

# WEST PALM BEACH POLICE DEPARTMENT

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## II-20 UNIFORM AND PLAIN CLOTHES ATTIRE, EQUIPMENT AND APPEARANCE POLICY

**EFFECTIVE: 09/15/2005**

CALEA Standards: 41.3.4

CFA Standards: N/A

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**I. POLICY:** The West Palm Beach Police Department requires all members to be neat, well-groomed and professional in appearance and personal hygiene. The dress and equipment used by members of the Police Department will be properly maintained so that a positive image is projected.

### **II. UNIFORMS WORN BY OFFICERS:**

A. Members assigned to specific units, sections, divisions, or bureaus will be issued, in addition to the standard uniform and equipment additional uniforms and equipment specific to their assignment, as required. Original equipment issued to:

1. Patrol Officers and officer supplied equipment (Appendix A),
2. Canine Unit (Appendix B),
3. Traffic Section members (Appendix C),
4. SWAT Team,
5. Bomb Squad (Appendix D),
6. Police Recruits (Appendix E),
7. Criminal Apprehension Team (CAT) Officers (Appendix F),
8. Helicopter Pilots (Appendix G),
9. Air-boat/Water Catchment Area (Appendix H).
10. Dive Team (Appendix I),
11. Bicycle Unit, and

B. Because of the duties of officers assigned as negotiators, the Hostage Team Commander has the authority to set the standard of dress for the team while they are engaged in a negotiation.

### **III. UNIFORMS ISSUED TO CIVILIAN MEMBERS:**

- A. Evidence Specialist assigned to the Property and Evidence Section (Appendix J).
- B. Vehicle Maintenance Staff assigned to the Support Services Division (Appendix K).
- C. School Crossing Guards assigned to Uniform Special Services (Appendix L).
- D. Crime Scene Technicians assigned to Crime Scene Section (Appendix M).
- E. Clerical personnel in Crime Scene who fingerprint (Appendix N).
- F. Code Enforcement Officers (Appendix O).
- G. Community Service Aide (Appendix P).

H. All clothing and other goods provided to sworn and non-sworn members will be subject to budgetary consideration.

I. If a division, unit, etc., does not require the member to wear a uniform, they are required to adhere to section VII, plain clothes attire for sworn and non sworn personnel.

**IV. ISSUANCE OF UNIFORMS AND EQUIPMENT:**

A. Staff Services will be responsible for ensuring that all sworn personnel receive their initial issue of uniforms, equipment, and related supplies.

1. Upon notification by the Staff Services Division, the Quartermaster will be responsible for the issuance of all general use equipment and supplies to new members.

2. Some items are not furnished by the Department and must be purchased by the officer. This may include, but is not limited to, shoes or boots, trouser belt, handcuffs and flashlight.

B. The Staff Services Division will be responsible for the issuance of all firearms, ammunition and non-lethal weapons.

C. All issued, non-expendable items remain the property of the City of West Palm Beach Police Department and will be returned upon separation (resignation, dismissal, termination), or on request.

1. Police Officers, on promotion to the rank of Sergeant, will retain possession and responsibility for their numbered, issued Police Officer badge as part of the inventoried property assigned to them.

2. Upon retirement, the Police Department may present the retiring officer or other member with any or all of the badges or other issue insignia for any rank earned as part of a retirement plaque or other tribute to the member's career of service to the public.

**V. UNIFORM REGULATIONS FOR POLICE OFFICERS:**

A. Only sworn police personnel are to wear any item of clothing that identifies the person as a police officer for this Department.

1. Police personnel may not sell any imitation police T-shirts, hats, or clothing items with West Palm Beach Police Department, WPBPD SWAT, or any similar reference to the Department unless authorized by the Chief of Police in writing.

2. Any unauthorized production of the police badge or clothing items may violate F.S.S. 843.085 Unlawful use of police badges or indicia of authority.

B. The regulation uniform shirt will be navy blue, short sleeves and will be worn with only the top button unbuttoned. Regulation uniform shirts will have the Department patch on both sleeves.

1. Motorcycle Officers will wear the issued white uniform shirt or the issued long sleeve navy blue uniform shirt, depending on the weather.

a. A motor wheel patch will be worn on the right sleeve.

