


# AURORA POLICE DEPARTMENT DIRECTIVES MANUAL

<b>08.01</b>	<b>Title: UNIFORM AND ATTIRE REQUIREMENTS</b>	
	Approved By: Vanessa Wilson, Chief of Police	
	Effective: 09/01/1998	Revised: 01/17/2022
	Associated Policy: DM 04.06, 08.44, 08.45	
	References:	
Review: Equipment and Facilities Section Command Officer		<b>Duty Honor Integrity</b>
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8.1 Purpose

The nature of police work and the need for visibility in the basic police function require uniformity in appearance. Each member of the Department is responsible for his or her appearance as set forth in Department Directives. The Chief may change the uniform standards, to include de-authorizing any previously authorized item.

8.1.1 Uniform Specifications and Issue

The quartermaster will maintain a master list of the specifications for all uniforms authorized for wear by members of the Department. Specialized units with need for a deviation from the standard duty uniforms listed in this directive will obtain approval from the appropriate Deputy Chief. Prior to approval, the Deputy Chief will ensure that funding is available to support the purchase of the additional uniform items.

The specifications for the approved, non-standard uniform will be submitted to the quartermaster for inclusion on the uniform master list.

The quartermaster is responsible for ensuring members are issued the appropriate number of uniforms based on contract and member assignment. The master uniform list will indicate the number of each uniform item authorized for issue to individual members.

All uniform items issued by the Department must first be approved. Members are not authorized to acquire uniform items of issue from a vendor without pre-approval in writing from the Equipment and Facilities Section Commanding Officer or quartermaster. The quartermaster will maintain a list of all uniform items issued to each member.

8.1.2 Uniform Components

Uniform components are listed individually and may be used in different combinations to produce the appropriate classification for uniforms. Accoutrements are further described in this chapter with more specific information on size, shape, color, and/or placement. The quartermaster will maintain a list of manufacturers and style numbers for authorized uniforms.

a. Short Sleeve Uniform Shirt

The short sleeve uniform shirt is a dark navy-blue shirt with two breast pockets worn with the following accoutrements:

For non-command officers

1. Department patches on both sleeves.
2. Department issued badge on the left breast above the left pocket.
3. Chrome metal name tag centered top to bottom and left to right on the left pocket flap.
4. Optional Awards and decorations worn grounded to the top of the right pocket flap.
5. Optional unit and authorized pins worn on the right pocket flap.
6. Cloth rank insignia worn on both sleeves.

For command officers

1. Department patches on both sleeves.
2. Department issued badge on the left breast above the left pocket.
3. Brass metal name tag centered top to bottom and left to right on the left pocket flap.
4. Optional Awards and decorations worn grounded to the top of the right pocket flap.
5. Optional unit and authorized pins worn on the right pocket flap.
6. Metal rank insignia worn on both sides of the collar.

b. Long Sleeve Uniform Shirt

The long sleeve uniform shirt is a dark navy-blue shirt with two breast pockets worn with the following accoutrements:

For non-command officers

1. All mandatory and optional items as on the short sleeve shirt.
2. Optional royal blue and white cloth service hash bars worn on the left lower sleeve.

For command officers

1. All mandatory and optional items as on the short sleeve shirt.
2. Optional gold and navy-blue cloth service hash bars worn on the left lower sleeve.

c. Trousers

The trousers are dark navy blue. There are no accoutrements or attachments to the trousers:

1. Trousers with cargo pockets.
2. Trousers without cargo pockets.

d. Footwear

The footwear will be lace up or zipper style in all black with black laces and no heel over one half inch:

1. Standard boots that go well above the ankle.
2. Three-Quarter boots that stop just above the ankle.
3. Shoes that stop below the ankle:
  - i. Standard gloss shoes (polished)
  - ii. High Gloss shoes (patent leather)
4. Socks, all visible portions are black or dark navy blue.

e. Inner belt

The inner belt is all black and may be basket weave; it may be leather, leather like, fabric/nylon, or hook and loop material.

f. Jacket

The jacket is a dark navy-blue jacket with two pockets between the waist and the breast. It may include an outer shell and an inner liner. The shell and liner may be worn independent of each other with the following accoutrements on both parts of the jacket:

1. Department patches on both sleeves.
2. Cloth badge on the left breast appropriate for the rank.
3. Cloth name below the badge:
  - i. White on dark navy blue for non-command officers
  - ii. Yellow on dark navy blue for command officers
4. Cloth rank insignia:
  - i. On both sleeves for non-command officers
  - ii. On both epaulettes for command officers

g. Tie

The tie is dark navy blue or black and may be clip on or use a hook and loop connection. It should extend past the top of the waist of the trousers but not more than two inches past the top of the waist.

1. A 1-inch APD badge replica pin, for the rank of the individual wearing it, or a generic one approved by the Department, must be worn as a tie tac, even with the bottom of the pocket flaps and centered side to side.

h. Uniform Raincoat:

The uniform raincoat is yellow and issued by the Department.

