

LA MESA POLICE DEPARTMENT RULES AND REGULATIONS

MANUAL OF RULES AND REGULATIONS SECTION 6.0 UNIFORMS AND EQUIPMENT

Revised: September 2012; June 2013; December 2013; September 2017; March 2018;
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Ray Sweeney, Chief of Police

6.00 PERSONAL APPEARANCE

A. MALE PERSONNEL

1. Hair: The hair may be worn in any style in front and on top but must be at least 1" above the eyebrows when styled or combed. The sides of the male officers' hair may cover one-half of the ear. It may extend ½" below the collar, measured when the individual is wearing a long sleeve shirt buttoned at the collar. Hair shall be kept neat, clean, and professional in appearance. If a hair coloring is used, then the result must be a shade of natural human hair, not multi-colored, and be professional in appearance.

The "natural" type hairstyle will be allowed providing that the hair does not exceed 2" from the scalp to the exterior hairline at the thickest part of the hair and not more than 1" along a line horizontal to the top of the ear.

2. Sideburns: Sideburns shall be trimmed so that they do not exceed beyond the bottom of the earlobe and do not flair more than ½" wider at the bottom than a vertical line drawn indicating the normal width of the sideburn. There must be a distinct separation between the sideburns and mustache.
3. Mustache: Mustaches may be worn full and the ends allowed to extend ½" below the corners of the mouth and ½" maximum beyond the corner of the mouth. The mustache must be trimmed along a line corresponding with the vermilion border of the lip. Waxed ends or points shall not be permitted.
4. Other Facial Hair: Beards, goatees, and other facial hair not specifically permitted by this section are not allowed.

B. FEMALE (SWORN, ACO, CSO, PCO) PERSONNEL

1. Hair: The hair shall be worn in a neat style, which does not include extreme styles. The hair shall not be worn below the top of the shoulder in length. If the hair is longer than just described, it must be worn up in a neat fashion and securely fastened.

If a hair coloring is used, then the result must be a shade of natural human hair, not multi-colored, and be professional in appearance.

1. Barrettes, bows, clips, or other items may be worn to keep the hair in place but should not be so large as to constitute a safety hazard. Hazards from assault or the operation of equipment will be considered when evaluating the appropriateness of a hair fastener. Any such item must be plain gold, silver, or a dark base color.
2. "Natural" hairstyles shall be no longer than four inches from any part of the head. Wigs or hairpieces must conform to the same standards. In no event should the length of the hair or the style preclude the proper wearing of a helmet or gas mask for female officers.
3. Makeup: The use of facial makeup shall be conservative. Excessive use of lipstick, blush, foundation, mascara, eyebrow pencil, or eye shadow shall not be acceptable. Fingernails shall be inconspicuous, i.e., neither too long or too dark or brightly colored.
4. Clothing: All female officers shall wear bras or soft body armor while on duty or appearing in court unless specifically authorized not to do so because of special assignments.

C. EXCEPTIONS

Personnel assigned to the Investigations Unit and the Special Investigations Unit may be exempted from A and B above at the discretion of their Chain of Command during a special detail or investigation.

D. TATTOOS, SCARIFICATIONS, BRANDINGS, AND PIERCINGS

Many factors influence the community's confidence in our Department. The image we present to the community must be one of professionalism. Our appearance is of utmost importance. It is the preference of the Department that should personnel obtain any tattoo, scarification, branding or piercing, that it be located in an area which can be covered with a Department-Class A or equivalent long sleeve uniform shirt and uniform pants or business-like attire.

This section establishes specific guidelines concerning the display of tattoos, scarifications, brands and piercings by members of the Department. It places accountability for compliance not only upon each employee, but also upon their supervisors and commanding officers.

1. Definitions

- a. Tattoo – the act or practice of marking the skin with indelible or semi-permanent designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment or applying substances to the skin.
 - b. Scarification – the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
 - c. Branding – the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.
 - d. Piercing – the act of creating a hole in any part of the body for the purpose of inserting an object, jewelry or ornamentation.
 - e. Excessive tattoos, scarifications or brands – excessive is defined as any tattoos, scarifications or brands that exceed 30% of the exposed body part, those above the collarbone readily visible when wearing an open collar uniform, any on the hands, and/or any which detract from an appropriate professional image.
 - f. Unauthorized tattoos, scarifications or brands – unauthorized is defined as any tattoos, scarifications or brands considered inappropriate, unprofessional or offensive as outlined in Section 6.00, D., 5.
2. Except as provided in Section 6.00, D., 6, any excessive tattoos, scarifications or brands shall not be visible while on duty or representing the Department in any official capacity. Excessive tattoos, scarifications or brands must be covered with apparel appropriate or applicable to the member's assignment.
 3. No exemption will be granted for any unauthorized tattoos, scarifications or brands considered inappropriate, unprofessional or offensive as outlined in Section 6.00, D., 5.
 4. The display of any unauthorized tattoo, scarification or brand considered inappropriate, unprofessional or offensive, regardless of its location, by any member of the Department while on duty or representing the Department in any official capacity is prohibited.
 - a. The following includes, but is not limited to, the types of unauthorized tattoos, scarifications, or brands prohibited by this order:

- Depictions of nudity or violence explicit or vulgar art, words, phrases or profane language
 - Symbols likely to incite a strong reaction in the workplace, i.e., swastikas, pentagrams or similar symbols
 - Sexually explicit initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BGF, HA, 666, or any street gang names, numbers and/or symbols.
- b. Any member of the Department who obtains an unauthorized tattoo, scarification or brand considered inappropriate, unprofessional or offensive shall:
- Remove the tattoo, scarification or brand at their own expense; or
 - Cover the tattoo, scarification or brand with apparel appropriate or applicable to the member's assignment.
5. The piercing and wearing of associated jewelry in visible body parts is prohibited except as provided for in other Department Rules & Regulations. While on duty, female employees may wear one earring per ear. Male employees may not wear earrings while on duty.
6. When deemed operationally necessary, sworn Department members in undercover assignments may display tattoos, scarifications, brands or jewelry otherwise prohibited by this order with the approval of their Division Commander.
- No exemption will be granted for any unauthorized tattoos, scarifications, or brands considered inappropriate, unprofessional or offensive as outlined in Section 6.00, D., 5.
7. Commanding Officers retain authority to further limit the display of tattoos, scarifications, brands or piercings by members within their Division for a specific purpose, special events, or assignments.
8. The final authority for deciding the appropriateness of any tattoo, brand, scarification, piercing, or jewelry will rest with the Office of the Chief of Police, or an appointed designee.

6.01 CARE OF DEPARTMENT PROPERTY

Those items of equipment, which are supplied by the Department must not be misused, wasted, damaged, or lost. The Department may require the surrender of issued equipment by Department personnel to a division or watch commander prior to an extended leave of absence, suspension, resignation, or discharge.

6.02 UNIFORM CARE AND CONDITION

Department personnel shall keep their uniforms clean, pressed, serviceable, and badges, buttons, and ornamentations clean and bright.

6.03 CONFORMITY TO UNIFORM STANDARDS

Uniform items are to be worn as manufactured and intended by design. Uniforms shall be made of the material and in the style prescribed in the Rules and Regulations and such style shall not be altered nor changed except for standard alterations.

Exceptions to the uniform requirements may be made by the Division Commander or Watch Commander, on a temporary basis, when considered appropriate for various reasons, including medical conditions.

In the event of a disagreement regarding conformity to these uniform standards, the employee shall comply with the standards as interpreted by their supervisor until a formal ruling is made by the Chief of Police or his/her designee.

6.04 MIXTURE OF UNIFORM AND CIVILIAN CLOTHING

Except as directed by proper authority, or where their assignment otherwise permits, all officers shall be in complete uniform when on duty, and will not be in uniform when off duty except as provided. Personnel going to or from the station when off-duty may wear a coat, jacket, or sweater over the uniform shirt with uniform pants.

6.05 DEPARTMENT KEYS/ACCESS CARDS

It is absolutely essential that control be maintained over the keys/access cards issued to Department personnel. The integrity of personnel records, chain of evidence, and the safekeeping of supplies dictate that keys and access cards to these areas be limited to only those who have a need for them.

Routine checks of issued keys/access cards will be made periodically. Anyone having keys/access cards to areas not within their scope of responsibility will be held accountable and disciplinary action may result.

6.06 DEPARTMENT UNIFORMS – SWORN

6.06.01 CLASS A UNIFORM

The Class A uniform will consist of the following items and will be worn on the orders of the Chief of Police or his/her designee.

- A. Long sleeve uniform shirt - As specified in Section 6.14.
- B. Tie - As specified in Section 6.13.
- C. Uniform pants - As specified in Section 6.15.
- D. Belt - As specified in Section 6.16.
- E. Shoes - As specified in Section 6.18A-B.
- F. Socks - As specified in Section 6.19.
- G. Uniform equipment - As specified in Sections 6.23.

