
	<b>SPRINGFIELD POLICE DEPARTMENT</b> <b>POLICY MANUAL</b>	<b>POLICY</b> <b># 26.3.1</b>
EFFECTIVE DATE 9/1/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 1.5.5; 2.2.8

## Uniforms & Clothing

### 26.3.1.1 PURPOSE AND SCOPE

This policy describes the uniform worn by personnel of the Springfield Police Department. It also addresses the accessories and equipment worn with the uniform. 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 as a source of assistance in a time of emergency, crisis or other time of need.

### 26.3.1.2 WEARING AND CONDITION OF SWORN UNIFORM AND EQUIPMENT

The Department has several classes of uniforms. 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. The Chief of Police and Division commanders may grant exceptions to uniform standards contained in this policy.

- (a) Uniform and equipment shall be maintained in a clean and serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear pressed.
- (b) Department members may not wear any uniform item, accessory, or attachment unless specifically authorized in policy or by the Chief of Police or authorized designee.
- (c) Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in policy or by the Chief of Police or authorized designee.
- (d) All officers shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of the uniform except when the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while they are off duty.
- (f) Uniforms are only to be worn while on-duty, in transit to or from work, for court or at other official department functions or events.

## *Uniforms & Clothing*

---

- (g) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (h) Mirrored sunglasses will not be worn w/ any department uniform.

### **26.3.1.3 WEARING OF RANK INSIGNIA**

Personnel shall wear only the uniform specific for their rank and assignment.

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

### **26.3.1.4 CIVILIAN ATTIRE FOR SWORN PERSONNEL**

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 and business casual, fit properly, be clean, free of stains, and not damaged or excessively worn. 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 a Division commander or the Chief of Police.

Members are required to appear for all court appearances, including Grand Jury, attired in clothing conforming to standards normally worn by personnel in professional business firms.

### **26.3.1.5 CROWD MANAGEMENT**

Officers participating in crowd management activities shall wear the following uniform items pursuant to Oregon House Bill 3355.

- (a) The officer's first initial and last name, or a unique identifier assigned by the officer's law enforcement agency, affixed to the front of the officer's uniform;
- (b) The officer's first initial and last name, or a unique identifier assigned by the officer's law enforcement agency, affixed to the back of the officer's uniform;
- (c) If wearing a tactical helmet and assigned a unique identifier by the officer's law enforcement agency, the unique identifier affixed to the back of the officer's helmet;

# Springfield Police Department

## SPD Policy Manual

### *Uniforms & Clothing*

---

- (d) "SPRINGFIELD POLICE" on the front and back of the officer's uniform; and
- (e) Springfield Police patch affixed to at least one shoulder.
- (f) The above listed items shall be affixed in a manner that makes the letters and numbers clearly visible. Officers shall not intentionally obscure the above listed items.

#### **26.3.1.6 UNIFORMS**

- (a) Class "A" Uniform: The Class "A" uniform consists of a long sleeve shirt, tie, tie clip, trousers without cargo pockets, black shoes or boots, black socks, (when socks are visible), name tag, badge, rank insignia (sergeant and above), department approved award ribbons, special unit designation pins (including but not limited to: SWAT, NEGOTIATOR, SRO, EVOC, FTO, VETERAN, MOTOR Wings), 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. The Class "A" Uniform shall be maintained in a clean and serviceable condition and shall be ready at all times for immediate use.
- (b) 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. Department issued trousers with a cargo pocket on each leg are authorized. Award ribbons are optional.
- (c) Class "C" Uniform: The Class "C" uniform is the same as the Class "B" uniform except a short-sleeved shirt shall be worn.
- (d) Undershirt: T-shirt, low turtleneck, or dickey type shirt, if visible, shall be black in color. The t-shirt must be exposed in the "V" of the uniform shirt and the sleeves of the t-shirt shall not protrude below the sleeve of the uniform shirt.
- (e) 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.
- (f) 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.
- (g) Utility or Baseball Cap: Uniformed personnel may wear a department approved 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.
- (h) 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. All members, including civilian attired members shall wear bullet protective vests when engaged in high-risk, pre-planned incidents and when directed by a supervisor. Detention Officers shall wear a ballistic vest during transport operations and court security.

# Springfield Police Department

## SPD Policy Manual

### Uniforms & Clothing

---

- (i) External Vest Carrier: External ballistic vest carriers are authorized for employees 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:
1. 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 “SPRINGFIELD POLICE” patch on the upper back portion of the vest.
  2. 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.
  3. 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.
  4. 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, and carriers are allowed to be worn on the external ballistic vest. Any modifications or additions outside of this policy shall be approved by a Lieutenant or above prior to use. No attachments are to be worn on the back of the external vest and no modifications to the manufacturers design of the vest or attachments are allowed without approval of a Lieutenant or above.
  5. 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.
  6. Approved Equipment: The goal of the external ballistic vest is to evenly distribute weight loads to reduce fatigue and risk of injury while still 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 in addition to a Body worn camera (BWC):
    - A. Handcuff pouch
    - B. Radio pouch
    - C. Primary firearm ammunition pouch
    - D. Utility pouch
    - E. OC Agent pouch
    - F. Flashlight pouch
  7. The following items are prohibited as attachments to the vest:
    - A. Primary firearms
    - B. Taser holster
    - C. Any other ammunition

# Springfield Police Department

## SPD Policy Manual

### *Uniforms & Clothing*

---

- D. Knives
  - E. Awards and ribbons
  - F. Any other items not authorized above
8. Only department approved special unit designation pins (ie. SWAT, NEGOTIATOR, SRO, EVOC, FTO, VETERAN, MOTOR Wings) may be worn on the exterior vest. They shall be centered above the name placard.
  9. 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.
  9. The external ballistic vest carrier shall only be removed in the following access-controlled facilities:
    - A. The Springfield Police Department
    - B. Place of residence
    - C. Secure areas in other law enforcement secure facilities where contact with the public can't occur.
  11. External vest carriers shall not be worn during ceremonial events or while appearing in any Circuit Court or Municipal Court Trials. Municipal violations matters and Grand Jury that occurs during your regularly scheduled work shift are the exception.