1. Optional raincoats, which are hip or knee length and yellow, orange, navy blue or black in color are also permissible.
2. Optional reversible raincoats are also permitted if they are blue or black and reverse to yellow or orange.

i. Dress Coat: (phased in for command officers 2016-2019)

The dress coat is a dark navy-blue coat with two breast and two waist pockets worn with the following accoutrements:

For non-command officers (optional)

1. Chrome buttons.
2. Department patches on both sleeves.
3. Department issued badge on the left breast above the left pocket.
4. Chrome metal "APD" pin centered on both collars one quarter inch above the seam.
5. Chrome metal name tag centered top to bottom and left to right on the left pocket flap.
6. Optional awards and decorations worn grounded to the top of the right pocket flap.
7. Optional unit and authorized pins worn on the right pocket flap.
8. Cloth rank insignia worn on both sleeves.
9. Single, half-inch wide braid along the lower portion of both sleeves:
  - i. Silver braid for Sergeants
  - ii. Caribbean blue for Agents and Officers
10. Cloth service stars for each full 5-year period of service of total sworn service in a career, above the braid on both sleeves:
  - i. Caribbean blue for Agents and Officers
  - ii. Silver for Sergeants

For command officers

1. Brass buttons.
2. Department patches on both sleeves.
3. Department issued badge on the left breast above the left pocket.
4. Brass metal "APD" pin centered on both collars one quarter inch above the seam.
5. Brass metal name tag centered top to bottom and left to right on the left pocket flap.
6. Optional awards and decorations worn grounded to the top of the right pocket flap.
7. Optional unit and authorized pins worn on the right pocket flap.
8. Brass rank insignia worn on both shoulder epaulettes.
9. Braiding along the lower portion of both sleeves:
  - i. One 1-inch wide and three half-inch wide gold for the Chief of Police
  - ii. One 1-inch wide and two half-inch wide gold for Assistant Chief
  - iii. One 1-inch wide and one half-inch wide gold for Deputy Chief
  - iv. One 1-inch wide gold for Commander
  - v. Two half-inch wide gold for Captain
  - vi. A single half-inch wide gold for Lieutenant

10. Gold cloth service stars for each full 5-year period of total sworn service in a career, above the braid on both sleeves.

j. Headgear

The Department approves a number of options for headgear

1. Eight-point hat in dark navy blue with hat badge and a highly polished black bill:
  - i. For Captains and above the bill will have gold cloth adornments and a gold cloth chinstrap
  - ii. For Lieutenants the hat will have a polished brass metal chinstrap
  - iii. For Sergeants the hat will have a chrome metal chinstrap
  - iv. For Agents and Officers, the hat will have a black highly polished chinstrap
2. Optional ball cap in dark navy blue with Aurora Police embroidered above the bill on the front of the crown and "APD" on the back of the crown.
3. Watch cap is a black woven stocking cap or a blue skull cap. It may have the word "POLICE" embroidered on the brim.

k. Utility Shirt

The utility shirt is a dark navy-blue shirt, heavy duty or rip stop, with at least two breast pockets. It may be in short or long sleeve and is worn with the following accoutrements:

For non-command officers

1. Department patches on both sleeves.
2. Cloth Department badge on the left breast above the left pocket.
3. Cloth name tag centered top to bottom and left to right on the left pocket flap.
4. Optional cloth awards and decorations worn grounded to the top of the right pocket flap.
5. Cloth rank insignia worn on both sleeves.
6. No hash marks or service stars are worn with the utility shirt.

For command officers

1. Department patches on both sleeves.
2. Cloth Department badge on the left breast above the left pocket.
3. Cloth name tag centered top to bottom and left to right on the left pocket flap.
4. Optional cloth awards and decorations worn grounded to the top of the right pocket flap.
5. Cloth rank insignia worn on both sides of the collar.
6. No hash marks or service stars.

l. Utility Trousers

The utility trousers are a dark navy blue trouser, heavy duty or rip stop, with at least two thigh pockets. Utility trousers may be tucked into or bloused above the standard boot.

m. Duty belt

The duty belt is all black basket weave with basket weave attachments.

1. Security holster.
2. Ammo pouch for at least two magazines.
3. Handcuff case(s) for at least two sets of handcuffs.
4. Less Lethal holder/holster (one or both):
  - i. Pepper spray holder
  - ii. Taser holster (basket weave not required) on belt or drop leg
5. Flashlight holder.
6. Baton ring.
7. Keepers (chrome or hidden snap for non-command officers, brass or hidden snap for command officers).
8. Optional radio holder.
9. Optional collapsible baton holder.
10. Optional buckle:
  - i. Chrome for non-command officers
  - ii. Brass for command officers

Officers wearing the duty belt will carry an approved duty weapon and at least two sets of handcuffs and at least two fully loaded spare magazines in addition to the magazine and ammunition in the weapon.

n. Close fit jacket (optional)

The close-fitting jacket is a dark navy blue full zip jacket that fits closer to the officer's form than the issued jacket.

