

<b>Anchorage Police Department</b> Regulations and Procedures Manual	<b>Operational Procedures</b> <b>2.05.000-005</b>	
<b>Policy and Procedure Title</b> Equipment and Appearance Uniforms, Appearance and Equipment	<b>Effective Date</b> March 19, 2025	Page 1 of 27
<b>Replaces Prior Policy:</b> July 26, 2023	<b>Approved by:</b> Chief Sean Case	

**This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.**

## **2.05.000 Equipment and Appearance**

### **2.05.005 Uniforms, Appearance, and Equipment**

#### **PURPOSE**

To advise all employees of the policies, regulations, and standards for both personal appearance (including prescribed and optional equipment) and the wearing of the uniform.

#### **POLICY**

That all members of the department present a professional appearance to the public, and that uniformed personnel maintain a standardized and identifiable appearance to the public by adhering to the standards and specifications established in this procedure. Supervisors are responsible for ensuring that sworn and non-sworn employees within their command comply with the department's personal appearance standards.

#### **PROCEDURE**

### **I. UNIFORMS AND EQUIPMENT--GENERAL**

#### **A. Clothing Standards: General**

1. **Mandatory Uniforms:** On-duty officers and non-sworn employees shall be in complete and properly fitting uniform, as detailed in this procedure, unless assigned to non-uniformed duty or specifically directed by Chain of Command.
2. **Mixing Uniform and Civilian Clothing:** Personnel shall not wear combinations of uniform and civilian attire except to and from work, or as directed in accomplishing work assignments. Discretion is to be

exercised to avoid an unkempt, out-of-uniform appearance to the public.

3. Alterations- Alterations to uniforms and equipment shall be limited solely for the purpose of fit. Changes of material, type and style from that prescribed in this procedure shall not be done without the express approval of the Chief of Police or his/her designee.
4. Administrative Personnel: During duty hours, non-represented administrative personnel shall wear professional business attire. Uniformed officers assigned to administrative duties have the option of wearing professional business attire.
5. Commander Discretion: Commanders within a particular section have the discretion to authorize “casual dress” days for particular purposes. Employees who choose to participate in casual dress days shall only wear appropriate casual attire. Commanders shall not alter the department authorized uniforms for their section without specific approval from the Chief of Police or his/her designee.
6. Civilian Attire: Civilian clothing worn by an employee while on-duty shall be appropriate to his or her assignment.

## **B. Mandatory Equipment**

1. On-duty uniformed officers, except when assigned to office duties, shall always wear the following equipment:
  - a. An approved gun belt and holster.
  - b. A duty handgun with which the officer is currently qualified, including appropriate ammunition.
  - c. The assigned department badge.
  - d. Valid police identification card.
  - e. At least one set of approved handcuffs. Hinge-type cuffs are not approved.
  - f. Ballistic body armor vest, when appropriate (See 3. below), and
  - g. Other items as reasonably necessary, including, but not limited to:
    - 1) A reasonably accessible flashlight:

- 2) An approved baton, with which the officer is currently qualified, will be reasonably accessible.
  - 3) Valid Operator's License in physical possession when driving.
  - 4) Specialized equipment of/for the particular assignment (i.e., portable radio, cell phone, protective mask, gloves, etc.).
2. On-duty non-uniformed officers shall be equipped with at least the following:
  - a. The assigned department badge.
  - b. At least one set of approved handcuffs.
  - c. Valid police identification card.
  - d. A duty handgun, with which the officer is currently qualified, carried in an approved holster physically on the officer, at minimum, one (1) spare magazine with appropriate ammunition.
  - e. Other equipment as assigned or reasonably appropriate to the duty anticipated.
3. Body Armor Vests. The body armor vest is fitted and issued by the Resource Manager/Supply Unit.
  - a. Whenever practical, all sworn employees shall wear a body armor vest any time harmful physical contact might reasonably be anticipated, to protect that employee personally and allow that employee to discharge the duties of a police officer.
  - b. Required availability of the body armor vest. On-duty sworn officers, regardless of their duty assignment, operating a police vehicle but not meeting any of the conditions requiring the wearing of the body armor vest, shall have a serviceable body armor vest immediately available in that vehicle.
  - c. Required use of the body armor vest. Any employee shall wear an approved body armor vest under any of the following conditions:
    - 1) Any sworn officer, while outside the station and in uniform, including supervisors and commanders,

actively engaged in law enforcement activities, shall wear a body armor vest.

This includes, but is not limited to:

- i. Patrol duties.
- ii. Traffic duties.
- iii. Canine duties.
- iv. Prisoner transport.
- v. Court Appearances, for testimony while in uniform.
- vi. Certain warrant services, as directed by unit policy and/or by instructions from supervisory staff.
- vii. Speaking engagements and most public relation activities, while in uniform.

2) Unless otherwise directed, this normally excludes:

- i. Most administrative duties while inside APD Headquarters.
  - d. Any investigative officer, including supervisors and commanders, who, under color of authority, engage in any activity that might reasonably and foreseeably result in significant harmful physical contact, shall wear a department-approved body armor vest, unless such usage would grossly imperil a police activity.
  - e. Any time a sworn officer is instructed by a supervisor to wear a body armor vest.
4. Recommended usage. Off-duty personnel in situations that would, if on duty, require the use of a body armor vest are strongly encouraged to wear the vest.
- a. Deviation.
    - 1) Employees who do not wear a body armor vest under conditions mandating their use are not prepared for duty and shall not be allowed to assume duty until that deficiency is corrected.

2) The Chief of Police may make specific exception to this procedure.

5. Off Duty. When off duty, and carrying a concealed weapon, a sworn officer shall carry, at a minimum, a Department badge and valid Police Identification. It is also recommended that officers carry one set of handcuffs and any other equipment that may be reasonably necessary to perform a police function if required.

