Approved: *Chief Marcia Harnden*	Subject: **701. Uniform Regulations**	
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701.1: PURPOSE AND SCOPE

The uniform policy of the Albany Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms.

Employees should also refer to the following associated Policy Manual sections:

Department Owned and Personal Property: Policy 700

Body Armor: Policy 702

Personal Appearance Standards: Policy 710

The Authorized Uniform List is maintained and periodically updated by the Chief of Police or designee. That list should be consulted regarding authorized equipment and uniform specifications.

The Albany Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

701.2: POLICY

It is the policy of the Albany Police Department to maintain a professional dress standard for uniformed and non-uniformed employees to identify them as a law enforcement authority and to identify the wearer as a source of assistance in an emergency, crisis, or other time of need.

701.3: WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

a. Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use.

b. Uniforms shall be neat, clean, and appear professionally pressed.

c. All officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.

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

e. The uniform is to be worn in compliance with the specifications set forth in the department's Authorized Uniform List, which is maintained separately from this policy.

f. All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

   1) An annual uniform inspection shall be completed for every uniformed employee at the time of their annual evaluation (Line Inspections: Policy 126.2). The Uniform Inspection: Form A50 shall be completed by the supervisor and placed in the employee's working file.

g. Civilian attire shall not be worn in combination with any distinguishable part of the uniform except when the uniform is worn while in transit.

h. Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

i. Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

j. Visible jewelry, other than those items listed in section 710.3.4 of Personal Appearance Standards: Policy 710 , shall not be worn with the uniform unless specifically authorized by the Chief of Police or designee.

701.3.1: DEPARTMENT-ISSUED IDENTIFICATION

All employees shall be in possession of their department issued identification card, which bears the member's name, identifying information, and photo likeness, at all times while on duty or when carrying a concealed weapon.

a. Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.

b. When in telephonic communication with members of the public, members should identify themselves as an officer/employee of the Albany Police Department, unless unusual circumstances exist which justify the member concealing their identity as a police officer.

c. Officers working specialized assignments may be excused from the identification requirements when directed by their Division Captain.

701.3.2: TASK FORCE MEMBER IDENTIFICATION

Members of Task Forces and officers working undercover operations are exempt from the identification requirements.

a. When a new member joins the Task Force an Administrative Order is created and disseminated to all agency personnel with identifying information of the new member including their photograph.

b. When Task Force members are working undercover, they may use confidential identification.

c. The Task Force has procedures to notify WSIN when operating undercover.

d. Task Force members follow identification procedures when engaging in tactical operations (Operations Planning and Deconfliction: Policy 400).

701.4: UNIFORM CLASSES

701.4.1: CLASS 'A' UNIFORM

a. A Class 'A' uniform is required for all sworn personal and shall be worn on special occasions such as funerals, graduations, ceremonies, or other occasions as directed.

b. The Class 'A' uniform includes the standard issue uniform with long sleeve shirt, tie, and polished shoes.

1) Boots with pointed toes are not permitted.

701.4.2: CLASS 'B' UNIFORM

a. All officers will possess and maintain a Class 'B' uniform at all times.

b. The Class 'B' uniform will consist of the same garments and equipment as the Class 'A' uniform with the following conditions:

1) The long or short sleeve shirt may be worn with the collar open; no tie is required.

2) A white, navy blue or black crew neck t-shirt must be worn with the uniform.

3) All shirt buttons must remain buttoned except for the last button at the neck.

4) Shoes for the Class 'B' uniform may be as described in the Class 'A' uniform.

5) Approved all black unpolished shoes may be worn.

6) Boots with pointed toes are not permitted.

7) Shorts shall not be worn to court.

701.4.3: SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, and other specialized assignments.

701.4.4: FOUL WEATHER GEAR

The Authorized Uniform List states the authorized uniform jacket and rain gear.

701.5: INSIGNIA AND PATCHES

a. **Shoulder Patches** - The authorized shoulder patch identifying the agency as Albany Police Department. The patches supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, one inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.

b. **Service stripes, stars, etc.** - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one inch above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. One service stripe shall be displayed for each five years of full time, certified enforcement experience.

c. **Nameplate** – The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

    1) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

d. **Assignment Insignias** - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.

e. **Flag Pin** – A United States National Flag pin may be worn, centered above the nameplate.

f. **Badge** - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

g. **Rank Insignia** - The designated insignia indicating the employee’s rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

h. **Veteran Pin** - A Veteran pin may be worn by any former active-duty member of the Armed Forces of the United States, centered above the nameplate.

i. **Award Ribbons** – Award ribbons issued to an officer while acting in the capacity of a police officer may be worn above the nameplate.

701.5.1: MOURNING BADGES

a. Uniformed employees should wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty.

b. The mourning band will be worn from 11 to 5 o'clock across the face of the five-star badge or positioned horizontally across the center of the department anniversary badge.

c. The following mourning periods will be observed:

1) An officer of this department - From the time of death until midnight on the 14th day after the death;

2) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral;

3) Funeral attendee - While attending the funeral of an out of region fallen officer;

4) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours;

5) As directed by the Chief of Police.

701.6: CIVILIAN ATTIRE

The following standards shall be adhered to by employees authorized to wear civilian attire:

a. All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

b. All administrative, investigative, and support personnel authorized to wear civilian clothing to work shall wear button style shirts with a collar, polo shirts, blouses, slacks, tactical pants, dresses, skirts, or suits that are moderate in style.

c. The following items shall not be worn on duty:

1) T-shirt alone;

2) Open-toed sandals or flip flops;

3) Swimsuit, tube tops, or halter-tops;

4) Spandex-type pants or see-through clothing;

5) Distasteful printed slogans, buttons, or pins;

6) Hats of any style.

d. Employees may also elect to wear Department-issued polo-style shirts and utility pants or a combination thereof.

e. Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

f. No item of civilian attire may be worn on duty that would adversely affect the reputation of the Albany Police Department or the morale of the employees.