1. Cloth patches on both sleeves.
2. Cloth Department badge on the left breast.
3. Embroidered name below the badge.

o. Job shirt (optional)

The job shirt is a dark navy-blue pullover ¼-zip jacket.

1. Cloth patches on both sleeves.
2. Cloth department badge on the left breast.
3. Embroidered name below the badge but above the seam on the left breast.

p. Sweater (optional)

The sweater is a dark navy blue, pullover "V" neck sweater. The accoutrements are the same as the jacket.

q. Turtleneck (optional)

The turtleneck is navy blue or black mock or real turtleneck undershirt without a visible commercial logo and with or without “APD” in white letters, 1-1/16 inches in height displayed on the left side of the collar. The turtleneck must be form fitting.

r. External vest carrier (optional)

The external vest carrier is dark navy blue and closely resembles the long and/or short sleeve shirt.

1. Department issued badge on the left breast above the left pocket.
2. Chrome metal name tag centered top to bottom and left to right on the left pocket flap for non-command officers.
3. Brass metal name tag centered top to bottom and left to right on the left pocket flap for command officers.
4. The external vest carrier must not interfere with the operation of a body worn camera
5. Optional awards and decorations worn grounded to the top of the right pocket flap.
6. Optional unit and authorized pins worn on the right pocket flap.
7. Optional suspenders worn under the carrier but over the shirt/base shirt

s. External load bearing vest (optional)

The external load bearing vest is dark navy blue and closely resembles the long and/or short sleeve shirt.

1. Department issued badge on the left breast above the left pocket.
2. Chrome metal name tag centered top to bottom and left to right on the left pocket flap for non-command officers.
3. Brass metal name tag centered top to bottom and left to right on the left pocket flap for command officers.
4. The external vest carrier must not interfere with the operation of a body worn camera
5. Optional awards and decorations worn grounded to the top of the right pocket flap.
6. Optional unit and authorized pins worn on the right pocket flap.
7. Duty equipment normally attached to the duty belt may be attached to the load bearing vest **with the exception of firearms**. *e.g.* the hand-held radio, handcuffs, flashlight.
8. Duty equipment attached to the external load bearing vests must be attached in a manner that does not take the appearance of a military soldier – custom pockets are preferable.

t. Base shirt for external vest carrier and external load bearing vests (optional)

The base shirt is a dark navy-blue shirt in either long or short sleeve worn with the following accoutrements:

For non-command officers

1. Department patches on both sleeves.
2. Cloth badge on the left breast.
3. Cloth name below the badge white on dark navy blue
4. Cloth rank insignia on both sleeves
5. Optional royal blue and white cloth service hash bars worn on the left lower sleeve of the long sleeve shirt.

For command officers

1. Department patches on both sleeves.
2. Cloth badge on the left breast appropriate for the rank.
3. Cloth name below the badge yellow on dark navy blue.
4. Metal rank insignia brass on both collars.
5. Optional gold and navy-blue cloth service hash bars worn on the left lower sleeve.

u. Soft Uniform Shirt (optional)

The soft uniform shirt is a pullover, three button shirt in black or navy blue. It may be either short or long sleeve and will have the following accoutrements:

1. Embroidered badge for the members rank on the left breast.
2. Members first initial and last name embroidered below the badge:
  - i. White lettering for non-command officers
  - ii. Yellow lettering for command officers

v. Soft Uniform Trousers (optional)

The soft uniform trousers are tan in color and heavy duty or rip stop material, with at least two thigh pockets.

Optional items are NOT supplied by the Quartermaster unless required for wear due to assignment or detail. Only manufacturers approved by the Quartermaster can be worn on duty.

8.1.3 Uniform Classifications

a. Class A Uniform

The class "A" uniform is for formal occasions, it consists of the following components:

For non-command officers (optional)

1. Highly polished or patent leather shoes.
2. Trousers **without** cargo pockets that match the dress coat.
3. Inner belt (dress style only).
4. Long sleeve uniform shirt.
5. Optional long sleeve uniform shirt with no markings or accoutrements.
6. Tie.

7. Dress coat.
8. Eight-point hat.

For command officers

1. Highly polished or patent leather shoes.
2. Trousers **without** cargo pockets that match the dress coat.
3. Inner belt (dress style only).
4. White long sleeve shirt with no markings or accoutrements.
5. Tie.
6. Dress coat.
7. Eight-point hat.

No duty belt is worn with the class A uniform. Concealed weapons may be worn. Handcuffs and spare magazines are optional in the class A uniform. The winter jacket will not be worn with the class A uniform.

