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## Police Uniform Regulations

### 1046.1 PURPOSE AND SCOPE

The uniform policy of the Arvada Police Department is established to ensure that uniformed officers, special assignment employees, and civilian employees will be readily identifiable to the public through the proper use and wearing of Department uniforms. The intent of these uniform regulations is to maintain a uniform, professional appearance when representing the Department. Employees should also refer to the following associated policies:

- (a) [Department-Owned and Personal Property Policy](#)
- (b) [Personal Appearance Policy](#)

The Arvada Police Department uniform specifications and procedures are maintained and periodically updated by the Chief of Police or the authorized designee and should be consulted regarding authorized equipment and uniform specifications.

[Directive - Issued Departmental Equipment and Property](#)

### 1046.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis, or other time of need.

- (a) No item of attire may be worn on-duty that would adversely affect the reputation of the Arvada Police Department or the morale of the employees.
- (b) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All sworn officers of this Department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Employees shall wear only the uniform specified for their rank and assignment. Employees shall not loan any portion of the uniform to others.
- (d) Employees shall not permit the uniform to be reproduced or duplicated.
- (e) All supervisors will perform periodic inspections of their employees to ensure conformance to the Arvada Police Department uniform specifications and procedures.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) 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.
- (h) If the uniform is worn in transit when driving other than a marked vehicle, an outer garment should be worn over the uniform shirt so as not to bring attention to the employee while off-duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of a Department uniform, including the uniform pants.
- (j) Mirrored sunglasses will not be worn with any Department uniform.

# Arvada Police Department

## Policy Manual

### *Police Uniform Regulations*

---

#### **1046.3 EQUIPMENT PROVIDED BY THE EMPLOYEE**

- (a) Required by the employee
  - 1. Authorized firearm
  - 2. Black or navy blue socks (when footwear allows visibility of socks)
  - 3. Black, crew neck t-shirt to be worn with uniform shirt
  - 4. Watch or another style of time piece
  - 5. Equipment carry bag or case
- (b) Optional for the employee
  - 1. Authorized secondary firearm
  - 2. Pocket knife or other folding knife that opens to a fixed position and is legal to possess under the provisions of Article 12 of Title 18 of the Colorado Revised Statutes. Any knife that opens by projecting the blade from the end of the handle, or any butterfly knife or ballistic knife as defined by C.R.S. 18-12-101, is prohibited.
  - 3. Other equipment specifically approved by the Chief of Police.

#### **1046.3.1 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT**

- (a) Any of the items listed in the uniform and equipment specifications manual as optional shall be purchased at the expense of the employee;
- (b) Maintenance of optional items, such as repairs due to normal wear and tear, shall be the financial responsibility of the purchasing employee;
- (c) Replacement of items listed in this order as optional shall be completed 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 may be replaced following the procedures for the replacement of damaged personal property outlined in the Department-Owned and Personal Property Policy.

#### **1046.4 DEPARTMENT-ISSUED IDENTIFICATION**

The Department issues each employee an official Department identification card bearing the employee's name, identifying information, and photo likeness. All employees shall be in possession of their department-issued identification card 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 practicable.
- (b) Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by their Deputy Chief.
- (c) Non-uniformed members will clearly display their identification cards while working at City of Arvada facilities.

# Arvada Police Department

## Policy Manual

### Police Uniform Regulations

---

#### **1046.5 NON-UNIFORMED PERSONNEL ATTIRE**

There are assignments within the Department that do not require wearing a uniform because recognition and authority are not essential to their function. There are also assignments, including modified duty, in which wearing civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn;
- (b) All investigative, administrative, and professional staff who wears non-uniform clothing to work shall wear attire from the clothing categories, as applicable, all of which are moderate in style: button-style shirts with a collar, blouses or other dress shirts, dresses or skirts, dress pants, slacks, or suits.
- (c) The following items shall not be worn on-duty by any employee, unless excepted by circumstances of Training Attire below:
  1. T-shirts, sleeveless shirts, or tank tops alone; or
  2. Open-toed sandals, flip flops, or thongs; or
  3. Tennis or athletic shoes, work or hiking type shoes or boots (except during inclement weather) are not to be worn unless for a specific work-related purpose
  4. Swimsuit, tube tops, or halter tops; or
  5. Spandex type pants or see-through clothing; or
  6. Distasteful printed slogans, buttons, or pins; or
  7. Denim pants of any color; or
  8. Shorts or capris; or
  9. Sweatshirts, sweatpants, or exercise clothing
- (d) Variations from this policy section are allowed at the discretion of the Commander supervising each Bureau or work group. This may occur when the employee's current assignment or current task deem specific attire not appropriate, or due to the employee's type of engagement with the public.

#### **1046.6 UNIFORM CLASSES**

##### **1046.6.1 NON-SWORN AND CIVILIAN-SWORN UNIFORMS**

There are non-sworn and civilian-sworn (e.g. Neighborhood Services Team) positions within the Department that require wearing a uniform.

Uniform requirements within these positions will adhere to applicable uniform sections of this policy. The Commander or command-level supervisor overseeing a particular uniformed non-sworn or civilian-sworn work group shall provide written guidance for any necessary exceptions.