2. The Traffic Section Supervisor will authorize the uniform of the day for motorcycle officers as needed.

3. Uniform shirts for Sergeants will have chevrons on each sleeve under the Department patch.

4. All ranking officers (Sergeants and above) will wear insignia pins issued by the Department on the collars of their uniform shirt.

5. The approved white Polo style shirt may be worn at authorized events or functions. The shirt will be worn with only the top button unbuttoned.

6. The Department Chaplain is authorized the wear of a plain insignia of their religious affiliation on the collars of the issued uniform.

C. Dress long sleeve navy blue shirts, dress tie and hat will be issued and worn for ceremonial purposes and when deemed appropriate by the Chief of Police.

1. Dress long sleeve white shirts and a tie will be worn by Captains, Assistant Chiefs and the Chief of Police when appropriate.

2. Hash stripes will be sewn on the left sleeve of the long sleeve shirt. One stripe indicates a four year increment of service.

D. The regulation uniform pants will be navy blue.

1. Motormen=s uniform pants will be navy blue with a stripe down the sides.

E. The police badge (shield) is to be worn centered above left pocket of the shirt.

F. The name plate is to be worn centered, immediately above the right pocket of the shirt.

G. Officers are prohibited from wearing hoods or other concealment of the head or face area while in a marked police vehicle or in the performance of their duties. The only exception to this will be:

1. SWAT, CAT, and OCS members in the performance of their duties and with the express prior approval of their supervisor.

H. Other pins, insignias, or decorations approved to be worn on the uniform shirt will be worn immediately above the name plate. The approved pins are as follows:

1. A unit or specialized assignment designation pin, to be worn only during the time assigned to that unit, will be worn centered, immediately above the name plate. The pins are as follows:

- a. Bomb Squad Pin,
- b. Crime Prevention Unit Pin or DARE Pin,
- c. Field Training Officer (FTO) Pin,
- d. Juvenile Officer Pin,
- e. K-9 Unit Pin,
- f. SWAT Team Pin,
- g. Traffic Unit Pin (T.H.I., Motor Wings, etc.),
- h. C.A.T. Team Pin,
- i. Dive Team Pin,
- j. C.O.P. Pin, and
- k. Crisis Negotiator Pin.

2. The wearing of a Designated Pin is authorized for SWAT members who are no longer active members of the SWAT team. If worn, the pin will be centered below the officer's nameplate on the pocket of the uniform shirt.

3. Awards Bars or specialized unit pins (if an officer has more than one award pin) will be worn in the order listed with highest ranking bar at the top, centered immediately above the officer's nameplate

- a. American Flag bar
- b. Medal of Honor,
- c. Police Combat Cross Medal,
- d. Meritorious Police Duty Medal,
- e. Purple Heart Medal,
- f. Excellent police duty medal,
- g. Lifesaving medal,
- h. Chief=s medal/Officer of the year,
- i. Career Service Medal and
- j. Officer of the Quarter medal

4. A lapel style pin which depicts a full American flag may be worn centered above the member's medals or name tag in lieu of the American Flag Bar. However, only one of these devices will be worn on the uniforms at any time.

5. The Chief of Police may authorize the special occasion wear of an approved special or commemorative insignia (i.e., ribbons, flags, badges or pins), designate the location worn, and the duration of time the item may be worn.

I. The portable radio microphone holder, if worn by the officer, will be attached to the epaulet of the uniform shirt.

J. When worn, soft body armor will be worn under the uniform shirt so it is not visible outside of the uniform

1. When wearing dark blue crew neck T-shirt with soft body armor, it may be visible at the neck if it is the same color blue as the vest. When an undershirt of any other color is worn, it will not be visible outside of the uniform shirt.

K. A uniform jacket will be issued and worn as required. All jackets will have the Department patch on both sleeves.

L. A uniform hat with a cap piece and/or a helmet with a cap piece will be issued and worn during specified times while on duty, at ceremonies or special occasions requiring its use, or when ordered by a commanding officer or supervisor. A baseball style cap may be worn at special events when authorized by the Chief of Police.

