C uniforms above the right breast pocket flap, and will be centered above and in line with the pocket button.
 - g. Jewelry - Visible necklaces are not to be worn with the uniform. Due to the obvious hazard of earrings, they are not to be worn by field personnel in uniform.
 - h. Rings - No more than one ring is to be worn on each hand. A wedding and engagement grouping shall be considered as one ring if worn on the same finger.
 - i. Make-Up - Nail polish, lipstick and make-up is to be of a light shade and neutral in color.
 - j. Brassiere - To maintain a professional appearance, provide for safety, support, and personal protection, a brassiere shall be worn by female employees. Employees wearing an issued vest with sufficient support may be exempt from this requirement.
 - k. Metal Accessories - Visible uniform and duty belt accessories shall be silver metal. This includes metal rank insignia for Lieutenants, Captains, and Chief, and "P" buttons for sergeants and above.
 - l. Mourning Bands - To be worn only for Orange County and Los_Angeles area officers killed in the line of duty and shall be worn from the time the Department is notified of the death until the end of the day the officer is buried. Any exception to this policy will be made on an individual basis and only with the approval of the Chief of Police.
8. Exceptions to Class A - Motor officers shall wear the approved motorcycle helmet, riding breeches in lieu of trousers, safety gloves, and boots. Motor officer supervisors will wear silver piping on their breeches.

E. CLASS B UNIFORM

Same as Class A except:

- 1. Headgear - No headgear shall be required to be worn with the Class B uniform. The soft cap may be worn at the option of the officer.

2. Shoes and Socks - The shoes and socks for Class B uniform shall be the same as that of Class A (Section IV, D., 5.) or one of the following:
 - a. Boots - Boots shall be of a height not more than 12" measured from the bottom of the heel. They shall be all black with a plain, round, hard leather toe and heel. Zippers, buckles and straps are not allowed. Only black laces will be permitted. Shoes shall be capable of sustaining a high luster shine. Engineer boots, pointed toe boots, western style boots and military type boots are not authorized.
 - b. Tennis Shoes - Tennis shoes can be either high or low top, all black in color, round toe design, all black laces, and capable of being shined.
3. Jacket - The nylon general duty jacket shall be worn by officers, and it will be the option of supervisors and motor officers to wear either the Ike jacket or the general duty nylon field jacket. Sergeant and Corporal chevrons shall be worn on all supervisors' jackets. Motor officers may wear the leather motorcycle jacket.
4. Leather Gear - The Sam Browne belt with weapon, baton, O.C. spray, handcuff case, cartridge case, and other issued or optional equipment, which have been approved by the Uniform Committee and by the Chief, shall be worn with the Class B uniform.
5. Exceptions to Class B - Motor officers shall wear the approved motorcycle helmet, riding breeches in lieu of trousers, safety gloves, and black dickeys.

F. CLASS C UNIFORM

1. Headgear - The same as the Class B uniform.
 - a. During rainy weather, sworn uniformed field personnel may wear the Department-issued black baseball cap. The cap is approved as head protection from the rain. It shall be worn only at the direction of the on-duty Watch Commander (or higher ranking staff officer) and shall not be worn after the rain has stopped. The cap shall be worn properly with the bill to the front.

2. Shirt - The long or short sleeve shirt shall be worn without a tie and must include a white crew neck T-shirt.
3. Shoes and Socks - The uniform shoe and socks for the Class C uniform shall be the same as that of Class B, Section IV, E., 2.

G. TRAFFIC OFFICER (MOTOR ASSIGNMENT) UNIFORM EXCEPTIONS

1. Parade Scarf - The Traffic Commander may direct that the parade scarf to be worn on special occasions.
2. Cold Weather Scarf - A plain, dark blue or black colored scarf may be worn during cold weather.

H. INSIDE UNIFORMED ASSIGNMENT

Uniformed officers assigned to duties inside the police station may, while within the police facility building and approved by the Division Commander, wear an approved Department weapon with a black, plain leather holster attached to their trouser belt in lieu of the full Sam Browne equipment.

I. UNIFORM - K-9 UNIT

K-9 handlers shall wear the following uniform:

1. Jumpsuit - Two-piece black K-9 utility uniform with SAPD shoulder patches and cloth name tag and badge.
2. Footwear - Black leather above the ankle with non-skid soles.
3. Headgear - Black baseball-type cap with "Santa Ana Police" and "K-9" embroidered in silver colored thread on the front.
4. T-Shirts - Canine officers may wear a black t-shirt with the two-piece utility uniform.

J. UNIFORM - ANIMAL CONTROL UNIT

1. Navy blue or two-piece wash/wear uniform.
2. The Animal Control unit supervisor shall wear two silver metal corporal chevrons (two-stripe configuration) on the collars of the two-piece wash/wear duty uniform.

K. UNIFORM - S.W.A.T. UNIT

Black two-piece wash/wear uniform with SWAT boots.

L. UNIFORM - ABBREVIATED

Officers and non-sworn employees assigned to special duties such as foot patrol, bicycle patrol, parking control, and other appropriate field assignments, may wear the abbreviated uniform during warm weather (as determined by the division commander). The abbreviated uniform consists of:

1. Shirt - Standard issue blue, short sleeve uniform shirt with shoulder patches, metal badge and nameplate, and sewn insignia of rank (chevrons), if applicable.
2. Shorts - Matching blue "Sportiff" type cotton/polyester shorts worn with the plain black leather uniform belt and the police equipment belt (if appropriate).
3. Footwear - Plain white, ankle-length athletic socks with white or black athletic shoes.

M. UNIFORM - HELICOPTER OBSERVER

Helicopter Observers shall wear the following uniform:

1. Flight Suit - Of a color consistent with the current helicopter services contract provider with SAPD shoulder patches and black leather nametag with silver lettering.
2. Footwear - Black leather flight boots capable of being shined to a high luster.
3. Helmet - White flight helmet with "SAPD" in black lettering on the front.
4. Shoulder-holster - Black or tan leather departmentally approved.

N. UNIFORM - DEPARTMENT ARMORER

Navy two-piece wash/wear uniform or jumpsuit with clothe badge and name tag.

O. UNIFORM - OTHERS

Forensic Specialists, Driver Training Instructors, Booking Detail Officer, Evidence & Property personnel and others as assigned by a Division Commander, are authorized to wear navy blue jumpsuits when working in their respective assignments.

P. UNIFORM - DETENTION OFFICER

1. Detention Officers and Senior Detention Officers shall wear the standard issue blue, short sleeve uniform shirt with shoulder patches, appropriate metal badge, and metal name tag above the right breast pocket with matching blue uniform pants. (Senior Detention Officers will have the designation "Senior Detention Officer" included on the metal nameplate).

2. Detention supervisors shall wear two silver metal chevrons (3-stripe configuration) on the uniform shirt collars. Detention managers shall wear two metal warrant officer type bars, silver in color, with one single blue vertical stripe on the uniform shirt collars. The Jail Administrator shall wear two metal warrant officer type bars, silver, with two vertical blue stripes on the uniform shirt collar.

Q. UNIFORM - BIKE PATROL

Properly trained officers assigned to Directed Patrol, or to special task forces, or specialized field assignments may wear the approved Bicycle Patrol Uniform, and only when the majority of their daily work shift is devoted to bicycle patrol. The Bike Patrol Uniform consists of:

1. Shirt - "Outer Banks" brand, or comparable type, navy blue 100% cotton, polo-type shirt with collar and no pockets, with the words "Santa Ana" silk screened in one-inch white block letters, and "Police" in four-inch letters on the back of the shirt, shoulder patches and full-size Corporal or Sergeant chevrons silk screened on both sleeves. The police badge shall be silk-screened on the left front side and the officer's name is embroidered in script writing on the right front side, and the supervisor's rank (either "Sgt." or "Cpl." in front of the name (i.e., Cpl. D. Smith).

2. Shorts - "Mocean" brand, or comparable type, navy blue, cotton/polyester blend manufactured specifically as a bicycling short with reinforced seat and four (4) pockets.
3. Footwear - Plain white, ankle-length athletic socks with white or black athletic shoes.
4. Bike Helmet - Officers riding bicycles shall wear a Department-approved bicycle safety helmet, meeting ANSI or SNELL standards, with the words "SANTA ANA POLICE" or "POLICE" in blue or black letters on both sides.