C. **Prohibited Equipment.** The following equipment is expressly prohibited when any employee is acting under color of authority:

1. Saps of any sort.
2. Sap gloves or gloves that are in any way hardened or abraded with material other than the glove material itself.
3. Hinged-style handcuffs.

## II. UNIFORM SPECIFICATIONS

A. **Establishing Specifications.** The department, with the approval of the Chief of Police or an authorized designee, shall establish and maintain all uniform and appearance standards, and specifications for both civilian and sworn personnel. Standards shall be reasonable and shall not conflict with labor contracts or higher authority.

B. **Supplying Authorized Uniforms and Equipment.**

1. The Resource Manager is responsible for maintaining a proper inventory of uniforms and associated equipment.
2. Employees shall be provided and shall wear and maintain such uniforms and equipment as mandated in this procedure and prescribed in the current contract.
  - a. An employee may at personal expense, buy and wear optional articles identified in this procedure.
  - b. Certain duty assignments do not require the wearing of a uniform. However, such non-uniformed personnel are required to have a complete and properly maintained uniform readily assessable.
3. Authorized Weapons. (See the following policies: Firearms 3.05.035, Electronic Control Weapons 3.05.005, and Impact Weapons 3.05.010)

## III. UNIFORM REQUIREMENTS

**A. Uniform Components and Specifications for Sworn Officers.** The following items and their specifications are required, or optional articles as identified, of the Anchorage Police Department Uniform:

1. **Class “A” Uniform.** The purpose of the class “A” uniform is to provide a means for officers to present the greatest professional appearance on behalf of the Anchorage Police Department, with full recognition of the officer’s awards and special unit accomplishments. The class “A” uniform shall be kept clean, pressed, and orderly at all times. The class “A” uniform is suitable for duty use. Ties are required for parades, funerals, or other special occasions as directed by Chain of Command. No clothing accessories may be worn with the class “A” uniform except as identified. Officers shall wear the trousers and shirts provided by the Department.
  - a. Trousers. Uniform trousers shall be dark navy blue in color. Specifications shall be kept in the Resource Manager/Supply Unit. Trousers shall not be bloused.
  - b. Shirts. Uniform shirts shall be dark navy blue in color. Specifications shall be kept in Supply. Shirts may, at the officer’s discretion, be either:
    - 1) Short sleeve without a tie (open collar) worn with an undershirt. Undershirts shall be of the crew neck style, black in color. The sleeve of the undershirt shall not extend below the sleeve of the uniform shirt.

**-OR-**

- 2) Long sleeve with tie and optional tie bar. The sleeves shall not be rolled up. The long-sleeve class “A” shirt may also be worn without a tie and with a black undershirt or turtleneck shirt, which conforms to this procedure.
  - i. Turtleneck Shirts. Turtlenecks are optional and shall be purchased and maintained at officer expense. Turtlenecks shall be black in color, have no more than a two-inch collar height, and be of single fold or mock style. Turtleneck shirt sleeves shall not extend beyond the sleeve of the navy-blue long-sleeve uniform shirt (or light blue uniform shirt for recruit officers, or those assigned to parking duties). No logos shall be displayed on the turtleneck’s collar.

- 3) Command staff shall dictate long (with tie) or short sleeve wear for special occasions such as funerals, parades, etc.
- c. Ties. Sworn personnel shall wear the specified, department issued, four-in-hand tie with clip-on, breakaway feature, dark navy blue. The bottom of the tie shall not extend below the top of the trouser or gun belt, nor be so short as to expose more than one shirt button above the belt. Specifications shall be kept in the Resource Manager/Supply Unit.
  - d. Tie Bars. Tie bars are optional and shall be chromium for officers and gold for sergeants and commanders. Tie bars shall be worn horizontally, level with the bottom edge of the shirt pocket flap. They shall be no longer than the tie is wide and no more than 3/8 inch thick.
    - 1) The Chief of Police may designate additional tie bar designs.
  - e. Badge. Sworn officers shall wear the department issued, metal police badge on all shirts. Metal or cloth badges are optional for outer garments (i.e., Department issued winter jackets) except the authorized rain jacket. The badge shall be worn centered and immediately above the top seam of the left breast pocket and shall always be kept clean and bright. Specifications shall meet those kept in the Resource Manager/Supply Unit.
    - 1) Officers may purchase badges at their own expense for use on duty. Badges must conform to the issued badge specifications. Deviations from issued badge specifications may be made with approval of the Chief of Police for special work unit badges.
    - 2) Any specialty unit or position badge purchased by an officer must be retired when the officer leaves the position indicated on that badge.
    - 3) All special or anniversary badges may be worn for a period of time that is set by the Chief of Police.
  - f. Name Tags. Sworn officers shall wear a metal nametag on the class "A" uniform shirt. It shall be centered under any meritorious conduct award pins or if none are worn, it shall be centered over the right pocket flap, with its lower edge even with the top seam of the pocket flap. Officers shall wear a brushed silver nametag, while sergeants and commanders shall

wear brushed gold. Lettering shall be 1/4-inch block, black in color. The tag will bear the first initial and last name of the officer wearing it.