M. A gun belt with holster, ammunition pouches, handcuff case, portable radio holder, baton holder, O. C. spray holder and four belt keepers will be issued. Belt keepers, Velcro or snap type, are worn where necessary to support the gun belt. The remaining items will be worn in the following manner: beginning from the front, moving around to the gun hand side of the body, and back around the front of the body:

1. 1 handcuff case,
2. O.C. spray holder,
3. Department approved holster,
4. Optional mini-flashlight holder, gloves, knife case and knife or optional second single handcuff case, etc.
5. Department issued portable radio holder,
6. Department issued ASP holder,
7. Magazine pouch(s) with magazine(s) in a vertical carrying position, and
8. Department approved Taser holster
9. Motor Officers will wear a black cross strap attached to the belt in front of the holster over the opposite shoulder, and attached to the belt to the rear of the holster.

N. Firearm fully loaded.

O. Handcuffs and key.

P. Portable radio and lapel microphone, if available.

Q. Issued expandable friction lock baton.

R. Plain toed smooth black shoes, athletic type shoes or boots.

S. Black socks.

T. Traffic whistle.

U. Full finger black leather or Kevlar gloves may be worn for safety and protection. Black leather or Kevlar gloves may not be worn during routine assignments. They are to be worn during specific police functions such as search warrants or searches of contaminated persons or property.

1. Weighted gloves are prohibited. Colored gloves are prohibited, except for orange glove for use in traffic direction.

V. Police identification.

W. Valid Florida Driver License.

X. All officers will have immediate access to the following items:

1. Flashlight,
2. Florida Criminal and Motor Vehicle Laws,
3. City of West Palm Beach Police Department On-Line Procedures Manual, and
4. All Department report forms and other forms necessary to perform the duties of a police officer.

Y. All officers will carry a note pad, courtesy cards, field interrogation cards, and black ball point pen.

## **VI. UNIFORM APPEARANCE:**

A. Uniforms will be properly fitted, clean, neat, well pressed, and in good repair.

B. Uniform members will wear the Department issued uniform and equipment in strict conformity to Rules and Regulations.

C. Uniforms will be altered to fit the member by the vendor at the time of order.

1. Pants will be clean and tailored so the bottom hems touches the vamp of the shoes.
2. If a member decides to alter any uniform after it is issued, the member will pay for the alteration.
3. Uniformed items will not be altered for any reason other than to ensure proper fit.

D. Undergarments will not be worn intentionally visible outside of the uniform.

E. Members will not mix civilian clothing with the official uniform, on or off duty.

F. Metal accessories worn with the uniform will be kept clean and shined.

G. Shoes/boots and leather goods will be kept clean and well polished.

H. Only the approved jacket will be worn.

I. Members attending court hearings or trial will wear their uniform, dress suit, or sports coat and tie.

J. Members attending depositions, traffic court or meetings with the State Attorney may wear plain clothes. They are not required to wear coats and ties. However, dress slacks and dress or casual (collared, Polo style) shirts will be worn.

K. Members will not wear the official uniform outside the county except when necessary to perform official duties or with the approval of a Division Commander.

L. Members may wear plain clothes or the uniform while en route to and from work.

M. Wearing or using any uniform or issued equipment including garments, handcuffs or weapons for additional employment will not be allowed unless it is an approved extra duty detail or employment.

N. Members may wear sunglasses while in uniform. Frames should be conservative in appearance.

**VII. PLAIN CLOTHES ATTIRE FOR SWORN AND NON SWORN PERSONNEL:**

A. All members, including light-duty normally uniformed personnel, will dress in a casual business like manner while on duty or representing the West Palm Beach Police Department unless the situation or event requires more formal attire. Exceptions to these clothing requirements may be granted by a Division Commander or the Chief of Police on a special purpose, limited time basis to meet a specific need or as a special privilege, such as Address down Fridays@.

1. All Members:

- a. No faded, torn, wrinkled, suggestive, offensive, or indecent garments will be worn.
- b. Denim jeans of any color are prohibited except when authorized as a special privilege, such as Address-down Fridays.@
- c. Clean industrial, work, utility or deck shoes may be worn where appropriate.
- d. Sport sneakers are prohibited except for Address-down Fridays.@
- e. Exceptions for footwear required by medical necessity will be permitted with a doctor=s written approval or prescription.