V POLICE EQUIPMENT BELT

The items described in this section shall be worn only with the police equipment belt, except as otherwise noted under the uniform section.

A. HOLSTER

The holster shall be worn on the side for which it was designed and shall be of the approved type plain black leather.

B. HANDCUFF CASE

Regulation handcuffs shall be carried in the handcuff case. Double handcuff cases with the appearance of issued cases may be worn at the officer's option and expense. (Two single handcuff cases are not authorized).

C. CARTRIDGE CASE/MAGAZINE POUCH

Reserve ammunition shall be carried in the cartridge case or magazine pouch. The cartridge case referred to as a speedy loader, second six, or similar approved type may be worn in place of the regular cartridge case at the option of the officer.

D. KEY HOLDER AND KEY RING

A key ring may be carried on the key holder. A whistle, handcuff key, and those keys necessary to perform duties may be kept on the ring. This is at the option of the officer.

E. BATON HOLDER

The baton is carried in the baton ring.

F. O.C. SPRAY AND HOLDER

The O.C. holder and O.C. spray shall be worn on the police equipment belt. All uniformed sworn personnel shall carry only the issued spray on their equipment belts. Plainclothes personnel may carry the smaller canister.

G. FOLDING KNIFE

Folding buck-type knife and black leather sheath. It shall measure no more than nine inches when fully extended. This is at the option of the officer.

H. MINI FLASHLIGHT AND HOLDER

A black mini flashlight may be carried in a black leather holder. This is an option to the officer.

I. BELT KEEPERS

The four plain leather Velcro belt keepers issued shall be worn to secure the equipment belt. Equipment is to be placed on the belt according to officer's training and/or needs.

J. BATONS

The standard issue baton for this Department shall be the plastic model. Officers have the option, however, of also carrying the following types, as long as they are black in color. Any baton, other than the issued black plastic, is to be purchased and maintained at the officer's expense.

1. Wooden baton with black rubber grommet, material of second generation oak, 24 to 26 inches in length.
2. Bamboo baton (treated), 24 to 26 inches in length.
3. Monadnock (PR-24), fiberglass or alloy, maximum length: 26 inches. The following requirements must also be met before officers are allowed to carry this model: Division Commander approval, a certificate of completion of an 8-hour training course (training will be at the officer's expense), and a copy of the approval and the certificate placed in the officer's personnel file.
4. Aluminum alloy baton, 24 to 26 inches in length.

5. The Monadnock collapsible PR-24 side-handle batons and the Monadnock collapsible "straight" baton with plastic belt holder.
6. The CASCO or ASP brand telescoping collapsible metal baton with black leather belt holder.

K. OPTIONAL NYLON DUTY BELT

Officers and authorized non-sworn field personnel may wear the Department- approved lightweight nylon duty belt, with accessories, as part of the Class B and Class C uniform.

The optional nylon duty belt and accessories are to be purchased by the individual and are not to be worn as part of the Class a uniform. These optional items, although purchased by the individual, become part of the uniform of the Santa Ana Police Department and will be maintained in good and serviceable condition.

1. The Bianchi brand Ranger series or the Galco brand black nylon belts and accessories are the only nylon brands approved for use.
 - (a) The mixing of Bianchi and Galco nylon equipment is prohibited.
2. Nylon equipment is subject to the same standards of inspection for cleanliness and serviceability as is department-issued leather equipment.
3. Nylon equipment shall not be worn as part of the Class A uniform. Leather Sam Brownes must be worn with the Class A uniform.

VI STANDARD UNIFORM, APPEARANCE AND DRESS STANDARDS FOR NON-SWORN EMPLOYEES

A. POSSESSION OF UNIFORM AND EQUIPMENT

All non-sworn employees issued uniforms shall possess, at all times, a serviceable uniform and the necessary equipment to perform their

- c. Trousers - The standard Department approved uniform trousers shall be used with the uniform.
 - d. Shoes - Shoes, tennis shoes, or boots as described under Class B uniform, Section IV, E, 2.
 - e. Belt - The belt shall be of plain black leather, with a silver buckle.
 - f. Duty Jacket - Personnel shall wear the general duty jacket when necessary. The duty jacket shall have a cloth badge, nametag, and patches in their proper positions.
3. Service Stripes - A white cloth service stripe, each signifying five years of continuous service to a law enforcement agency, may be worn on the left sleeve of the long sleeve uniform shirt.

C. NON-SWORN CLASS B

Same as Class A except:

- 1. Shoes - The shoes for the Class B uniform shall be the same as that of the Class A uniform (Section VI, B, 1., d/2., d) or one of the following:
 - a. Boots - Same requirements as for sworn officer Class B uniform (Section IV,E,2.a.)
 - b. Tennis Shoes - Tennis shoes can be either high or low top, all black in color, round toe design, all black laces, and capable of being shined.
 - c. Baseball Caps - With approval of the appropriate Division Commander, non-sworn uniformed personnel assigned to field duty may wear the Department issued black baseball cap as part of the Class B or Class C uniform for protection from the sun and rain. The baseball cap shall be worn with the bill to the front.

D. NON-SWORN CLASS C

The regulation for the Class C uniform shall be the same as the Class A and B uniforms except for the shirt and tie. A short sleeve shirt, worn with a white crewneck T-shirt, and with only the top button

unfastened and without a tie may be worn. A long sleeve shirt without a tie is also authorized.

Personnel assigned to Traffic may wear a Lyon wash and wear uniform while working in the field. The standard Departmental uniform trousers may also be worn.

E. MATERNITY UNIFORMS

Pregnant uniformed personnel shall be allowed to wear their personal clothing when their physician documents that their uniform is too restrictive for medical purposes.

F. T-SHIRTS FOR FEMALE PERSONNEL

Female personnel wearing the short sleeve uniform shirt with pants shall wear the white, crewneck T-shirt. No T-shirt shall be worn when the short sleeve shirt is worn with the uniform skirt.

VII NON-SWORN EQUIPMENT BELT

1. Sam Browne Belt - The following equipment is authorized: Pac Set with holder, Mini Flashlight with holder, Key Ring and Key Holder, Knife, Chemical Agent and Holder, and five plain leather Velcro keepers.
 - a. Pac-Set (Department issued Pac-Set and holder only) shall be worn on the left side, centered.
 - b. The mini flashlight (optional) shall be worn on right side, centered. Holder shall be of plain black leather design.
 - c. A key ring may be carried on the key holder. A whistle and those keys necessary to perform duties may be kept on the ring.
 - d. An optional folding buck-type knife and black leather sheath that shall measure no more than nine inches when fully extended may be worn directly to the rear of the Pac-Set.
 - e. The chemical agent and holder and may be worn directly behind the mini flashlight.
 - f. The plain leather Velcro belt keepers issued shall be worn to secure the equipment belt.

The Pac-set, keys, and belt keepers are mandatory equipment; the Knife, Mini Flashlight and Chemical Agent are optional equipment. Chemical Agent spray shall not be carried until proper training and certification is obtained. In addition, the Sam Browne belt is authorized for other PSOs assigned to field duty.

VIII DRESS STANDARDS - PLAINCLOTHED INVESTIGATION AND INVESTIGATIVE SPECIALISTS

- A. Investigators work closely with crime victims and witnesses, members of the business community, other law enforcement agencies and the courts. Dress shirt, slacks and a coat and tie present a professional appearance and shall be worn by investigators. Female investigators shall maintain clothing that presents a businesslike appearance. Female officers, working plainclothes assignments, may be issued the leather holster purse upon Division Commander approval.
- B. Special investigative units, the Gang Detail, and from time to time, other investigators on special assignment may have the need to wear other clothing appropriate for the assignment. This will be approved on an individual basis by the Investigation Division Commander or Chief of Police.

IX DRESS STANDARDS, NON-UNIFORMED NON-SWORN PERSONNEL

Dress standards for non-uniformed personnel are discretionary; however, they shall maintain clothing appropriate for the job while maintaining a businesslike appearance.

X DRIVER'S LICENSE REQUIREMENTS

In compliance with the City of Santa Ana Safety Policy Procedure No. 1, the following is Departmental policy regarding driver's license requirements:

- A. All full or part-time employees operating City vehicles or equipment are responsible for having a valid California driver's license in their possession during vehicle operation. In addition, it is the responsibility of all employees to inform their supervisor when they are unable to perform a driving function because they do not have a valid driver's license in their possession.