The external vest carrier WILL NOT be worn with the class A uniform.

b. Class B Uniform

The class "B" uniform is for dress occasions, it consists of the following components:

1. Highly polished or patent leather shoes.
2. Trousers **without** cargo pockets.
3. Long sleeve uniform shirt.
4. Tie.
5. Eight-point hat.
6. Duty belt.
7. Optional jacket.

The external vest carrier WILL NOT be worn with the class B uniform.

Command officers may limit or control the wear of optional items in the class B uniform, based on the event or function.

c. Class C Uniform

The class "C" uniform is for everyday wear, it consists of the following components:

1. Choice of footwear.
2. Trousers with or without cargo pockets.
3. Long sleeve uniform shirt.
4. Duty belt.
5. Optional eight-point hat, ball cap or watch cap.
6. Optional jacket.
7. Optional sweater.
8. Optional close fit jacket.

9. Optional job shirt.
10. Optional mock turtleneck.
11. Optional external vest carrier.
12. Optional base shirt (long sleeve).

d. Class D Uniform

The class “D” uniform is for everyday wear, it consists of the following components:

1. Choice of footwear.
2. Trousers with or without cargo pockets.
3. Short sleeve uniform shirt.
4. Duty belt.
5. Optional eight-point hat, ball cap or watch cap.
6. Optional jacket.
7. Optional external vest carrier.
8. Optional base shirt (short sleeve).

e. Utility Uniform

The utility uniform is for everyday wear, it consists of the following components:

1. Standard boots.
2. Utility trousers.
3. Utility shirt.
4. Duty belt.
5. Optional ball cap or watch cap.
6. Optional winter jacket.
7. Optional close fit jacket.
8. Optional job shirt.
9. Optional blousing of the trouser legs above, or in the boot.

f. Soft Uniform

The soft uniform is for everyday wear, it consists of the following components:

1. Choice of footwear (as defined DM 8.1.2(d), or casual all black shoes).
2. Soft uniform trousers (khaki).
3. Inner Belt.
4. Soft uniform shirt (black or navy blue).
5. Optional base shirt (in place of soft uniform shirt).
6. Optional ball cap or watch cap.
7. Optional winter jacket.
8. Optional close fit jacket.
9. Optional job shirt.

While performing administrative functions, inside an Aurora Police facility, in class C, D or utility uniform, members may carry their service weapon in a black holster worn on the inner belt of the uniform. In this capacity, all other equipment normally

worn on the duty belt is optional. The external vest carrier undershirt may also be worn while performing administrative functions. These uniform options may only be worn indoors in an Aurora Police facility, where the public does not have access. However, the external vest carrier undershirt may be worn as part of the soft uniform outdoors.

Holsters, magazine holders and cuff cases worn with soft uniforms or business attire may be black or brown full grain leather or suitable substitute.

Uniformed sworn members, at their option will wear the class B, C, or D uniform, also known collectively as the duty uniform, unless directed otherwise for a specific assignment, detail, occasion, or event. Class B or C is required for members with visible tattoos when testifying or publicly speaking in uniform. SWAT members may wear the utility uniform while assigned to patrol, but not in court.

SWAT and K-9 members will wear the utility uniform. Members, who have a utility uniform from a previous assignment, may wear the utility uniform for emergency callouts involving civil unrest, active critical incidents, or searching for lost persons.

When testifying in court, business attire or class A, B, C, or D uniform is required.

Narcotics, Investigative Support Section and RAVEN command officers will wear plain clothes consistent with the requirements of the section. Business attire or class B, C, or D uniform is required when attending external business meetings or testifying in court.

The jacket is optional. Members will only be issued one jacket with liner unless a second jacket is specifically authorized by a Deputy Chief.

Members electing to purchase the ball cap for wear on-duty, will ensure the cap meets the specification prescribed by the Department. Ball caps are subject to inspection by line supervisor or command officers and if deemed unserviceable due to wear or soil, will not be worn on-duty.

#### 8.1.4 Soft Uniforms

The soft uniform is authorized for wear by plain-clothes personnel when not testifying in court and by others on pre-determined casual days or special details. Unless required for wear, the soft uniform is optional and available for purchase by the member. The quartermaster will maintain a list of authorized brands and styles of soft uniform shirts and trousers approved for use by respective units.

Career service employees are authorized to wear polo shirts with career service police crest in place of the badge. The color and style of the shirt will be maintained by the quartermaster and be determined by assignment.

8.1.5 Maintenance of Uniforms

Members are responsible for maintaining clean, serviceable uniforms. All uniform shirts and trousers will be cleaned and pressed with a military crease.

Leather equipment will be kept dyed and shined. Members are only authorized one duty rig (utility belt, holster, ammunition pouch, handcuff case or cases, pepper spray holder, baton ring, flashlight holder and keepers). Members in a specialized assignment with a need may be issued a second rig with the approval of the appropriate Deputy Chief.

Uniform items issued by the Department that become unserviceable or irreparable may be exchanged for serviceable items of a like type (cargo pants for cargo pants). The quartermaster will collect unserviceable items and dispose of them. Unserviceable items will not be returned or re-issued to members.

