



PERSONAL APPEARANCE AND UNIFORM REGULATIONS

<i>Date of Issue</i> MAY 23, 1994	<i>General Order Number</i> 90-03
<i>Effective Date</i> MAY 27, 1994	<i>Section Code</i> ADM-03
<i>Reevaluation Date</i> November 2008 10/05	<i>Amends / Cancels</i>
<i>C.A.L.E.A.</i>	<i>Reference</i>

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PURPOSE:

The purpose of this order is to establish the standards of uniform dress and authorized equipment for sworn officers and uniformed civilian personnel.

I. POLICY - UNIFORM REGULATIONS

- A. All sworn and uniformed civilian personnel of the Iowa City Police Department are governed by this order.
- B. All sworn and uniformed civilian personnel, while on duty, shall wear the prescribed uniform, except:
 - 1. When traveling to and from work (optional).
 - 2. When on special assignment and authorized by a commanding officer.
 - 3. When making a court appearance, outside of regular duty (optional).
 - 4. When making public appearances and authorized by a commanding officer.
 - 5. When assigned to Criminal Investigation's Section. (Criminal Investigation Section Commander, investigators, and youth officers, unless otherwise directed by the Division Commander or the Chief of Police.
- C. All sergeants and watch commanders shall wear the prescribed uniform while on duty, except as noted in (B) above.
- D. Uniforms, when worn, shall be neat, clean, and well pressed. Shoes, leather, and brass shall be polished.
- E. All officers assigned to plainclothes duties shall carry the issued badge case with shield while on duty. In the case of an emergency situation, planned raid, etc., the shield will be displayed in a prominent place for identification purposes.

II. UNIFORM

All uniforms will be approved and issued by the Department. No substitutions, changes or variations may be worn unless approved prior by the Chief of Police. Uniforms will be classified as "Summer" and "Winter" and "Class A".

- A. Patrol Officer & Sergeant
 - 1. Dark navy shirt
 - 2. Dark navy trousers, and
 - 3. Dark navy tie or dark navy/black turtleneck/dickie (winter)
 - 4. T-shirt blue/black or white (summer)
 - 5. Dark navy outer garment

B. Watch Commander, Captain, Chief of Police

1. Dark navy shirt
2. Dark navy trousers, and
3. Dark navy tie or dark navy/black turtleneck/dickie (winter)
4. T-shirt dark navy/black or white
5. Dark navy outer garment

C. Community Service Officers

1. Lt. blue shirt
2. Dark navy trousers
3. Dark navy tie or dark navy/black turtleneck/dickie (winter)
4. T-shirt dark navy/black or white (summer)
5. Dark navy outer garment

D. Communications

1. Black polo shirt (short sleeve-summer, long sleeve-winter)
2. Tan trousers
3. Sweater

E. Records

1. Maroon polo shirt-summer, tan long-sleeve denim shirt-winter
2. Tan trousers-summer, black trousers-winter

F. Animal Services Personnel

1. Light brown shirts - long-sleeve and short-sleeve
2. Dark brown trousers
3. Dark brown/white turtleneck/dickie (winter)
4. T-shirt tan, black or white
5. Dark brown outer garment

Animal Services personnel other than officers are authorized to wear approved jeans or tan colored trousers along with Departmental issued t-shirt and sweat-shirt.

G. Department Shoulder Patches

Uniformed Patrol, Community Service and Animal Service officers will wear Departmental approved shoulder patches on all uniform shirt and coats.

H. Class "A" Uniform

The Class A uniform will consist of a dark navy dress blazer and matching trousers. It is to be worn with the winter shirt and tie. The dress hat is a standard part of this uniform. The Class A uniform will be issued to Command Staff and worn at formal events as directed by the Chief of Police.

III. WEARING THE UNIFORM

The following regulations will apply to all Departmental personnel, while in uniform.

A. Cap

1. The uniform cap will be worn at the discretion of the individual officer, except when directed by a supervisor for extended periods of special duty, such as parades, formal or ceremonial functions, funerals.
2. The cap will be worn in such a manner that the lower-most part of the cap bill will be on a line horizontal with the eyebrows.
3. All caps will be worn with the plastic grommets in place, not removed. The proper cap shield shall be worn on the cap at all times. Patrol officers shall wear a black vinyl cap strap with gold buttons. All personnel above the rank of patrol officer shall wear gold cap straps and gold cap buttons. The Chief, Captains and Lieutenants are authorized to wear rank specific gold embroidery on the bill of the cap.

NOTE: All patrol personnel and CSOs will have a Departmental issued dark navy "Arctic" fur hat and/or a stocking hat. These hats may be prescribed as part of the uniform of the day in extremely cold weather.

B. Shirts

1. The long-sleeve shirt may be buttoned at the collar and worn with a tie or open collared with an authorized t-shirt, turtleneck or dickie. Shirt sleeves will always be buttoned at the cuff and never rolled up at the wrist.
2. Short-sleeve shirts will be worn as part of the summer uniform only.
3. On April 1 of each year, officers may elect to switch from winter to summer uniforms in advance of their watch. The watch will switch as a whole by May 15.
4. On September 15 of each year, officers may elect to switch from summer to winter uniforms in advance of their watch. The watch will switch as a whole by November 1.