- B. All employees shall report to their immediate supervisor in writing any change in their driver's license status to the Department within 48 hours of notification of the change. A change in status includes any change in driving privileges, such as eyesight requirements, court suspension, revocations, etc.
- C. Immediate supervisors shall hold periodic inspections to insure compliance with this Order.

XI POLICE IDENTIFICATION NUMBERS

The following guidelines shall be used for assigning badge and identification numbers:

- A. Police identification numbers are based on an employee's (sworn and non-sworn) date of hire. The numbers are assigned sequentially so that the employee with the earliest date of hire has identification number 1. The employee with the second earliest date of hire has the identification number 2, etc. Identification numbers shall coincide with badge numbers.
- B. Employee's shall retain their permanent police identification number throughout their employment at the Police Department, regardless of whether they change rank, or classification, such as promotion or from non-sworn to sworn or vice-versa. Allowable leaves of absence will not change an employee's identification number (promotional, military, etc.).
- C. Identification numbers become inactive and will never be used again upon retirement, resignation, termination, or other reasons causing an employee to sever his employment.

PAUL M. WALTERS
Chief of Police

Jack,

I have some of the same concerns here in **South Pasadena**, and we don't have a policy. I do know that my old school is working on a tattoo policy. They also recently published an order that addressed piercings and jewelry. I didn't agree with how it was written (too much interpretation about what is "conservative"). You can get a copy by calling someone at Management Services Division, or Commander Dan Koenig at Administrative Group (213) 485-4111

INGLEWOOD PD POLICY

(I-9) TATTOOS (Visible): The presence of tattoos on any portion of the body, visible while on duty and/or in uniform, is prohibited. This standard applies to both sworn and civilian personnel regardless of assignment.

(Exemptions): Those sworn personnel working undercover, narcotic, vice, or similar type assignments may apply in writing to the Chief of Police, via the chain of command, for a temporary exemption. If approved, this exemption shall only be valid for the duration of the undercover assignment.

Dear Jack,

We have not dealt with these issues but we have dealt with the color hair fad. We attempted to put a policy together but it just got to confusing and cumbersome. What colors are acceptable, what are not, etc? What we decided to do is to just leave it to the Chief's discretion whether or not a hair color was acceptable or not. Our POA had no problem with this and actually preferred we handle it this way. This was a little over a year ago and we have not had a problem since.

Hope this helps. Once you develop your policy I would appreciate it if you could send us a copy.

Thanks,

Frank Scialdone
Fontana P.D.
17005 Upland
Fontana, CA 92335
909-350-7702

Hi Jack... I retired from San Diego PD after 30 years and came to **La Mesa PD**, but I know San Diego was working on a policy regarding body piercing and markings. You might want to contact them. Dave Bejarano is the Chief there and his e-mail is tb@sandiego.gov. Good luck.

Jack:

So far we have not been faced with that, but I suspect shortly I will have to. We do have officers with tattoos, but most, if not all, are covered. I would appreciate it very much if you would share what you get. Perhaps, this is something that we should be united on in South Bay. What do you think?

Steve

Jack:

In **Simi Valley**, my legal Department has assured me that I have the legal right to set grooming standards. As a result, I prohibit piercings based upon a couple of factors. One is safety.... I don't want someone injuring my employees by tearing them out, accidentally or on purpose. Secondly, I don't think they look professional, nor do they have their place in a para-military organization. That said, I do allow the female officers to wear a pierced earring, but I will eliminate that too as soon as any male wants one and claims discrimination. I think the safety concern is the best and strongest argument.

Randy.

Chief Wayt,

I received your request for info on appearance policies. We are preparing to re-issue ours, but the wording you are interested in has not been changed for probably 10 years or so. As far I know we have not been challenged on it. We made the rulings on earrings applicable for males and females so we don't have any problems with male employees crying foul. We apply this to any personnel who may be required to wear a uniform. This runs a gamut from officers, Police service tech's etc.

Jewelry- Uniformed employees shall not wear any unauthorized ornaments such as earrings, necklaces (that show), bracelets or large conspicuous rings.

No more than two rings may be worn. (Wedding band and engagement rings are considered one ring). The department will not be responsible for the loss of any jewelry.

We don't have any policy related to tattoos. We have some employees with visible tattoos but we haven't needed to step in yet.

I hope this is useful, but it probably is not anything out of the ordinary.

As previously stated, I don't believe this has ever been challenged here.

Lt. K.C. Stokes
Training Section
Bakersfield Police Dept.

Jack:

At **Torrance PD** so far we have not been faced with that, but I suspect shortly I will have to. We do have officers with tattoos, but most, if not all, are covered. I would appreciate it very much if you would share what you get. Perhaps, this is something that we should be united on in South Bay. What do you think?

Steve

1400.0 AUTHORIZED UNIFORMS AND EQUIPMENT
Revised: 10-10-96, 7-28-97, 8-28-01

1400.1 GENERAL PROVISIONS

The **Buena Park Police Department** Uniform and Equipment specifications are herein established.

A uniformed employee (sworn or non-sworn) shall not wear, at any time while on duty, any piece of clothing or equipment not addressed within this policy. Specifically prohibited are membership buttons, dangling earrings, large bows or ribbons in the hair, any type of costume jewelry, or ornamentation, which detracts from the uniform or clothing. There shall be no exceptions to these specifications without the approval of the Chief of Police.

1400.2 UNIFORM — WEARING OF

All personnel issued uniforms and/or a uniform allowance by the Department shall wear the prescribed uniform of the Department as required. They shall see that it is clean and kept in good repair and shall present a neat and clean appearance at all times.

1400.3 UNIFORM DAMAGE

Personnel damaging their uniform while on duty shall report such damage to their supervisor before going off duty and shall direct a memorandum to their supervisor describing the circumstances leading to the damage. If the damage occurred while making an arrest, the damage should be detailed in the police report and restitution requested from the office of the District Attorney.

- A. The supervisor shall inspect the reported damage and make recommendation for replacement. The memorandum shall then be forwarded, through the chain of command, to the appropriate division commander for approval.

- B. The Division Commander will make recommendations and provide authorization to the Auxiliary Services Bureau for replacement of the damaged items.

1400.4 WEARING OF UNIFORM ON DUTY

All sworn officers and civilian employees (other than investigators, those on special assignment, and those working plainclothes assignments) shall be in full uniform when on duty, unless otherwise directed by their supervisor.

1400.5 UNIFORM — WHO MUST POSSESS

All sworn personnel, Community Service Aides, Jailers, Dispatchers, Police Clerks, Transcriptionists, Crime Scene Investigators, Crime Prevention Specialists, Gang Prevention Advisor, Traffic Safety Aides, Parking Enforcement Specialists, and Property Technician shall possess a regulation uniform and shall wear and maintain it in serviceable condition.

1400.6 UNIFORM — SPECIFICATIONS

Personnel on duty shall not wear any uniforms, or portions thereof, which do not conform to specifications. Personnel shall not, at any time while off duty, wear as an outer garment part of his/her uniform that easily identifies the wearer as a member of the Buena Park Police Department; i.e., shirts or jackets with the Buena Park Police shoulder patch. Personnel may wear their uniform to or from work, but shall not transact any type of personal business while in an identifiable portion of the uniform.

1400.7 SERVICEABLE UNIFORM REQUIREMENTS

All sworn officers shall, at all times, have available a serviceable uniform and the necessary equipment to perform field duties. The equipment shall either be on the officer's person or stored in the Buena Park Police facility.

1400.8 COURT

Sworn or civilian personnel required to appear in court shall wear clothing that supports the professional image of the members of the Buena Park Police Department. Appropriate dress includes any of the following:

- A. Males
 - 1. Class A or Class B uniform.
 - 2. Business suit or sport coat with necktie.
- B. Females
 - 1. Class A or Class B uniform.

2. Business suit, dress, skirt and blouse, or pantsuit.

1400.9 QUARTERMASTER SYSTEM

This system was established by City Council action on 7-1-92 and provides for the issuance, at City expense, of uniforms and equipment required of the position a **new** employee will occupy.

This system also provides for replacement, at city expense, of equipment issued under this program—that has become damaged in the course of employment.

In the event uniforms or equipment are changed or become required for a position not previously covered by uniform standards, the Quartermaster System will be instituted.

This system is operated from the Training Unit, which provides the necessary forms and records of the equipment issued. All department equipment shall be returned upon separation.

