

GENERAL ORDER 26.3.1

Uniform

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the uniform worn by personnel of this Department. It also addresses the accessories and equipment worn with the uniform.

DISCUSSION

Employees are responsible for wearing the proper and complete uniform in the prescribed manner except when working on an assignment which requires them to be out of uniform. The Department furnishes necessary uniform apparel and related accessories to enhance the uniform appearance of all personnel, and conform to the requirements of Oregon Revised Statute 810.400 (uniform or badge requirement). The uniform also allows the public to instantly recognize Department personnel.

POLICY

I UNIFORMS

The Department has several classes of uniforms as described herein. The choice of wearing a long or short-sleeved uniform rests with the individual member except as otherwise directed by a supervisor to meet a special police need. Division commanders may grant exceptions to uniform standards contained in this policy.

Class "A" Uniform:

The Class "A" uniform consists of a long sleeve shirt, tie, tie clip, trousers, black shoes or boots, black socks, (when socks are visible), name tag, badge, rank insignia (sergeant and above), department approved award ribbons, leather gear, equipment, and weapons. The service cap is primarily used for ceremonial occasions and may be worn at the discretion of the officer or as directed by a supervisor.

Class "B" Uniform:

The Class "B" uniform is the same as the Class "A" uniform with a black undershirt and without service cap, tie and tie clip. Award ribbons are optional.

Class "C" Uniform:

The Class "C" uniform is the same as the Class "B" uniform except a short-sleeved shirt shall be worn.

Male Civilian Attire:

(This apparel is not purchased by the Department.)

In the interest of maintaining the highest standards of professionalism and because the Department is constantly on display to other law enforcement professionals and the public, adherence to certain standards of dress will be expected. All apparel must be professional in appearance, with no obvious wear or substantial fading.

Male members are required to appear for all court appearances, including Grand Jury attired in a business suit or sport coat and a tie.

Male members shall wear dress or casual slacks with collared Oxford style dress shirts, jackets and/or coats. Dress style sweaters are also acceptable. The wearing of ties is encouraged and may at times be required by a supervisor. Polo shirts with a Springfield Police Department logo may be worn. Jeans, cargo pants, non-collared T-shirts, festively patterned shirts and tennis shoes are not permitted except for specific activities approved by the Investigations and Records Division Commander or Investigations Bureau Sergeant.

Female Civilian Attire: (This apparel is not purchased by the Department.)

Female members permitted to wear civilian clothing shall conform to standards normally worn by personnel in professional business firms.

Police Records Communication Specialists

Police Records Communication Specialists shall wear a department issued shirt, jacket, vest or cardigan accompanied by professional business casual attire. Business attire includes business slacks, dress or skirt. Dress and skirt length should not be more than two inches above the knee. Denim and leggings are not approved. Conservative footwear is at the discretion of the employee; however, it must compliment the uniform and conform to standards normally worn by personnel in professional business settings. Flip-flops and sneakers are not approved. Conservative jewelry may be worn. Employees are expected to demonstrate good judgement and professional taste and project a professional public image. Exceptions may be made by supervisor for medical related conditions.

Detention Officers

Detention Officers shall wear the department issued uniform as described above for Class A, Class B and Class C uniform requirements.

Dispatchers

Dispatchers shall wear a department issued collared shirt, jacket, vest or cardigan and business slacks or skirts in earth toned colors (Example: black, navy, grey, brown, and khaki). Denim is not approved. Footwear is at the discretion of the employee; however, it must complement the uniform. Flip-flops are not approved. Conservative jewelry may be worn.

Animal Control Uniform:

The animal control uniform consists of a tan shirt, white undershirt which, except for color, otherwise meets the requirements listed under the section "Undershirt", black slacks, brown jacket, black or brown shoes or boots, black or brown socks (when visible), name tag, badge, and black basket weave belt with radio carrier, baton, Taser and OC spray, department approved award ribbons are optional.

Patrol Community Service Officer

The Community Service Officer uniform consists of a french-blue shirt with dark blue epaulets, black undershirt, dark blue trousers, black shoes or boots, black socks (when visible), name tag, badge, and a black basket weave belt with radio carrier, OC spray, and Taser. Department approved award ribbons are optional.