Uniform items not issued by the Department (sunglasses, underwear, etc.) will not be replaced by the Equipment and Facilities Section.

8.1.6 Uniform and Equipment Regulation

No pins, jewelry, medals or equipment will be worn on the uniform unless issued by the city of Aurora, the Department or approved by the Equipment and Facilities Commanding Officer or higher authority.

All sworn members will possess, at all times, a serviceable uniform and the necessary equipment to perform uniform field duty. Sworn members assigned to duty requiring a special uniform will also possess the uniform required for that assignment.

All sworn members will wear the prescribed uniform and equipment during their tour of duty unless the Chief of Police or designee has granted an exception. All requests for exemptions will be made through the chain of command.

Sworn members will wear only the uniform prescribed for their rank and assignment. Civilian clothing will not be worn with any distinguishable part of the uniform. An exception exists during approved trainings. Members may wear the duty uniform cargo pant and/or optional ball cap with other items of civilian attire.

Commanding officers will be responsible for authoring Standard Operating Procedures for the proper wear of special clothing items authorized by the appropriate Deputy Chief.

Unless work assignments dictate otherwise, non-sworn members will adhere to the standards defined in this directive.

Members on light duty will be required to wear business attire. Exceptions can be made based on the nature of the member's assignment.

Members on restricted duty will wear the attire appropriate to the restrictions authored by the Chief of Police.

Members assigned to uniformed street enforcement functions such as: Patrol; Traffic; SWAT; SRO; PAR K-9 and similar functions, wherein they are expected to take enforcement action in the normal course of their duties, are required to wear body armor. Non-uniformed assignments are required to wear body armor while involved in any preplanned enforcement action, such as serving a warrant or making a preplanned warrantless arrest. Members working off duty are required to wear body armor. Members assigned to a special detail in uniform (e.g. Fourth of July, Colfax Marathon, Presidential motorcades, etc.) are required to wear body armor. The current labor agreement provides for the purchase and replacement of personal body armor.

External tactical vests are not authorized except when needed for a specific operation. The Department authorized optional external vest carrier may be worn by members at their own choosing and at their own expense.

In order to address higher threat levels during active critical incidents, sworn members are authorized to purchase, at their own expense, rifle plate carriers. These carriers will not be deployed during routine operations.

Rifle plate carriers must meet the following minimum specifications:

- Be black or navy blue in color
- Be no larger than 10" x 12",
- Contain hard armor plates rated level 3 or 4 (protection for up to 7.62 x 51mm rounds)
- The plate carrier must display "POLICE" in white or yellow block lettering front and back. (These patches will be provided by the Department if not part of the purchase price). The official Department cloth badge may be worn on the front.

If desired, members may add an extra magazine pouch capable of holding multiple rifle or pistol magazines, a pouch for additional items such as door stops, nylon webbing or a medical pouch (no larger than 6"X 6").

Members who purchase rifle plate carriers will be responsible for the maintenance and replacement of items kept with the carriers. Supervisors will include an inspection of the member's rifle plate carrier and all attachments as part of the supervisor's regular line inspection documented in the automated personnel system.

Members are also required to wear body armor when observing and/or participating in firearms training and qualifications. An instructor, at their discretion, may waive

this requirement on a case-by-case basis such as special unit training where a vest may not be practical provided appropriate alternative safety measures are in place.

See Directive 04.06 for additional discussion on body armor.

8.1.7 Clothing Regulations for All Members When Not in Uniform

When permitted to wear civilian clothing on duty, to include internal or external training, all members are expected to dress in a manner, which is neat, clean, displays good personal hygiene and reflects a professional appearance.

Business attire is an acceptable substitute for the full police uniform when the full uniform would otherwise be required. Examples of such as situations include but are not limited to: appearing in court or a public event when speaking or otherwise officially representing the police department.

Business casual attire is required for non-sworn members in non-uniform positions. Nice jeans are an exception for business casual attire on casual Friday's.

Business attire includes:

- Males: A dress shirt, slacks, tie, sports coat or suit (optional), socks, and dress shoes/boots while on duty.
- Females: A dress blouse or shirt, with skirt or slacks, or business dress or suit, with dress shoes/boots, and stockings (with skirt, dress, or suit) are optional. Business attire is not required for training.

Business casual attire includes:

- Males: Dress or polo-style shirts with collars, slacks, socks and dress shoes.
- Females: Dress blouse or polo-style shirts with collars, skirt or slacks with dress shoes/boots and stockings (with skirts) are optional.

Members assigned to a task force will follow the specific needs of the task force. Members in assignments that are not considered street enforcement functions or where the duty uniform is required, may participate in 'Casual Fridays'.

The following is a list of clothing deemed inappropriate and unacceptable for all members unless specifically authorized by the Chief of Police or designee:

- Clothing with indecent, defamatory, racially or ethnically motivated, or other inappropriate slogans or phrases, pictures or designs.