1400.10 CLOTHING ALLOWANCE

The clothing allowance will be issued in its entirety once a year after fiscal budget approval. The amount paid is established through the Memorandum of Understanding.

1400.11 CLASS "A" UNIFORM

This section is designed to create uniformity and improve the appearance of all personnel who wear a uniform while in the performance of their official duties.

A. COMMAND STAFF (Chief of Police and Captains)

1. Long-sleeved wool uniform shirt with brass pea buttons
2. Wool uniform trousers
3. Soft cap with cap piece and scrambled egg design
4. Black tie with brass tie clasp
5. Breast badge
6. Brass nametag
7. Uniform pant belt
8. Sam Brown belt with all mandatory accessories
9. Footwear (department-approved shoes, no tennis shoes)
10. Black socks
11. Other mandatory or optional accessories when applicable

B. LIEUTENANTS

The Class "A" uniform for Lieutenants shall be the same as that of the Command Staff with the following exception:

Lieutenants shall wear a soft cap with cap piece, but without the scrambled egg design.

C. SERGEANTS, POLICE OFFICER II'S, POLICE OFFICERS, RESERVE OFFICERS AND JAILERS

1. Long-sleeved uniform shirt
2. Uniform trousers
3. Soft cap with cap piece
4. Black tie with brass tie clasp
5. Breast badge
6. Brass nametag
7. Uniform pant belt
8. Sam Brown belt with mandatory accessories
 - a. Holster and approved duty weapon
 - b. Ammunition carrier
 - c. Handcuffs and handcuff case
9. Footwear (department-approved shoes and no tennis shoes)
10. Black socks
11. Other mandatory or optional accessories when applicable

D. MOTOR OFFICERS

1. Department-approved helmet with cap piece
2. Long-sleeved wool uniform shirt
3. Motorcycle breeches
4. White ascot
5. Breast badge
6. Brass nametag
7. Safety glasses (when operating motorcycle)
8. Safety gloves (when operating motorcycle)
9. Uniform pant belt
10. Sam Brown belt with all mandatory accessories
 - a. Holster and approved duty weapon
 - b. Ammunition carrier
 - c. Handcuffs and handcuff case
11. Footwear (department-approved motorcycle boots)
12. Other mandatory or optional accessories when applicable

E. CRIME SCENE INVESTIGATORS

1. Navy blue short-sleeved knit shirt
2. Uniform trousers
3. Uniform pant belt
4. Footwear (department-approved shoes and no tennis shoes)
5. Black socks
6. Other mandatory or optional accessories when applicable

F. COMMUNITY SERVICE AIDES, DISPATCHERS, GANG PREVENTION ADVISOR, CRIME PREVENTION SPECIALIST, PROPERTY TECHNICIAN, TRAFFIC SAFETY AIDE, INVESTIGATIVE AIDE, and PARKING ENFORCEMENT SPECIALISTS

1. Long-sleeved, light-blue shirts
2. Uniform pants
3. Uniform trousers or skirt
4. Black tie with brass tie clasp
5. Breast badge (except Gang Prevention Advisor)
6. Brass nametag
7. Uniform belt
8. Footwear (department-approved shoes and no tennis shoes)
9. Black socks (navy blue or flesh-tone hose if wearing skirt)
10. Other mandatory or optional accessories when applicable

C. POLICE CLERKS AND TRANSCRIPTIONISTS

1. Long-sleeved white shirt
2. Uniform pants or skirt
3. Navy blue vest
4. Brass nametag
5. Breast badge (matrons only)
6. Uniform belt (when applicable)
7. Footwear (department-approved shoes and no tennis shoes)
8. Black socks (navy blue or flesh-tone hose if wearing skirt)
9. Other mandatory or optional accessories when applicable

1400.12 CLASS "B" UNIFORM

A. ALL SWORN OFFICERS

1. Department-approved jacket (optional)
2. Long- or short-sleeved uniform shirts
3. White crew T-shirts
4. Uniform trousers
5. Duty helmet with face shield (when mandated)
6. Soft cap with cap piece (optional)

7. Breast badge
8. Name tag
9. Uniform pant belt
10. Sam Brown belt with mandatory accessories
 - a. Holster and department-approved weapon
 - b. Pepper spray and pepper spray holder
 - c. Baton and baton ring or holder
 - d. Handcuffs and handcuff case
 - e. Ammunition carrier with two magazines
11. Footwear (department-approved shoes)
12. Black socks
13. Raincoat and rain boots (when applicable)
14. Other mandatory and optional accessories when applicable

B. MOTOR OFFICER

1. Department-approved jacket (optional)
2. Long- or short-sleeved wool shirt
3. White crew neck T-shirt
4. Wool motorcycle breeches
5. Motorcycle safety helmet (when operating motorcycle)
6. Safety glasses (when operating motorcycle)
7. Safety gloves (when operating motorcycle)
8. Breast badge
9. Brass nametag
10. Uniform pant belt
11. Sam Brown belt with mandatory accessories
12. Footwear (department-approved motorcycle boots)
13. Raincoat (when applicable)
14. Other mandatory and optional accessories when applicable

Motor officers shall maintain a Class "B" uniform as described for the line officer.

C. JAILER

1. Green short-sleeved shirt
2. Green uniform pants
3. Black leather one and one-half inch basket-weave belt
4. Department-approved jacket (optional)
5. Name tape
6. Cloth badge
7. Black socks
8. Footwear (department-approved shoes)

9. Other mandatory or optional accessories when applicable

D. POLICE CLERKS AND TRANSCRIPTIONISTS

1. Long- or short-sleeved white or light blue blouse
2. Navy blue uniform pants or skirt
3. Uniform belt (when applicable)
4. Black socks (navy blue or flesh-tone hose if wearing skirt)
5. Footwear (department-approved shoes)
6. Brass nametag
7. Breast badge (matrons only)
8. Navy blue vest (optional)
9. Other mandatory or optional accessories when applicable

E. CRIME SCENE INVESTIGATORS

Same as Class "A" uniform.

F. COMMUNITY SERVICE AIDES, DISPATCHERS, GANG PREVENTION ADVISOR, CRIME PREVENTION SPECIALIST, PROPERTY TECHNICIAN, TRAFFIC SAFETY AIDE, INVESTIGATIVE AIDE and PARKING ENFORCEMENT SPECIALISTS

1. Long- or short-sleeved light blue uniform shirt
2. White crew neck T-shirt
3. Uniform pants or skirts
4. Uniform belt
5. Brass nametag
6. Breast badge
7. Black socks (navy blue or flesh-tone hose if wearing skirt)
8. Other mandatory and optional accessories when applicable

1400.13 CLASS "C" UNIFORM

A. CANINE OFFICER

1. Black two-piece jump suit
2. Uniform belt
3. Cloth badge
4. Cloth nametag
5. Black socks
6. Footwear (department-approved shoes)
7. Sam Brown belt with mandatory accessories
(See Class's" Sworn Officer)
8. Department-approved jacket (optional)
9. Raincoat and rain boots (when applicable)
10. Other mandatory and optional accessories when applicable

B. COMMERCIAL ENFORCEMENT OFFICER

1. Long- or short-sleeved navy blue coveralls
2. Uniform belt
3. Cloth or duty breast badge
4. Cloth or duty nametag

blue Flying Cross, short sleeve blend,
Z975NV, navy blue
T-shirts, white cotton with polo-type neck

3. JACKET
Horace Small, #2304, black
Horace Small, Chill Chaser, black

4. OTHER EQUIPMENT
Handcuffs, Peerless or Smith & Wesson
Hat, Lancaster, LAPD specification, with gold police buttons and gold metal band (gold fabric band for Lt.'s and Command Staff)
Plain black uniform tie, clip-on style
Plain gold tie clip
Baton, 26", 1 1/2" diameter, 14-18 oz.
Baton, Monodnak 26", 1 1/2" diameter
Expandable Straight Stick or PR-24*
Baton, ASP, 26" Expandable w/Textured or Foam Handle*

*These batons, their holders and/or scabbard, are not issued under the department Quartermaster system and must be purchased at the officer's expense. Additionally, those officers desiring to use the ASP baton must first, at his/her own expense, be certified in its use by an ASP, Inc. certified instructor.

5. RAIN GEAR
Rain Fair/Dolphin

6. RAINBOOTS
La Crosse, 41215
Weatherite, 4003

7. ATHLETIC UNIFORM
A Police Officer Recruit shall maintain the athletic clothing prescribed by the Police Academy he/she is attending.

