



KANSAS CITY, MO. POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

PROCEDURAL INSTRUCTION

12-19-02

3-1-03

03-1

SUBJECT

Uniform and Personal Appearance Regulations

AMENDS

REFERENCE

P.P.B.M. – Commendation and Honor Awards

RESCINDS

Procedural Instruction 97-10
Patrol Bureau Memorandum 99-2,
Investigations Bureau Memorandum 94-9,
Administration Bureau Memorandum 97-2**I. PURPOSE**

To establish policy and regulations for personal appearance and the proper wearing of department uniforms/equipment and civilian clothing.

II. ADMINISTRATIVE GUIDELINES

- A. All members attired in uniform or civilian clothing will present a neat, clean, and professional appearance.
- * B. Commanders and supervisors will ensure the enforcement of regulations for law enforcement and civilian employees regarding personal appearance and proper display of department uniforms and equipment.
- * C. The uniforms and equipment outlined in this directive are the official uniform and will be worn in accordance with this directive. **Members are prohibited from wearing non-authorized uniforms or equipment.** The Supply Section maintains a list of authorized uniforms and equipment.
- D. Uniform clothing and equipment may become approved for wear or use which will not be supplied to members by the department. Members will be notified of the specific manufacturer's name, style or model number upon approval. The Supply Section will maintain a listing of these items as well as a listing of locations of suppliers.
- * E. All uniformed elements will conduct a weekly inspection of officers. Supervisors will be responsible for completing a Personnel Inspection Report, Form 125 P.D. Noted deficiencies will be documented on the report and forwarded to the division commander. Supervisors, when reporting deficiencies, will automatically take steps to ensure that they are corrected.
- F. Uniform trousers, winter jackets including the dual-purpose jacket, and Eisenhower jackets shall be **dry cleaned** only. Uniform shirts and utility uniforms may be washed or dry cleaned.
- G. Clothing items contaminated by blood or other body fluids should be removed and cleaned as soon as possible. Uniform re-issue and civilian clothing reimbursement shall be in accordance with current policy.

- * H. **Only department issued or approved insignia pins** (e.g., pilot pin, U.S.A. pin), may be worn on the standard or Class A Uniform. Element specific pins are limited to the member's current assignment. (See Annex D for placement.)
- * I. **All elements** will be recognized with the department's "KCPD" logo. No element specific logos/patches (e.g., Crime Scene Investigations, Commercial Vehicle Inspection, Bomb and Arson, K-9, etc.) will be placed on any department issued uniform.
- J. If a member loses any article of department issued uniform or equipment, they shall contact the Supply Section Supervisor. Based upon the decision of the Supply Section Supervisor, the member may be directed to prepare an Interdepartment Communication, Form 191 P.D., detailing how the loss occurred and submit the report through their chain of command. The member's immediate supervisor will conduct the necessary investigation of the incident and make a recommendation on whether the loss occurred due to negligence. When negligence is involved, the bureau commander will determine if the member shall pay for the article.
- * K. The uniform shall not be worn by a member when representing an organization other than the Kansas City, Missouri Police Department, or for any other reason other than in an approved off-duty employment capacity, without the approval of the member's bureau commander. When making a speaking engagement, either the standard uniform or business dress will be worn.

*** III. UNIFORM STANDARDIZATION COMMITTEE**

- A. Members requesting modification or additions to the current issued uniform and/or equipment should submit their written request through their chain of command to the Uniform Standardization Committee Chairperson. The request should include research on the item, in addition to the specifics of the item, i.e., designs, pictures, diagrams, and costs.
- B. The Uniform Standardization Committee will review all requests for changes in equipment, uniform/civilian clothing, and/or personal appearance. In addition, all items requested for test purposes will be approved by the Committee before testing is conducted. Recommendations by the Committee will be forwarded to the Chief of Police.
- C. The Uniform Standardization Committee shall be comprised of the following members.
 - 1. Chairperson (Appointed by the Chief of Police)
 - 2. Patrol Bureau Representative (Appointed by the Patrol Bureau Commander)

3. Administration Bureau Representative (Appointed by the Administration Bureau Commander)
4. Investigations Bureau Representative (Appointed by the Investigations Bureau Commander)
5. Budget Unit Commander
6. Financial Services Unit Commander
7. Purchasing Section Supervisor
8. Supply Unit Supervisor
9. Planning and Research Unit Representative (Appointed by the Planning and Research Unit Commander)

*** IV. PROCEDURE**

This directive is arranged in annexes for easy reference.

- Annex A Uniform And Civilian Dress Regulations
- Annex B Miscellaneous Dress and Equipment Accessory Regulations
- Annex C Personal Appearance
- Annex D Uniform Display

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 2002.

Dr. Stacey Daniels-Young
President

DISTRIBUTION: All Department Personnel
Department Element Manuals
Post on all bulletin boards for two weeks.

***UNIFORM AND CIVILIAN DRESS REGULATIONS**

A standard of uniformity has been established for all law enforcement and civilian members. Outlined in this annex are guidelines for the proper wearing of department uniforms and business attire for the Kansas City, Missouri Police Department. Any individual exceptions to these guidelines must be approved by the Chief of Police, or designee.