2. Male:

- a. Button up dress shirt or polo style shirt. The shirt must have a collar unless worn underneath a jacket. Shirrtails must be worn inside the pants.
- b. Dress or casual slacks.
- c. Dress shoes or boots.
  - 1 Moccasins, thongs, sandals, etc. are forbidden.
- d. Socks must be worn.
- e. Suit, sport coat, tie.

3. Female:

- a. Conservative dresses, skirt and blouse, slacks and blouses, or pant-suits. Pants must be full (ankle) length. T-shirt style blouses may be worn under a jacket.
- b. Sweats, sweatshirts, leggings, spandex clothing, pedal pushers, capri pants, micro mini-skirts, halter tops, bare midriff, or shorts will not be worn.
- c. All footwear must complement the clothing worn, such as pumps, flats, or dress sandals with enclosed backs or back straps.
  - 1) Moccasins, thongs, strapless sandals, flip-flops, etc. are forbidden.
- d. All shirts, slacks or pants will be worn securely buttoned and/or zipped.
- e. All hosiery/socks worn and exposed above the foot will complement the clothing being worn.

B. Non-sworn members and sworn members assigned to plain clothes or non-uniform duty will be the responsible for the care and maintenance of their clothing.

C. Firearms and handcuffs will be concealed when a member is in public view, when not actively engaged in an investigation at a crime scene. The badge should only be visible while at crime scenes, executing search warrants, civil disturbances, and to identify the officer during personal contact with suspects, victims and witnesses. The badge should not be visible unless identification of the officer is important to the function being performed.

D. Members not conforming to the foregoing standards are subject to disciplinary action upon recommendation of the designated Bureau Commander and with approval and at the direction of the Chief of Police.

E. Police personnel assigned to the Criminal Investigations Division will be required to dress in a professional manner, depending on the assignment and the required duties of their position. They will keep a coat and tie in their office in case of a mandatory court appearance. The CID Commander has the authority to set the dress

code for the Division based on operational needs.

F. The Narcotics Division Commander has the authority to set the dress code for the division based on operation needs.

G. All plain clothes police officers are required to have a complete uniform and equipment available to them at the police station.

I. The Chief of Police will be the final authority as to any deviation, change, or alteration of any duty uniform or attire worn by members of this Department.

**VIII. MAINTENANCE, REPLACEMENT, LOSS, OR DAMAGE TO UNIFORMS AND EQUIPMENT:**

A. All issued uniforms and equipment will be kept clean and in good repair.

B. Members will notify their Supervisor or Shift Commander of any damaged uniforms or hazardous, defective, or damaged equipment. The damaged uniform or hazardous, defective or damaged equipment will be documented in an Offense Incident Report.

C. Laundering contaminated uniforms, leather goods and personal clothing is the responsibility of the member (Appendix P).

D. Replacement of uniforms due to normal wear and use will be handled through the member's Shift Supervisor, who will inspect the uniform items and, if warranted, direct the member to the Quartermaster. The Quartermaster will then authorize the member to obtain a replacement from the uniform supplier.

E. If leather goods or equipment needs repair or replacement, the member will obtain them through the Administrative Sergeant, after receiving authorization from his or her supervisor or Shift Commander.

F. Lost equipment will be documented in an Offense Incident Report. The report will be forwarded through the chain of command.

1. The replacement of lost or damaged personally owned items and equipment caused by negligence of a member will be the responsibility of that member.

2. Whenever Department property is lost or damaged by a member, an administrative investigation will be conducted by the member's immediate supervisor to determine if the loss or damage was due to negligence on the part of the member.

G. Officers will not secure Department issued equipment in the passenger compartment of a vehicle or in the trunk area if access can be gained by an interior trunk release mechanism not dependent on a key, the ignition being on, or another locking mechanism. This includes an officer=s personal vehicle and/or take-home vehicle.

H. No member of the West Palm Beach Police Department will sell, give, exchange, or trade police uniforms or equipment to anyone outside of the Police Department without written authority from the Chief of Police.