##### **1046.6.2 SPECIALIZED UNIT UNIFORMS**

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as Canine Officers, SWAT, bicycle patrol, motorcycle officers, the Honor Guard, and other specialized assignments.

##### **1046.6.3 CLASS A UNIFORM**

The Class A uniform is to be worn on special occasions, such as funerals, graduations, promotions, ceremonies, or as directed. Availability of the Class A uniform is required for all sworn officers. The Class A uniform includes the standard-issue uniform with the following:

# Arvada Police Department

## Policy Manual

### Police Uniform Regulations

---

- (a) Long sleeve shirt with tie; the tie shall be tucked neatly between the second and third buttons from the top of the shirt;
- (b) Issued uniform pants and polished black shoes (shoes with pointed toes are not permitted);
- (c) The dress hat may be worn for events held outdoors;
- (d) Assignment insignia, special insignia, education-based decorations, and commendations are not limited in number;
- (e) The dress uniform for motorcycle officers shall consist of uniform riding breeches and black leather riding boots; and
- (f) The dress uniform for the Neighborhood Services Team shall include long sleeve shirts and tie.

#### 1046.6.4 CLASS B UNIFORM

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

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short-sleeve shirt may be worn with the collar open - no tie is required;
- (b) A black crew neck undershirt must be worn with the uniform;
- (c) All shirt buttons must remain buttoned except for the top button at the neck;
- (d) Polished black shoes or approved all black unpolished shoes may be worn; and
- (e) The combination of assignment insignia, special insignia, and commendations is limited to a total of five.

#### 1046.6.5 UNIFORM WITH LOAD-BEARING VEST

Sworn officers may wear the department approved load-bearing vest designed to be worn on the outside of the uniform subject to the following requirements:

- (a) No additional equipment (e.g. zip ties, flex cuffs) will be affixed on the straps of the outer vest carrier. Only the following authorized equipment will be allowed on the outer vest carrier:
  - 1. Body Worn Camera
  - 2. Handcuffs
  - 3. Handgun Magazines
  - 4. Radio (optional)
- (b) The load-bearing vest shall not be worn when a Class A uniform is required or appropriate.
- (c) Officers are required to wear the designated long or short sleeved shirt underneath the load-bearing vest.
- (d) While on duty, officers shall only take off their load-bearing vest while performing administrative duties in a secure location within one of the Arvada Police Department stations. Vests shall be kept in close proximity and officers are required to replace the vest prior to responding to calls for service in accordance with PM 1024.

### 1046.7 INSIGNIA AND PATCHES

#### 1046.7.1 PATCHES

The authorized shoulder patch supplied by the Department shall be machine stitched to both sleeves of all uniform shirts and jackets,  $\frac{3}{4}$  of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.

#### 1046.7.2 SERVICE STRIPES

Service stripes may be worn on long-sleeve shirts and jackets. One stripe for each 5-year period of sworn law enforcement service with this Department, and prior service for lateral-entry members who have completed probation, will be machine stitched onto the uniform. The bottom of the service stripe shall be sewn  $1\frac{1}{2}$  inches 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.

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# Arvada Police Department

## Policy Manual

### Police Uniform Regulations

---

#### 1046.7.3 NAMEPLATES

The regulation nameplate shall be worn at all times while in uniform for sworn and civilian-sworn positions. The nameplate shall display the employee's last name and first initial. 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 directly 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.

When a jacket without an embroidered name tape is worn, the nameplate shall be affixed to the jacket in the same manner as the uniform.

#### 1046.7.4 EDUCATIONAL DECORATIONS

Education-based insignias (e.g. Northwestern School of Police Staff and Command, National Academy) may also be worn on the Class A uniform, provided the insignia conforms to the enamel ribbon dimensions of those issued by the Department. Educational decorations should be placed directly above and centered on the nameplate.

#### 1046.7.5 ASSIGNMENT INSIGNIAS

Assignment insignias may be worn while the employee is currently assigned to a special or limited assignment or instructorship. Assignment insignias are limited to 3 on the Class B uniform and are not limited on the Class A uniform.

A list of the authorized assignment and special insignia pins issued by the Department will be designated on the Issued Departmental [Equipment and Property Administrative Order](#).

Assignment insignias, (e.g., SWAT, FTO, CIT) may be worn centered above the nameplate or as designated by the Chief of Police or the authorized designee. Assignment insignias should be placed above educational decorations.

#### 1046.7.6 COMMENDATION INSIGNIAS

Uniformed employees may wear the authorized enamel ribbon for each award they have received from the Department. More than one award of the same commendation shall be signified by a number indicating the total number of that same type of award the officer has received. Only award commendations issued by this Department may be worn on Class B uniforms.

Commendation insignias earned by the employee from another agency while employed (on or off duty) by this Department may be worn on Class A uniforms if they conform to the enamel ribbon dimensions of those issued by the Department. If the commendation does not conform to Department enamel ribbons, or if the employee prefers to display the Department's enamel ribbon for the equivalent commendation, the commendation may be issued through the award nomination process described in [PM 1030 Commendations and Awards](#).