* A. The **Standard Uniform** is defined as the following:

1. Short sleeve French blue shirt with an open collar (may be worn year round)
2. Long sleeve French blue shirt (may be worn year round) worn with either the:
 - a. Open collar
 - b. Turtleneck undershirt
3. Military style sweater
4. Navy blue trousers with French blue stripe (law enforcement)
5. Navy blue trousers with red stripe (civilian)
6. Black or dark blue socks
7. Plain black shoes or boots
8. Any department issued jacket
9. Dress cap

* B. The **Class A Uniform** is defined as follows:

1. Long sleeve French blue shirt with the department issue tie
2. Navy blue trousers with French blue stripe (law enforcement)
3. Navy blue trousers with red stripe (civilians)
4. The Eisenhower jacket
5. Black or dark blue socks
6. Plain black shoes or boots
7. Any department issued jacket
8. Dress cap

- * C. Sworn and Non-Sworn Personnel in Specialized Units
 - * 1. **Tactical Response Team officers** and **Street Narcotics Unit tactical officers** will be required to wear the standard uniform as their daily duty uniform unless authorized by the bureau commander to wear the black tactical uniform. The tactical uniform will not be worn off-duty or at an off-duty job. (See Annex A, Section D for court dress attire.)
 - * 2. **The administrative uniform** for law enforcement and civilian personnel will consist of Khaki pants and Navy blue polo shirts with the “KCPD” logo.
 - * a. Members **required** to wear the administrative uniform **will not alter** their uniform with other articles of clothing. For example, members will not wear:
 - * (1) Different colored slacks, jeans, or skirts with the Navy blue polo shirt and “KCPD” logo.
 - * (2) Khaki pants with a different colored polo shirt, with or without the “KCPD” logo, or any other type of shirt.
 - * (3) The administrative Navy blue polo shirt with another element’s logo.
 - * b. Members who are only issued Navy blue polo shirts with the “KCPD” logo will only wear Khaki pants when the polo shirt is worn.
 - * c. The administrative uniform is not permitted for court attire. (See Annex A, Section D for court dress attire.)
 - * 3. **The Bicycle Uniform** consists of bicycle pants and bicycle shorts, among other items that are different than the standard uniform. Bicycle officers will:
 - * a. Only wear the bicycle uniform when riding their bicycle.
 - * b. Wear the standard uniform when assigned to drive a patrol vehicle and when attending court.
 - * c. Have a standard uniform readily available at all times. When switching from bicycle to patrol vehicle, officers **will** change from the bicycle uniform to the standard uniform.
 - * 4. **The BDU uniform** for law enforcement and civilian personnel will consist of Navy blue BDU pants and Navy blue BDU shirts.
 - * a. The Navy blue polo shirt with the “KCPD” logo may be worn with the blue BDU pants. Members are prohibited from wearing T-shirts with their element’s logo without the BDU shirt.

- * b. BDU's are not permitted for court attire. (See Annex A, Section D for proper court dress attire.)

5. **The Auxiliary Service Officer uniform** will be determined by the appropriate bureau commander.

- * 6. Members assigned to **undercover positions** are exempt from wearing the standard uniform, administrative uniform, or business attire when their assignment calls for clothing of different attire. Proper attire will be determined by the appropriate bureau commander.

D. Court Dress

1. A member appearing in court on a case directly related to the performance of police duty as a department member shall be considered "on duty" for uniform and civilian clothing purposes.
- * 2. Officers and civilians will either wear the standard uniform or business attire when attending court. (The definition for the standard uniform is outlined in Annex A, Section A.)

NOTE: Officers attending state or federal court in uniform will wear the Class A Uniform.

3. A member appearing in court as a defendant, or on a case not directly related to the performance of police duty as a department member, shall obtain written approval from their bureau commander to wear the standard uniform for the appearance.

* E. Business Attire

- * 1. During duty hours, **sworn and non-sworn members working in non-uniform assignments** shall be dressed in clothing attire that reflects a professional appearance.

- * a. Sworn Members and Civilian Managers will be required to wear the following business attire:

- * (1) Men – A coordinated outfit consisting of a jacket and necktie, collared shirt, slacks, socks, and dress shoes.

- * (2) Women - A coordinated outfit consisting of a jacket or sweater set with skirt or slacks, or business dress, hose or socks, and dress shoes or dress sandals. (NOTE: Hose/socks are not a requirement during the summer months.)

NOTE: Sworn members will have the option to wear the standard uniform in place of business attire, depending on their assignment.