6.06.01A CEREMONIAL CLASS A UNIFORM

A Ceremonial Class A uniform will be worn for funerals, memorials and other events designated by the Chief of Police. This uniform will consist of the Class A uniform with the exception of subsection D-Duty Belt. The only items on the Duty Gun Belt will be the holster, spare magazine carrier, handcuff case and belt keepers. Officers working the event, such as motor officers or security details, are excluded from this uniform requirement.

6.06.02 CLASS B UNIFORM

The Class B uniform will consist of the following items:

- A. Long sleeve uniform shirt or - As specified in Section 6.14. Blauer Supershirt (Poly/Wool blend) Style 8436-1
- B. Short sleeve uniform shirt - As specified in Section 6.14. Blauer Supershirt (Poly/Wool blend) Style 8446-1
- C. Uniform pants - As specified in Section 6.15. Blauer Classact (Poly/Wool blend) Hidden Cargo Pocket Style 8567T, Blauer Classact (Poly/Wool blend) External Cargo Pocket Style 8565T
- D. Belt - As specified in Section 6.16.
- E. Shoes - As specified in Section 6.18A-B.
- F. Socks - As specified in Section 6.19.
- G. Uniform equipment - As specified in Sections 6.23 and 6.24.

The undergarment worn beneath this shirt must be black or white in color in a crew neck style.

The wearing of the long sleeve or short sleeve shirt is at the discretion of the officer.

The Department issued metal badge and name plate shall be worn with this uniform.

6.06.03 CLASS C UNIFORM

The Class C uniform may be worn in lieu of the Class B uniform at the option of the officer during his/her shift. The Class C uniform shall not be worn where a Class A uniform is specified, and shall never be worn mixed with the Class B uniform.

Optional duty uniform shirts are to be dark blue in color and may be short or long sleeve. The sleeves of the long sleeve shirt may not be worn rolled up.

The undergarment worn beneath this shirt must be black or white in color in a crew neck style.

The Department issued metal badge and metal name plate shall be worn with this uniform.

The Class C uniform will consist of the following items:

- A. Long sleeve uniform shirt – Blauer Style 8705 Street Gear Flex, or 5.11 Midnight Blue 750.
- B. Short sleeve uniform shirt – Blauer Style 8715 Street Gear Flex, or 5.11 Midnight Blue 750.
- C. Uniform pants – Blauer Style 8810T Street Gear Flex, or 5.11 Midnight Blue 750.
- D. Belt - As specified in Section 6. 16.
- E. Shoes - As specified in Section 6.18A-B.
- F. Socks - As specified in Section 6.19.
- G. Uniform equipment - As specified in Sections 6.23 and 6.24.

6.06.04 UTILITY UNIFORM

The Department will provide each officer with one (1) pair of Tactical Dress Uniform (TDU) shirts and pants for duty use to be worn when approved by the Chief of Police for their specific duties and when conducting Traffic Unit callouts. The TDU shall be 5.11 Tactical Ripstop TDU dark navy blue in color with standard La Mesa Police shoulder patches affixed as described in Section 6.32. An approved cloth badge will be affixed to the TDU shirt, above the left breast pocket, as described in Section 6.25. The officer's name shall be embroidered on a Velcro strip above the right breast pocket in ½" gold block letters. A Velcro strip that identifies the officer by agency and their department identification number (i.e. LMPD #9999) may be worn on a temporary basis, when considered appropriate for various reasons, and approved by the Division Commander or Watch Commander.

The TDU shirt and pant will be worn together and not mixed with other uniform shirts and pants, except as provided for in this manual. All shirts worn with TDU pants will be worn tucked in. A black or white crew neck t-shirt shall be worn with this uniform. Special Response Team (SRT) uniforms are not included in this section and are found in DI 626.

6.06.05 BIKE UNIFORM

The regular Bike uniform will be worn when an officer is assigned to a bike patrol duty. The Bike uniform will consist of the following equipment as described in the appropriate section:

- A. Uniform Shirts—Blue TDU shirt or approved Staff Shirt, with City logo or embroidered or patch badge in place of Department patch and affixed consistent with Section 6.25, and officer's embroidered name, affixed consistent with Section 6.26.
- B. Uniform Pants—As specified in Section 6.106.04.
- C. Pants Belt - As specified in Section 6.16.
- D. Shoes or Boots - As specified in Section 6.18C.
- E. Socks - As specified in Section 6.19.
- F. Headgear - As specified in Section 6.20D.
- G. Required Uniform Equipment – As specified in Section 6.23.1.

6.06.06 HONOR GUARD UNIFORM

The Police Honor Guard uniform will consist of the following items and will be worn by the designated members of the Police Honor Guard at special events and functions on the orders of the Chief of Police or his/her designee.

- A. Head gear - The hat shall be a "Kingsform Cap" brand, style "USMC Enlisted Service Cap," white in color, with gold decorative band. The Department cap ornament, with the HONOR GUARD top rocker will be worn centered on the front of the hat. A rain cover can be worn during inclement weather use. The hat shall be properly fitted and worn with the front of the brim tilted slightly forward.
- B. Dress jacket – The dress jacket shall be an Eisenhower "Ike" style, navy blue in color with a zipper front. The jacket shall be adorned with gold "P" buttons on the front pockets and shoulder epaulettes, ½" gold sleeve braids and a badge tab. The jacket will have the department patch on each sleeve, with an HONOR GUARD rocker above it, as well as any appropriate insignia of rank.
- C. Uniform pants - As specified in Section 6.15. Additionally, uniform pants will have a ½" gold braid sewn to the outer seam of the pant leg.
- D. Belt - As specified in Section 6.16.
- E. Holster – A high-gloss honor guard holster, black in color with a brass snap,

manufactured by Stallion Leather (Model S114) will be attached to a 2½" duty belt drop holster adapter, also high-gloss black in color, manufactured by Safariland (Model 325).

The holster configuration will be worn on the pants belt with a department approved firearm.

- F. Boots – The boots shall be "Bates" brand, ¾" chukka style, and black in color with a high-gloss finish.
- G. Socks – The uniform socks shall be plain black in color on that portion of the sock which shows above the boot top. Weight and material are optional.
- H. Uniform ornamentations – A parade dress ascot, white in color, shall be worn with the dress jacket. A military braided citation shoulder cord, white in color, double strand with brass tips will be worn on the right sleeve of the dress jacket. A National Law Enforcement Officers Memorial Honor Guard citation bar will be worn on the left pocket flap of the dress jacket, centered below the badge.

Special awards and commendation medals recognized by a uniform pin shall be worn on the right pocket flap of the dress jacket.

A heavyweight 2½" adjustable webbing pistol belt, white in color, having brass hardware without eyelets will be worn with the dress jacket. White gloves, cotton or similar material, shall be worn.

6.06.07 POLICE SERVICE DOG (PSD) UNIFORM OPTIONAL

The PSD uniform may be worn by canine handlers during his/her shift. The PSD uniform shall be Dark Navy Blue in color with standard La Mesa Police shoulder patches affixed as described in Section 6.32. The officer's name may be embroidered above the right breast pocket in ½" gold block letters. The word "K-9" may be embroidered below the officer's name in ½" gold block letters. An approved cloth badge may be affixed to the PSD shirt, above the left breast pocket. The Department issued metal badge, nametag and K-9 pin may be worn with this uniform in lieu of embroidered patches and names, in the same location, as described in Section 6.25.

The PSD shirt and pant will be worn together and not mixed with other uniform shirts and pants, except as provided for in this manual. All shirts worn with PSD pants will be worn tucked in. The sleeves of the long sleeve shirt may not be worn rolled up. A black or white crew neck t-shirt shall be worn with this uniform. The PSD Uniform shall not be worn where a Class A uniform is specified.

The Police Service Dog Uniform will consist of the following items:

- A. Long sleeve uniform shirt – Similar to the 5.11 Tactical, TDU Shirt, Rip-Stop, Style 72002, Dark Navy Blue only
- B. Short sleeve uniform shirt – Similar to the 5.11 Tactical, TDU Shirt, Rip-Stop, Style 71001, Dark Navy Blue only
- C. Uniform pants – Similar to the 5.11 Tactical, TDU Pants, Rip-Stop, Style 74003, Dark Navy Blue only
- D. Belt - As specified in Section 6. 16.
- E. Shoes - As specified in Section 6.18A-B.
- F. Socks - As specified in Section 6.19.
- G. Uniform equipment - As specified in Sections 6.23 and 6.24.

6.07 DEPARTMENT APPROVED HANDGUNS AND AMMUNITION

- A. Department Issued Duty Handguns: The duty handgun issued by the Department is the Glock model 45 or 19 chambered in 9mm.
- B. Personally-Owned Duty Handguns: Non-Probationary officers desiring to carry personally owned handguns for duty use must first receive written approval from the Chief of Police or authorized designee. The firearm must be inspected by the Rangemaster and the officer must qualify with the weapon before duty use.