#### **26.3.1.7 EQUIPMENT**

##### (a) Leather Equipment of Uniformed Officers:

1. 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.
2. All leather equipment worn with a Department-issued uniform shall be Department issued or of a Department-approved type.
3. 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 Division commander:
  - A. Trouser Belt Issued
  - B. Equipment Belt Issued
  - C. Four Belt Keepers (with one hidden handcuff key) Issued
  - D. Double Handcuff Case Issued
  - E. Semiautomatic Pistol Holster Issued
  - F. Key Carrier Issued (Optional)
  - G. Pistol Magazine Carrier Issued
  - H. Radio Carrier Issued
  - I. Baton Carrier Issued
  - J. OC Spray Carrier Issued
  - K. Flashlight Ring Issued (Optional)

# Springfield Police Department

## SPD Policy Manual

### *Uniforms & Clothing*

---

- L. Duty Suspenders Issued (Optional)
  - M. CEW in Holster Issued
  - N. Glove Pouch (Personal equipment) Officer Purchase (Optional)
  - O. Small Flashlight (Personal equipment) Officer Purchase (Optional)
  - P. Tourniquet Issued
4. Carrying a minimum of one readily accessible tourniquet on their person is mandatory for all uniformed personnel. Any plainclothes officer that is issued an outer (raid) vest will also have a tourniquet on their person and readily available. Sworn members will receive emergency first aid training to include proper application of the tourniquet prior to tourniquet distribution. Refresher training on emergency first aid will occur each year and the lead instructor is responsible for tourniquet issuance, inspection, and replacement if necessary.
  5. 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.
- (b) Leather Equipment of Detention Officers:
1. 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.
  2. 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.
- A. Trouser Belt Issued
  - B. Equipment Belt Issued
  - C. Four Belt Keepers (with one hidden handcuff key) Issued
  - D. Double Handcuff Case Issued
  - E. Semiautomatic Pistol Holster Issued
  - F. Pistol Magazine Carrier Issued
  - G. Key Carrier Issued (Optional)
  - H. Radio Carrier Issued
  - I. OC Spray Carrier Issued
  - J. CEW in Holster Issued
  - K. Glove Pouch (Personal equipment) Officer Purchase (Optional)
- (c) 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. No equipment other than from the above list shall be carried on the duty belt.
- (d) 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

# Springfield Police Department

## SPD Policy Manual

### *Uniforms & Clothing*

---

their Division commander, officers wearing civilian attire shall also carry handcuffs. Additional Department-issued equipment may be required by the Division commander.

- (e) 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.
- (f) Uniform & Equipment Inventory: A designated Department employee shall maintain a list of issued equipment for each Department member.

#### **26.3.1.8 NON-SWORN EQUIPMENT AND ATTIRE**

Non-sworn department members must maintain a professional appearance and wear clothing that is clean, free of stains and not damaged or excessively worn. Clothing should fit properly and provide adequate coverage. It is expected that non-sworn department members will exercise good judgment and remember they that they represent the department while they are on the job. Management reserves the right to determine the appropriateness of disputed attire.

##### (a) Police Records Communication Specialists:

1. Police Records Communication Specialists may wear their own top or a department issued shirt, jacket, vest or cardigan accompanied by professional business casual attire. Business casual attire includes business slacks, dresses and skirts. Dress and skirt length should not be more than two inches above the knee. Denim, capri pants and department logo sweatshirts are permitted but cannot be faded or torn. Leggings are not allowed.
2. Footwear must conform to standards normally worn by personnel in professional business settings. Dress shoes, boots, open toed shoes, and dress sandals which are suitable for the workplace are allowed. Flip-flops are not allowed.

##### (b) Dispatchers:

1. Dispatchers may wear their own top or a department issued collared shirt, jacket, vest, or cardigan. Short or long sleeve t-shirts and sweatshirts, sleeveless shirts or blouses that are accompanied by a jacket or a sweater are allowed. Specifically, employees may not wear tank tops, 'muscle' shirts, halter tops and shirts with what are considered 'spaghetti' straps. Slacks, suits, tactical cargo pants, jeans and capris are permitted so long as they are not faded or torn. Dress and skirt length should not be more than two inches above the knee. Sweatpants, sweat suits, and exercise apparel are not allowed.
2. Footwear must conform to standards normally worn by personnel in professional business settings. Athletic shoes, dress shoes, boots, open toed shoes, dress sandals and flip-flops which are suitable for the workplace are allowed.

- (c) 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

# Springfield Police Department

## SPD Policy Manual

### *Uniforms & Clothing*

---

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.

- (d) Detention Officers: Detention Officers shall wear the department issued uniform as described for Class A, Class B and Class C uniform requirements.
- (e) 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.
- (f) Reserve Officer Uniform: The reserve officer uniform is the same as the police officer uniform with exception of the reserve badge.