- * b. **All non-sworn** members will be required to wear the following attire:
 - * (1) Men – Slacks, open collar shirts, polo shirts with either the manufacturer’s logo or no logo, sweaters, or turtlenecks (NOTE: Jackets and ties are optional).
 - * (2) Women – Slacks, skirts, blouses (including shells), dresses, polo shirts with either the manufacturer’s logo or no logo, sweaters, or turtlenecks (NOTE: Jackets are optional and hose/socks are not required during the summer months).
- * 2. Clothing that will be considered unacceptable will consist of jeans, denim clothing, overalls, T-shirts, sweatshirts, sweatpants, leggings, stretch pants, dress shorts, skorts, Capri pants, mini-skirts, sheer or transparent clothing, spaghetti straps on shirts, blouses, or dresses, inappropriate logo on shirts, wild printed clothing, tennis shoes, and casual sandals. Members should be advised that the clothing listed in this section are examples of inappropriate attire and is not all-inclusive.
- * 3. Members may wear clothing that is other than business attire when the circumstances require moving from one office to another, training, etc., and if prior approval has been obtained from the division commander.
- * 4. Supervisors and commanders may specify additional or alternative dress and grooming requirements based on the business needs of the department, i.e., business attire versus uniform. Supervisors and commanders will:
 - * a. Be responsible for discussing clothing options with members who may be dressed inappropriately, whether that may be wearing clothes that are too revealing, distracting, or that compromise a professional image.
 - * b. Take appropriate disciplinary action when members do not comply with the guidelines established for proper attire.
- * 5. **No non-department approved or issued attire shall be worn with the uniform of sworn members.** Non-sworn personnel **not issued** a uniform cap or jacket **may wear** a hat, cap, jacket, or sweater of conservative style that is either Navy blue or black in color with their uniform, **if required by weather.**

* F. Casual Business Attire

Sworn members in administrative positions may wear casual business attire on Fridays. Appropriate casual business attire is described in Section E, 1, b, (1), and (2) of this annex, however, **male members must wear a jacket.**

MISCELLANEOUS DRESS/EQUIPMENT ACCESSORY REGULATIONS

A. Badge

1. Only the current department issued badge shall be displayed on a member's uniform.
2. A non-uniform member shall carry and be able to display only the current department issued badge for his/her assignment. An off-duty member shall not display or use to identify himself/herself as a department member any badge that is not their current department issued badge.

B. Bullet Resistant Vest

1. All sworn uniformed officers and sergeants assigned to other than administrative positions are required to wear either the department issued vest or a properly fitted vest with Level 2 protection.
- * 2. **The vest will be worn while on-duty and while working off-duty jobs.** All vests will be worn **with** the soft trauma plate. The blunt trauma plate may be worn at the officer's discretion. Vests must be worn according to the manufacturer's recommendations.
3. To maintain maximum bullet-resistance, the washing instructions must be followed.
 - a. Armor inserts should not be machine-washed or dry-cleaned. They should be wiped with a damp cloth and a small amount of soap.
 - b. Covers may be machine washed on the "wash-and-wear" cycle, using cool water.
 - c. Do not use a chlorine bleach product when washing vest covers.

* C. Caps

1. Only department issued ball caps may be worn with the standard or utility uniform. **Under no circumstances will the ball caps be modified in any manner.**
2. The dress cap is the **only** cap that may be worn with the Class A Uniform.

D. Chevrons

The rank of sergeant shall be designated by a three-stripe chevron only.

* E. Cloth Badge/Element Insignia

Only the cloth badge and element insignia approved by the Chief of Police will be displayed on the utility uniform, as shown in Annex D, Diagram #2. Any cloth insignia worn on the utility uniform shall be clean and neat in appearance.

Badge insignia shall be silver colored for police officers and gold colored for sergeants and above. Cloth badges may be worn on the uniform jackets (excluding the Eisenhower jacket), however, it will be the member's responsibility and expense to ensure that the badge is properly affixed.

F. Dual Purpose Jacket

Dual-purpose jackets may be worn as either a lightweight or heavyweight jacket. This jacket shall be worn with regard to weather and is not mandatory unless directed by an officer's commander. Only the badge/cloth badge patch, nameplate, department shoulder patch, service stars, awards, or chevrons/rank insignia shall be displayed on this jacket. When the jacket is not to be worn for an extended length of time, the badge and nameplate will be transferred to the member's uniform shirt.

* G. Eisenhower Uniform Jacket

1. The Eisenhower jacket may be worn by all law enforcement members.

a. Sergeants and officers will be responsible for purchasing, maintaining, and replacement of the Eisenhower jacket.

Note: The only acceptable Eisenhower jacket members may purchase will be that which is specifically described in the Uniform Equipment Bid Specification Sheet.

b. Commanders and sergeants may wear the Eisenhower jacket as optional attire.

c. Officers may **only** wear the Eisenhower jacket at ceremonial and special events, and when attending court, to maintain uniformity.

2. **The Class A Uniform must be worn with the Eisenhower jacket.**

3. Badge, nameplate, department shoulder patch, awards, chevrons/rank insignia shall be displayed on the jacket. Member's rank will be designated on the Eisenhower jacket lower sleeve as follows:

Officer - One (1) wide French blue band

Sergeant - One (1) wide gold band
Chevrons on sleeves

Captain -	Two (2) wide gold bands
Major -	One (1) wide gold band One (1) narrow gold band One (1) wide gold band
Deputy Chief -	Three (3) wide gold bands
Chief -	Four (4) wide gold bands

H. Flashlight

Department issued flashlights may be carried by officers when performing police services. Members may purchase alloy/aluminum or plastic flashlights at their own expense, provided they are no longer than a four (4) cell. The Kel-light variety, heavy-gauge, tubular steel barrels are **not** authorized. Members will not be compensated for repair or replacement of privately owned flashlights damaged or lost on duty.

I. Footwear

Boots or laced shoes worn with the uniform shall be of the black leather, plain-toe type, and will be polished. The department has also authorized the use of black leather sport shoes. Footwear with visible buckles or other ornaments shall not be permitted. Black, rubber, all-weather overshoes may be worn in inclement weather and removed when weather conditions permit. Overshoes must be fully zipped or buckled at all times. The trouser legs may be worn outside or inside the overshoes as directed by a commander.