- g. FTO Patch. Sworn officers who are qualified and currently active as FTOs shall wear a cloth FTO patch with the class “A” uniform. The FTO patch shall be a 1-chevron or 2-chevron, senior FTO, patch on both sleeves of the uniform shirt. These shall be gray in color with a black background. The patch shall have a rounded bottom and the letters “FTO” embroidered in gray thread underneath the chevron. The upper point of the chevrons shall be 1/2 inch below the bottom point of the Department shoulder patch. Specifications shall be kept in the Resource Manager/Supply Unit. FTO pins shall not be worn.
- h. Meritorious Conduct Awards. Award pins are optional and shall be worn centered over the nametag, their lower edge 1/8<sup>th</sup> inch above the name tag. If more than one is worn, they shall be worn three abreast in a horizontal line, with their bottom edge 1/8<sup>th</sup> inch above the nametag. The award pin of highest rank shall be worn closest to the heart. If four award pins are worn, they shall be worn three abreast with the award of the highest rank centered above the bottom three. Refer to the Employee Recognition Policy for details about award ranks.
- i. Unit Pins. Unit pins are optional for sworn officers who are members of department specialty units and shall be worn centered over the nametag or Meritorious Conduct Awards, their lower edge 1/4 inch above the Meritorious Conduct Awards or 1/8<sup>th</sup> inch above the nametag.
- j. Jewelry and Ornamentation. Municipal longevity pins are optional and shall be worn centered over the shirt’s nametag or other pins with their lower edge 1/8<sup>th</sup> above the nametag or 1/4 inch above the top edge of the Meritorious Conduct Awards.
- k. American Flag Pins. American flag pins are optional and shall be worn horizontally centered on the left pocket flap of the shirt, with their top edge 1/2 inch below the top seam of the pocket flap. American flag pins shall not be more than 1 inch in diameter or may be of the bar-style (not to be confused with the 911 Service Bar, which is a meritorious award pin).
- l. APD Collar Brass. All “APD” letter collar brass shall be retired.
- m. Rank Insignia.



- 1) Sergeants. Sergeants shall wear a 3-chevron patch on both sleeves of all uniform shirts. These shall be gray in color with a black background. The upper point of the chevrons shall be 1/2 inch below the bottom point of the Department shoulder patch. Chevrons shall be worn on all shirts and outer garments except the raincoat.
- 2) Command Officers. Command officers shall display their rank on each side of the shirt collar, and on the top of the jacket or coat shoulder or epaulet (except raincoats) 1/2 inch above the shoulder seam. Rank insignia shall be gold metal (positioned consistent with military style) as follows:
  - i. Chief of Police—four gold stars
  - ii. Deputy Chief—two gold stars
  - iii. Captain—two gold bars
  - iv. Lieutenant—one gold bar
- n. Department Shoulder Patch. The official department shoulder patch shall be worn on both sleeves of all uniform shirts and outer garments. The patch shall be centered on the sleeve, 1/2 inch below the shoulder seam. Specifications shall be kept in the Resource Manager/Supply Unit.
- o. Special Unit Patches. Special unit patches are optional and may replace the official department right shoulder patch. Special unit patches shall mimic the official department shoulder patch, except that the city seal may be replaced with the special unit seal and shall be of approximate equal size. The special unit patch may bear the special unit's acronym (i.e., SWAT, ABS, TSU, CNT, K-9, CIT, SRO, and Traffic) in gray 1/4 inch block lettering, across the bottom point of the patch.
- p. Service Stars. Service stars are optional and represent five years of service (as an Anchorage Police Department sworn officer only) for each star worn. They shall be worn on the long sleeve uniform shirt or jacket, with the patch containing the stars located on the left sleeve even with the single upper button, sewn perpendicular to the sleeve crease, with its edge running from the crease toward the top of the forearm. Specifications shall be kept in the Resource Manager/Supply Unit.

- q. Ballistic Body Armor Vests. Exterior vest carriers shall not be worn with class “A” uniforms, when such uniform is worn for parades, funerals or other special occasions as directed by Chain of Command. Exterior vest carriers can be worn for normal duties with class “A” uniforms, only when such vest carrier is outfitted with a metal badge and name tag.

(For the use of vest carriers with cloth badges refer to the Class “B” Uniform section.)

- r. Footwear. Footwear shall be black in color and constructed of smooth leather, permanent shine leather, or of a material that resembles the look of leather. The footwear must be smooth leather without stitching across or along the toes if the occasion is a funeral, parade, dignitary escort, official reception, or otherwise directed by the Chain of Command. The uppers of boots can be of artificial materials (e.g., ballistic nylon) so long as the appearance is appropriate for the uniform. All footwear shall be clean, polished, and buffed at all times. The toes of the footwear must be rounded. The footwear can be slip on or lace up in style. Cowboy-style boots, straps, fancy stitching, heels thicker than 1 1/2 inch, or other ornamental features are prohibited. Laces shall be black. All footwear must be black and may not portray any insignia or markings in any color other than black. Socks shall be worn and, if visible, they shall be black or dark navy blue in color.
- s. Hats. The Police hat is standard for the department and may be worn year-round. The round style police hat will be phased out through natural attrition in favor of the 8-point style hat. It shall be worn with the issued hat badge. The hatband shall be black for officers, gold for sergeants and commanders. The Chief, Deputy Chief, and Captains may have golden oak leaf adornment on the visors of their hats. It shall only be worn outdoors, except for honor-guard duties. It is optional in all but the following circumstances:
  - 1) Funerals
  - 2) Parades
  - 3) Dignitary escorts
  - 4) Official receptions
  - 5) When directed by a Sergeant or Commander

The winter hat is an issued item and may be worn in place of the summer hat from October 1st through April 30th. The winter hat shall be worn with the department issued hat badge. Specifications for both shall be kept in the Resource Manager/Supply Unit.

- t. Helmets. Ballistic helmets may be worn when directed by a sergeant or commander, or when an emergency exists.
- u. Outer Garments. All outer garments (jackets and coats) worn with the class "A" uniform shall be black in color or department issued.
  - 1) Uniform jackets shall be either the department issued type or optional (officer expense). If optional, the jacket must be all black.
  - 2) Specifications for a leather jacket will be kept in the Resource Manager/Supply Unit. Leather jackets will be worn with a metal name tag, metal badge and shall also conform to the shoulder patch and rank insignia specified above.
  - 3) Cloth jackets shall have the appropriate shoulder patches, cloth badge, rank insignia and embroidered name tag affixed to the exterior. Cloth name tags sown onto jackets shall contain ¼ inch letters in silver thread. Optionally, the officer's name can be embroidered directly onto the jacket with ¼ inch letters in silver thread.
- v. Gloves. Gloves worn with the class "A" uniform shall be black color. White gloves may be worn for funerals, parades or other official functions as directed by a sergeant or commander.
- w. Leather Gear. Leather gear (trouser belt, gun belt, and leather accessories) shall be of black basketweave design basketweave and/or department issued plain black design. They shall not be re-dyed from another color. Leather gear shall be clean, polished and buffed at all times.
  - 1) Belt Buckles. Belt buckles may be an all-black Cobra style buckle an all-black hardened plastic quick clip style buckle, a chromium buckle for officers, or a gold buckle for sergeants and command officers.
  - 2) Holsters. Holsters shall be of the type and design approved by the department. "Drop Tactical" holsters

are not to be worn with class “A” or class “B” uniforms.