5. Uniform shirts shall have the pockets buttoned, with no bulky items contained therein. It is recommended that no items (pens or pencils) will be visible protruding from the pocket or flap.

6. T-shirts

When a uniform shirt is worn without a tie, turtleneck or dickie a high neck style t-shirt will be worn. V-neck T-shirts are not authorized with the open collar shirt. The T-shirt sleeves shall not protrude below the sleeve on the short-sleeve shirt.

C. Ties and Tie Bars

1. Ties worn by Department uniformed personnel shall be the official departmental specified tie. No other color or style will be permitted.
2. Only Departmentally authorized tie bars or tie-tacs are permitted. No other insignia tie bars or tie-tac shall be worn. The tie bars or tie-tacs will be worn at a point on the tie parallel to the bottom of the shirt pocket flap when the flap is closed.
3. The wearing of tie-tacs or bars is optional.

D. Trousers

1. All trousers will be of a length that allows the cuff to touch the top of the shoe at the laces. Any lesser length will not be permitted.
2. Trousers will be clean and pressed at all times and will not be worn if showing signs of wear.
3. Except for special assignments, trousers shall not be worn bloused or tucked into boots.

E. Shoes and Socks

1. Shoes shall be a black military style boot or oxford with a plain rounded toe. Any other style of footwear must be approved by the Watch Commander. Shoes or boots with any type of decorative stitching or adornment will not be allowed. Shoes and boots shall be kept clean, shined and in good repair.
2. Socks shall be black or dark navy in color, of sufficient height to cover the exposed leg area.
3. Socks of other color may be worn if required for a medical condition but the exposed portion of the sock must be black or dark navy in color.

4. A black lace type or pull-on boot is acceptable as winter footwear. Wearing of the winter footwear will be determined by the weather conditions and approval of the Watch Commander.

G. Other Garments

1. Jackets and coats shall be of the color and style approved and designated by the Department.
2. The Department prescribed light-weight jacket shall be worn during the fall and spring at the discretion of the division commander.
3. The prescribed winter jacket shall be worn as the cold weather garment for normal duty assignments.
4. Gloves – only gloves approved and issued by the Department shall be worn.
5. Raincoat and cap – only rain gear as approved and issued by the Department shall be worn.

H. Emblems and Insignia

1. With the exception of raincoats, all outer garments and shirts of the prescribed police uniform will have affixed to them an official Iowa City Police Department patch. Exceptions to this are personnel assigned to Communications, Records and other that Animal Service Officers.
2. Unless exempted, all uniformed sworn and civilian personnel shall wear the prescribed name plate, with their name and serving since date engraved on it. Name plates shall be worn on all uniform shirts, just above the flap of the right breast pocket/area.
 - a. All uniformed sworn personnel will wear a gold colored name plate.
 - b. Uniformed civilian personnel will wear a silver colored name plate.
 - c. Animal Control will wear a name plate as designated by the Chief of Police.
 - d. On all Department issued coats, a cloth name patch will be sewn on the right front identifying first initial/last name.
3. A police shield issued to a uniformed officer or civilian shall be worn on all outer garments and caps (stocking cap exempt) while on duty.

Uniform shirts and jackets have tabs for the wearing of the shield and they shall be worn on the tabs.

4. The designation of rank insignia shall be worn as prescribed. Sergeants shall wear three stripe chevrons on each sleeve of all long- and short-sleeve uniform shirts and on all jackets, excluding rainwear.

Above the rank of Sergeant, uniformed personnel shall wear rank designation on the collars of each shirt and on the shoulders of each jacket. The rank designation will be as follows.

- a] Lieutenant - single gold bar
- b] Captain - double gold bar
- c] Chief of Police - gold eagle or four gold stars.

NOTE: Insignia will be one inch from the outer edge of the shirt collar and centered between the top and bottom of the collar.

6. Officers receiving meritorious awards shall wear the award's designated ribbon under the officer's shield on the left breast pocket.
7. No other insignia, pins, charms, etc., may be worn on the uniform except those outlined in this General Order, unless express permission of the Chief of Police has been obtained.
8. Jewelry

For sworn officers, CSOs and Animal Service Officers, the only jewelry which may be visible while on duty is a watch, conservative rings, and a tie clasp/tac. Specifically forbidden are items such as earrings, facial jewelry, necklaces, bracelets, and other items which may be considered unsafe when in a scuffle. Other non-sworn employees may wear visible jewelry, as long as it is conservative and does not interfere with assigned duties.

IV. EQUIPMENT

A. Protective Body Armor

All sworn Iowa City Officers will be furnished body armor. It will be maintained and replaced utilizing standards recommended through the National Institute of Justice. Officers are encouraged to wear their body armor at all times while on duty, but as a minimum, must have their body armor readily available in their assigned vehicle when away from the police department. The exception to this would be officers assigned bicycle duty, do not need to carry their body armor on their bicycle.