* J. Gloves

Gloves worn with the uniform must be black, of normal length, and have no decorative design. Gloves unique to a specific assignment, i.e., Tactical Response Team, Helicopter Unit, Traffic Enforcement Unit (Motorcycle), Bike Patrol, may be worn at the discretion of the division commander.

* K. Gore-Tex Stocking Cap

May only be worn during winter months. Only the department issued Gore-Tex stocking cap may be worn.

* L. Handcuff Cases

The handcuff case will be worn in one of the following manners:

- * 1. The standard issued handcuff case will be worn consistent with the officer's training.
- * 2. An open handcuff case or double handcuff case worn on the front of the belt.

* 3. The standard issued handcuff case on the weak side and the open case on the front of the belt.

* **NOTE:** The open handcuff case or double handcuff case will be purchased at the member's expense and must match current issued leather gear. **Handcuffs not authorized or trained on will be prohibited. Officers will not carry more than two pairs of handcuffs on their belt.**

* M. Holster

Officers shall be required to carry their firearm in a department issued or approved holster when working on or off-duty. Members issued a thumb-break holster shall not remove the adjusting screw located on the inside portion of the hood. Issued holsters shall not be altered in any way. **Holsters not authorized or issued will be prohibited.**

N. Leaded Saps

Leaded slaps, commonly referred to as slappers or blackjacks, are prohibited.

O. Leather Equipment

All uniformed officers shall wear department issued leather equipment as shown in the diagrams. All leather equipment shall be maintained in such a condition as to pass inspection at any time. The use of lacquer or spray-type chemical on leather goods is prohibited. Officers assigned to inside duties may, with permission from their commanders, remove any equipment deemed unnecessary for their current assignment. Permission to work without full equipment does not relieve the officer of the responsibility for reporting to his/her assignment in full regulation uniform.

* P. Magazine Case

Officers shall be required to carry the department issued magazine case vertically on the duty belt. Officers may carry either one or two cases, or a double magazine case. The second or double magazine case must also be worn vertically, must match the department issued leather gear, and be purchased at the officer's expense.

Q. Metal Equipment

All metal insignia worn on or with the uniform, including the metal on uniform leather, shall be polished and clean.

R. Military Style Sweater

Department members may purchase and wear a military style sweater in navy blue (with epaulets, badge, and name tag tabs with eyelets) to be worn over the long sleeve uniform shirt. **Only** the department issued badge, nameplate, collar chevrons or epaulet rank insignias will be worn on the sweater. The Supply Section will maintain a listing of approved manufacturers and styles of these sweaters and will advise members of the locations of area suppliers.

S. Neck Scarves

Black or dark-blue colored scarves may be worn with the uniform jacket by members as needed with regard to weather.

* T. Nylon Jacket (heavyweight and lightweight)

The department issued nylon jacket shall be worn with regard to weather and is not mandatory unless so directed by an officer's commander. Only the badge or badge patch, nameplate, department shoulder patch, service stars, awards, or chevrons/rank insignia shall be displayed on the jacket. When a jacket is not to be worn for an extended length of time, the badge and nameplate will be transferred to the shirt.

* U. Oleoresin Capsicum

An inflammatory agent, which affects mucous membranes, eyes, and the respiratory system, is used to control combative persons. This will be worn on the duty belt. (Commanders are exempt.)

* V. Pagers

- * 1. Members assigned to specialized units may be issued department pagers and black nylon pager cases. The nylon pager case will not be worn with the standard uniform.
- * 2. Personal pagers carried by members in uniform must either be **black, charcoal gray, or carried in a black leather case** if worn on the duty belt. Members will be **limited to one pager** visibly displayed on their person. Personal pagers will be at the member's expense and will not inhibit the wearing of department issued equipment.

W. Pockets

Bulky articles shall not be carried in the shirt or jacket pockets so that the pockets cannot be closed.

* X. PR-24/PR-24CD/PR-22/MEB

Patrol officers will carry their PR-24s, PR-24CDs, PR-22s, or MEBs or have them readily available at all times except when on administrative duties or specific assignment as authorized by the division commander. The PR-24/PR-24CD/PR-22/MEB shall be worn on the member's non-weapon side as shown in Annex D, Diagram #4.

Y. Raincoat

The department issued raincoat may be worn in inclement weather. It may be worn briefly without identifying insignia. However, if the raincoat is worn for any extended period of time, the badge must be displayed in the place provided on the coat.

Z. Rank Band

Gold rank bands shall be displayed on the cloth caps of sergeants and above.

* aa. Ribbons

Only those ribbons awarded/issued by the department may be displayed on the uniform. Members issued more than one department ribbon shall:

1. Display the ribbons as shown in Annex D, Diagram #1. Ribbons will be positioned identically on the nylon and Eisenhower jackets.
2. Center the bottom ribbons an equal distance from the inner and outer edges of, and immediately above, the right shirt/jacket pocket.
- * 3. Place the highest award/degree ribbon nearest the heart. Others will follow by order of importance, i.e., from the heart: Medal of Valor, Distinguished Service Award, Purple Heart, Certificate of Commendation, Meritorious Service Award, Special Unit Citation Award, Lifesaving Award, Firearm Proficiency Award, Physical Fitness Award, Safe Driving Award, Good Conduct Award, and Tenure Service Award.