Once approved for use, personally owned duty handguns must be inspected in accordance with the officer's annual evaluation, inspection and inventory process. Personally-owned duty handguns manufactured by Glock may be inspected by a certified Glock department armorer. All other personally owned duty handguns must be inspected by a licensed gunsmith at the individual officer's expense.

Officers must understand that personally owned duty handguns will be retained as evidence in an officer-involved shooting case. The release of such weapons is dependent on clearance from the District Attorney and/or the Court.

Personally-owned duty handguns must meet the following minimum criteria before being approved for duty use:

1. A handgun of recent manufacture and safe operating condition chambered in 9mm, .40 S&W, or .45 calibers.
2. Handguns must be black, blue steel, or stainless steel. Any other color must be approved before use.
3. Double Action, Double Action Only, and "Safe Action" are authorized.

Officers desiring to carry Single Action semi-automatic pistols must first complete an approved transition course prior to using that handgun.

4. The minimum magazine capacity for uniformed personnel is seven (7) rounds. The minimum magazine capacity for non-uniformed personnel is six (6) rounds. Uniformed personnel must carry at least three (3) magazines of ammunition while on duty.
 5. Holsters and spare magazine pouches must meet current uniform policy standards and are to be purchased at the officer's expense.
 6. Aftermarket sights, grips, or other modifications to the handgun must be approved by the Rangemaster before use. Stock trigger systems shall not be modified, or caused to be modified, by an officer.
- C. Ammunition: Ammunition used or carried on duty shall be approved by the Department. Officers will be supplied fresh duty ammunition at each quarterly qualification shoot.
1. Concealment: With the approval of his/her immediate supervisor, an officer may work unarmed or carry another Department approved firearm under circumstances where the concealment of a firearm, or being unarmed, is of primary importance and it is not practical to conceal an approved duty firearm on the officer's person.
 2. Court: Officers attending court outside of their assigned shift may carry a Department approved firearm.
 3. Training: Officers attending training classes may be unarmed or may carry a Department approved firearm.
 4. Identification: Officers shall carry their police badge and their department identification card on their person when carrying firearms, both on and off duty (unless authorized by the Chief of Police during certain undercover operations.) The carrying of a firearm while off-duty shall be at the option of the officer.
- B. Off-duty: Officers off-duty carrying firearms under authority of their status as a police officer shall carry Department approved firearms as described in Department Instruction 111.

6.07.01 DEPARTMENT OWNED HANDGUN OPTICS

Optic sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

6.07.02 PERSONALLY OWNED HANDGUN OPTICS

Optic sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

6.08 CARRYING FIREARMS WHILE IN CIVILIAN ATTIRE

A member of the Department when off-duty shall not wear or carry their firearm in such a manner as to be conspicuously exposed to view when absent from the police station.

- A. Duty firearms: Officers on duty shall carry the firearm issued to them by the Department or may carry another firearm meeting the following criteria if the firearm was approved and carried on or before December 31, 2013: Pistol manufactured by Beretta, Glock, or Smith & Wesson "Double Action Only" or "Safe Action" operation Chambered for .40 caliber Smith and Wesson cartridge (No positive safety (thumb safety / decocking lever)

Equipped with "Trijicon" or "Meprolight" style self-luminous sights containing tritium lamps.

Trigger pull shall not be modified, or caused to be modified, by an individual officer.

1. Concealment: With the approval of his/her immediate supervisor, an officer may work unarmed or carry another Department approved firearm under circumstances where the concealment of a firearm, or being unarmed, is of primary importance and it is not practical to conceal an approved duty firearm on the officer's person.
 2. Court: Officers attending court outside of their assigned shift may carry a Department approved firearm.
 3. Training: Officers attending training classes may be unarmed or may carry a Department approved firearm.
 4. Identification: Officers shall carry their police badge and their department identification card on their person when carrying firearms, both on and off duty (unless authorized by the Chief of Police during certain undercover operations.) The carrying of a firearm while off-duty shall be at the option of the officer.
- B. Off-duty: Officers off-duty carrying firearms under authority of their status as a police officer shall carry Department approved firearms as described in Department Instruction 111.

6.10 UNIFORM REQUIRED

Department personnel assigned to the Patrol Division shall be in uniform when on duty. This rule shall not apply when officers are assigned to activities of such a nature as to make it impractical to wear a uniform or when exempted by their Division Commander.

Sworn personnel in full-duty status who are assigned to the Business Office shall wear Class B or Class C Uniform unless otherwise authorized. Sworn personnel in full-duty status who are assigned to the Business Office shall wear uniform equipment as specified in section 6.24C.

Sworn personnel in limited-duty status may wear the uniform items described in paragraphs two and three above, or appropriate civilian attire, based on the nature of the illness or injury necessitating the limited duty status, as ordered by the employee's Division Commander.

6.11 UNIFORM REQUIREMENTS

While on active duty, officers shall be required to have a minimum of one Class A and B uniform in their locker or have them immediately available. For the purpose of this section, if a Motor Officer's or Police Service Dog Handler's uniforms are at their place of residence, it is considered to be immediately available.

6.12 WOMEN OFFICERS

All officers are required to wear the described uniform.

6.13 NECKWEAR

Regulation neckwear for sworn personnel with the long sleeve shirt shall be a black tie, of plain cloth material, Wembley's crease nil or equal. Length of tie visible beneath the knot shall be at least 11", not to extend below the top edge of the pants belt. The tie is to be of a current style.

Patented ties of a snap-on arrangement are permissible if they meet requirements in other aspects. The tie will be worn with the Class A uniform.

Mock turtleneck (Optional personal equipment for duty use): Officers may wear a black mock turtleneck shirt under their long sleeve uniform shirt.

6.14 UNIFORM SHIRTS

Uniform shirts are to be dark navy blue in color and be made of either 100% wool, polyester, polyester wool blend, or Lycra blend. They must meet LAPD specifications and be labeled as such. Uniform shirts may be either short or long sleeve.

Soft body armor covers, which are visible at the neck opening of a uniform shirt, must be navy blue or black.

6.14.1 STAFF SHIRT (Optional personal equipment for duty use)

The staff shirt shall be a black, navy blue or other color authorized by their Division Commander, short sleeve or long sleeve polo-style shirt, with collar and three-button opening at the neck. The approved female version of this style is a V neck with no buttons.

The Department patch, 3" in height, or City of La Mesa logo 3½" wide by 1½" in height, shall be embroidered over the left breast. Members of the Department may have the unit or division title embroidered in block letters, approximately ¼" in height, on the shirt under the Department patch or City logo

Members of the Department may wear the staff shirt while attending Department sponsored or approved training or special events. The staff shirt may not be worn while off-duty, or for special details unless approved by the officer in charge of the detail. The staff shirt may be worn with the appropriate BDU pants or business attire as designated by the Chief of Police.

6.14.2 STAFF SWEATSHIRT (Optional personal equipment for duty use)

The staff sweatshirt shall be a black, hoodless, long sleeve sweatshirt with crew neck, ribbed cuffs and waist. The Department patch, 3" in height, or City of La Mesa logo 3½" wide by 1½" in height, shall be embroidered over the left breast. Members of the Department who are authorized by the Chief of Police may have the unit or division title embroidered in block letters, approximately ¼" in height, on the shirt under the Department patch or City logo.

Members of the Department may wear the staff sweatshirt while attending Department sponsored or approved training or special events. The staff sweatshirt may not be worn while off-duty, or for special details unless approved by the supervisor in charge of the detail.

The staff sweatshirt may be worn with BDU pants unless a specific uniform is designated for the training or event.

Members of the Department who are authorized by the Chief of Police may have the words "Training Staff" embroidered in block letters, approximately ¾" in height, on the sweatshirt under the Department patch. Members of the Department who are training presenters or staff for Department sponsored or approved law enforcement training qualify as "Training Staff."

6.15 PANTS

Uniform pants are to be dark blue in color and be made of either 100% wool, polyester, polyester wool blend, or Lycra blend. They must meet LAPD specifications and be labeled as such.

6.16 PANTS BELT

Belts that are visible at any time must be black in color and either plain or basket weave in style with a minimum width of 1¼" and a maximum width of 1½". Belt buckles, which are visible at any time when in Class "A" uniform shall be of plain harness type, silver finish, with a width slightly in excess of that of the belt.

6.17 WORK JACKETS

Officers may have one of the following work jackets consistent with Sections 6.25 and Section 6.26. Officers may elect to have either a metal name plate accompanied by a metal badge or the officer's name embroidered and the badge either embroidered or approved cloth badge affixed to the jacket. The embroidered name shall be above the right breast panel in ½" gold block letters. These two configurations, metal and embroidery, shall not be mixed.