- 3) Gun Belt. The gun belt shall be worn covering the trouser belt and secured with keepers or a trouser belt/gun belt Velcro fastening system.
- 4) Leather Accessories. No more than one rifle magazine is permitted on a gun belt. The rifle magazine can be “stacked” with another leather accessory.

- x. Rain Jackets. Uniformed rain jackets of authorized design, black in color, may be worn with the class “A” uniform in inclement weather.
- y. Scarves. Scarves may be worn beneath the uniform jacket in cold weather. Scarves shall be black in color with no design. The type of material is optional.

2. **Class “B” Uniform.** The purpose of the class “B” uniform is to provide a means for officers to present a professional appearance on behalf of the Anchorage Police Department, as well as provide comfortable and practical wear for rigorous duty use. The class “B” uniform shall be kept clean, pressed, and orderly at all times. The class “B” uniform is acceptable for on-duty, routine patrol work. It shall not be worn for funerals, parades, or other special occasions unless specifically directed by Chain of Command (i.e., traffic control or protective duties). Unless specifically listed below, all class “B” components are to be consistent with a class “A” uniform. Officers shall wear the trousers and shirts provided by the Department.

- a. Trousers. Class “B” uniform trousers shall be dark navy blue, of the six-pocket cargo design, with no black stripe along their vertical seam. They shall conform to specifications kept by the Resource Manager/Supply Unit. The department may provide different brands of trousers to insure proper fit. Trousers shall not be bloused.
- b. Leather Gear. To be consistent with class “A” requirements.
- c. Shirts. Components are to be consistent with class “A” requirements.
- d. Badge. To be consistent with the class “A” requirements.
- e. Name Tags. To be consistent with the class “A” requirements.

- f. FTO Patch. To be consistent with the class “A” requirements.
- g. Meritorious Conduct Awards. To be consistent with the Class “A” requirements.
- h. Jewelry and Ornamentation. To be consistent with the class “A” requirements.
- j. American Flag Pins. To be consistent with the class “A” requirements.
- k. Rank Insignia.
  - 1) Sergeants. Insignia shall conform to class “A” requirements.
  - 2) Lieutenants. Command officers shall display their rank on each side of the shirt collar. Rank insignia shall be a gold thread patch on a black background, positioned consistent with military style, and conforming to class “A” requirements.
- l. Department Shoulder Patch. To be consistent with the class “A” requirements.
- m. Special Unit Patches. To be consistent with the class “A” requirements.
- n. Service Stars. To be consistent with the class “A” requirements.
- o. Ballistic Vests. Ballistic vests shall be worn either beneath the class “B” uniform shirt, or, at the officer’s discretion, within an exterior vest carrier.
- p. Exterior Vest Carriers. To provide officers flexibility with the class “B” and class “C” uniform, the department has approved the use of exterior vest carriers. An exterior vest carrier is a carrier that officers may purchase at their own expense. Exterior vest carriers are designed to carry an officer’s soft body armor, while also being equipped with pockets and pouches that are consistent with options from current department approved manufacturers. They shall in no way compromise the fit or ballistic protection the vest panels contain; the vest panels shall not be modified.

- 1) Exterior vest carriers that have the appearance of a uniform shirt, shall be navy blue with a metal badge and metal name tag. Dull black nylon exterior vest carriers shall be worn with either a cloth badge patch and cloth name tag or with a metal badge and metal name tag. Cloth name tags sown onto carriers shall contain ¼ inch letters in silver thread. Optionally, the officer's name can be embroidered directly onto the vest carrier with ¼ inch letters in silver thread. There shall be no blending of cloth and metal accessories. Meritorious Conduct awards shall not be worn on exterior vest carries.
  - 2) Exterior vest carriers differ from plate carriers and chest rigs, as their look and function are not the same. With this in mind, and barring extenuating circumstances, no more than one rifle and one handgun magazine shall be carried on exterior vest carriers. Fixed blades shall not be visible on exterior vest carriers. Molle attachment systems are prohibited from being on exterior vest carriers. Tasers shall not be carried on exterior vest carriers. Exterior vest carriers shall always be kept clean and orderly. Sergeants and commanders shall require officers to repair or replace at their own expense, any unkempt vest carrier.
  - 3) The current department approved manufactures for exterior vest carriers are [Turtle Tracks \(Basic Vest Carrier or the Custom Vest Carrier\)](#), [AlaskHahn Creations](#), [Blauer \(FlexRS Armorskin #8360xp\)](#) and [Aggie's Sewing Shop Wasilla, AK](#)
  - 4) Officers that elect to purchase a customizable exterior vest carrier are limited to having two breast pockets and no more than six pouches/pockets along the bottom. Except for the flush pocket attached to the breast pocket, stacking of pockets is prohibited.
- q. Footwear. Consistent with a Class "A" uniform or footwear may consist of artificial materials that resembles the structural qualities and look of black leather. If the appearance is appropriate for the uniform. Footwear must be black and may

not portray any insignia or markings in any color other than black. All footwear must be kept clean.