Replacement ribbons may be obtained from the Media Relations Office.

bb. Service Stars

Display of department approved metal service stars on either the nylon jacket or the Eisenhower jacket is optional. Service stars will be displayed as shown in Annex D, Diagram #3:

1. Five years of service- 1 silver star
2. Ten years of service- 1 gold star
3. Fifteen years of service - 1 gold star and 1 silver star

- 4. Twenty years of service - 2 gold stars
- 5. Twenty-five years of service - 2 gold stars and 1 silver star

* cc. Socks/Stockings

When in uniform, only black or dark blue socks/stockings are permitted when wearing dress style shoes or low top style tennis shoes. When wearing boots that conceal the sock color, any color may be worn.

* dd. Sunglasses

All sunglasses and neck straps/bands for glasses worn by on-duty officers, whether in uniform or plain clothes, must be conservative in style.

* ee. Telephones

Either the department issued cellular phone or a personal cellular phone may be carried. Personal cellular phones must be **dark in color, or worn in a black carrying case**. Members will be **limited to one phone** visibly displayed on their person. Personal phones will be at the member's expense and will not inhibit the wearing of department issued equipment.

ff. Tie Tacks/Tie Bar

Small gold or silver color tie tacks/bar may be worn with the department issued tie.

gg. Trooper-Style Cap

May only be worn during the winter uniform period.

hh. Turtleneck Undershirt

Department members may purchase and wear a navy blue turtleneck under the long sleeve uniform shirt only. The turtleneck will be either plain or embroidered with either the white or gold "K.C.P.D." logo. The uniform shirt collar will be open. The Supply Section will maintain a listing of approved manufacturers and styles of the turtlenecks and will advise members of the locations of area suppliers.

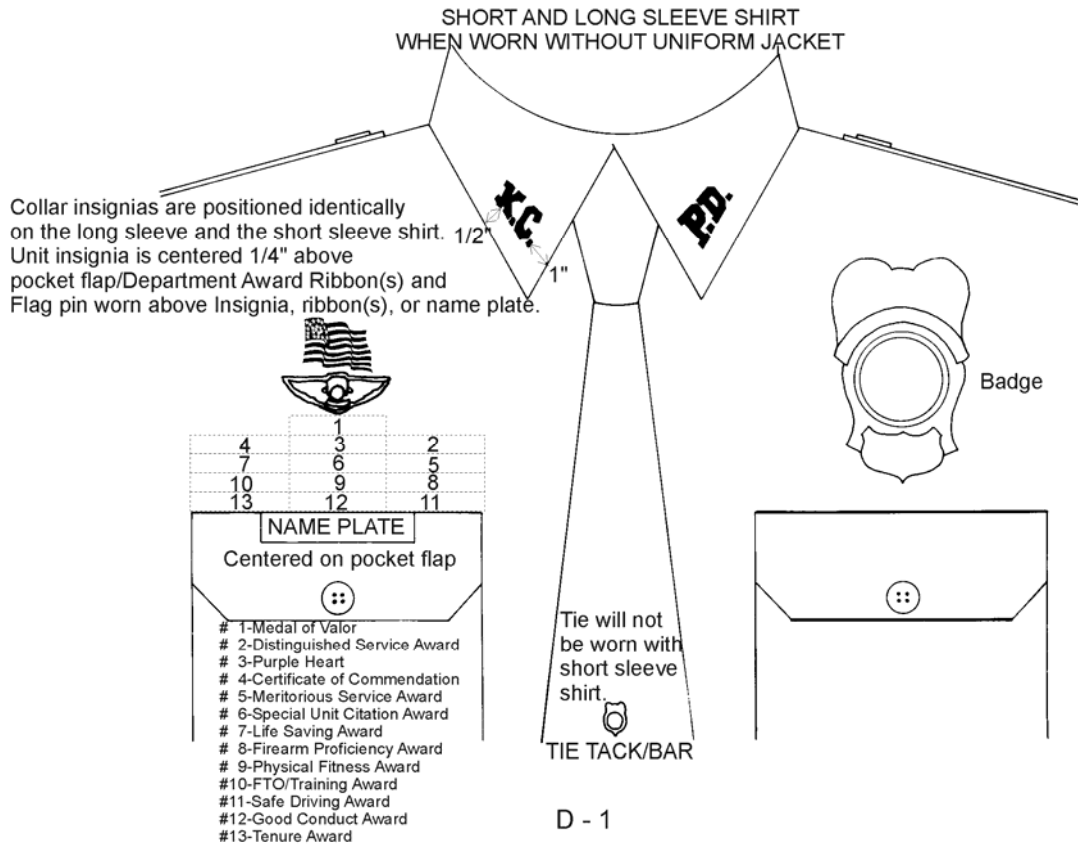
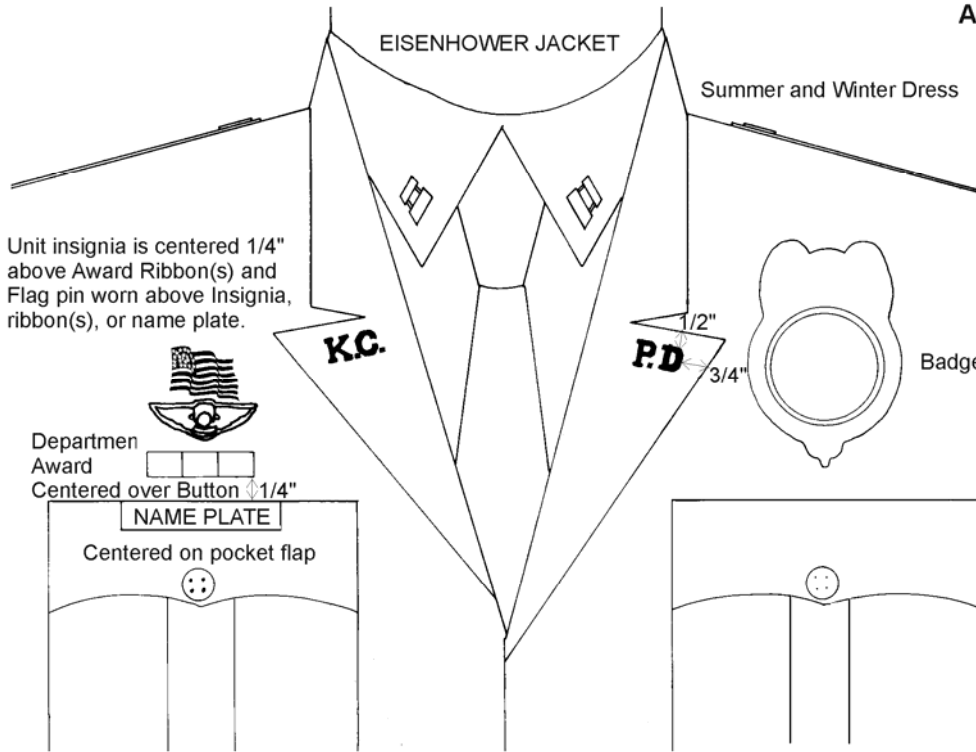
* ii. T-Shirt

