

## **ISSUANCE OF UNIFORMS**

Regularly assigned uniformed members shall be issued the following:

- One (1) summer blouse;
- Six (6) long sleeved shirts;
- Five (5) all-season trousers;
- Six (6) short sleeved shirts;
- Two (2) waist-length jackets;
- Two (2) hats;
- One (1) raincoat; and
- Two (2) ties.

Members assigned to investigative (plainclothes) assignments and to duties that require the wearing of Class "C" or "D" uniforms shall be issued the following:

- One (1) summer blouse,
- Two (2) short sleeved shirts;
- Two (2) long sleeved shirts;
- Two (2) all-season trousers;
- One (1) waist-length jacket;
- One (1) hat; and
- Two (2) ties.

Civilian members authorized to wear Department uniforms shall be issued the following complement of Class "C" uniforms, unless otherwise authorized by the Director, Uniform and Equipment Section:

- Five (5) long sleeved utility shirts;
- Five (5) short sleeved utility shirts;
- Five (5) utility trousers.

## **TURN-IN OF UNIFORMS**

All issued items of uniform and equipment, returned through resignation, removal, death, or change in assignment, shall be turned in to the Uniform and Equipment Services Section in a neat and clean condition.

Members who have received specialized uniforms and/or equipment (e.g. utility uniforms, jumpsuits, or motorcycle/scooter helmets) shall return these items to the Uniform and Equipment Services Section immediately upon being reassigned to a position not requiring their use. Commanders or Directors will ensure that the Director, Uniform and Equipment Section, is notified in writing, of the reassignment of such personnel within three (3) working days of the reassignment.

## **WEARING OF UNIFORMS**

### **Long Sleeve Shirts**

A uniform four-in-hand tie (with or without a tie clasp or tiepin) shall be worn with the long sleeve shirt when turtlenecks are not being worn. Shirt cuffs shall be worn fully extended and buttoned.

### **Short Sleeve Shirts**

The sleeves shall be worn fully extended without rolls or folds to shorten the original length;

All buttons, except the top button, shall be fastened; and

No tie shall be worn with the short sleeve uniform shirt.

### **Trousers**

While standing at attention, trousers shall be of sufficient length so that a slight break in the crease line is caused by the bottom edge of the trouser meeting the top of a low quarter shoe.

### **Socks**

When in uniform, policemen shall wear plain navy blue or black socks, except when a Clinic physician gives written authorization for wearing white socks.

When in uniform, policewomen shall wear opaque, navy blue, or black pantyhose, or navy blue or black socks; and shall not wear patterned socks or stockings, except when a Clinic physician gives written authorization for wearing white socks.

### **Footwear**

When in uniform, plain black shoes shall be worn.

Brand name labels or design logos shall not be visible on the exterior of the shoe.

Shoe soles may not exceed three-quarters (3/4) of an inch in thickness and must be black in color.

Heels shall:

Not be more than one and one-half (1-1/2) inches high,

Be at least one-quarter (1/4) of an inch thicker than the sole, and

Be clearly distinguishable from the sole.

Shoes shall be kept clean, in good repair, and shined to a luster.

Shoes may be of the high top design or military style boots.

Buckle or loafer type shoes shall not be worn.

Members assigned to street duty may, during periods of cold or inclement weather, wear black, insulated, water-repellent shoes or boots with a plain design that are not capable of being shined to a luster.

Shoes of a soft design, which meet the above specifications, may be worn.

Tennis shoes are prohibited.

Questionable shoe designs shall be referred to the Uniform and Equipment Board for resolution.

### **Utility Uniforms and Jumpsuits**

The wearing or use of utility uniforms and jumpsuits shall be in accordance with the conditions set forth below, or with specific instructions contained in the authorization of the Uniform and Equipment Board.

While wearing the utility uniform, members are considered to be in uniform and shall wear their badge, identification nameplate, and Civil Disturbance Unit Bar, as provided in G.O. PER-110.11, and shall carry their identification folder.

The use of jumpsuits shall be restricted to such instances as large, potentially troublesome gatherings, disorders, disaster scenes, barricade situations, and activation of the Prisoner Control Center, or as otherwise specifically authorized by the Uniform and Equipment Board.

When wearing the jumpsuit, members shall wear their badge and identification nameplate, and shall carry their identification folder.

Neither the utility uniform nor the jumpsuit may be worn when attending various court and hearings or on detail, unless specific directions are given that they may be worn.

Members authorized to wear utility uniforms shall maintain the uniform and wear them neatly.

Neckties shall be worn when the uniform of the day requires it.

When the weather requires the use of coats or jackets, the utility jacket shall be worn displaying the badge, nameplate, shoulder patch, and unit collar insignia.

### **Wearing of the Soft Body Armor**

In order to place ballistic panels in the carrier, members shall open the front pocket and insert the front panel(s), and open the back pocket and insert the back panel(s).

Members shall ensure that the proper side of the panel is next to the body, as directed on the panel.

The soft body armor currently issued is designed to be concealable, and is to be worn over a tee shirt; therefore, it shall be worn, fastened neither too tightly nor too loosely, beneath the uniform shirt.

### **Cleaning of the Soft Body Armor**

Under no circumstances shall the complete soft body armor be washed; only the cotton carrier should be washed.

Before washing the carrier, members shall:

Remove the ballistic panels from the front and back (The panels are covered with rip-stop nylon to preserve the quality of the soft body armor. They are not to be washed);

Place the hook and pile fasteners in a closed position;

Machine wash the carrier using a "durable press" cycle at a medium water temperature; and

Use a low sudsing type detergent according to the manufacturer's directions (DO NOT USE BLEACH).

After washing, the carrier may be tumble-dried at a medium temperature, or may be line dried (the carriers must be completely dry before re-inserting the ballistic panels).

Only the carriers may be commercially dry-cleaned.

## **Gloves**

Gloves containing lead, sand, or other weighted materials are prohibited.

Black gloves are permitted during on-duty work on the streets.

Members actually engaged in the control of traffic during periods of darkness and reduced visibility shall wear the visibility gloves and jackets issued by the Department. In special circumstances, commanders may authorize the wearing of white gloves for traffic control in lieu of visibility gloves. [CALEA 61.3.2(g)]