- 1) Optional Boots. Black winter style boots (i.e., black snow machine or “bunny” boots) may be worn with the class “B” uniform in inclement weather, with the approval of a supervisor.
- r. Hats. The summer hat, winter hat and following optional hats may be worn with the class “B” uniform.
- 1) Patrol Caps. Patrol Caps shall be black in color with a reduced size official department shoulder patch (or “Police” in block lettering) affixed to the center, directly above the bill of the hat. Patrol Caps shall always be clean and orderly, and shall be worn squarely on the head, bill forward. Patrol Caps shall not be peaked or blocked in any fashion. Patrol Caps shall be made of cloth, and either fitted or adjustable style. No other lettering or ornamentation may be worn on a Patrol Cap. Patrol Caps may be worn outdoors during heavy rain, snow, or similar inclement weather conditions. Patrol caps shall not be worn indoors while conducting administrative duties.
  - 2) Watch Caps. Watch caps are optional and may only be worn during inclement weather while outdoors. They shall be solid black in color and worn with or without a reduced-size departmental patch sewn to their lower edge, centered above the forehead. Watch caps shall not be worn indoors while conducting administrative duties.
  - 3) Balaclava. Balaclavas are optional and may be worn in inclement weather conditions. They shall be solid black in color, material is optional.
- s. Outer Garments. Consistent with a Class “A” requirements.
- 1) Bicycle Jackets. Bicycle jackets may only be worn with the class “B” uniform and when an officer is actively engaged in bicycle patrol duties.
  - 2) Shorts. Shorts are to be worn only while actively and exclusively assigned to conduct bike patrol activities. Wearing shorts while conducting standard patrol activities is not permitted.

- 3) Rain Pants. Rain pants are optional and may be worn in inclement weather conditions with supervisor approval. They shall be solid black in color, material is optional.
- 4) All authorized jackets shall be worn as the outermost garment.
- 5) The only authorized jackets are department issued and optional (officer expense).
- 6) Optional jackets shall be all black in color.

- t. Suspenders. Suspenders may only be worn with the class “B” uniform under the exterior vest carrier. Suspenders shall be dull black, nylon material and always kept clean and orderly.
- u. Rifle Magazines. Rifle magazines are limited to one on a gun belt and/or one on the exterior vest carrier. A rifle magazine on a gun belt may be “stacked” with another leather accessory. A rifle magazine on an exterior vest carrier may not be “stacked” with another pouch.
- v. Fixed Blade Knives. May be carried but must not be visible.

3. **Class “C” Uniform.** The purpose of the class “C” or utility uniform is to provide an alternative uniform for personnel to wear while performing activities that would unusually soil or damage a class “A” or “B” uniform. Examples of these activities are SWAT, K-9 Officers, Firearms Instructors, Training Academy Staff, Detectives involved in the service of search warrants, or crime scene investigators. All utility uniforms shall be retired when their color fades and or they begin to look excessively worn.

- a. BDU Style Uniform. The BDU style uniform shall have cloth or PVC shoulder patches, and/or a badge patch and name tape. The name tape should be a color and materiel that matches the uniform shirt. The uniform may be black, green or camouflaged depending on the nature of the officer’s job assignment. The patches shall be either black and silver (gold for sergeants and commanders) or black and green to match the uniform. Patches shall be placed according to the class “B” uniform.
- b. Polo Shirt. The polo shirt style shall be worn with the black BDU style uniform pants. Polo shirts shall be black, with the department shoulder patch embroidered in silver over the left



breast and the officer's first initial and last name over the right breast. The officer's name shall be in ¼ inch high block lettering in silver thread, to match the embroidered patch. Officers will be responsible for having their name embroidered appropriately. Specifications shall be kept in the Resource Manager/Supply Unit.

- c. Specialty Uniform. Specialty uniforms, (i.e., 5.11 clothing) are only to be use by Specialty Units. These uniforms are to be in compliance with the Unit's approved standard policy and procedures.
- d. The style and use of the Class C uniform can be determined by Chain of Command.

4. **Dress Uniform.** The purpose of the dress uniform is to provide officers with a ceremonial uniform for parades, funerals, or special occasions as approved by the Chain of Command. The dress uniform shall be kept clean, pressed, and orderly at all times. No clothing accessories may be worn with the dress uniform except as identified. Officers are responsible for the cost of the dress uniform.

- a. Trousers. The dress uniform trouser shall be black with silver trouser braid, half inch for officers and one inch for sergeants.
- b. Dress Coat. The dress coat is a wool high collar coat. It will have "P" brass buttons.
- c. Footwear. The footwear shall be high gloss low quarter Oxford shoes. No other footwear is allowed. Socks will be black.
- d. Leather gear. The belt and shoulder strap shall be smooth patent leather with a gold/brass buckle. The holster, handcuff case, and a double magazine pouch, with hidden snaps, will be hi gloss leather. The inner belt will be black leather.
- e. Gloves. White gloves will be worn during ceremonies.
- f. Insignia. The APD insignia pins will be 9/16-inch-high with screw back.
- g. Patches and pins will be worn to the same standard of the Class "A" uniform. Specialty unit patches are prohibited.

B. **Uniform Components and Specifications for Recruit Officers.** The following items and their specifications are required, or optional articles (as identified), of the Anchorage Police Department recruit officer uniform:

1. **Recruit Uniform.** The purpose of the recruit uniform is to provide a means for recruits to present the greatest professional appearance on behalf of the Anchorage Police Department and to identify recruits from sworn officers. The recruit uniform shall be kept clean, pressed and orderly at all times. It shall be worn daily during attendance at the Anchorage Police Recruit Academy unless otherwise directed by academy staff. No clothing accessories may be worn with the recruit uniform except as identified.
  - a. Trousers. Recruits shall wear the “Class B” six-pocket cargo style pants. Specifications shall be kept in the Resource Manager/ Supply Unit.
  - b. Shirts. Recruits shall wear the department issued light-blue long sleeve uniform shirt with a tie, APD metal recruit badge and brushed silver metal name tag with their first initial and last name. Specifications shall be kept in the Resource Manager/Supply Unit.
  - c. Boots. Recruits shall wear black, high-top, shined leather boots.
  - d. Leather Gear. Recruits shall wear the issued department duty belt/ holster/ leather accessories conforming to the standards established in the class “A” section of this policy.
2. **Recruit Class “A” Uniform.** Recruits shall be issued one set of sworn class “A” uniforms and at the option of Training staff, shall wear the class “A” uniform in accordance with this policy.
3. Personal appearance and grooming will follow existing APD policy.