Uniformed officers may wear any T-shirt that is **white**, clean, not frayed, and free of holes not specifically designed into the shirt for cooling and ventilation. T-shirts of other colors may only be worn if they are not visible with the standard uniform. Navy blue T-shirts may be worn with the blue BDU shirts.

PERSONAL APPEARANCE

- A. All members shall maintain personal habits of cleanliness and hygiene.
- * B. Hair must be neatly groomed. The length, bulk, or style will not be so excessive as to present a ragged, unkempt, or extreme appearance.
 - * 1. All male members in uniform will keep their hair cut short and combed so it will not fall over the ears or eyebrows, nor will it touch the collar except for the closely cut hair at the back of the neck.
 - * 2. All female members in uniform will wear their hair in conservative styles that do not extend below the bottom edge of the shirt collar. **Longer hair must be worn in either a bun or clipped close to the head. Hair will not extend below the bottom edge of the shirt collar. Ponytails and pigtails are PROHIBITED.** Decorative hair ornaments, including banana clips, are also prohibited.
 - 3. Members in uniform may wear a wig or hairpiece if it conforms to the hair grooming standards.
 - * 4. **Hairstyles and hair colors of all law enforcement and civilian members must be conservative in keeping with a professional image.**
- * C. All male members may wear sideburns that are neatly trimmed. The base must be a clean-shaven horizontal line and will not extend below the lowest portion of the ear. Sideburns will not be flared more than one-fourth inch from the natural width at the top.
- * D. Facial Hair
 - * 1. All male members in uniform will keep their face **clean-shaven unless they desire to wear a moustache.** Moustaches will be neat and will not extend beyond the corners of the mouth.
 - * 2. **Only Non-sworn** male members in **civilian attire** are permitted to have beards.
 - 3. Male members in uniform with **approved medical waivers** may be permitted to grow beards upon approval of their commander.
 - * 4. If beards are worn, they **must be** neatly trimmed and conservative.

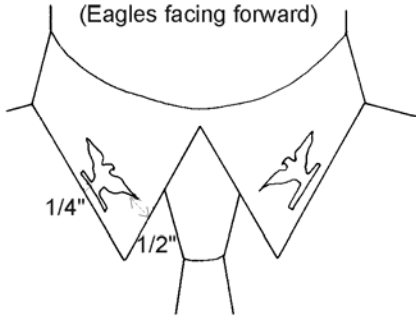
- * E. Fingernails must not be excessive in length that might interfere with the safe operation of equipment or constitute a safety hazard (i.e., firing the handgun/shotgun, handcuffing, becoming involved in physical altercations, etc.). If fingernail polish is worn, the color must be conservative.
- F. Makeup of female members must be conservative.
- G. Tattoos will not be displayed if they are profane, offensive, or suggestive.
- * H. Jewelry
 - * 1. Necklaces will not be visible when worn with any police designated uniform.
 - * 2. **Piercing ornaments, other than earrings, are strictly prohibited by all members** working on-duty, or representing the police department at a law enforcement related or department sponsored event or off-duty job, and whether in uniform or civilian attire. **Members will be required to remove them if they are worn.**
 - * 3. Female members may **only wear** one pair of small stud earrings with any uniform. Male members may only wear earrings when in undercover assignments.