- A. "SoftShell", "Chill Chaser", "Breeze Bender", or equivalent type jacket: The jacket shall be waist length, made of a polyester/spandex blend, and black in color with black zippers. The police shoulder patch and rank insignia (when applicable) shall be applied to each sleeve. The jacket style shall be the Flying Cross SoftShell Layertech Jacket 54100A 10 Black.
- B. Leather jacket: The jacket specified shall be black in color, styled like the Navy G-1 Flight Jacket. Cuffs and waistband shall be 1 x 1 rib knit. Pockets shall have flap covers with black buttons. The back must be belted with bi-swing action and the sleeves gusseted. The jacket must have an internal map/pistol pocket and metal badge and metal name plate holders may be applied. No shoulder epaulets, sleeve pockets, or external snaps will be permitted. This jacket is no longer approved for purchase or use. All members currently possessing this type of jacket may wear it until it becomes unserviceable.
- C. Field jacket (Optional personal equipment for duty use): The field jacket shall be constructed of a nylon outer shell and may be worn with or without removable lining, if so manufactured. The jacket shall be waist length, with either a fur-like collar or collar of the same material as the remainder of the jacket, have a zipper front and be black in color. The police shoulder patch and rank insignia (when applicable) shall be applied to each sleeve.

The field jacket style shall be the Spiewak 1770 or 1775, the 5.11 Tactical Precinct or the Horace Small New Generation. Similar jacket styles purchased prior to August 2012 will be considered "grandfathered in" and acceptable for duty use.

- D. Motor jacket (Optional personal equipment for duty use): The motor jacket shall be constructed of a removable wind/waterproof carbonex nylon outer shell. The outer shell may be removed and the Armor-Link mesh jacket underneath may be worn without a removable lining, if so manufactured.

The Armor-Link portion of the jacket has a removable CE density elbow, shoulder, and back protection which may or may not be removed. The jacket shall be waist length, with a collar of the same material as the remainder of the jacket, have a zipper front and be black in color.

The police shoulder patch, motor, and rank insignia (when applicable) shall be applied to each sleeve on each outer shell layer of the jacket. The motor jacket should be similar in style to the Tourmaster Flex L.E.

6.18 SHOES

When on duty in uniform officers shall wear shoes or boots meeting one of the following criteria. At no time shall taps be applied to any footwear.

- A. Dress oxford shoes: Shoes shall be of smooth black material capable of receiving a high gloss shine. "Corafram" style shoes are also acceptable. They must be an oxford style with plain toe.
- B. Boots: Boots shall be of smooth black leather capable of receiving a presentable shine. They shall have a plain rounded toe. The heels are not to exceed 1½" in height. The boots must measure 4" - 11" from the top of the heel to the top of the boot. Boots may be lace-up, quick-lace or side zipper style. The boot shall be designed so as not to bulge out or catch on the bottom of the uniform pants.
- C. Work shoes: Shoes shall be of smooth black leather, with a plain rounded toe, capable of receiving a presentable shine. This is to include high top (ankle high), and oxford, shoes.

6.19 SOCKS

Uniform socks shall be plain black and shall cover the portion of the leg that extends from the top of the footwear to the bottom of the pant hem. Weight and material are optional.

6.20 HEADGEAR

- A. Helmet: As issued by the Department. Helmets are to be worn only in tactical situations as directed by a supervisor.
- B. 1. Baseball cap (Optional personal equipment for duty use): A dark blue "Flex Fit", "New Era" or "Pro" brand/model cap. The words LA MESA shall be embroidered in gold, ½" in height, in an arc pattern above the word POLICE which shall be embroidered in gold, ¾" in height on the front of the hat. The entire design shall be 2" x 4". Baseball caps shall only be worn during daylight hours unless there is inclement weather (rain) at which time they can be worn at night, or as approved by a supervisor for specific details/events.
- 2. Baseball cap (Optional personal equipment for tactical uniforms ONLY): A black "Flex Fit", "New Era" or "Pro" brand/model cap. The words LA MESA shall be embroidered in gray, ½" in height, in an arc pattern above the word POLICE which shall be embroidered in gray, ¾" in height on the front of the hat. The entire design shall be 2" x 4". Baseball caps shall only be worn with

tactical uniforms during special details or events.

- C. Watch Cap (optional personal equipment for duty use): A black "Port and Company" brand/model, 100% acrylic knit "beanie." The words LA MESA shall be embroidered in gold, 1/2" in height, in an arc pattern above the word POLICE which shall be embroidered in gold, 3/4" in height on the front of the watch cap. The entire design shall be 2" x 4". Watch Caps shall only be worn during inclement weather (extreme cold or rain) or as approved by a supervisor for specific details/events.
- D. A Department approved bicycle helmet will be worn at all times while operating a police bicycle.
- E. Headgear shall not be worn inside of vehicles or buildings, unless immediate removal is not practical.

6.21 RAINGEAR (Optional personal equipment for duty use)

Black or yellow two-piece rain suits, similar to the "Wall Industries Inc. Water-Pruf", with hood, will be authorized for purchase. The suit may include a 1 1/2" reflective trim on the chest, back, legs, and arms. The jacket shall be worn with a metal or embroidered police badge.

Reversible black/hi-visibility yellow long rain jackets are no longer approved for purchase. All members currently possessing this type of jacket may wear it until it becomes unserviceable.

6.21.1 TRAFFIC SAFETY VEST

Members of the Department shall wear the Department issued Class 2 ANSI/ISEA 107-2004 traffic safety vest when they are directing traffic, investigating collisions, handling lane closures, obstructed roadways or disasters within the right of way of any roadway or other activities where increased visibility would aid their safety. Personnel should put the vest on as soon as possible but may attend to immediate first aid and safety hazards first, as reasonably necessary.

Traffic safety vests shall meet the Class 2 ANSI/ISEA 107-2004 standard for high-visibility safety apparel pursuant to Title 23, Code of Federal Regulations, Section 634.3. Vests do not have to be worn on routine traffic stops. The vest may be worn over a uniform shirt, jacket or raingear.

6.21.2 TACTICAL VEST/PLATE CARRIER

The Department will provide each officer with a ~~The~~ tactical vest/plate carrier

constructed of black nylon with outside pockets designed to carry additional ammunition magazines and/or equipment. The word "POLICE" in prominent capital letters in white ~~gold~~ shall be affixed to the front and back of this vest. This vest shall only be worn when the officer has deployed additional safety equipment including his/her rifle for tactical reasons during the course of his/her duties or when the officer is engaged in Department approved rifle training.

6.21.3 BALLISTIC VEST SYSTEMS

Members of the Department may purchase an outer uniform vest carrier to convert their existing concealed carrier into a more comfortable and uniform looking outer carrier. The carrier shall include a military crease (including the pockets), buttons and shoulder epilates. The neck will be u-shape and the bottom trim shall be smooth. The regulation department metal badge, as described in Section 6.25, shall be worn above the left breast pocket and the regulation metal name plate, as described in Section 6.26, shall be worn over the right breast pocket.

- A. The Blauer Armorskin Ballistic Vest Cover, Style 8470-1, poly/wool blend, dark navy blue in color.
- B. Point Blank Guardian Series External Vest Carrier, Style: GDE_00BV0J, CORDURA material, midnight navy in color.

The outer uniform vest carrier will not be modified in any manner to look unprofessional or tactical in nature. The addition of pockets or pouches is prohibited. The Point Blank Guardian External Vest may be purchased as an addition to a protective vest, as outlined in the protective vest allowance program in the City MOU.

The outer uniform vest carrier shall not be worn without the ballistic vest panels. The outer uniform carrier shall only be taken off while inside a secured police facility. Jails and hospitals are not considered a secured police facility.

Department members who choose to wear the outer uniform vest carrier must wear the corresponding base layer shirt. The base layer shirt must have the department's patches on the sleeves along with any insignia of rank or specialized assignment. An approved cloth badge will be affixed to the base layer shirt, above the left breast pocket area, as described in Section 6.25. The officer's name shall be embroidered above the right breast pocket area in ½" gold block letters.

- A. The Blauer Armorskin Base Layer shirt, Style 8471, poly/wool blend, long sleeve, dark navy blue in color.
- B. The Blauer Armorskin Base Layer shirt, Style 8472, poly/wool blend, short sleeve, dark navy blue in color.

6.22 GLOVES

Leather or neoprene gloves purchased by officers as optional personal equipment for duty use shall be black in color. They shall be wrist length and may be lined or unlined, but lining shall not be permitted to show. SAP gloves, carbon fiber and gloves without finger covers are not authorized. Gloves shall be worn with long sleeves or jackets only, except when actively searching a person or location.

6.23 REQUIRED UNIFORM EQUIPMENT

While on active duty the officers who are required to wear the specified uniform shall always carry as full equipment the items listed in sections A & B. Personnel assigned to station duties must carry those items listed in section C.