C. **Uniform Components and Specifications for Community Service Officers.** The uniform of the Community Service Officer shall comply with all applicable class “A” and class “B” requirements as set forth under the Non-Sworn Employees section of this policy.

D. **Uniform Components and Specifications for Non-Sworn Employees.** The following items and their specifications are required, or optional articles as identified, of the Anchorage Police Department Uniform:

1. **Class “A” Non-Sworn Uniform.** The purpose of the class “A” uniform is to provide a means for non-sworn employees to present the greatest professional appearance on behalf of the Anchorage Police Department, with full recognition of the employee’s awards and special unit accomplishments. The class “A” uniform shall be kept clean, pressed, and orderly at all times. The class “A” uniform is suitable for duty use. It is required for parades, funerals, court

appearances or other special occasions as directed by command staff. No clothing accessories may be worn with the class “A” uniform except as identified.

- a. Shirts. Class “A” uniform shirts shall be light blue in color. The sleeves shall not be rolled up. Long sleeve shirts with ties or short sleeve, without a tie (open collar) worn with a black undershirt. Specifications shall be kept in the Resource Manager/Supply Unit.
- b. Trousers. Uniform trousers shall be dark navy blue in color, of the two or four-pocket design, with no black stripe along the vertical seam. Specifications shall be kept in the Resource Manager/Supply Unit.
- c. Skirts. Uniform skirts may be worn by female employees. They shall be dark navy blue in color. Their lower hem shall be no higher than the top of the kneecap or lower than the bottom of the kneecap when standing. Specifications shall be kept in the Resource Manager/Supply Unit.
- d. Stockings or Pantyhose. Stockings or pantyhose shall be worn with the uniform skirt. They shall be either black, navy blue, or flesh-tone in color.
- e. Ties. Non-sworn employees shall conform to sworn class “A” standards. Non-sworn personnel shall wear the specified, department issued, four-in-hand tie with clip-on, breakaway feature, dark navy blue. The bottom of the tie shall not extend below the top of the trouser or belt, nor be so short as to expose more than one shirt button above the belt. Navy-blue, tuxedo ties may be worn by female employees, with the long-sleeve shirt. Specifications shall be kept in Supply.
- f. Badge. Non-sworn employees shall wear the department issued non-sworn badge. The badge shall be worn centered, its lower point 1 inch above the left breast pocket flap. All non-sworn employees will be issued a full-size badge with the words “Support Services” written on the top ribbon. The badge shall be kept clean and bright at all times. Specifications shall be kept in Supply.
  - 1) All special or anniversary badges may be worn for a period of time that is set by the Chief of Police.
- g. Name Tags. Non-sworn employees *shall* wear a metal nametag on the uniform shirt. It shall be centered over the right pocket flap, with its lower edge even with the top seam of

the pocket flap. The nametag shall be brushed silver with black, ¼ inch block lettering. The letters shall bear the first initial and last name of its wearer.

- h. Department Shoulder Patch. The official non-sworn Department shoulder patch shall be worn on the left shoulder of all uniform shirts. The patch shall be centered on the sleeve, 1/2 inch below the shoulder seam. Specifications shall be kept in the Resource Manager/Supply Unit.
- i. Service Stars. Service stars are optional and represent five years (as an Anchorage Police Department Non-Sworn Employee) of service for each star worn. They shall be worn on the long-sleeve uniform shirt, with the patch containing the stars located on the left sleeve even with the single upper button, sewn perpendicular to the sleeve crease, with its edge running from the crease toward the top of the forearm. Specifications shall be kept in the Resource Manager/Supply Unit.
- j. Footwear. Plain black shoes or boots shall be worn with the uniform. Socks shall be worn with trousers, and if visible, they shall be black or navy blue in color. All footwear shall be clean, polished and buffed to include any tennis shoes. Laces shall be black. Any commercially designed shoe or boot is acceptable, except for cowboy-style boots. Shoes and boots shall not have a heel height exceeding 2 ½ inches nor a heel support width of less than 1 ½ inches.
  - 1) Optional Boots. Snow machine or “bunny boots” may be worn in exigent circumstances, with black being their preferred color.
- k. Outer Garments. All department issued outer garments (jackets and coats) shall be blue, black or high visibility in color, shall conform to the department shoulder patch and name tag requirements. Non-department issued outer garments shall not be worn during funerals, parades, court appearances or other special occasions as dictated by command staff.
- l. Leather gear. Leather gear (trouser belt) shall be plain black or black basketweave in design. They shall not be re-dyed from another color. Leather gear shall always be clean and orderly. Belt buckles may be a plain, chromium design, an all-black Cobra style buckle, or an all-black hardened plastic quick clip style buckle. Decorative and concealed weapon buckles are prohibited.