8. T-SHIRTS
All uniform personnel shall wear a white "T-shirt" under the uniform shirts when the collar is open. This applies to all uniform personnel with the exception of Records Clerks and Crime Scene Investigators. The t-shirt shall be of the crew neck variety and shall be clean and unfrayed. The sleeves of the t-shirt shall be short

enough so they do not protrude below the sleeve of a short-sleeved uniform shirt.

9. BELTS

Belts worn by all personnel must be dress belts or uniform leather type, capable of supporting the service weapon and any other mandatory safety equipment.

10. GLOVES

Gloves shall be of lightweight leather, black, worn only during inclement weather and not during enforcement or public contacts. Officers shall not wear sap or weighted gloves.

Safety gloves worn by motorcycle officers may be black or natural leather and shall be approved by the Traffic Bureau Commander.

11. MOTORCYCLE BOOTS

Motorcycle officer boots shall be all leather; black, knee-high boots with plain toe and lace ties with plain leather or rubber soles. The soles may be reinforced with metal or rubber taps to prevent wear. Dehnar or Dale boots are preferred equipment.

12. FOOTWEAR

Socks will be black. Shoes or boots ("Wellington" style) will be black and plain toe without design and maintained in a high gloss. Tennis-type shoes will also be black in color and as plain in design as possible. These shoes will also be maintained in a clean condition. Tennis-type shoes are not part of the Class A uniform.

The wearing of "combat" or similar type boots is authorized only in inclement weather.

13. LEATHER

- a. Sam Brown belt, Tex Shoemaker, black basket weave
- b. Pants belt, black basket weaves, 1 1/2" wide
- c. Keepers, Tex Shoemaker, black basket weave, double brass snaps
- d. Handcuff case, Tex Shoemaker, black basket weave, brass snaps
- e. Ammunition carrier, Bianchi model 2OW, black basket weave, brass snaps, double magazine style

- f. Baton ring, Tex Shoemaker, black basket weave, brass ring for straight baton or PR-24
- g. Pepper spray holder, Tex Shoemaker, black basket weave
- h. PacSet holder, Tex Shoemaker, black basket weave
- i. Holster, black basket weave, for Glock 40 cal. or 10 mm semi-auto pistol as described below:
 - (1) Safariland: Models #2, #200, #2005, #295, #070
 - (2) Bianchi: Models #99A, #97A Grabber
 - (3) Davis: Model #4500
 Leather items currently in use that have Velcro closing or securing capabilities may continue to be worn by sworn personnel hired before January 1, 1980.

14. HELMETS

The department issues a Bell GD 700 general duty helmet or other helmet. The helmet is white with a black high rise and a gold band. A DTSK tactical shield is also provided.

All sworn personnel shall maintain helmets. All on-duty uniformed officers shall at all times have his/her helmet and face shield available for immediate use.

Motorcycle officers shall be required to maintain both a general duty helmet and a motorcycle helmet. Motorcycle officers shall wear department issued, Department of Transportation approved, 3/4 shell Bell or Shoei helmets. A brass motorcycle officer's cap piece should be affixed to the helmet, centered above the visor. Gold tone hatband secured by brass pea buttons is secured to the visor.

B. POLICE CLERKS and TRANSCRIPTIONISTS

- 1. Skirt, Fecheimer, #35033-R, wash & wear, navy blue
- Pants, Edwards, #8297, wash & wear, no pockets, navy blue
- 2. Pants, Edwards, #9277, wash & wear, w/pockets, navy blue
- 3. Blouse, Edwards, 65% poly/35% cotton, long sleeve no pockets, white
- 4. Blouse, Edwards, 65% poly/35% Cotton, short sleeve, no pockets, white
- 5. Blazer, Edwards, #6297, wash & wear, navy blue
- 6. Vest, Edwards, wash & wear, navy blue
- 7. Split Skirt (Culotte), Edwards, #9287, wash & wear, navy blue (Transcriptionist only)

C. COMMUNITY SERVICE OFFICER

1. Pants, Horace Small, #1329, wash & wear, navy blue
2. Shirt, Flying Cross, long sleeve, wash & wear, medium blue
3. Shirt, Flying Cross, short sleeve, washes & wear, medium blue
4. Belt, black basket weaves, 1 1/2" wide

D. JAILER

Class "A" same as Sworn personnel

Class "B"

1. Pant, Dickies. Olive green (PT2000)
2. Shirt, Flying Cross, short sleeve, forest green, perma crease
3. Jacket, same as for sworn
4. Belt, leather, black, basket weave, 1 1/2" brass buckle
5. Name Tape, large gold w/black ink
6. Cloth Badge, gray star

1400.15 CLASS "C"

A. COMMERCIAL ENFORCEMENT OFFICER

1. Navy blue coveralls, long or short sleeve, w/shoulder patches and badge. Cloth badge may be worn in place of metal shield

B. K-9 OFFICER

1. Black, two-piece jumpsuit w/shoulder patches, cloth badge and cloth nametag

C. PROBLEM ORIENTED POLICING UNIT/GANG UNIT

1. Shirt, dark blue, short sleeve pullover w/collar and pocket. Embossed on back and over right breast w/words, "Police" in yellow letters, encased in a rectangular yellow box. Cloth badge, left breast
2. Jacket, black nylon windbreaker w/words "Police" in yellow letters on back & on left breast encased in a rectangular box
3. Pants clean and appropriate for assignment.

D. CRIME SCENE INVESTIGATORS

1. Shirt, navy blue, wash & wear with collar and short sleeves

2. Words "Buena Park Police Crime Lab" in white lettering above left breast pocket
(Name is optional and is to be placed over right upper chest area.)
3. Pants, same as sworn personnel
4. Jacket, same as sworn personnel

1400.16 PLAINCLOTHES ATTIRE

Officers working in plainclothes shall dress in a manner that reflects well on the department. Appropriate attire that blends with the general business community shall be the norm. The following guidelines shall be followed:

A. COURT ATTIRE

Officers attending court shall dress in a business suit or dress slacks, sport coat and tie. This attire is also appropriate for plainclothes officers for day-to-day business and is highly recommended.

B. BUSINESS ATTIRE

Officers working in plainclothes assignments shall wear dress slacks, a dress shirt with either short or long sleeves, and dress or dress casual shoes. When involved in presentations or speaking engagements, a tie will be required. A suit or sport coat should be maintained at the station in the event an investigator is called to court for an unscheduled appearance.

C. SUMMER ATTIRE

During the time from May 1 through September 30, the dress standard will be relaxed due to warm weather. Dress casual pants and collared sport shirts will be acceptable. Golf type shirts and other pullover shirts are not acceptable. Jeans and golf or T-shirts will be allowed during special operations with the approval of the bureau commander through the chain of command.

D. CALL-OUT ATTIRE

When plainclothes officers are called out, at any time, all of the above guidelines will apply. Call-outs are not considered special operations.

E. EQUIPMENT FOR PLAINCLOTHES OFFICERS

While working in plainclothes, officers are required to carry their authorized duty weapon, one extra loaded magazine, handcuffs and a badge on their person. During the winter period, the duty weapon shall be worn in an approved holster and a coat shall cover all equipment. The badge shall be worn

on the belt in a badge holder, along with an extra magazine. A belt holster, badge holder and magazine pouch will be furnished to all investigators by the department. During the specified "warm weather" period, plainclothes officers may carry their duty weapon in a fanny pack, providing it is constructed to hold the weapon as a holster, and is capable of carrying an extra magazine, handcuffs and a badge. Fanny pack holsters will not be worn with court or business attire.

F. UNDERCOVER ATTIRE

Officers assigned to a detail requiring undercover work may wear any clothing that will help disguise their true identity, subject to the approval of their supervisor. Officers engaged in undercover operations must carry their duty weapon in a secure and concealed manner as prescribed by department Policy and Procedures. Secondary weapons may be carried in lieu of the primary weapon if carrying the primary weapon would jeopardize the operation. Officers carrying a secondary weapon for an undercover operation must comply with all aspects of department Policy and Procedures.