- Clothing which reveals midriffs or bosoms, see-through clothing or clothing that shows completely bare shoulders (including spaghetti straps and tube tops) unless a coordinating jacket or blouse is worn as a top garment.
- Short pants that expose the legs or clothing with holes including cut-offs.
- Leggings/yoga style pants or workout style clothing.
- Sweatshirts, undershirts, muscle shirts, T-shirts, collarless shirts, or any garment designed to be worn as an undergarment, except for training situations.
- Denim jeans, except for training situations. Non-Sworn not in a uniform for casual Friday may wear nice jeans.
- Sandals or flip-flop type shoes.
- Any torn, tattered or article of clothing appearing to be in disrepair.

Members working in plainclothes assignments where they are likely to take enforcement action, will carry a fully loaded approved duty weapon, at least two fully loaded spare magazines and at least one pair of handcuffs. Members in administrative assignments will carry an approved duty weapon and at least one spare magazine. Members on light, limited or restricted duty will follow the conditions of their restrictions. Members working in an undercover assignment may be exempt from these plainclothes/weapons/spare magazine requirements. Members in training are not required to carry a weapon or other equipment not needed for the training.

#### 8.1.8 Authorized Uniform Equipment and Accoutrements

The quartermaster will maintain a master list of authorized uniform items, equipment and accoutrements to include:

- All clothing items including leather gear and foot wear
- Items authorized for issue by the Department
- Items authorized for purchase by individual members and used on-duty

Each sworn member will be responsible for verifying authorization, before wearing or using any item of clothing or equipment.

#### 8.1.9 Placement of Uniform Equipment and Accoutrements

All sworn members will wear only those items of equipment and accoutrements which are authorized and will do so in accordance with this directive. Unless otherwise specified in this directive, all metal devices and accoutrements will be chromium in color for members with the rank of sergeant and below and gold in color

for members holding the rank of lieutenant and above. The placement of equipment and accoutrements on the uniform will be as follows:

- a) **Hat:** The Hat Badge will be worn on the uniform hat. The rank of Agent and above will be designated on the hat badge. Additionally, the hatband for Police Officers and Agents will be black in color. Sergeants will wear a chromium in color metal hatband. Lieutenants and above will wear a gold in color metal hatband. Captains and above will wear gold bullion on the visor of the hat.
- b) **Ball Cap:** The ball cap is optional for purchase and wear by members of all ranks of the Department. The cap may only be purchased through the vendors authorized by the Department. Members of the rank of sergeant and below may wear a cap embroidered with gray stitching. Members of the rank of lieutenant or above may wear a cap embroidered with gold stitching.
  - i. Ball caps will only be worn with the brim-oriented forward. The arch of the brim may be curved no more than 1 1/2 inches from the center to the sides. Only serviceable ball caps are authorized for wear. Ball caps that are soiled, torn and/or folded or otherwise broken are not serviceable.
  - ii. The ball cap and watch cap will not be worn with the class A or B uniform.
  - iii. The ball cap will not be worn with the duty uniform for court or hearing appearances, scheduled public appearances, Department meetings or during briefing/debriefing.
- c) **Badge:** When in uniform, all sworn members will wear the official badge currently issued to them. The badge will be worn on the left breast attached to the badge holder.
  - i. In accordance with Directive 15.12: Line of Duty Death, members electing to shroud their badge during the memorial period for a fallen officer/member will adhere to the following procedure. Black tape or an elastic band will be placed horizontally across the badge, centered over the state seal. The width of the band is restricted to a minimum of one half inch and a maximum of three-quarters of an inch.
- d) **Nameplate:** The Department approved or issued metal nameplate with black lettering will be worn centered (top to bottom and left to right) on the flap of the left breast pocket.
  - i. Members wishing to designate their special assignment unit or team on their nameplate may do so in a single line below their name.

- ii. On utility uniforms and jackets (outer shell and liner) the name will be embroidered directly on the left breast pocket flap or on a cloth tape matching the cloth and color of the shirt and the tape sewn onto the left breast pocket flap. The embroidery will be in white or grey colored thread for sergeants and below and in gold colored thread for lieutenants and above.
  
- e) Gloves: optional white gloves may be worn with the class A, or B uniform with the permission of the Chief of Police or designee. Optional black gloves may be worn for protection from objects or weather.
  