- m. Meritorious Conduct Awards. Award pins are optional and shall be centered over the nametag. If more than one is worn, they shall be worn three abreast in a horizontal line, centered above the nametag. The award pin of highest rank shall be worn closest to the heart. If four award pins are worn, they shall be worn three abreast with the award of the highest rank centered above the bottom three. Refer to the Employee Recognition Policy for details about award ranks.
  - n. Accessories. All wearing of meritorious conduct awards, American flag pins, FTO pins, jewelry and ornamentation, scarves, watch caps, and gloves shall comply with the standards established in the sworn class “A” section of this policy.
2. **Class “B” Non-Sworn Uniform.** The purpose of the class “B” uniform is to provide a means for employees to present a professional appearance on behalf of the Anchorage Police Department, as well as provide comfortable and practical wear for rigorous duty use. The class “B” uniform shall be kept clean, pressed, and orderly. The class “B” uniform is acceptable for on-duty, routine work. It shall not be worn for funerals, parades, court appearances or other special occasions unless specifically directed by Chain of Command. Unless specifically listed below, all class “B” components are to be consistent with a class “A” uniform.
- a. Shirts. Grey polo type shirt with APD emblem on chest, Specifications shall be kept in the Resource Manager/Supply Unit.
    - 1) A long sleeve black shirt may be worn underneath the short sleeve polo. There shall not be any visible logos that are not black.
  - b. Trousers. Black six-pocket cargo design uniform pants. Specifications shall be kept in the Resource Manager/Supply Unit.
    - 1) Employees have the option to purchase their own black trousers subject to Command approval within the following criteria:
      - i. Trousers will be full length slacks. Pant legs shall be no less than 1 inch or nor more than 1 ½ inches from the ground in the back. (No capri)
      - ii. Trousers will be straight leg or boot cut. (No skinny leg)

- iii. Trousers can be of a blended material. Yoga, exercise, spandex, jeans/denim or any type of leggings may not be worn in place of black pants.
  - iv. Trousers shall be professional in appearance with no holes, rips, frays, designs, embellishments or adornments.
- c. Coveralls. Non-sworn employees may wear one or two-piece coveralls over, or in lieu of, their regular uniform for a short term while actively performing duties that require rigorous use of the uniform, or that may cause unusual soiling or wear to their regular uniform (i.e., duties of handling boxes of supplies, cleaning, etc). Coveralls may not be worn daily in place of the class A or B uniforms or for parades, funerals or other special occasions as directed by command staff. Specifications shall be kept in Resource Manager/Supply Unit.
- d. Leather gear/ nylon belt. Leather gear or nylon belt (trouser belt) shall be plain black or black basketweave in design. They shall not be re-dyed from another color. Leather gear or nylon belt shall always be clean and orderly. Belt buckles may be a plain, chromium design, an all-black Cobra style buckle, or an all-black hardened plastic quick clip style buckle. Decorative buckles are prohibited.
- e. Outer Garments. All department issued outer garments (jackets and coats) shall be blue, black or high visibility in color, shall conform to the department shoulder patch and name tag requirements. Non-department issued outer garments shall not be worn during funerals, parades, court appearances or other special occasions as dictated by command staff.
- f. Footwear. Consistent with a Class "A" uniform or footwear may consist of artificial materials that resemble the structural qualities and look of black leather. Footwear must be black and may not portray any insignia or markings in any color other than black. The appearance must be appropriate for the uniform. All footwear must be kept clean and is subject to Command approval.

A. **Civilian Attire Specifications for Employees:** The following specifications are requirements for employees to wear civilian attire. Employees may wear civilian attire when they are not having direct contact with the public as a

representative of the department and/or with the approval of the chain of command.

1. Shirts, blouses, and sweaters must be properly fitting and can have long or short sleeves. The clothing shall not be low cut, sleeveless, sheer, a tee shirt, athletic wear, spandex shirt, or sweatshirt. Undergarments and midriff will not be exposed. The shirts will not have logos, sayings, or any graphics.
2. Pants and slacks must be properly fitting and have no holes, rips, frays, and are not overly worn. Cropped pants and slacks are acceptable if they fall to just above the ankle, capri pants are prohibited. Form fitting pants or leggings must be paired with a tunic style top covering to either mid-thigh or to the end of the employee's fingertips.
3. Dresses and skirts must be properly fitting and should be at least to the knee in length. Dresses and skirts shall not have slit longer than 3 inches.
4. Footwear shall be clean, with no holes, and not overly worn. Footwear will be closed or open toe shoes, flats, or dress boots. The heel height shall not interfere with the employee's job function. Athletic shoes may be worn if they are in good condition, with no more than two neutral colors, including the sole. The athletic shoes must be laced, tied and fitted.
5. Jeans or other trousers that are similar in appearance to jeans/denim are prohibited without approval of the chain of command for special occasions. When approved, Jeans shall be professional in appearance with no holes, rips, frays, designs, embellishments or adornments.
6. Employees that wear civilian attire shall conform to the personal appearance and grooming section of this policy.

#### **IV. IPERSONAL EQUIPMENT INVENTORY**

- A. **General.** Supervisors shall, at any time, perform a personal equipment inventory of certain specific items which have been issued to that employee. Because sworn and non-sworn employees are issued different types of equipment, this inventory must be coordinated with other sections within the department. It is incumbent upon those who issue department-owned equipment to provide the information necessary for an accurate annual inventory.
- B. **Supervisors' Responsibilities.** Routinely, supervisors shall be responsible for obtaining the type, make, serial number, APD tag number, or any other necessary information which identifies equipment issued to the employee.

1. Record the information requested on an equipment checklist (The Patrol Division Equipment Checklist), which may be reviewed by members of the Command Staff, Patrol Supervisors, the Department Armorer, the Traffic Sergeant, and members of the Supply Section.
    - a. Missing or damaged equipment must be noted on the checklist.
    - b. Supervisors are not responsible for checking equipment issued and separately inventoried by any Special Unit, such as SWAT, CNT, Crime Scene Team, etc.
- C. **Captain's Responsibilities.** Upon reviewing the checklist, the Captain shall ensure the database is routinely updated and in a good working condition.
- D. **Employees' Responsibilities.** Employees shall be responsible for providing all equipment to be inventoried. Missing or damaged equipment must be reported to the supervisor. In addition, employees shall immediately forward a memorandum regarding missing or damaged equipment to their Shift Commander and to the Supply Section.
- E. **Department Armorer's Responsibilities.** The Department Armorer shall compare the weapons listed on the employee's checklist with department firearms inventory records. Any discrepancies shall be addressed with the employee.
- F. **Traffic Section Responsibilities.** The Traffic Sergeant shall compare any radar unit listed on an officer's checklist with department radar inventory records. Any discrepancies shall be addressed with the employee.
- G. **Supply Section Responsibilities.** The Supply Section shall compare any equipment logs with the checklist.
1. Individual Equipment and Clothing Control Sheet. The entire form shall remain there until the employee's next Personal Equipment Inventory.