1400.17 AUTHORIZED INSIGNIA ON UNIFORMS

All personnel who wear either Class "A" or Class "B" uniforms shall wear only the insignia authorized below:

1. Shoulder patch: The regulation Buena Park Police shoulder patch shall be located in the center of each sleeve of each shirt and jacket one-half inch below the shoulder seam.
2. Service Insignia: A five-point gold star will be prescribed and worn for/after each five years of service with the Buena Park Police Department.
3. Service Insignia Pattern: Service stars shall be worn on the left sleeve of the long-sleeved dress shirt. On the shirt, the stars will be located one-half inch above the upper cuff seam. The stars shall be worn in horizontal rows: the first row, a maximum of four stars; the second (above) a maximum of two, and the third row, one star. The design should form a pyramid. The star pattern shall be as follows:

*
* *
* * * *

For those who do not wish to wear all stars, the embroidered wreath may be worn on the left sleeve of the long-sleeved dress shirt. The wreath signifies the completion of 20 years service and the wreath with a star inside — 25 years of

service. The location of the wreath on the shirt is the same as stated for the stars.

Revised: 7-28-97

A. Police Badges:

The official badge of this department for sworn personnel is the issued oval goldtone shield.

B. Wearing of Badges:

All uniformed personnel will wear their issued badge on the outermost article of clothing; i.e., shirt, car coat (if not wearing a cloth badge), or raincoat.

C. Cloth Badges:

The wearing of cloth badges is allowed only on the approved nylon car coat, windbreaker-type jackets, and on approved Class "B" uniforms.

D. Name Plate:

As furnished by the department, the nametag will be centered on the left half of, and along the top edge of the right breast pocket, between the pocket button and the left edge of the pocket flap.

E. Tie Clasp:

The uniform tie bar is to be a plain gold colored bar and is to be in line with the bottom of the pocket flap. Buena Park service pin tie bars may be worn as tie clasps. The gold tie bar with the Buena Park Police Shield (purchased through the Police Association) is also authorized.

F. Service Pins:

Only the most recent city-awarded service pin, signifying years of service may be worn on the uniform. It will be centered below the nametag on the left flap of the right breast pocket, as shown in the uniform illustration in Section 1400.18.

G. Hat Band:

1. All officers (including Reserves), up to and including the rank of Sergeant, shall wear the polished gold, stretch-type hatband.

2. Lieutenants, Captains and the Chief shall wear the gold metallic cloth hatband. Commanders (Capts. and Chief) will have appropriate "scrambled eggs" on cap.

H. Traffic Officers' Wheels and Wings:

These insignias shall be located one-half inch below the regulation shoulder patch in the center of each sleeve and each jacket and are only worn by personnel currently in that assignment.

I. K-9:

Officers currently assigned to K-9 duty may wear a brass-colored K-9 insignia, letter height of 9/16". This insignia shall be worn centered on the left half of the top flap of the left breast pocket.

1400Veteran Service Pins: (added: 8-28-01)

Any uniformed member of the Department who has been honorably discharged from the armed services of the United States is eligible to wear this insignia. This pin is gold tone and blue with the words, "U.S. Military Veteran" and "Buena Park Police" in gold letters circling an eagle and American flags. It can be obtained from the Police Association. This insignia shall be worn centered on the left half of the top flap of the left breast pocket.

K. 10851 Award Pins:

One 10851 (either blue or gold) may be worn centered on the right half of the top flap of the left breast pocket.

L. Marksmanship Pins:

The medal each officer is currently qualified to wear shall be centered on the right half of the top flap of the right breast pocket.

M. Medal of Valor:

The Medal of Valor pin (when the medal itself is not being worn) will be centered along the top edge of the left breast pocket flap directly below the badge. Either the Medal of Valor OR the Medal of Valor Pin may be worn--not both.

N. Medal of Courage: (added: 8-28-01)

The Medal of Courage pin (when the medal itself is not being worn) will be centered along the top edge of the left breast pocket flap directly below the badge. Either the Medal of Courage OR the Medal of Courage Pin may be worn, not both.

1400Lifesaving Pin (added: 8-28-01)

The Lifesaving pin will be centered along the top edge of the left breast pocket flap directly below the badge.

NOTE: If an Officer has received more than one special award, the pins will be worn centered along the top edge of the left breast pocket with the order being: Valor, Courage, and Lifesaving. Highest award nearest the inside edge of the pocket.

P. SWAT Insignia: (revised: 8-28-01)

The gold SWAT eagle may be worn centered above the nametag above the right breast pocket. All current members of the Department's SWAT Team may wear this insignia. Those members who retired from the team with ten or more years of service may also wear this insignia on their Class A uniform only.

Q. FTO Insignia: (revised: 8-28-01)

Current FTO's may wear a blue and gold-tone Training Officer pin centered directly below the nametag.

R. Special Events:

During special events, or when special circumstances exist, the Chief of Police may authorize additional insignias for uniform wear.

S. Bereavement Stripes:

The Department will provide the authorized bereavement stripe. It covers the center of the badge, crossing diagonally from upper left to lower right. No other pattern is authorized. Bereavement stripes are to be displayed from first notification of the death of a law enforcement officer, or other person designated by the Chief of Police, until end of shift on the

personnel while on duty. Watches, wedding rings, or class-type rings are acceptable.

U. Sunglasses:

Sunglasses with gold- or silver-colored metal, black or brown frames and without mirrored lenses may be worn.

1400.19 RANK INSIGNIAS

A. Chevrons:

Sergeants and Police Officer II: Chevrons shall be located in the center of each sleeve of each shirt and jacket; the uppermost part of the Chevron being one-half inch below the bottom edge of the regulation shoulder patch.

B. Captain's Bars:

Captains shall wear two brass bars, similar to #CCB, manufactured by Entenmann-Rovin Company. Bars shall be worn on the collar.

C. Lieutenant's Bars:

Lieutenants shall wear one brass bar on each collar, similar to #LCB, manufactured by Entenmann-Rovin Company.

1400.20 FIREARMS

A. ON-DUTY FIREARMS: *

Department issue weapon: Teflon coated ammunition of any caliber is expressly forbidden to be carried in any firearm.

1. Glock .40 caliber semi-automatic pistol Model 22 or Model 23
2. Glock 10 mm Semi-automatic pistol, Model 20
3. A list of officers allowed to carry their personally owned handguns, on duty, will be maintained by the Training Unit. Once an officer accepts a department-issue weapon, the previous weapon carried by the listed officer will no longer be authorized.
4. All personnel, hired after January 1, 1993, will be issued the Glock Model 20 or 22.

* Qualification:

Monthly qualification will be provided by Training or as directed by the Training Bureau.

Ammunition for Duty Firearms:

.38 caliber — Remington/Winchester/Federal 158 grain hollow point + P.

.40 caliber — Remington/Winchester/Federal 180 grain jacketed hollow point.

.45 caliber — Remington/Winchester/Federal 185 grain jacketed hollow point.

9mm — Winchester 147 grain jacketed hollow point-subsonic.

10 mm — Winchester 180 grain jacketed hollow point sub-sonic.

B. OFF-DUTY FIREARMS:

THE CARRYING OF AN OFF-DUTY FIREARM SHALL BE OPTIONAL. THE USE OF AN OFF-DUTY FIREARM IS SUBJECT TO THE DEPARTMENT'S POLICY, AND MUST BE OF AN APPROVED TYPE.

C. SECONDARY FIREARMS:

1. DEFINITION:

A secondary firearm is defined as a handgun, either a revolver or a semi-automatic pistol, carried on an officer's person, in addition to, but not in lieu of, the prescribed duty firearm.

2. POLICY:

The carrying of a secondary firearm is optional, and is left to the discretion of each individual officer. The secondary firearm may be used at the officer's discretion, when the primary duty firearm becomes inoperative; when the primary firearm is temporarily removed from the officer's possession or control; or when it reasonably appears the use of the secondary firearm is a more safe and expedient course of action than reloading, or in defending yourself with your primary duty firearm.

Secondary firearms may only be used in lieu of, or as a substitute for, the duty firearm under the above guidelines. Use of the secondary firearm is subject to the guidelines outlined in the department's shooting policy.

3. APPROVED OFF-DUTY AND SECONDARY FIREARMS: *

Firearms shall be .22, .25, .32, .380, .38, 9mm, 10mm, .40, 45 ACP, or .45 Colt caliber. The weapon shall be either a double action revolver, or a semi-automatic pistol. The weapon shall have a "drop-safety" mechanism (either a mechanical safety; a firing pin disconnect; or an inertia firing pin), which will prevent the weapon from discharging in the event it is dropped.