I. No member will have in his or her possession any key or access card not specifically issued to that person.

**IX. APPEARANCE & GROOMING:**

A. While on duty, unless expressly authorized by competent authority, all members of the Department will be well groomed and clean. Dyed hair must be a natural human color. All members will conform to the following standards of appearance:

1. Hairstyles - male/sworn:

a. Hair will be neat, clean and styled to present a groomed appearance.

b. The length of the hair on the side of the head may not extend outward beyond the outermost edge of the top of the ear, must be affixed in a manner that does not cover any part of the ear, and the hair may be trimmed to allow the hair to be combed or brushed over the top and behind the ear.

- c. Hair will be evenly trimmed with length not to exceed one and one half inches and will be tapered proportionately along the sides and the back of the head. The hair will not extend at any point below the shirt collar at the back of the neck or protrude onto or over the ears.
- d. Sideburns will not extend below the bottom of the ear. The maximum width at the bottom of the sideburns will not exceed one and three-fourths inches. Sideburns will not cover any part of the ear and will present a groomed appearance.

2. Facial hair:

- a. Members will be clean shaven, except for mustaches, which must be neatly trimmed and will not extend more than one-half inch beyond the corners of the mouth nor more than one-fourth inch below the corner of the mouth nor cover any part of the lip. No other facial hair will be allowed.
- b. Beards and goatees will not be permitted except for members assigned to Narcotics Division or other specialized assignments authorized by the Chief of Police.

3. Hairstyles - Female/Sworn:

- a. Hair will be neat, clean and styled to present a groomed appearance.
- b. Hair in front will be styled so that it does not fall below the eyebrows.

4. Hair style will be at the discretion of the individual officer. The length of hair for female officers while in uniform will not extend downward beyond shoulder length. Hair ornaments may be worn to confine the hair as long as a neat and professional appearance is maintained and the accessories conform to the uniform or plain clothes attire.

B. Hairstyles -male/female non-sworn:

- 1. Male and female members who have contact with the public are required to follow the same guidelines as sworn members.
- 2. Members who do not have contact with the public (Dispatch Operations) may deviate from these guidelines at the discretion of their Division Commander. The final authority in these matters is the Chief of Police.

C. Jewelry may be worn on the hands, wrist and fingers and be limited to a wrist watch, wedding/engagement ring (or set), and no more than two (2) other rings (such as class, school, or organization ring).

- 1. The Department will reimburse the member for certain items of personal property necessary to perform job functions such as, but not limited to, wrist watches and prescription glasses that are lost or damaged in the performance of duty. The Department will reimburse a reasonable amount for the lost or damaged property with the final authority being the Chief of Police.

D. Bracelets will not be worn by uniform members.

E. All female sworn uniformed members may wear earrings while on duty. Female officers who desire to wear earrings will wear one pair of small button type or non-dangling type for officer safety and to portray a professional image.

F. All male sworn members are prohibited from wearing earrings while on duty.

G. All members are prohibited from wearing any item of ornamentation in any body piercing, such as, in their nose, eyebrow, tongue, or any other location on their body that is visible, during any duty hours, or at any duty-related function.

- 1. The Chief of Police may authorize duty wear of such items or ornamentation when necessary for a special purpose for a limited period of time.

H. If a necklace is worn by members in uniform, it will be worn on the inside of the shirt and will be concealed from view.

- I. Sworn members will maintain a maximum 1/4" nail length beyond the finger tip.
- J. Nail polish may be worn only by female officers and should be of a conservative color.

**X. TATTOOS/BRANDS/BODY MAKE-UP/ART:**

A. Members who have tattoos, brands, and/or body ornamentation that is visible while in uniform or plain clothes attire on duty (and while operating or otherwise utilizing Department motor vehicles or equipment while off-duty) shall ensure that said tattoo(s), brand(s), or body ornamentation shall not be disruptive, adversely impact proper discipline, impede the performance of law enforcement duties, or otherwise interfere with the regular operation of the Department consistent with the prohibitions below:

- 1. Members= visible tattoo(s), brand(s) and/or body ornamentation shall not depict, describe, or otherwise refer to sexual conduct, acts, organs, or preferences.
- 2. Members= visible tattoo(s), brand(s) and/or body ornamentation shall neither depict, describe, nor refer to intolerance of, or discrimination against, any race, religion, gender or national origin, nor shall any member have any tattoo(s), brand(s), and/or body ornamentation commonly associated with organizations or groups which advocate such intolerance or discrimination.