- f) Cords and Aiguillettes: cords and aiguillettes may be worn with the class A or B uniforms with the permission of the Chief of Police or designee

**Insignia of Rank:**

Chief of Police: four (4) gold colored five-point stars  
Assistant Chief of Police: three (3) gold colored five-point stars  
Deputy Chief: two (2) gold colored five-point stars  
Commander: one (1) gold colored five-point star

Jacket: 1-inch (cloth or metal) stars centered front to back on each shoulder. The first star is to be placed with the two points towards and one-half inch from the shoulder seam. Successive stars will be placed adjacent to the previous star with a single point toward the neck

Shirt: 3/4-inch stars with the center of the first star placed 3/4 inch from the front of and centered on the collar on each side with a single point towards the neck and any successive stars aligned point to point

Command Jacket: 1-inch metal stars centered front to back on each shoulder. The first star is to be placed with the two points towards and one-half inch from the shoulder seam. Successive stars will be placed adjacent to the previous star with a single point toward the neck

Captain: two (2) gold colored bars

Jacket: 1 inch in length; 3/8 inch in width; 3/8 inch apart (cloth or metal) bars centered on each shoulder 3/4 inch from the shoulder seam

Shirt: 3/4 inch in length; 5/16 inch in width; 1/4 inch apart bars placed 3/4 inch from the front of and centered on the collar flap on each side

Command Jacket: 1 inch in length; 3/8 inch in width; 3/8 inch apart metal bars centered on each shoulder 3/4 inch from the shoulder seam

Lieutenant: One (1) gold colored bar

Jacket: 1 inch in length; 3/8 inch in width (cloth or metal) bar centered on each shoulder 3/4 inch from the shoulder seam

Shirt: 3/4 inch in length; 5/16 inch in width bar placed 3/4 inch from the front of and centered on the collar flap on each side

Command Jacket: 1 inch in length; 3/8 inch in width metal bar centered on each shoulder 3/4 inch from the shoulder seam

Insignia of rank for lieutenants and above on the utility uniform will have gold colored cloth insignia sewn in the same position as on the uniform shirt.

Sergeant:

Jacket and Shirt: Three royal blue chevron stripes with white trim on a dark blue background, sewn on each sleeve, 4-3/4 inches below the shoulder seam and centered on the sleeve.

Agent:

Jacket and Shirt: Two royal blue chevron stripes with white trim on a dark blue background, sewn on each sleeve, 4-3/4 inches below the shoulder seam and centered on the sleeve.

Police Officer Specialist:

Jacket and Shirt: One royal blue chevron stripe with white trim on a dark blue background, sewn on each sleeve, 4-3/4 inches below the shoulder seam and centered on the sleeve.

Acting Rank Insignia:

Sworn members who are temporarily assigned to an acting supervisory position for which personnel orders have been published are authorized to wear the badge and designated rank insignia for the acting position for the duration of the assignment. Those members are permitted to obtain the badge, two additional authorized uniform shirts and the appropriate rank insignia for the assignment from the quartermaster.

Upon conclusion of the temporary assignment, the member will return the badge, uniform shirts and rank insignia to the quartermaster.

g) Total Service Hash Bars:

For each five years of total service completed with the Aurora Police Department, in combination with prior sworn service to a municipal, county or state law enforcement agency with the power and duties of arrest (defined further in the Glossary), one service hash bar will be worn on the long-sleeve uniform shirt. The first cloth bar will be placed along the crease of the left shirtsleeve, four inches from the bottom of the cuff. Each additional service bar will be placed immediately above and adjacent to the previous bar.

Rank of Sergeant and below:

Service bars will be royal blue in color with a white border on a dark blue background.

Rank of Lieutenant and above:

Service Bars will be gold in color with a dark blue border on a blue background.

Service Stars:

On the dress coat, for each five years of total service completed as defined in section 8.1.9 g, one cloth five-point service star will be worn one half inch (1/2") above the braids on the left sleeve. The stars are 1 inch by 1 inch. Consecutive service stars will be worn horizontally around the sleeve

For Officers and Agents:

Service stars will be Caribbean blue in color on a dark blue background

For Sergeants:

Service stars will be silver in color on a dark blue background

For Command Officers:

Service stars will be gold in color on a dark blue background.

Service hash bars or stars will not be worn on the jacket (see 8.1.2 f).

h) Traffic Officers:

Traffic officers are authorized to wear a chromium colored lanyard and whistle, which will be fastened to the button on the right epaulet. The lanyard will pass under the right arm with the whistle in the right breast pocket. Lanyards and whistles worn by command officers in the Traffic Section will be gold in color.

i) Leather Equipment

Leather equipment worn with class B, C, and D uniforms will be black polished, full grain leather or suitable substitute, stamped with a basket weave design.

Holsters, magazine holders and cuff cases worn with soft uniforms or business attire may be black or brown full grain leather or suitable substitute. The metal parts will be chromium in color except the rank of lieutenant and above which will be gold in color.

Members will wear the holster and weapon on the gun belt on their strong side. Ammunition will be carried in such a position as to allow easy access with either hand and in accordance with Departmental firearms training.