*The secondary firearm shall have a small or medium-size frame, to insure concealability. (The carrying of a second "duty" weapon, or Derringer, is not authorized).

4. METHOD OF CARRYING:

Secondary and off-duty firearms shall be carried in a secure and concealed manner.

5. QUALIFICATION:

Prior to carrying a secondary or off-duty firearm, the officer shall become familiar with its operation, and demonstrate proficiency by meeting the department's minimum qualifying requirements. Thereafter, the officer shall qualify with the firearm as required by training policy.

6. AMMUNITION:

The secondary and off-duty firearm shall utilize only departmentally approved ammunition:

Authorized ammunition for the .22 shall be any hollow point or solid bullet, of Federal, Remington, or Winchester manufacture.

Authorized ammunition for the .25, .32, and .380, shall be any hollow point or ball type of Federal, Remington, or Winchester manufacture.

Authorized ammunition for the .38, 9mm, 10mm, .40 and 45 ACP, shall be the same as specified for those same duty weapons.

*It is the individual officer's responsibility to provide his or her own ammunition for carrying and qualification (if other than "duty" ammunition is used).

7. AUTHORIZATION BY CHIEF OF POLICE: *

After an officer has qualified with his secondary and/or off-duty firearm, and it has been examined and accepted as meeting the specifications above (by the Department Rangemaster), a "Secondary Firearm Authorization Form" will be completed (by the officer), and signed by the Rangemaster (attached).

The form will contain the make, m

1. Small tape recorder
2. Flex-cuffs
3. Gloves
4. Buck-style knife
5. Flashlight

I. GROOMING STANDARDS

1. Department personnel shall keep their persons in a clean, neat and sanitary condition.
2. Uniformed male personnel shall not wear excessively long hairstyles. Hair shall not extend over any part of the ear or collar. Sideburns may not extend below the lowest part of the ear. Mustaches may be worn by all personnel, but must be neatly trimmed and are not to extend past the upper lip line.
3. Female uniformed personnel shall wear their hair in a style, which prevents it from extending past the collar.
4. Hair and facial hair standards may be modified by individuals working Vice & Narcotics, any Narcotics Task Force, or other special assignment.
5. Whenever a plainclothes officer is required to wear a uniform, even for a short period of time, he/she shall conform to the hairstyles governing all uniformed personnel.
6. Plain clothes wearing of weapon is department-issued holster, ammo and badge on belt. In public, equipment is covered.

1400.21 BODY ARMOR

The use of body armor by all personnel, sworn and reserves is strongly encouraged during any field assignment.

Body armor will be provided to all officers who desire it. Any officer working a permanent, or temporary, assignment in the field in the following positions, shall wear their provided body armor:

- A. Patrol — all shifts.
- B. Traffic: Motors, A&I, DUI, Commercial Enforcement
- C. Gang Unit
- D. Canine officer
- E. Paid Uniform Details: City or privately paid

F. P.O.P. Team members

Uniformed officers working primarily in the station or those going to Court are exempt from this order.

Only department-provided body armor may be worn. Personally purchased body armor is not authorized and is out of policy.

1400.22 TURTLE NECK SHIRTS

Uniformed field personnel may wear turtleneck style shirts. The below procedure is to be followed:

- A. Wearing of the turtleneck style shirt is authorized from December 1 to March 31.
- B. The shirt is not to be worn for court or special public presentations.
- C. The long sleeve turtleneck shirt is to be worn with the long sleeve uniform shirt only.
- D. The turtleneck shirt will be purchased at the Orange Uniform Center with the following specifications:
 - Brand — **Elbeco Regulation**, 100% cotton, long sleeve, navy blue.
- E. All turtleneck shirts will be the same for everyone, except for the size.

1400.23 BASEBALL-STYLE CAPS

Uniformed officers may wear the cap during inclement weather when authorized by the Watch Commander.

A baseball-style cap will be available for purchase by all department personnel to be used as protection from the elements. Extremes in weather conditions, e.g., rain; heat, cold, wind, etc. would justify the wearing of the cap to enhance officers' comfort and protection.

Caps will not be worn in the station.

At scenes of disasters, extended fixed posts, traffic control, etc., where the visibility of the officers' presence and personal comfort is desirable, wearing of the cap will be allowed. Should a field supervisor so instruct, or proper decorum dictate, officers shall remove the cap. The cap is to be viewed as an equipment item with a special protective function rather than a uniform component to be routinely worn.

The cap will be worn only with the bill covering the forehead with the wording on the cap visible by anyone facing the officer. Caps will not be worn with the bill behind the head. A supervisor must approve any exceptions to this order.

Jack

I have a preface to our rules on grooming talking about maintaining the confidence of the public, etc, and representing the City. Sacrificing of personal grooming preferences is expected of employees by the Department to maintain a professional image, confidence etc. I mention that men and women are different and that we will permit differences between men/women/patrol officers etc.

Here then, are some of our rules, "No employee will be permitted to wear visible body piecing while on duty with the exception that women may wear earrings as follows: Peace Officers/Cadets Police Service Reps- Stud earring permitted, one matching pair one in each earlobe. Multiple earrings not allowed."

For civilians we limit it to one pair matching earrings of a conservative or business style, one in /on each earlobe.

Hair is addressed that it will be conservative short hairstyle for men and conservative styles for women. Women in patrol will wear their hair up, no hanging braids or ponytails. Conservative styles permitted in non-patrol work.

Tattoos, which are visible while wearing the approved uniform or other work clothing, are discouraged. Any tattoos shall be in good taste. Any tattoo which exhibits any racial, sexual or hate related themes, promotes or glorifies drugs, alcohol, gangs, illegal acts or intolerance of others, or is in conflict with basic principles of the law enforcement Code of Ethics, are prohibited.

Fingernail polish. Women may wear colored nail polish. Colors shall be of a conservative color with ranges in the pastels. Fluorescents, blacks or extremely dark colors are impermissible. Length of nails shall be conservative.

Fortunately, it has not been a problem with us. I have a guy in LAIMPACT that has a pierced ear and if the supervisors there permit it, I really don't care. Our folks have been good about following the guidelines and correcting hair length before it gets too radical. In 9 years here I have probably had to mention to pay attention to the grooming maybe 5 times. No beards or fu man chus allowed. Hope this helps. The last legal opinions I have seen on these issues give you a whole lot of support to establish your own grooming standards.



PROCEDURAL DIRECTIVE

Uniform and Apparel Guidelines

Originated: 12/29/82
Revised: 04/11/00
Log: 73-06

INDEX: D-1

Uniform and Apparel Guidelines

Apparel and Uniform Guidelines

Dress Code

Uniform Specifications

Uniform, Wearing of

Wearing of Uniform

I. POLICY

- A. Selected assignments within the police service require the wearing of a uniform. A uniform should be standardized and readily identifiable to the public. The uniform should identify the job function of the employee and should differentiate between sworn and civilian personnel.
- B. The wearing of the police uniform will be consistent with the requirements of the department and community, giving due consideration to the safety and comfort of the employee.
- C. Employees in assignments not requiring a uniform will follow the apparel guidelines set forth in this Directive.

II. PURPOSE

- A. To establish Department uniform specifications and uniform and equipment regulations.

- B. To provide realistic and flexible procedures whereby employees may determine the appropriate police uniform, or non-uniform apparel.

III. PROCEDURE - UNIFORMED PERSONNEL (Sworn and Civilian)

- A. Uniforms used by department personnel shall conform to the Department's Uniform Specifications. (Refer to Section III.Q. for availability/location of Uniform Specifications.)

- B. Uniformed Department personnel are required to purchase and maintain the below listed items of equipment and uniform. **NOTE:** the Department provides Badges.

- 1. Police Officers

Dress jacket, uniform shirts (short and long sleeve), trousers, cap, regulation socks, shoes, tie, utility uniform, Sam Browne belt, holster, ammunition holder, cuff case, flashlight, nametags, police patches, and rank insignia.

- 2. Uniformed Civilian Employees

Uniform shirts (short and long sleeve), trousers, skirt, sweater, hosiery (depending on assignment), regulation socks, shoes, tie, nametags, and uniform patches. Sam Browne belt, cap, and utility uniform are optional, depending on assignment.