**XI. REFERENCE:**

- Rules and Regulations, Section 4.
- SOP # II-2 Property Acquisition and Control.
- SOP # II-3 Special Events, Extra Duty Details and Outside Employment.
- SOP # III-12 Soft Body Armor.
- SOP # III-14 Weapons and Ammo
- SOP # IV-19 Terrorism/Weapons of Mass Destruction Response.
- SOP # IV-25 SWAT Team Function.
- SOP # IV-29 Police Mountain Bike Function

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**Delsa R. Bush, Chief of Police**

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Revision Dates: 02/15/2004, 08/01/1999, 12/15/1999, 03/15/2000, 01/01/2001, 02/15/2001, 01/30/2002, 11/10/2002, 04/13/2003, 06/08/2003, 12/17/2003, 02/15/2004, 01/01/2005, 09/15/2005

Job Title Task Files: All Members

**APPENDIX A**

## Police Officer-Patrol Division

**Clothing:**

1. 3 pairs of navy blue pants.
2. 4 dark blue short sleeve shirts with Department patch on both sleeves.
3. 1 jacket with liner with Department patch on both sleeves.
4. 1 long sleeve navy blue dress uniform shirt,
5. 1 tie.
6. 1 hat with metal band.
7. 1 orange traffic vest.
8. 1 soft body armor bullet proof vest.
9. 1 pair of black socks (supplied by officer).

**Equipment: (Metal)**

1. 1 .40 cal. semi-automatic pistol with 3 magazines.
2. 1 name plate.
3. 1 police badge.
4. 1 cap piece.
5. 1 baton & holder.
6. 1 handcuff and key (supplied by officer).
7. 1 traffic whistle (supplied by officer).

**Equipment: (Leather, etc.)**

1. 1 gun belt.
2. 1 holster.
3. 1 handcuff case.
4. 1 double magazine holder.
5. 1 O.C. spray holder.
6. 4 belt keepers.
7. 1 portable radio, 2 batteries and charger.
8. 1 radio holder.
9. 1 rain coat.
10. 1 pair of plain toed smooth black shoes, athletic type shoes or boots (supplied by officer).

**APPENDIX B**

## Canine Unit

1. 5 dark blue T-shirts with Department patch and K-9 patch.
2. 5 pairs of dark blue utility pants.
3. 1 leather jacket.
4. \* pants may be worn bloused over jump/work boots.

**APPENDIX C**

## Traffic Section

## Motorcycle Officer:

1. 3 pairs of motorcycle pants, with silver stripe on the outside seam of each leg.
2. 5 white short sleeve shirts with Department patch on both sleeves.
3. 1 white long sleeve shirt with Department patch on both sleeves.
4. 1 blue long sleeve shirt with Department patch on both sleeves
5. 1 pair of Department approved motorcycle boots.
6. 1 Department approved motorcycle helmet with metal cap piece.

7. 1 leather strap (Sam Browne) strap.
8. 1 dark blue Ascot scarf (worn for special occasions and ceremonies as required).
9. 1 dark blue dress parade cord (worn for special occasions and ceremonies as required).
10. 1 leather jacket (to be worn when required).
11. 1 Department issued rain suit.
12. 1 blue shoulder braid.

Traffic Homicide Investigator:

1. 2 Traffic Homicide Investigator jumpsuit.

#### **APPENDIX D**

Police officers assigned to the Bomb Squad

1. 2 dark blue polo style shirts with WPBPD logo on front and WPBPD on back.
2. 1 pair of tan battle dress uniform pants.
3. other necessary equipment as determined by the Bomb Squad Commander.

#### **APPENDIX E**

Police recruit(s) as required by the academy

1. 3 light gray short sleeve shirts with a Department patch on the left sleeve and an academy patch on the right sleeve.
2. 3 pairs of dark gray pants.
3. 2 sets of white T-shirts and dark blue shorts with academy logo .
4. 1 baseball cap.
5. 1 utility uniform belt.
6. 1 name plate.
7. \* The following items are not issued, but the recruit is required to have:
  - a. white socks,
  - b. tennis shoes, and
  - c. the above two items are worn when participating in physical activities.