NON-CEREMONIAL CLASS A, CLASS B, CLASS C, UTILITY, AND BIKE UNIFORMS

A. ON THEIR PERSON:

1. Badge
2. Firearm
3. Department approved ammunition
4. Handcuffs
5. Issued identification card
6. Name badge
7. OC spray
8. Taser with holster (when issued to individual sworn personnel)
9. Driver's license or copy
10. Department keys/access card
11. Department issued/approved gun belt
12. Protective vest (PER MOU SECTION 1.26.01 and Department Instruction 112, Section III C.)

B. IN THEIR VEHICLE:

1. Traffic citation books
2. Flashlight
3. Equipment case
4. Baton
5. Whistle

C. STATION PERSONNEL AND CEREMONIAL CLASS "A" UNIFORM:

1. Badge
2. Firearm
3. Department approved ammunition
4. Issued identification card

5. Name badge
6. Department keys/access card
7. Holster: Black in color, plain or basket weave finish. Must meet specifications in 6.25B regarding retention and trigger guard.
8. Protective vest is optional.

6.23.1 REQUIRED EQUIPMENT - Baton

Officers described in Section 6.23 shall carry the baton issued to them by the Department except as noted in this section. Other batons/impact devices meeting the following criteria may be carried upon completion of any required department approved training:

Straight or side handle baton; Fixed length or expandable. Expandable batons must be ASP, Monadnock, PR-24X, or Peacekeeper Rapid Containment Baton, formerly known as the Winchester. Fixed length must be ATCO or Monadnock, 16" to 26" in fixed or expanded length, as applicable.

6.24 DUTY GUN BELT

The duty gun belt shall be made of leather or accu-mold material and includes the following items, which must be black in color with a basket weave finish.

- A. Gun belt: 2¼" widths, "Sam Brown" buckle in either silver or black finish. The belt may have a Velcro fastener instead of a buckle.
- B. Holster: Must have a retaining device, such as a strap or thumb break release, and must cover the trigger guard when the gun is secured in the holster. Snaps must be either silver or black in color. A cross draw or clamshell holster is not authorized and at no time shall the butt of the weapon's grip be worn any lower than the gun belt. Officers wishing to wear holsters other than approved shall request approval from the range master with concurrence of the Chief of Police.
- C. Spare magazine carrier: Two or three magazine capacity may be open top or have flap closure with either Velcro or snap closure. Snaps must be either silver or black finish.
- D. Chemical agent carrier: May be open top or have flap closure with either Velcro or silver or black finish snap.
- E. Handcuff case: May be open top or have flap closure with silver or black finish snap or Velcro.

- F. Baton ring: Silver or black finished ring. Velcro, silver, or black snap closure. (Or the appropriate impact weapon carrier, which the officer qualified with.)
- G. Belt keepers: Velcro, silver or black finish snap closure.
- H. Other items: Must be consistent in color or finish. Small items not always available in basket weave finish, such as Taser holsters, knife cases or chalk holders, may have a plain finish but must be black in color.
- I. Duty suspenders (Optional Personal Equipment for Duty Use): May be used with all authorized uniforms, except for the Class A uniform and only under the uniform shirt. The straps can be exposed through "button-hole" type slits in the shirt no more than 5" from the top of the duty belt. The suspenders must be made of black nylon or smooth black leather (no patent leather) and a width no larger than 2". They must transfer the weight of the duty belt from the hips to the shoulders and incorporate a breakaway snap design as a safety feature.

6.25 WEAR AND CARRYING OF BADGE

Department personnel in uniform shall wear the regulation badge, except as noted in this manual, on the outside of the outermost garment, over the left breast and always in sight.

6.26 NAME PLATE

Department personnel in uniform shall wear the regulation name plate approved by the Chief of Police on their outermost uniform garment, with the exception of the rain jacket. The name plate shall be worn centered directly above the right breast pocket. On the work jacket it shall be worn at the center of the flap on the right pocket, near the top. Name plate shall be gold colored metal, 2½" wide and ½" tall.

The name on the plate will be in ¼" black letters and consist of the first initial and last name, or the first and last name. Middle initials are optional.

Name plate shall contain service stars, one for each five years completed with a full time 832 Penal Code approved law enforcement agency.

6.27 EQUIPMENT CASE

While in the field, every officer shall have in their unit an equipment case containing a complete assortment of report forms used by the Department.

The case shall be a brief or flight type case, black or brown in color. Also, a nylon,

canvas, or vinyl "police" equipment type bag, black or dark blue in color, will be acceptable. The officer's name or initials for identification and/or the word "police" may be printed on the bag or case. The equipment case shall be kept clean and in good repair at all times.

6.28 INSIGNIA OF RANK

- A. Shirt: Sergeants, Corporals/Master Officers and Detectives will wear chevrons on both sleeves, top point of the chevron to be ½" below the bottom center point of the shoulder patch. Sergeants will wear three chevrons, approximately 2" in height and 3" wide. Corporal/Master Officers will wear two chevrons, approximately 1½" in height and 3" wide. Detectives will wear two chevrons, approximately ¾" in height and 3" wide with a Diamond shape centered under the peak of the chevron. All chevrons will be made of gold colored thread, embroidered, upon a black felt background. This will be the only insignia of rank upon the shirt except for the badge.

Lieutenants and higher will wear on each side of the collar opening 2" up from the bottom and approximately ¾" in from the neck opening, a metallic gold insignia approximately ¾" long, denoting their rank. For Lieutenant, the insignia will be a single gold bar, approximately ¼" wide. For Captain the insignia will be two gold bars approximately ¾" long and ¼" wide and spaced ¼" apart. The Chief of Police will wear four gold stars. Insignia will be designated for other ranks as required.

- B. Work jackets: On the jackets, the Detectives, Corporals/Master Officers and Sergeants will wear upon each sleeve chevrons of gold color thread, as described in 6.29A. No other insignia will be worn upon the jacket itself. Insignia designated for use on shirts by Lieutenants and higher will be worn on the shoulder strap in a military manner approved by the Chief of Police.

6.29 SERVICE STRIPES

One service stripe represents five years of service with an 832 Penal Code approved law enforcement agency. These shall be gold in color (2" x 3/8") and worn on the lower left sleeve.

6.30 UNIFORM ORNAMENTATIONS

Officers are attired in uniform so that all will appear in the same neat, clean, and orderly clothes for public recognition.

Any ornamentation deemed necessary for this uniform has already been described in the foregoing specifications.

Further articles intended to enhance the uniform are permitted for uniform shirts and must fall within the following specifications:

- A. Training, service, or ornamental pins: The wearing of special training, service, or ornamental pins will be optional, limited to two (2) pins only, to be worn on the right shirt pocket flap, one on each side, midway between the button and pocket flap edge. If only one pin is worn, it shall be located to the left of the wearer's button. The following pins are authorized:
1. American flag (if the employee served in the U.S. Military, can have the same size branch insignia attached)
 2. SRT
 3. City service
 4. Traffic wheel (traffic officers and traffic CSO's only)
 5. Peace officer memorial
 6. FTO
 7. 10851 VC (AAA)
 8. Command college
 9. Drug recognition expert
 10. Mothers against drunk driving
 11. FBI National Academy pin
 12. SIU
 13. BeStow
 14. P.E.R.T.
 15. PEER Support
- B. Special awards or commendation medals: Special awards and commendations recognized by a uniform pin will be optional and worn centered 1" inch above the name badge. The particular pins will be approved and displayed in the manner directed by the Chief of Police.

6.31 PERSONAL ITEMS

The following items, when worn by uniformed members, must comply with the listed specifications.

- A. Necklaces: Choker-type necklaces shall not be worn with the uniform. Religious or identification types may be worn but on a chain long enough so as not to be visible when worn with an open collar uniform shirt.
- B. Earrings: Female officers in uniform may wear plain, stud-type earrings in pierced ears. Earrings must be gold or silver color. The wearing of earrings for male officers is prohibited while on duty at any time.

- C. Tie holders: If worn, must be one of the following: plain and solid gold in color, gold with a miniature La Mesa Police Department badge, a miniature La Mesa Police Department badge pin or the City of La Mesa Service Award Pin.
- D. Watches: If worn, must be gold, silver, or black finish. Watch bands that are dark blue or brown in color are acceptable.
- E. Rings: Only one may be worn on each hand and are subject to Department approval.
- F. Sunglasses: If worn, frames must be silver or gold metal or colored black, dark blue, or brown. Lenses may not be mirrored or reflectorized. Retaining straps must be black, dark blue, or brown in color and may not incorporate any design.
- G. Pens/pencils: Must be black, gold, or silver in color. Accent colors may be black, gold, or silver.
- H. Bracelets - Bracelets commonly considered to be used as jewelry shall not be worn unless required for medical alert purposes. Only one rubberized, paracord or aluminum bracelet, commonly identified as representing law enforcement or military memorials, may be worn if it is conservative or subdued in size and color.