B. Ammunition

All sworn personnel shall be issued ammunition. No other ammunition, except Department approved, will be carried while on duty.

C. Weapon

While on duty, all sworn personnel shall carry a Department issued sidearm weapon. The make, barrel length and type of weapon shall be designated by the Chief of Police.

D. Handcuffs

One pair of handcuffs are issued by the Police Department. An officer may carry an extra pair of his/her own, if so desired, in a case issued by the department.

E. Pen

Personal preference, but with black ink.

F. Watch

Personal preference, but capable of keeping accurate time.

G. Flashlight

As furnished by the Department.

H. Asp

As furnished by the Department.

I. Traffic Whistle

As prescribed by the Department.

V. LEATHER GOODS

All leather goods, except jackets, shoes, and boots, worn by uniformed sworn and uniformed civilian personnel, will have the black, basketweave design. All leather goods shall be kept clean, in good repair, and will be polished at all times.

For regulation wear, the following leather items are approved and required:

A. Belts

1. The 2-1/4" wide utility belt will be the main outer belt worn by all uniformed sworn personnel, below the rank of Captain, for street use. The prescribed 1-1/2" to 1-3/4" trouser belt shall be worn under the utility belt.
2. Belt buckles and keeper snaps will be brass and of the Department authorized style.
3. Officers assigned office duty will be allowed to wear alternative belts as approved by the Chief of Police.

B. Holster

1. Officers will be issued holsters compatible with the type of weapon they are issued. Any other holster (shoulder, etc.) used while on duty must be authorized by the Division Commander.
2. An alternate holster may be worn by officers assigned to office duty if authorized by the Chief of Police.
3. While on duty, sidearms will be carried by plainclothes officers in an authorized and approved holster.

C. Magazine Pouch

The magazine pouch is to be worn on the belt and readily accessible.

D. OC Holder

The OC holder containing the Departmental authorized canister of OC is to be worn on the opposite side from the holster.

E. Handcuff Case

The handcuff case is to be worn on the belt and readily accessible.

F. ASP Carrier

The ASP carrier or scabbard will be carried in a readily accessible position.

G. Portable Radio Holder

The portable radio holder is to be worn on the opposite side from the holster.

H. Flashlight Holder

The flashlight holder is to be worn on the belt in a readily accessible position.

I. Belt Keepers

A minimum of four belt keepers will be worn. Two keepers will be worn in the front, one to the left and one to the right. A keeper shall be worn between the holster and asp carrier. The two remaining keepers will be worn positioned to the corner of the rear trousers pocket, on each side left and right. All belt keepers will be worn attached around the utility and trouser belt.

VI. **SPECIAL ASSIGNMENTS / NEED**

Uniforms and equipment needed outside of the general issue for special assignments / need (Bicycle Patrol, Walking Patrol, SCAT, SRT and Pregnancy) will be issued and replaced as directed by the Chief of Police.

VII. **CARE AND REPLACEMENT OF ISSUED POLICE EQUIPMENT**

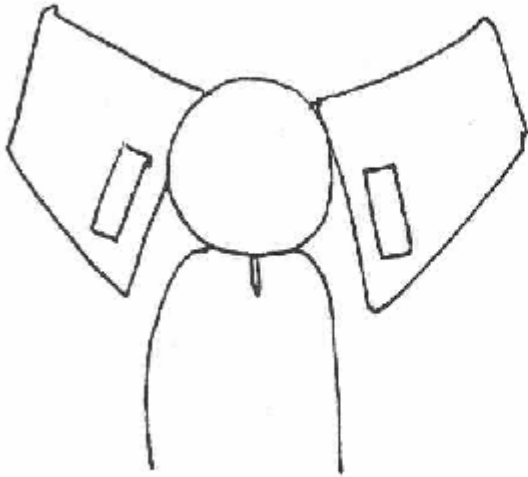
All Departmental employees are responsible for the care and maintenance of their issued uniforms and equipment. Should any items become worn or damaged, a request for replacement is to be made with the Captain of Administrative Services. When approved, the damaged or worn item will be turned in as an exchange.

SAMUEL HARGADINE
CHIEF OF POLICE

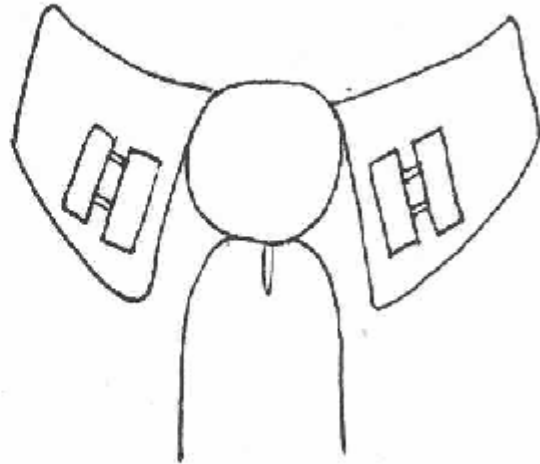
WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.

Sketch Examples -



Lieutenant



Captain