#### **APPENDIX F**

Special Investigative Division

1. 5 dark blue polo style shirts.
2. 3 pairs of BDU s.

#### **APPENDIX G**

Helicopter Pilots (Officers)

1. 5 gray cotton T-shirt with Apolice@ logo on the front and back and 5 navy blue BDUs pants.
2. 1 flight suit, 1 flight jacket, 2 flight helmets (1 for assigned officer and 1 for use by any designated observer).

#### **APPENDIX H**

Air Boat/water Catchment Center Area

1. 5 gray cotton T-shirt with Apolice@ logo on the front.

2. 5 dark blue pair of BDUs.

### **APPENDIX I**

#### Dive Team

1. 1 dark blue polo style shirt.
2. 2 dark blue cotton T-shirt with a police@ logo on rear.
3. 1 pair of tan battle dress uniform pants.
4. 2 pair of tan battle dress uniform pants
5. other necessary equipment as determined by the Dive Team Commander.

### **APPENDIX J**

#### Evidence Specialist assigned to the Property Section

1. 4 dark blue short sleeve polo style shirts, embroidered with the names of the agency and the member.
2. 4 pairs of dark blue pants.
3. 1 pair steel toed work shoes.
4. 1 dark blue sweater.
5. 1 dark blue jacket.
6. 1 rain coat with city seal.
7. 1 dark blue belt.

### **APPENDIX K**

#### Vehicle Maintenance Staff

1. 5 dark blue polo style short sleeve shirts, embroidered with the names of the agency and the member.
2. 4 pairs dark blue pants.
3. 1 dark blue jacket.

### **APPENDIX L**

#### School Crossing Guards

1. 2 light blue short sleeve shirts with Department patch on both sleeves.
2. 2 dark blue skirts and 1 pair dark blue pants or 2 dark blue pants and 1 dark blue skirt (women).
3. 2 pair dark blue pants (men).
4. 1 raincoat.
5. 1 winter jacket.
6. 1 pair of gloves.
7. 1 stop sign (metal).
8. 1 badge (School Crossing Guard).
9. 1 vest (traffic vest).
10. 1 dark blue baseball style cap issued upon request.
11. 1 whistle ( supplied by Crossing Guard).

### **APPENDIX M**

#### Crime Scene Technicians

1. 5 dark blue polo style short sleeve shirt, embroidered with the names of the agency and the member.
2. 3 pairs of dark blue pants.
3. 1 jacket (with liner) having Department patch on both sleeves.
4. 1 badge (Crime Scene).

5. 1 badge Belt clip holder.
6. 1 radio holder.
7. 1 ASP and holder (if the members has completed the required training).
8. 1 O. C. spray and holder (if the member has completed the required training).
9. 1 black belt.
10. 1 double Pouch for rubber gloves.
11. 1 rain suit.
12. other equipment necessary for performing the duties of a Crime Scene Technician.

#### **APPENDIX N**

Clerical Personnel in Crime Scene who fingerprint

1. 5 dark blue polo style short sleeve shirt, embroidered with the names of the agency and the member.
2. 3 dark blue slacks.
3. 1 dark blue sweater.

#### **APPENDIX O**

Community Service Aides

1. 4 gray uniform polo shirts.
2. 3 uniform slacks.
3. 1 traffic vest.
4. 1 winter jacket.
5. 1 O.C. spray and holder (if the member has completed the required training).
6. 1 portable radio and holder.
7. 1 black belt.
8. 1 raincoat.

#### **APPENDIX P**

Uniform and equipment laundering

1. To assure the effectiveness of any sterilization or disinfection process, equipment must be first thoroughly cleaned of all visible soil.
2. When cleaning clothing, a liquid detergent along with an oxygenated bleach should be used.
  - a. Do not use chlorinated bleach on clothing, uniforms, other apparel or equipment.
  - b. The application of a disinfectant, intended for environmental use and air drying is sufficient for disinfection.