-Colonel-(Chief)

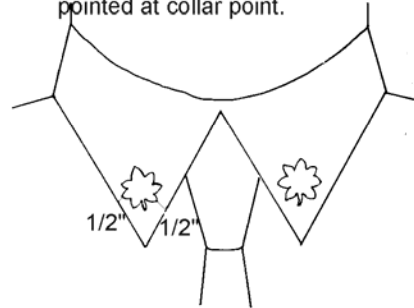
Insignia is positioned with the bottom parallel to the training edge of collar.

(Eagles facing forward)



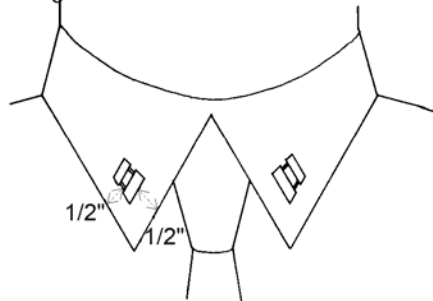
-Lt. Colonel-(Deputy Chief) - Silver Leaf
-Major- Gold Leaf

Insignia is positioned with leaf stem pointed at collar point.



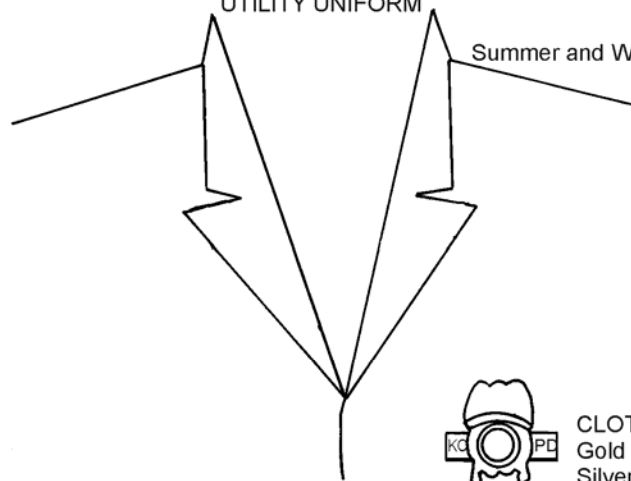
-Captain-

Insignia is positioned parallel to leading edge of collar.



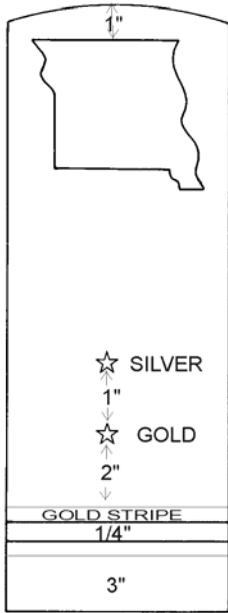
UTILITY UNIFORM

Summer and Winter Utility Uniform



CLOTH BADGE
Gold color for supervisor.
Silver color for officers.

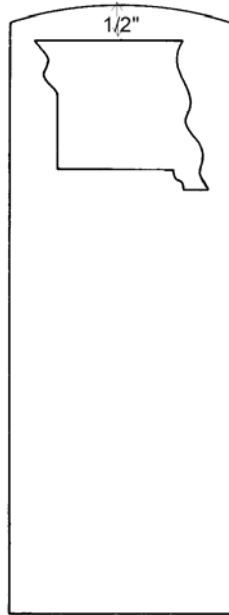
EISENHOWER JACKET SLEEVE
LEFT SLEEVE



SHOULDER PATCH

Top of shoulder patch is centered on the left sleeve 1" down from the shoulder seam. No insignia will be displayed on the right sleeve of the Eisenhower Jacket.

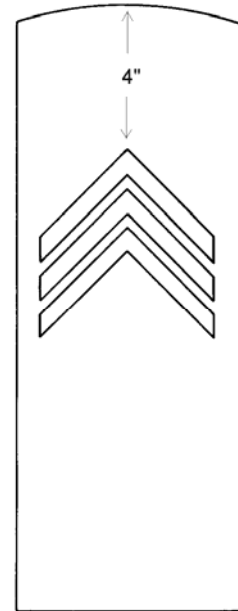
LEFT SLEEVE OF UTILITY UNIFORM



SHOULDER PATCH

Top of shoulder patch is centered on the left sleeve 1/2" down from the shoulder seam. Insignia will not be displayed on the right sleeve of the utility uniform. Chevrons will not be displayed on the utility uniform sleeves.

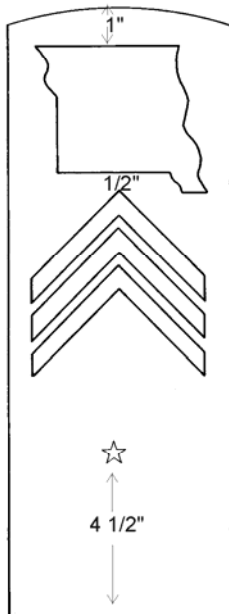
UNIFORM SHIRT
LEFT OR RIGHT SLEEVE



CHEVRONS

Chevrons on both the long sleeve shirt and the short sleeve shirt are centered on the sleeve 4" down from the shoulder seam.