6.32 SHOULDER PATCHES

The shoulder patch design shall be approved by the Chief of Police. Patches are to be affixed ½" below the shoulder seam of the shirt and 1" below the shoulder seam of a jacket, on each sleeve. Patches will be issued upon request and subsequent presentation of a receipt indicating the purchase of a new shirt or jacket.

6.33 MOTOR OFFICERS

The regular duty uniform for a motor officer shall be all those items enumerated in Section 6.06.02, with the following exceptions.

- A. Breeches: Motoport Police Air Mesh Kevlar Breeches.
- B. Turtleneck: A black turtleneck dickie may be worn under the shirt.
- C. Boots: Standard patrol boots 8" to 11" measured from heel to ankle to provide support. Motorcycle riding boots (Optional personal equipment for duty use): Similar in appearance to patrol boots shall be of smooth black leather capable

of receiving a presentable shine with a plain rounded toe and rubber sole. Boots may have Velcro fasteners in lieu of laces or zippers.

- D. Gloves: Black or tan may be worn anytime while riding a motorcycle.
- E. Glasses: Clear or gray tint safety lenses.
- F. Helmet: White and black, DOT approved, with radio headset. The service life of the helmet is not to exceed two years.
- G. Baseball cap: Motor officers assigned to motor duty, when not wearing a helmet may wear a baseball cap, as described in 6.20.B.
- H. Shirts: Motor officers shall have the "motor wheel" insignia on the shirt sleeves, centered below the shoulder patch with the uppermost point of the insignia ½" below the bottom point of the patch.

The Class A uniform for a motor officer shall be all those items enumerated in Section 6.06.01 with the following exceptions.

- A. Breeches: Motoport Police Air Mesh Kevlar Breeches.

6.34 INVESTIGATIONS UNIT DRESS STANDARDS

The following provisions apply to the sworn members of the Investigations Unit when on duty, including both regularly and assigned hours of duty and when called back to duty. Detectives are expected to dress in a business-like manner within the following guidelines:

- A. Ties: Ties will be worn during court appearances and as directed by management and supervisor staff within the Investigation Unit chain of command.
- B. Shirts: A dress shirt, generally described as a shirt with a collar and button front, of oxford or broadcloth material, compatible for wear with a tie, is the standard approved shirt. Short sleeved, business style shirts with a straight hem designed to be worn un-tucked may also be worn. A sport or "polo" shirt, may be worn during the time periods of casual attire.
- C. T-shirts: are not approved unless specifically authorized by staff in the Investigations Unit chain of command, due to the operational needs or considerations.

- D. Suits and coats: Suits or sport coats are approved for duty wear. Jackets of leather or cloth material, in a sport coat style, are also approved for duty wear.
- E. Pants: Suit or dress slacks are approved for duty wear. Pants, typified by "Dockers" style pants, may be worn for casual attire. Levi-style pants are generally not approved except in specific instances approved by the Division Commander due to operational needs or considerations.
- F. Shoes: Dress shoes made of leather or similar materials are approved for duty wear and may be in either a lace-up or slip-on style. Leather and/or suede shoes appropriate to casual attire may be worn as approved by competent authority. Tennis-style or sport-type shoes may be worn when approved by the Division Commander due to operational needs or considerations.
- G. Boots: Short, zip up boots may be worn, but boots with harness rigging, buckles, or brads will not be worn.
- H. Firearms: A Department issued firearm or personally owned duty handgun shall be carried by the detective at all times while on duty. An approved personally owned duty handgun chambered in 9mm, .40 S&W, or .45 caliber, purchased at the officer's own expense, may be carried by the detective. When such personally owned duty handgun is the detective's primary duty firearm, it shall be used at each Department quarterly qualification session, during any training courses and during the secondary/backup firearm qualification course. An additional secondary/backup firearm may also be carried per Department Instruction 111 at the detective's discretion. The Detective will continue to qualify with their Department issued firearm per Department Instruction 506.
- I. Hats: Hats are optional but must be in a style consistent with the clothing worn.
- J. Female officers: Those assigned to Investigations shall dress in a business-like manner, unless otherwise directed. Skirts and dresses shall be no more than four inches above or below the middle of the knee. Conservative necklines will be worn. Heels shall not be over three inches in height. All clothes shall be neat and clean.
- K. Holsters: May be tan or black in color with plain or basket weave finish.
- L. Call-out uniform (Optional personal equipment for duty use): The Call-out uniform will consist of tan utility or cargo style pants and a "staff shirt", as

defined in section 6.14.1. This uniform should be used for callouts and other special details as approved by the supervisor.

- M. Undercover operations: In operations which require officers to blend into an environment without being readily identified as law enforcement, detectives may wear casual clothing. The clothing shall not be offensive and should not depict violent graphics or words.

Generally the clothing worn shall be generic and make them appear as a normal citizen. At times the assignment may call for a “criminal look” and an unshaven appearance. The wearing of jewelry items otherwise not allowed can be authorized by the supervisor for specific operations. During these types of undercover operations, detectives must have supervisor approval and shall not be identifiable to the general public as a police officer.

6.34.1 SPECIAL INVESTIGATIONS UNIT DRESS STANDARDS

The mission of the SIU is to identify and impact serious, emerging, or chronic crime issues. To further the accomplishment of this mission, the unit must be flexible and wear appropriate dress based on the needs of the unit or mission.

The following provisions apply to the sworn members of the Special Investigations Unit when on duty:

Uniformed Patrol Duties SIU Detectives shall wear the CLASS B or CLASS C uniform when assigned to the Patrol Division or as directed by their supervisor.

Surveillance/Undercover Operations Clothing: In operations which require officers to blend into an environment without being readily identified as law enforcement, detectives may wear casual clothing. The clothing shall not be offensive and should not depict violent graphics or words. Generally the clothing worn shall be generic and make them appear as a normal citizen. At times the assignment may call for a “criminal look” and an unshaven appearance. The wearing of jewelry items otherwise not allowed can be authorized by the supervisor for specific operations. During these types of undercover operations, *detectives* must have supervisor approval and shall not be identifiable to the general public as a police officer.

Special Investigations Unit Clothing: SIU occasionally work organized operations with outside agencies. During these details, SIU Detectives shall wear black BDU pants, black t-shirts, an exterior vest carrier, and a gun belt with a drop holster. The vest carrier will contain ballistic panels and will have the words “Police” clearly visible on the front and rear. The minimum department required equipment shall be carried as described in 6.23 Required Uniform

Equipment of the Department's Rules and Regulations.

Enforcement Clothing: Day-to-day operations with SIU Detectives driving marked units or undercover vehicles may wear jeans along with black t-shirts, an exterior vest carrier, and a gun belt with a drop holster. The vest carrier will contain ballistic panels and will have the words "Police" clearly visible on the front and rear. The minimum department required equipment shall be carried as described in 6.23 Required Uniform Equipment of the Department's Rules and Regulations.

SIU Detectives will follow the same firearm guidelines as delineated in Rules and Regulations section 6.34, H. when they are on duty.

6.35 REQUIRED EQUIPMENT ON DUTY

While on active duty, officers who are required to wear civilian clothes shall carry as full equipment, unless authorized by the supervisor, the following:

- A. Badge
- B. Firearm
- C. Department approved ammunition
- D. Handcuffs
- E. Issued identification card
- F. Driver's license

6.36 DISPATCHER/POLICE SERVICES TECHNICIAN/COMMUNICATIONS SUPERVISOR/POLICE SERVICES MANAGER UNIFORMS

Dispatchers, the Communications Supervisor and Police Services Technicians (PST's) shall wear the uniform items as described and required in the following sections when on duty.

- A. Uniform Shirts: Dispatchers/PST's: Uniform shirts are to be medium blue in color, made of a Dacron polyester/cotton blend, as manufactured by "Flying Cross Duro Poplin" or "Conqueror"; or their equivalent. Shirts may be either long or short sleeve. Shirts must be tucked in at all times.
- B. Uniform Pants: Uniform pants are to be navy blue in color, made in a uniform style, of 100% polyester or wool blend with belt loops. The front pockets may be either standard or "Levi" style.
- C. Belt: The pants belt must be worn with the uniform pants and must be black in color, either plain or basket weave finish, with a width of 1 ¼" to 1 5/8". The buckle should be a "harness" type, generally square in shape, slightly larger

in width than the belt, and have a silver finish.