The baton will be worn on the weak side in accordance with Departmental baton training. It is also suggested that the flashlight be carried on the weak side. All other items on the duty rig may be worn where the member finds them to be comfortable and to enhance their own perception of officer safety.

j) Patriot Pin (U.S. Flag):

Members, at their discretion, may wear the Department approved Patriot Pin on their uniform. The pin will be worn centered over the right breast pocket, directly above and grounded to the Memorial Pin or any and all award pins or grounded to the top edge of the pocket, if no other pins are worn.

k) Memorial Pin (Fallen Officers):

Members, at their discretion, may wear the Department approved Memorial Pin on their uniform. The pin will be worn centered over the right breast pocket, directly above and grounded to any and all award pins but below the Patriot Pin or grounded to the top edge of the pocket if no lower precedent pins are worn.

l) Award Pins:

Recipients of awards, medals and campaign pins issued by the Aurora Police Department may wear the pin on their uniform at their discretion. Awards issued by other law enforcement agencies may be worn with the permission of the Chief of Police.

A single award pin will be worn centered over the right breast pocket, grounded to the top edge of the pocket. (See Diagram 1).

Up to three award pins will be worn side by side, centered over the right breast pocket, grounded to the top edge of the pocket, with the highest-ranking award on the wearers left, nearest to the heart. (See Diagram 2).

Four or more award pins will be worn with the three lower ranking awards grounded to the top edge of the right breast pocket. The higher-ranking award pin(s) will be worn centered over and grounded to the first row. (See Diagram 3). No more than three (3) award pins will be worn in a single row. A row will have no fewer than three award pins before a new row is started.

The following is the order of precedence (ranking) for Aurora Police Department medals and campaign pins:

- Medal of Honor
- Distinguished Service Cross
- Purple Heart
- Life Saving Award
- Meritorious Service Award
- D.A.R.E. Officer of the Year Award
- Firearms Recognition
- Campaign Ribbons – ranked by date of occurrence with the most recent having precedence over older events.
- FBI National Academy bar
- Senior Management Institute for Police bar
- Other Agency Awards as approved by the Chief of Police or designee

Medal of Honor, Life Saving and D.A.R.E. Officer of the Year Award pins will be worn with the red portion to the wearer's right side. (See Diagram 5). Cloth representations of award pins may be worn on utility uniforms. Placement will be the same as described above.

If a member receives the same award twice, a pin with a gold star affixed will be presented. Affixing a second gold star will designate third and subsequent awards. The member will wear only the most recently presented pin representing all of the like awards.

m) Total Law Enforcement Service Pin:

Members may elect to wear a Department approved Total Law Enforcement Service Pin. Total years of service will be calculated to include the total years of service with the Aurora Police Department plus the total years of service with other agencies. Only service as defined in section 8.1.9 (g) will be considered in the calculation.

The Total Law Enforcement Service Pin will be worn in the same manner as award pins and will assume the lowest order of precedence. (See Diagram 5)

n) Service Lapel Button:

Members who are an authorized recipient of the Service Lapel Button in accordance with DoD Instruction 1348.33-M section C10.3 may wear the button at their discretion. The button will be worn adjacent to and to the wearers left of the Patriot Pin (U.S. flag). The button will be worn in a horizontal orientation with the single point of the star pointing up. (See Diagram 5). This button is awarded to persons who are the immediate family of a member of the Armed Forces of the United States currently serving during war or hostilities.

o) Accreditation / Assignment / Specialty Pins:

Members may wear an assignment pin (i.e. District One) when issued. Members at their discretion may wear Department approved CALEA accreditation or specialty pins (i.e. C.I.T., ABLE) on their uniform upon successful completion of training. The pin(s) will be worn on the right breast pocket flap (centered top to bottom and left to right).

Members wearing more than one pin will orient the pins horizontally and evenly spaced on the pocket flap. (See Diagram 4) Members may only wear unit pins of a current assignment.

The quartermaster will maintain a list of all Department approved accreditation, assignment, and specialty pins authorized for wear. Members are not permitted to wear unauthorized pins or medals on their uniform.

p) Gloves:  
Gloves, if worn, will be smooth black leather or fabric tending to blend with the uniform.

q) Footwear:  
Uniform leather footwear is provided by the Department. Dark colored (black or navy blue) socks will be worn by uniformed sworn members whose footwear exposes their socks.

r) T-shirts:  
A navy blue or black colored crew neck T-shirt will be worn under the short sleeve uniform shirt by all sworn members.

A navy blue or black colored crew neck T-shirt will be worn under the long sleeve uniform shirt if worn without the tie or turtleneck.

A white colored T-Shirt will be worn under the white command uniform shirt.

#### 8.1.10 Department Uniform Patch

The approved Department patch will be securely sewn on both the right and left sleeve, 1/2 inch below the shoulder seam of all sworn member's uniform shirts, jackets and sweaters with the exception of the polo shirt.

#### 8.1.11 Authorized Wear for Specialty Units

Command officers with oversight of a Division/Bureau/Section have the responsibility of establishing the dress requirements not addressed in this directive for all elements of their command in a Standard Operating Procedure.