LEFT SLEEVE OF NYLON JACKETS/EISENHOWER JACKET



NYLON JACKET SLEEVES

SHOULDER PATCH

Top of shoulder patch is centered on the left sleeve 1" down from the shoulder seam.

Top point of chevron is centered 1/2" down from bottom of shoulder patch.

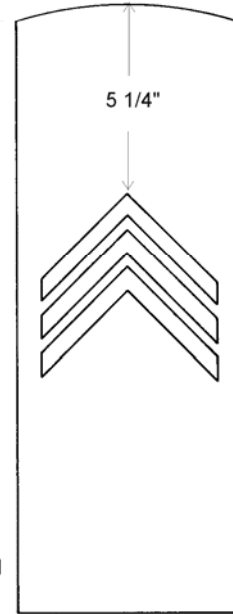
Same position for sergeant chevrons on both sleeves of the nylon jacket.

Chevrons are centered on the sleeve 1/2" down from the left sleeve shoulder patch.

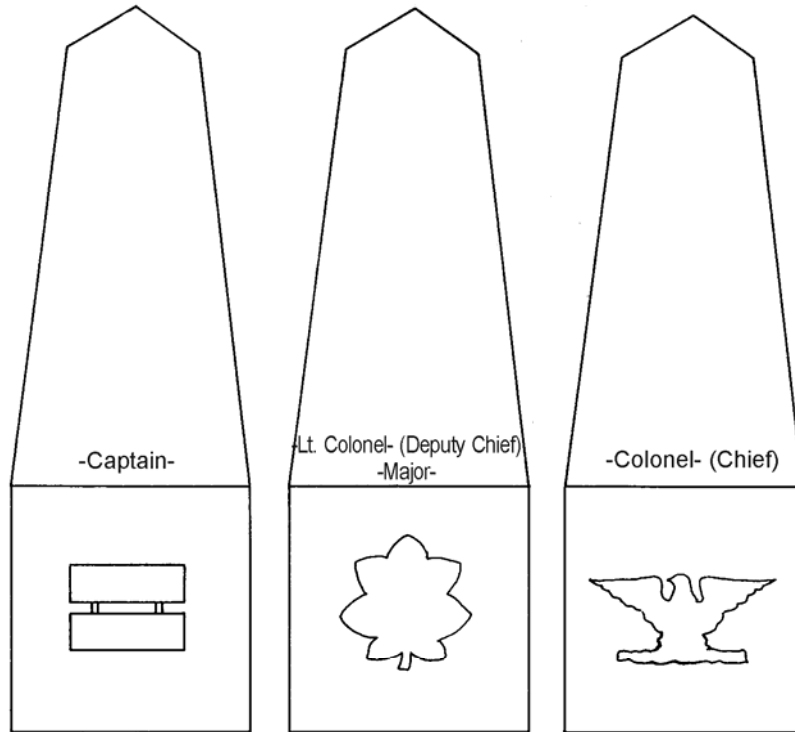
CHEVRONS

Top point of chevron is centered on the sleeve 5 1/4" down from the shoulder seam.

RIGHT SLEEVE OF NYLON JACKETS/EISENHOWER JACKET

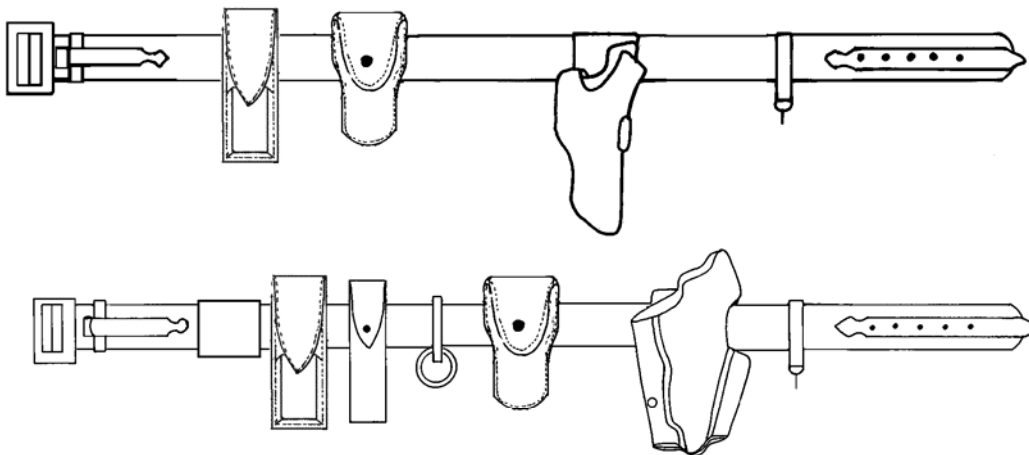


PROPER POSITION FOR PLACEMENT OF INSIGNIA ON THE EPAULET OF THE UNIFORM JACKET.



All insignias for Captain and Colonel (Chief) are centered on the outer square of the epaulet and positioned parallel to the outer edge of the square.

The Insignias for Major and Lt. Colonel (Deputy Chief) are centered in the outer square of the epaulet with the leaf stem directed at the outer edge of the square.



Left-handed officer's equipment will be placed in reverse order.

Issued radio holder and cap holder may be positioned for officers convenience.