701.6.1: TRAINING ATTIRE

Employees attending training classes hosted by an outside organization shall be authorized to wear civilian attire unless the training class specifies uniform requirements. Employees attending training shall wear business causal attire following the restrictions in the Civilian Attire section 701.6 of this policy.

701.6.2: COMMUNICATIONS SPECIALIST ATTIRE

Communications specialists are authorized to wear jeans and hats while on-duty. Jeans must not be faded, and free of rips, holes, and tears.

701.6.3: CASUAL FRIDAY ATTIRE

a. Members authorized to wear civilian attire may wear jeans while on-duty on Fridays. Jeans must not be faded, and free of rips, holes, and tears.

b. Tops must be neat, clean, and professional in appearance.

c. The following items shall not be worn on casual Fridays while on-duty:

1) Open-toed sandals or flip flops;

2) Swimsuit, tube tops, or halter-tops;

3) Spandex-type pants or see-through clothing;

4) Distasteful printed slogans, buttons, or pins.

Personnel may be required to change or modify their clothing at the direction of a supervisor for a reasonable request.

701.6.4: SWORN MEMBERS WEARING CIVILIAN ATTIRE

All on-duty sworn administrative, investigative, and support personnel authorized to work in civilian attire should maintain a department-approved vest, jacket, or other outer garment with identifying markings, including department patch or badge and member name, readily accessible in their workspace or vehicle. This item should be worn whenever the member knowingly responds to an incident or situation requiring engagement in law enforcement activities.

701.7: POLITICAL ACTIVITIES, ENDORSEMENTS, OR ADVERTISEMENTS

a. Unless specifically authorized by the Chief of Police, Albany Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Albany Police Department to do any of the following:

    1) Endorse, support, oppose, or contradict any political campaign or initiative;

    2) Endorse, support, oppose, or contradict any social issue, cause, or religion;

    3) Endorse, support, or oppose, any product, service, company or other commercial entity;

    4) Appear in any commercial, social, or non-profit publication; or any motion picture, film, video, public broadcast, or any website.

b. Clearly identifiable insignias, emblems, logos, etc., which indicate membership to, affiliation with, or support of any organization other than law enforcement related professional organizations (e.g., Oregon Peace Officers Association, Albany Police Association, etc.) or organizations to which the member belongs as a representative of the Department (e.g., Rotary, Kiwanis, Boys and Girls Clubs) shall not be worn while on duty.

    1) Detectives assigned to work in an undercover capacity may be exempted from this section.

701.8: MAINTENANCE AND REPLACEMENT OF OPTIONAL EQUIPMENT

a. Any of the items listed in the Authorized Uniform List as optional shall be purchased totally at the expense of the employee.

    1) No part of the purchase cost shall be offset by the Department for the cost of providing the Department-issued item.

b. Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

c. Replacement of items listed in this order as optional shall be done as follows:

1) When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.

2) When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property: Policy 700).

701.9: UNAUTHORIZED UNIFORMS, EQUIPMENT, AND ACCESSORIES

a. Albany Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Authorized Uniform List or by the Chief of Police or designee.

b. Albany Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Authorized Uniform List or by the Chief of Police or designee.

701.10: FACIAL COVERINGS

All officers performing official duties for the Albany Police Department shall not wear facial coverings that conceal or obscure their facial identity except in the specific, clearly defined, and limited circumstances outlined in this section in compliance with Oregon House Bill 4138. “Facial covering” means any opaque mask, garment, helmet, headgear, balaclava, tactical mask, gaiter, ski mask or other item that conceals or obscures the facial identity of an individual.

701.10.1: AUTHORIZED EXCEPTIONS

Officers may wear facial coverings only in the following specific, clearly defined and limited circumstances:

a. Undercover operations and assignments: Active undercover operations or assignments that are part of the regular performance of the officer’s duties.

b. Tactical response team: Active tactical operations with a tactical response team where protective gear is required for physical safety.

c. Extreme or severely inclement weather: Working in extreme or severely inclement weather, including freezing temperatures, high winds, or highly dusty conditions.

701.10.2: EQUIPMENT EXCEPTIONS

“Facial covering” does not include:

a. A medical-grade mask or respirator, including an N95 medical mask, worn to protect against the transmission of disease or infection, or any other mask, helmet or device, including air purifying respirators, full or half masks or self-contained breathing apparatuses, necessary to protect against exposure to any toxin, gas, smoke, flame or extreme or severely inclement weather.

b. A mask, helmet or device, including a self-contained underwater breathing apparatus, for use under water.

c. A motorcycle or bicycle helmet when worn by an officer utilizing a motorcycle, bicycle or other vehicle that requires a helmet for safe operation while in the performance of the officer's duties.

d. A fire helmet when worn during an arson investigation.

e. Eyewear necessary to protect the eyes from physical objects or the use of retinal weapons, including lasers.

f. A translucent face shield or clear mask that does not conceal the wearer's facial identity and is used in compliance with policy.

701.10.3: ELECTION-RELATED RESTRICTIONS

During any time period in which votes for any state or federal election are being collected or tabulated, officers may not, under any circumstances, wear a facial covering while performing official duties within 250 feet of:

a. A place of deposit for ballots cast in an election described in ORS 254.470.

b. A compartment, shelf or table for the marking of ballots described in ORS 254.472.

c. A voting booth provided under ORS 254.474.