Reserve Officer Uniform:

The reserve officer uniform is the same as the police officer uniform with exception of the reserve badge. Reserve officers may carry a single or double handcuff case. Undershirt

Where a black undershirt is specified, it must be a clean, non-faded, neat appearing black undergarment beneath the uniform shirt when the uniform shirt is worn without a necktie. The undershirt may be crew neck, dickey, turtleneck or mock turtleneck and must be exposed in the "V" of the uniform shirt, however the sleeves of the undershirt may not be visible under the uniform shirt, i.e.: do not wear a long-sleeve undershirt beneath a short-sleeve uniform shirt.

Special Attire:

Supervisors may prescribe other clothing when necessary to meet a particular police objective.

Uniform Duty Helmet:

Uniformed officers, on-duty, shall have a duty helmet accessible at all times. The duty helmet shall be worn any time there is a designated "hard hat" area, or when directed by a supervisor.

Service Caps:

The service cap is primarily used for ceremonial occasions in conjunction with the Class A uniform. It is worn at the discretion of the officer or as directed by a supervisor.

Utility or Baseball Cap:

Uniformed personnel may wear the utility/baseball cap whenever the duty helmet is not required, or when directed by a supervisor. A solid black watch cap may be worn only during extreme cold or when authorized by a supervisor.

Ballistic Vests:

A personal ballistic vest is furnished to sworn members of the Department. The ballistic vests issued by the Department shall be worn by all uniformed patrol officers, community service officers assigned to the patrol division, and reserves while on duty. Civilian attired members shall wear bullet protective vests when directed by a supervisor. Detention Officers shall wear a ballistic vest during transport operations and court security.

External Vest Carrier:

External ballistic vest carriers are authorized for employees approved by command staff to wear over their uniform shirt. External carriers may be worn with the Class “B” and Class “C” uniforms but shall never be worn with the Class “A” uniform. Officers choosing to wear a department approved external ballistic vest must abide by the following policy:

The external ballistic vest is of a make and model selected by the Springfield Police Department. Standard issue is one ballistic vest; it is the employee’s responsibility to maintain and change between exterior and interior carriers as needed. The approved patrol vest color is dark blue, with the exception of K9 officers, which shall be black, and must be worn with metal badge left breast and name tag right breast. The vest must also be worn with the “POLICE” patch on the upper back portion of the vest.

The approved Community Service Officer (CSO) vest color is light blue and must be worn with metal badge left breast and name tag right breast. The vest must be worn with the proper identifying placard patch on the upper back portion of the vest. The approved Animal Control Officer vest color is tan and shall be worn with metal badge left breast and name tag right breast. The vest must be worn with the proper identifying placard patch on the upper back portion of the vest.

Pouches for the load carrying external ballistic vest may be placed in locations of the employee’s choosing so long as they do not interfere with the safe and effective operation of equipment and do not violate this policy.

Only department issued matching vest color pouches, carriers, and department issued Taser holsters are allowed to be worn on the external ballistic vest. Any modifications or additions outside of this policy shall be approved by command staff prior to use.

- No attachments are to be worn on the back of the external vest.
- No modifications to the manufacturers design of the vest or attachments are allowed.

If the external ballistic vest becomes unserviceable or must be decontaminated, the officer shall transfer the ballistic plates to the interior carrier for use with the traditional uniform until the exterior carrier is serviceable.

Approved Equipment: The goal of the external ballistic vest is to evenly distribute weight loads while maintaining a professional uniform appearance:

- A combination of four (4) of the following equipment cases may be worn on the external portion of the vest:
 - Handcuff pouch
 - Radio pouch
 - Primary firearm ammunition pouch
 - Utility pouch
 - OC Agent pouch
 - Taser holster
 - Flashlight pouch
 - In car video (ICV) mic
 - Body worn camera (BWC)

- The following items are prohibited as attachments to the vest:
 - Primary firearms
 - Any other ammunition
 - Knives
 - Awards and ribbons
 - Any other items not authorized above

- Pins may be worn on the exterior vest. They shall be centered above the name placard. The following pins may be worn on the exterior vest:
 - VETERAN
 - SWAT
 - FTO
 - MOTORS WINGS

The external ballistic vest carrier shall only be removed in the following access controlled facilities:

- The Springfield Police Department
- Place of residence

External vest carriers shall not be worn during ceremonial events or while appearing in any Circuit Court or Municipal Court matter, including Grand Jury.