## **V. PERSONAL APPEARANCE AND GROOMING OF ALL PERSONNEL**

- A. **General.** Members of the Department, while on duty, shall always be neat and clean. Clothes shall be clean and pressed, and uniforms and clothing shall be in conformity with specifications contained in this procedure. Equipment shall be maintained in serviceable condition. To present a professional image, non-uniformed dress shall be moderate, keeping with good taste and judgment.
- B. **Hair Style.** The public has a right to expect police personnel to present a neat, well-groomed appearance, whether in uniform or civilian attire. The Department recognizes, too, that hair style is an especially individual matter.



The following guidelines for hair appearance are designed to balance these needs:

1. General. An officer's hair, regardless of style, may not at any time interfere with the proper wear/function of any uniform headgear or equipment, noting particularly:
  - a. Use of the gas mask.
  - b. Rendering first aid, especially the use of the resuscitation (CPR) mask.
  - c. Wearing of the summer hat to perform Departmental functions.
  - d. Secure wearing of the helmet.
2. All academy recruits shall follow the established guidelines for sworn employees.
3. Male Hair Guidelines. The following guidelines will apply to all personnel unless specifically noted.
  - a. Male sworn employees may wear their hair any length on the front and sides; providing it is styled so as not to extend into the eyes or otherwise interfere with the officer's vision. The back of the hair may be cut in any style providing it does not extend beyond the top of the uniform shirt collar when the head is held erect. All hair styles shall be no longer than four inches from any part of the head.
    - 1) Wigs or hairpieces must conform to these standards as well.
  - b. Male non-sworn employees may wear their hair any length on the front and a side, providing it is styled so as not to extend into the eyes or otherwise interfere with their vision. The back of the hair may be cut in any style. If the length extends beyond the top of the uniform shirt collar when the head is held erect, it shall be worn in a ponytail style.
    - 1) Wigs or hairpieces must conform to these standards as well.
  - c. Extreme hairstyles are prohibited. Hair color may only be a naturally occurring color.
  - d. Hair shall always be kept clean and well-groomed.

- e. Sideburns shall be trimmed so that they do not extend beyond the bottom of the earlobe, and do not flare more than one inch at the widest width.
- f. Hair shall be kept neat, clean, and well-groomed. For sworn employees the hair shall be cut to a length and/or worn in a style that does not extend beyond the top of the shoulders.
- g. Extreme hairstyles are prohibited, and hair color may only be a naturally occurring color.
- h. Moustaches are permitted but shall not extend further than the smile crease line, and not more than 1/4 inch below the corner of the mouth. Mustaches shall always be neatly trimmed.

C. **Fingernails.** Fingernails shall be trimmed to a length which does not interfere with the performance of duties. Employees may use fingernail polish, and, if used, will be a muted, understated shade that closely resembles natural skin tones.

D. **Jewelry.**

- 1. Choker-type necklaces shall not be worn by sworn personnel.
- 2. Religious or identification type necklaces may be worn. If being worn by sworn personnel, it must be on a chain long enough to conceal the item while on duty.
- 3. Only one pair of small, non-dangling earrings may be worn by sworn female personnel while on duty. No earrings are to be worn by any sworn male personnel while on duty unless allowed by a command officer for undercover related assignments.
- 4. Non-sworn male and female personnel may wear dangling or non-dangling earrings so long as they don't interfere with the performance of their duties.
- 5. No employee while on duty may wear jewelry in a piercing other than in the ear if it is visible to the public or other employees.

E. **Tattoos.** All tattoos or body markings on any employee shall, if visible to the public or other employees, not detract from the professional image that shall be presented. Any tattoo that is deemed by an employee's supervisor to detract from the professional image of the department shall be covered in a manner that makes it not visible to the public or other employees.

## **VI. COURT APPEARANCES**

- A. **Uniform in Civil Court.** Unless acting in an official capacity for the Department, employees will not wear any part of the official Department uniform that would denote their employment when appearing in court.

## **VII. WAIVER OF UNIFORM AND APPEARANCE REQUIREMENTS**

- A. **General.** Special operations within the department may require any of the provisions of this procedure to be waived or suspended by the Chief of Police or his designee and is so authorized in those events.

## **VIII. UNIFORM COMMITTEE**

- A. The uniform committee, to be appointed by the Chief of Police or designee, will be made up of employees from different sections of the Department, sworn and non-sworn. The mission of the committee is to review this policy, to do research on uniforms and personal appearance standards, and make recommendations to the chain of command.

## **XI. OPTIONAL UNIFORM ITEMS**

- A. The Chief of Police or designee can approve optional uniform items that employees can wear while in uniform. Optional uniform items are purchased at employee expense. Unless otherwise designated in this policy, the current list is:

- 1. Uniform Shirt to be worn under outer vest carrier:

- a. [Blauer FLEXRS Armorskin long sleeve base shirt, item #8361, dark navy in color.](#)
- b. [Blauer FLEXRS Armorskin short sleeve base shirt, item #8362, dark navy in color.](#)
- c. [Blauer FlexHeat Winter base shirt, item #8374, dark navy in color.](#)

- 2. Uniform pants:

- a. [Blauer FlexHeat Detail Pants, item # 8833, dark navy in color](#)

**\*\*\*END OF DOCUMENT\*\*\***