- D. Sweaters: Sweaters are optional items of personal apparel for duty use, worn over the uniform shirt. The approved lightweight sweater is a black, 100% cotton cardigan, Chestnut Hill Ladies six button cardigan #CCW or its equivalent.
- E. Shoes: Shoes worn with uniform pants must be plain black, light weight leather, lace up oxford or boot style. Plain black athletic style shoes with a rounded toe may also be worn. The shoes shall be plain, with no buckles, bows or other decorations.
- F. Socks: Socks must be worn with the uniform pants. They must be black or navy blue in color and cover the ankle as a minimum height
- G. Hair: Hair shall be neat and clean at all times and worn in a conventional style acceptable in a business setting. Barrettes, bows and other fasteners or adornments should be conservative in design and appropriate to the uniform. Any other semi-permanent hair decorations (tinsel, feathers, etc.) are not permitted. Hair colors shall be limited to those which are commonly described as naturally occurring shades for human beings (i.e. blonde, brunette, black, red, gray) and appropriate for a business office setting.
- H. Makeup: Facial makeup and fingernail colors should be conservative and acceptable in a business setting. Fingernails should not be so long as to interfere with routine or required duties.
- I. Jewelry: Jewelry should be conservative in design, appropriate to the uniform and acceptable in a business setting. It should not interfere with routine or required duties. Jewelry should be limited to no more than two pieces per hand and a maximum two earrings visible in each ear. Visible body piercing, except for earrings, shall not be worn.
- J. Name Tag: Dispatchers / Communications Supervisor / PST's: The name tag is to be worn centered directly above the right breast pocket. It is silver with black lettering and should have the first and middle initials and the last name or first and last name of the dispatcher. Service stars will be engraved on the name tag, centered below the name, for each five years of service.
- K. Uniform Ornamentations: The wearing of special training, service or ornamental pins will be optional and limited to a total of two pins. The pins are to be worn on the right shirt pocket flap, one on each side, midway between the button and flap edge. If only one pin is worn it shall be located to the wearer's left of the button.

The following pins are authorized:

1. American flag (if the employee served in the U.S. Military, can have the same size branch insignia attached)
 2. City Service
 3. Police Badge
 4. Department Awards
 5. FTO/CTO
 6. MOTHERS AGAINST DRUNK DRIVING
 7. Peer Support
 8. BeStow
 9. SRT
- L. Rank Insignia: The Communications Supervisor shall wear small metal silver chevrons (three stripes) on the collar of the uniform shirt and jacket. The chevrons shall be evenly spaced towards the tip of each collar.

6.36.1 OPTIONAL DISPATCHER/PST UNIFORM:

Dispatchers and PST's shall have the option of purchasing at their own expense the following alternate uniform for standard duty use.

- A. The optional Dispatcher uniform can be worn in place of the standard uniform as described above.
1. Polo style shirt, short or long-sleeved, (100% cotton or poly/cotton blend), 3 button opening, double needle bottom hem, similar to Port Authority Silk Touch Sports Shirts L500/L500LS or equivalent, in black. The old style teal blue, in serviceable condition, may be worn until January 1, 2021.

The department patch shall be sewn over the left breast and shall be 3" in height.
 2. Dispatchers/PST's shall have "Communications" embroidered in bold lettering with gold thread, approximately ¾ inches in height, on the shirt under the department patch. The employee will have their first initial and last name embroidered bold lettering with gold thread, approximately 3/4" in height, sewn over the right breast. Shirts will be tucked in at all times.
 3. Basic black twill (100% cotton or 96% cotton/4% lycra) flat-front zipper front, straight legged, pants with side and/or back pockets optional. Acceptable styles are the "Dockers" or "Dickies" brand, or equivalent. Jeans are not permitted.

4. The approved cardigan sweater or the “9-1-1 America’s Lifeline to Safety” fleece zip-front jacket, black in color may be worn over the alternate uniform. The Port Authority ladies two-tone soft shell jacket #L794 in black/graphite may also be worn with the alternate uniform and will be embroidered in the same manner as the polo shirt.
5. The approved department sweatshirt (Section 6.14.2) or a long sleeve “Sport-Wick” technology 100% polyester warm up with a zip-through cadet collar is also authorized for wear with the alternate uniform. “Communications” will be embroidered in bold lettering with gold thread, approximately $\frac{3}{4}$ ” in height, on the shirt under the department patch. The employee will have their first initial and last name embroidered bold lettering with gold thread, approximately $\frac{3}{4}$ ” in height, sewn over the right breast.
6. The wearing of special pins not covered in Section 6.36 subsection L on the approved jacket or lanyard is approved as long as they are work related in nature (BeStow, 9-1-1, 9-11, etc.) and limited to 2 pins on jacket and 2 pins on lanyard.
7. The Communications Supervisor shall have the option of wearing either the approved Department uniform, approved Department polo shirt, or casual business attire. The polo shirt and casual business attire shall be purchased at his/her own expense.

6.37 COMMUNITY SERVICE OFFICER

The Community Service Officer (CSO) shall wear the uniform items as described and required in the following sections when on duty. All provisions of Section 6.0 of the Rules & Regulations shall be adhered to unless otherwise provided for in Section 6.37 or not applicable to the CSO position. Uniform items described in Sections 6.14.1, 6.14.2, are not authorized for the CSO position.

- A. Uniform Shirts: Uniform shirts are to be medium blue in color, made of a Dacron polyester / cotton blend, and may be either long sleeve or short sleeve. Elbeco or equivalent uniform shirts meeting these specifications are approved. The shoulder patch design shall be approved by the Chief of Police. Patches are to be affixed 2” below the shoulder seam of the shirt and the jacket, on each sleeve. A “COMMUNITY SERVICE” rocker patch will be affixed above the shoulder patch, 1” below the shoulder seam of the shirt and the jacket, on each sleeve. Patches will be issued upon request.
- B. Neckwear: As specified in Section 6.14. As optional personal equipment for

duty use, CSO personnel may wear turtleneck shirts under their uniform shirts. The turtleneck shall be a shirt of cotton and polyester weave, navy blue in color. Mock turtlenecks and turtleneck sweaters will not be authorized.

- C. Service Stripes: As specified in Section 6.29, one for each five years of service as a Community Service Officer.
- D. Uniform Pants: Pants are to be dark blue in color, made of a polyester cotton blend material, and designed in a uniform style with belt loops. The front pockets may be either standard or "Levi" style.
- E. Class A Uniform: The CSO Class A uniform shall consist of the following items and will be worn on the orders of the Chief of Police or his/her designee.
 - 1. Long sleeve uniform shirt - As specified in Section 6.37A.
 - 2. Neckwear - As specified in Section 6.13, paragraphs one or two.
 - 3. Uniform pants - As specified in Section 6.15.
 - 4. Belt - As specified in Section 6.16.
 - 5. Shoes - As specified in Section 6.18.
 - 6. Socks - As specified in Section 6.19.
- F. Headgear: As specified in Sections 6.20, B:
- G. Raingear (Optional personal equipment for duty use): As specified in Section 6.22, and a cloth CSO badge shall be used.
- H. Required Uniform Equipment: While on active duty the CSO shall always carry as full equipment the following items:
 - 1. Badge
 - 2. Notebook
 - 3. Issued Identification Card
 - 4. Name Badge
 - 5. Driver's License or copy
 - 6. Department access card
 - 7. Whistle (Readily available)

6.37.5 PARKING CONTROL OFFICER

The Parking Control Officer (PCO) shall wear the uniform items as described and required in the following sections when on duty.

All provisions of Section 6.0 of the Rules & Regulations shall be adhered to unless otherwise provided for in Section 6.37.5 or not applicable to the PCO position.

- A. Uniform Shirts: Uniform shirts are to be medium blue in color, made of a Dacron, polyester/cotton blend, and may be either long sleeve or short sleeve Elbeco or equivalent uniform shirts meeting these specifications are approved. The shoulder patch design shall be approved by the Chief of Police. Patches are to be affixed 2" below the shoulder seam of the shirt and the jacket, on each sleeve. A "PARKING CONTROL" rocker patch will be affixed above the shoulder patch, 1" below the shoulder seam of the shirt and the jacket, on each sleeve. Patches will be issued upon request.
- B. Neckwear: As optional personal equipment for duty use, PCO personnel may wear turtleneck shirts under their uniform shirts as specified in section 6.13. The turtleneck shall be a shirt of cotton and polyester weave, navy blue in color. Mock turtlenecks and turtleneck sweaters will not be authorized.
- C. Service Stripes: As specified in Section 6.29, one for each five years of service as a Parking Control Officer.
- D. Uniform Pants: Pants are to be dark blue in color, made of a polyester cotton blend material, and designed in a uniform style with belt loops. The front pockets may be either standard or "Levi" style.
- E. Class A Uniform: The PCO Class A uniform shall consist of the following items and will be worn on the orders of the Chief of Police or his/her designee.
 - 1. Long sleeve uniform shirt - As specified in Section 6.37.5 A.
 - 2. Neckwear - As specified in Section 6.13, paragraph one.
 - 3. Uniform pants - As specified in Section 6.15.
 - 4. Belt - As specified in Section 6.16.
 - 5. Shoes - As specified in Section 6.18, A. and B.
 - 6. Socks - As specified in Section 6.19.
- F. Class B uniform: The PCO Class B uniform shall consist of the following items:
 - 1. Long sleeve uniform shirt - As specified in Section 6.37.5 A.
 - 2. Short sleeve uniform shirt - As specified in Section 6.37.5 A.
 - 3. Uniform pants - As specified in Section 6.15.
 - 4. Neckwear – May be worn with long sleeve shirts as specified in Section 6.13, paragraph two.
 - 5. Belt - As specified in Section 6.16.