At their own expense, employees may purchase matching uniform undershirts designed to be worn under the external ballistic vest. These shirts are to be considered uniform shirts and must be worn in accordance with the uniform policy.

Wearing of Rank Insignia:

1. Rank insignia shall be affixed in the following manner to uniforms:
 - A. Uniformed officers with the rank of Lieutenant shall wear rank insignia:
 - B. Three-fourths of an inch from the tip of each collar at a 45-degree angle from the outside and inside seams, or
 - C. Centered on epaulet an inch from the shoulder seam on field jacket and dress blouse.
2. Uniformed officers with the rank of Sergeant shall wear rank insignia:
 - A. Centered on the sleeve with the top touching the Department patch and the shirt sleeve crease running down the center.

**II
EQUIPMENT**

Maintenance:

All uniforms and equipment shall be clean, maintained in good working order, and conform to Department specifications.

Leather Equipment of Uniformed Officers:

The term 'leather' shall include Department-approved items made of either leather or any of the various synthetic materials commonly used for holsters and webbing.

All leather equipment worn with a Department-issued uniform shall be Department-issued or of a Department-approved type. Police Officers wearing a Department-issued uniform shall wear the following leather equipment and other Department issued leather equipment pursuant to the direction of the appropriate bureau commander. Nothing other than authorized equipment shall be worn. If an officer finds a need to carry something other than authorized equipment, an authorization request shall be routed through the Professional Standards Unit.

<u>Item</u>	<u>Source</u>
Trouser Belt	Issued
Equipment Belt	Issued

Four Belt Keepers (with one hidden handcuff key)	Issued
Double Handcuff Case	Issued
Semiautomatic Pistol Holster	Issued
Key Carrier	Issued (Optional)
Pistol Magazine Carrier	Issued
Radio Carrier	Issued
Baton Carrier	Issued
OC Spray Carrier	Issued
Flashlight Ring	Issued (Optional)
Duty Suspenders	Issued (Optional)
CEW in Holster	Issued

Authorized Optional Personal equipment:

Glove Pouch	Officer Purchase
Small Flashlight	Officer Purchase

All leather equipment worn with a Department-issued uniform shall be Department-issued or of a Department-approved type. Detention Officers wearing a Department-issued uniform shall wear the following leather equipment and other Department issued leather equipment pursuant to the direction of the appropriate Division commander. Nothing other than authorized equipment shall be worn. If an officer finds a need to carry something other than authorized equipment, an authorization request shall be routed through the Professional Standards Unit.

<u>Item</u>	<u>Source</u>
Trouser Belt	Issued
Equipment Belt	Issued
Four Belt Keepers (with one hidden handcuff key)	Issued
Double Handcuff Case	Issued
Key Carrier	Issued (Optional)
Radio Carrier	Issued
OC Spray Carrier	Issued
CEW in Holster	Issued

Authorized Optional Personal equipment:

Glove Pouch	Officer Purchase
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Patrol and Reserve Officers Duty Belt:

The duty belt shall contain: holstered weapon, ammunition carrier, double handcuff case with handcuffs, radio in carrier, 26" ASP baton in carrier, or the optional 26" wood baton which shall be accessible at all times, OC individual aerosol projector in carrier, CEW and holster(a leg holster may be substituted for a belt holster) and 4 keepers. Reserve officers may wear a single or double handcuff case.

No equipment other than from the above list shall be carried on the duty belt.

Leather Equipment of Officers in Civilian Attire:

Officers wearing civilian attire shall also wear a holster and any associated straps or belts sufficient in strength and design to safely hold the weapon carried and when required, an adequate ammunition carrying device. Unless excluded by their bureau commander, officers wearing civilian attire shall also carry handcuffs. Additional Department-issued equipment may be required by the bureau commander.

Service Bags:

Patrol officers shall be responsible for the appearance of their service bag and shall have it available for immediate use. Service bags shall contain the following issued items: helmet, flashlight, a baseball cap, a high visibility vest, protective gloves, and sufficient ammunition not more than 2 years old appropriate for the firearm carried so that the officer has a total of not less than 50 rounds.

Uniform & Equipment Inventory:

The Administrative Sergeant shall maintain a list of issued equipment for each Department member.

Richard L. Lewis
Chief of Police