Commendations may be worn centered above the nameplate and should be placed above assignment insignias.

#### 1046.7.7 SPECIAL INSIGNIAS

Special insignias, such as event or officer memorial insignias (see Administrative Order for Authorized Equipment) may be worn on Class A and B uniforms if they were issued by the Department. Special insignias not issued by but authorized by this Department (e.g. event ribbons from other agencies) may be worn on Class A uniforms. All special insignias must conform to the

# Arvada Police Department

## Policy Manual

### Police Uniform Regulations

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enamel ribbon dimensions of those issued by the Department.

Special insignias may be worn centered above the nameplate and should be placed above commendation insignias with special insignias issued by this Department in the highest position, below the American flag pin.

#### 1046.7.8 AMERICAN FLAG PIN

An issued American flag pin may be worn, centered above the nameplate. If worn, the American flag pin shall be placed as the highest pin, above assignment, educational, and commendation insignia.

#### 1046.7.9 RANK INSIGNIA

The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police or the authorized designee may authorize exceptions.

Rank insignias and colors are listed in the below table.

| Rank         | Metal Color | Insignia Type       |
|--------------|-------------|---------------------|
| Officer      | Silver      |                     |
| Sergeant     | Gold        | Chevron Patch       |
| Commander    | Gold        | Collar: One Star    |
| Deputy Chief | Gold        | Collar: Two Stars   |
| Chief        | Gold        | Collar: Three Stars |

#### 1046.7.10 BADGES

All uniformed employees shall wear the appropriate position or assignment badge, in the assigned color as outlined in the Rank Insignia section.

To ensure that non-uniformed personnel are easily identifiable to both the public and other law enforcement personnel, all non-uniformed officers engaging in on-duty enforcement activities should display their badge in the chest area utilizing a neck lanyard or a similar device that ensures it is clearly displayed. Exceptions to this policy can be made for officers working in an

undercover capacity when necessary for the success of the enforcement action, and with the approval of a supervisor;

#### 1046.8 BADGE SHROUD

- (a) Uniformed employees may wear a black shroud or mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:
- (b) An officer of this Department - From the time of death until midnight on the 30th day after the death;
- (c) A peace officer from this state - From the time of death until midnight on the day of the funeral;
- (d) Funeral attendee - While attending the funeral of a fallen peace officer;
- (e) National Peace Officers Memorial Day (May 15<sup>th</sup>), from midnight through the following midnight;
- (f) As directed by the Chief of Police or the authorized designee.

#### 1046.9 FOUL WEATHER GEAR

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# Arvada Police Department

## Policy Manual

### Police Uniform Regulations

---

- (a) The winter cap can only be worn outside, during cold weather;
- (b) Black gloves may be worn with a uniform jacket or long sleeve shirt or for protection (e.g. conducting a search, collecting evidence, riding motorcycle, etc.);
- (c) Gloves will not routinely be worn with the short sleeve shirt;
- (d) Baseball caps are authorized to be worn by officers actively conducting bicycle patrol or motorcycle officers during inclement weather or extended outdoor duties conducted in the sun.

#### **1046.10 TRAINING ATTIRE**

Employees who are participating in any training course shall dress with a professional appearance in attire that is appropriate for the employee's environment, tasks, and engagement with members of the public.

Denim pants, t-shirts, and athletic shoes or boots may be authorized by a supervisor when appropriate for specific training. [PM 1044.2 Personal Appearance Standards: Grooming Standards](#) continue to apply in training environments.

Sworn employees carrying firearms while wearing training attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.

#### **1046.11 WAIVER OF UNIFORM REGULATIONS**

A waiver from the uniform and appearance regulations may be granted at the discretion of a Commander for a job related reason (e.g., Task Force assignment), or for a reason related to a medical condition. Other exemption requests, submitted in writing with supporting documents, may be granted by the Chief of Police.

Waivers for individual members, not units, shall be in writing, and shall be deemed revoked upon conclusion of or removal from the assignment which gave rise to the waiver request or upon resolution of the medical condition which gave rise to the waiver request, or upon written revocation by a Commander or Chief of Police, whichever occurs first.

#### **1046.12 UNAUTHORIZED UNIFORMS, EQUIPMENT, AND ACCESSORIES**

Arvada Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the uniform and equipment specifications manual or by the Chief of Police or the authorized designee.

Arvada Police Department employees may not use or carry any tool or other piece of equipment unless specifically authorized in the uniform and equipment specifications manual or by the Chief of Police or the authorized designee.

Equipment colors will conform to those of issued equipment, which are typically black or metal. Examples of unauthorized colors may include, but are not limited to, red, pink, purple, green, or patterns such as camouflage.

#### **1046.13 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM**

Unless specifically authorized by the Chief of Police, Arvada 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 him/herself as an employee of the Arvada

Police Department to do any of the following:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative;
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# Arvada Police Department

## Policy Manual

### *Police Uniform Regulations*

---

- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion;
- (c) Endorse, support or oppose any product, service, company, or other commercial entity; or
- (d) Appear in any commercial, social, or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.