- C. All personnel shall wear the prescribed uniform while on duty unless the Chief of Police or his designated representative specifically approves an alternative.
- D. Uniforms shall be kept in good repair, neat, clean and worn in an approved manner.
- E. When uniform jackets are not being worn, the badge shall be transferred from the jacket to the appropriate location on the uniform shirt or other outer garment.
- F. The service cap will be worn at the discretion of the individual officer or at the direction of a supervisor, based on the particular circumstances of any given incident, giving consideration to the hazard potential and identification requirements.

When approved by the Chief of Police or his designee, baseball caps may be worn.

- G. Uniform of the Day - Uniform shirts may be either short sleeve or long sleeve. Normally, uniform shirts will be worn open at the neck without tie. Long sleeve shirts may be worn with a tie. Short sleeve shirts may be worn with a tie only when the uniform jacket is worn.
- H. Short or long sleeve shirts, open at the collar, without a tie, will be the normal uniform for civilian uniformed personnel permanently assigned within the headquarters building.
- I. A Department-approved dickey may be worn as a part of the uniform of the day; however, a tie must be worn when the dress jacket is worn.
- J. White socks may only be worn as part of the normal police uniform during times specified by a medical certificate.
- K. Special adornments or insignias may be worn only with the prior approval of the Chief of Police or his designated representative.
 - 1. Medal of Valor/Distinguished Service Medal Awards
 - a. Recipients of a Medal of Valor or a Distinguished Service Award will receive two separate decorations for uniform wear. The full medal will be on a neck ribbon and will be worn around the neck only when in full Class "A" uniform.
 - b. Recipients will also receive an enamel award bar. This is to be worn with the regular duty uniform. It shall be worn on the left uniform pocket flap, centered below the badge.
 - c. In the event a person has received both the Medal of Valor and a Distinguished Service Medal, both bars shall be worn on the left pocket flap, with the Medal of Valor placed closer to the middle of the shirt.
- L. Jewelry (Uniformed Personnel - Sworn and Civilian)
 - 1. No jewelry may be worn which presents a safety hazard.

2. Watches and rings may be worn if they conform to the doctrines of good taste, decorum, and professionalism.
3. Necklaces may be worn by uniformed **patrol** officers and community service officers only if they are not visible and are not a safety hazard (e.g., inside the officer/C.S.O.'s shirt or tee shirt). Uniformed employees in **non-patrol assignments** may wear necklaces that are visible if they conform to doctrines of good taste, decorum, and professionalism.
4. With the exception of "Medic Alert" bracelets, bracelets will not be worn by uniformed **patrol** officers and community service officers.
5. Uniformed employees in **non-patrol assignments** may wear jewelry-type bracelets if they conform to doctrines of good taste, decorum and professionalism.
6. Earrings, with a limit of two per ear, may be worn by female employees only. Uniformed female employees in **patrol assignments** shall limit the wearing of earrings to the post type with a diameter not to exceed ¼" and with no pendants attached. Earrings worn by uniformed female employees in **non-patrol assignments** should conform to doctrines of good taste, decorum, and professionalism.
7. No other visible piercing jewelry such as eyebrow rings, nose rings, tongue rings, or tongue studs is allowed.

L. Class "A" Uniform

1. Sworn

Sworn personnel will maintain a Class "A" uniform. The Chief of Police or his designee will wear the Class "A" uniform during formal inspections, police funerals, and other occasions as determined. The Chief of Police or his designee in consideration of such factors as weather, or to comply with an outside agency's request for a standardized uniform at a funeral may modify the Class "A" uniform. Refer to the Department's Uniform Specifications for Class "A" uniform requirements.

2. Civilian

The Class "A" uniform for civilian uniformed personnel is optional. Civilian uniformed personnel attending a function where the Class "A" uniform is required will wear either the optional civilian Class "A" uniform or appropriate civilian attire. Refer to the Department's Uniform Specifications for Class "A" uniform requirements and formal inspection uniform requirements.

M. Utility Uniform

Generally, there will be two situations necessitating the utility uniform and/or related equipment (gas masks, helmets, face shields, etc.)

1. Major disturbances, civil disorders, disasters, etc. - The approved utility uniform will be worn with the approved equipment issued for such circumstances.
2. Training programs or other duties when uniforms/clothing require protection from soiling or damage - The approved utility uniform will be worn without specialized equipment (gas masks, helmets, face shields, etc.).
3. With approval of the Watch Commander, patrol officers and community service officers are authorized to wear the utility uniform in the event of major disturbances, civil disorders, disasters, training programs, or duties when uniforms/clothing require protection from rain, soiling or damage.

N. No employee shall wear all, or any part thereof, of the prescribed uniform while off duty or while involved in any off duty activities unless expressly authorized by the Chief of Police or his designated representative. The uniform or any part thereof may be worn to and from location of work assignment; however, a non-uniform jacket should be worn when the uniform shirt is worn.

O. No employee shall sell, loan, give away or otherwise dispose of any part of the uniform to any person not authorized to wear the uniform without first removing shoulder patches and/or any other identifying insignia.

P. Uniform Inspections - Formal Class "A" inspections may be held at the direction of the Chief of Police or his designee. Supervisory personnel may hold informal duty uniform inspections at any time.

Q. Complete copies of the Department Uniform Specifications are available for review at the following offices/locations:

1. Captains
2. Lieutenants
3. Administration
4. Vendors:
 - a. Butler's Uniforms, 22423 Foothill Blvd., Hayward, CA (537-0392).
 - b. Professional Police Supply, 722 Clay ST, Oakland, CA (839-6505).
 - c. Summit Uniforms, 545-A Meridian Ave., San Jose, CA 95126 (408/ 293-8633).

IV. NON-UNIFORMED PERSONNEL APPAREL GUIDELINES (Sworn and Civilian)

All personnel (sworn and civilian) in job assignments not requiring a uniform shall wear clothing appropriate to the assignment, and in keeping with current styles and customs of the community. Dress should not be extreme or flamboyant. Responsibility for determining the appropriateness of non-uniform attire is that of the supervisors, and may be waived under special circumstances when employee assignments require unusual attire. Clothing should be in good repair, neat and clean.

B. Male

1. Neckties will normally be worn, but Command personnel may waive the requirement when assignment and function permit. Ties shall be worn while attending court. Beads and/or necklaces may be visibly worn if appropriate for certain assignments or functions.
2. Footwear shall remain discretionary; however, inappropriate styles such as very thick soles, high heels or colorful Western boots are unacceptable. Sandals shall not be worn.
3. Coats, slacks or suits should be of material that is normally dry-cleaned. Denim is unacceptable.

4. Tee shirts and tank tops are not permitted as an outer garment.
5. Jewelry
 - a. No jewelry may be worn which presents a safety hazard.
 - b. Male employees are not permitted to wear earrings.
 - c. No other visible piercing jewelry such as nose rings, eyebrow rings, tongue rings, or tongue studs is allowed.
 - d. The wearing of any other jewelry (e.g. rings, watches, bracelets, pins, and necklaces) must conform to doctrines of good taste, decorum and professionalism.

C. Female

1. Dresses with covered shoulders and backs are appropriate. Hemlines may range from two inches above the knee to the ankle. On dresses or skirts with splits, the split is to be no more than 8" from the hemline for ankle length attire, and no more than 4" from the hemline for above the knee attire.
2. Skorts (split skirts) are acceptable and should follow the guidelines applied to dresses and hemlines.
3. Blouses and shirts covering the midriff with moderate necklines are appropriate; tee shirts and tank tops are not permitted as an outer garment.
4. Pantsuits and slacks are acceptable. Jeans, denim pants resembling jeans, knickers, shorts, and stretch lycra leggings are not permitted.
5. With the exception of beach/thong sandals, which are prohibited, footwear shall be discretionary. Athletic type shoes and casual shoes such as KEDS, LA Gear, "Candies" or Easy Spirit walkers are permitted if they are appropriate with professional office attire. Acceptable hosiery or socks must be worn.
6. Jewelry

- a. No jewelry may be worn which presents a safety hazard.
- b. No more than two earrings per ear are permissible.
- c. No other visible piercing jewelry such as nose rings, eyebrow rings, tongue rings, or tongue studs is allowed.
- d. The wearing of any other jewelry (e.g. rings, watches, earrings, bracelets, pins, and necklaces) must conform to doctrines of good taste, decorum and professionalism.

CRAIG T. STECKLER
CHIEF OF POLICE

- END OF DIRECTIVE -