6. Shoes - As specified in Section 6.18.
 7. Socks - As specified in Section 6.19.
 8. Work jackets – As specified in Section 6.17 A. & C. only.
- G. Summer Uniform: The summer uniform may be worn from June 1 to October 31 at the discretion of the PCO unless specific uniform attire is ordered by their supervisor for a specific purpose, function or event.
1. Uniform shirt - As specified in Section 6.37.5, A. (except only short sleeve shirts are approved with shorts.)
 2. Uniform shorts - As specified in Section 6.15, except as shorts.
 3. Belt - As specified in Section 6.16.
 4. Shoes -. As specified in Section 6.18, C.
 5. Socks - As specified in Section 6.19, paragraph 2.
 6. Work jackets – As specified in Sections 6.17 A. & C. only.
- H. Required Uniform Equipment: While on active duty the PCO shall always carry as full equipment the following items:
1. Badge
 2. Notebook
 3. Dept. Issued Identification Card
 4. Name Badge
 5. California Driver's License or copy
 6. Department access card
 7. Whistle
 8. Parking Citation Book
- I. Optional Personal Equipment for Duty Use:
1. Raingear - as specified in Section 6.21, a cloth PCO badge may be in place of the metal badge.
 2. Gloves - as specified in section 6.22. Gloves shall be worn with long sleeve shirts or jackets only.
 3. Headgear: As specified in Sections 6.20, B except as follows: “PCO” shall be substituted for “POLICE.”

6.38 POLICE PROPERTY OFFICER

The property officer shall wear the uniform items as described and required in the following sections when on duty.

- A. Uniform Shirts: Shirts must conform to section 6.14.1.

- B. Uniform Pants: Uniform pants are to be dark in color, made in a utility/work pant style manufactured by "Dickie" or its equivalent.
- C. Pants Belt: The pants belt must be worn with the standard uniform pants and must be black in color, either plain or basket weave finish, with a width of 1¼" to 1½". The buckle should be a "harness" type, generally square in shape, slightly larger in width than the belt, and have a silver finish.
- D. Shoes: Shoes shall be of smooth black leather, with a plain rounded toe, capable of receiving a presentable shine.
- E. Boots: Boots shall be of smooth black leather capable of receiving a presentable shine. They shall have a plain rounded toe. The boot may have a steel protective toe for additional protection. The heels are not to exceed 1½" in height. The boots must measure 4"-11" from the top of the heel to the top of the boot. Boots may be either lace-up or slip-on style (no zipper type boots will be allowed).
- F. Socks: Socks must be worn with the uniform pants.
- G. Jewelry: Jewelry should be conservative in design, appropriate to the uniform and acceptable in a business setting. It should not interfere with routine or required duties.
- H. Headgear: As specified in Sections 6.20, B.

6.39 CIVILIAN NON-UNIFORM PERSONNEL

Civilian non-uniform personnel shall dress in business casual and adhere to the standards set forth in 6.34-Investigation Unit Dress Standards as applicable with the exception of sections G, J, K and L.

6.40 CRIME PREVENTION UNIT STAFF SHIRT (Optional personal equipment for duty use):

The staff shirt shall meet the requirements in section 6.14.1.

Crime Prevention Specialists may wear the staff shirt during the course of their duties and while attending Department sponsored or approved training.

The staff shirt may not be worn while off-duty. A brand or style of shirt other than those specifically names must be approved by the Chief of Police, or his/her designated representative(s), prior to wearing the shirt on duty.

6.41 RETIRED SENIOR VOLUNTEER PATROL

Retired Senior Volunteer Patrol (RSVP) members shall wear the uniform items as described and required in the following sections when on duty.

All provisions of Section 6.0 of the Rules & Regulations shall be adhered to unless otherwise provided for this section or not applicable to the RSVP position.

- A. Hair: As specified in Section 6.00. Beards are permitted for RSVP personnel but must be neatly trimmed and extend no more than 1" from the skin surface.
- B. Uniform Shirts: Uniform shirts are to be white in color, cotton polyester blend, They may be either long sleeve or short sleeve. The Red Kap brand "Image Plus," or its equivalent, as approved, is authorized for RSVP uniform wear.
- C. Neckwear: As specified in Section 6.13, except navy blue in color. As optional personal equipment for duty use, RSVP personnel may wear turtleneck shirts under their uniform shirts. The turtleneck shall be a shirt of cotton and polyester weave, white in color. Mock turtlenecks and turtleneck sweaters will not be authorized.
- D. Patch Badges: RSVP personnel shall wear the regulation patch badge on the outside of the outermost garment worn, over the left breast and always in sight.
- E. Service Ribbons: Service ribbons may be worn on the shoulder epaulets of the uniform shirt in accordance with the below listed schedule. The service ribbons are to be worn on both sides of the uniform shirt and are to be obtained from the Safety Volunteer Coordinator.

500 hours = Blue

1,000 hours = Red on Blue

2,000 hours = Silver on Blue

3,000 hours = Gold on Blue

5,000 hours = One gold star pin in center of Gold on Blue epaulet on right shoulder

10,000 hours = Two gold star pins side by side in center of Gold on Blue epaulet on right shoulder

- F. Shoulder Patches: RSVP shoulder patches shall be worn as specified in Section 6.32.

- G. Uniform Pants: Uniform pants are to be Dickies brand in approved style, dark

blue in color.

- H. Class A Uniform: The RSVP class A uniform shall consist of the following items and will be worn on the orders of the Chief of Police or his/her designee.
1. Long sleeve uniform shirt - As specified in Section 6.43, B.
 2. Neckwear - As specified in Section 6.13, paragraphs one or two, except dark blue in color.
 3. Uniform pants - As specified in Section 6.43, G.
 4. Belt - As specified in Section 6.16.
 5. Shoes - As specified in Section 6.18.
 6. Socks - As specified in Section 6.19.
- I. Summer Uniform: The summer uniform may be worn at the discretion of the RSVP unless specific uniform attire is ordered by a supervisory or ranking officer in his/her chain of command, for a specific purpose, function or event. The summer uniform may not be worn while assigned to the Police department.
1. Uniform shirt - As specified in Section 6.43, B.
 2. Uniform shorts - As specified in Section 6.43, except as shorts.
 3. Belt - As specified in Section 6.16.
 4. Shoes - As specified in Section 6.18.
 5. Socks - As specified in Section 6.19.
- J. Color Guard Uniform: The Color Guard uniform shall be worn by the designated members of the RSVP Color Guard at special events and functions, as approved by the Community Resources Unit Manager. It shall consist of the following:
1. Headgear - As specified in Section 6.43, K, 2.
 2. Shirt - As specified in Section 6.43, B, long sleeve only.
 3. Ascot - A black ascot shall be worn as the approved neckwear.
 4. Gloves - White gloves, of a cotton polyester blend material, are to be worn. The gloves shall cover the entire hand and not extend onto the forearm beyond the wrist.
 5. Pants - As specified in Section 6.43, G.
 6. Shoes - As specified in Section 6.19.
 7. Spats - White spats shall be worn over the shoes.
 8. Color guard service pin - The color guard officers may wear the color guard service pin on the right breast pocket flap of the uniform shirt while on duty.

- K. Headgear: As specified in Sections 6.20, B, except as follows:
1. The baseball cap shall have "RSVP" in place of "Police".
 2. The Campaign Hat shall be blue in color and worn with a Department approved "Volunteer Patrol" cap ornament, and a silver acorn crown cord.
- L. Raingear (Optional personal equipment for duty use): As specified in Section 6.21, except a cloth RSVP badge shall be used.
- M. Required Uniform Equipment: While on active duty RSVP members shall always carry as full equipment the following items:
1. Notebook
 2. Issued Identification Card
 3. Name Badge
 4. Driver's License
 5. Department Access card
 6. Whistle
- N. Sweaters: Sweaters are optional items of personal apparel for duty use, worn over the uniform shirt.
1. The sweater must be cardigan style with no collar, navy blue, button or zip front. The approved sweater is manufactured by the School Apparel Company, Model San Francisco Woolen Mills number 5510. A cotton knit blend similar in appearance is permitted, as approved by the Chief of Police. The approved light weight sweater is a navy blue, 100% cotton cardigan, stock number 2266-721X, sold by "Lands End," or its equivalent.