

Uniform Regulations

1024.1 PURPOSE AND SCOPE

The uniform policy of the Bend Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

700 - Department Owned and Personal Property

1013 - Body Armor

1023 - Grooming Standards

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

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

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

- (a) Uniform and equipment shall be maintained in a serviceable condition and ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All sworn members of this Department shall possess and maintain at all times, a serviceable uniform and all of the necessary equipment to perform field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications outlined in this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance with this policy.
- (f) Uniforms are only to be worn while on duty, in transit to or from work, in court, or at other official department functions or events.
- (g) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- (h) Mirrored sunglasses will not be worn with any Department uniform.
- (i) Civilian attire shall not be worn in combination with any distinguishable part of the uniform except when the uniform is worn while in transit, an outer garment should be worn over the uniform shirt to not bring attention to the employee while they are off duty.

1. It is an exception if a member is responding to an emergency incident and is only able to wear a partial uniform. However, the clothing must clearly mark the member as a police officer.

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2. It is an exception if an investigative unit conducts an operation where plain clothes are necessary. They may wear an assigned outer vest/jacket during contact or operation. The clothing must clearly mark the member as a police officer.

[See attachment: S-10-02 Uniform Shoe Orders for Support.pdf](#)

1024.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information, and a photo. All employees shall have their Department-issued identification card at all times while on duty. All sworn personnel shall have their Department-issued identification card at all times when carrying a concealed weapon.

- (a) Officers working on specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1024.2.2 DEPARTMENT ISSUED BUSINESS CARDS

The Department issues each employee official City of Bend business cards.

- (a) When a member is on duty or acting in an official capacity representing the Department, members shall provide a business card in a courteous manner to any person upon request, if it is safe and practical to do so. It may be delayed if circumstances exist where it would be reasonable to do so.
- (b) Members shall ensure they have a reasonable supply of business cards available for dispersal to community members upon request.

1024.3 UNIFORM CLASSES

1024.3.1 SWORN MEMBER DRESS UNIFORM

Jacket: The jacket shall be the department-issue dress coat in navy blue for administration, and the "Ike" jacket in navy blue for other ranks. Accouterments on the administrative dress uniform coat shall consist of those specifically authorized by the Chief of Police, and accouterments on the "Ike" jacket shall consist of:

- (a) Patches: A Police Department patch will be displayed on left and right shoulder, centered and 5/8-inch below the seam.
- (b) Rank Tabs: Rank insignia tabs will be worn centered, on each sleeve, one (1) inch under the shoulder patch.
- (c) Piping will be displayed on each cuff, three (3) inches above the bottom of the sleeve, gold for Lieutenant and above. Gold piping will consist of a single band for Lieutenant, two (2) bands for Captain and three (3) bands for Chief.
- (d) Service stripes will be worn on the left sleeve, centered on the piping, and beginning 5/8-inch above the piping. Each service stripe shall represent the completion of four (4) years of service as a regular police officer.
- (e) Badge, as approved for the Police Department, worn in the badge mount over the left pocket.

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- (f) An embroidered or gold plated metal name tab will be worn centered and 5/8-inch above the right pocket.
- (g) Medals and badges or devices of achievement or assignment as authorized by the Chief of Police, shall be worn on the right pocket above the name tag.

Shirt: Officers and Sergeants shall wear the standard-issue uniform department clothing, long sleeved, navy blue in color. Lieutenants and above shall wear a white, Class A uniform, long sleeve shirts.

- (a) Patches: A Police Department patch will be displayed on both shoulders, centered and 5/8-inch below the shoulder seam;
- (b) Rank Tabs: Rank insignia tabs will be worn centered on each sleeve, one (1) inch under the shoulder patch;
- (c) Tie: Black clip-on or velcro style tie;
- (d) Badge: As approved for the Police Department, worn in the badge mount over the left pocket; and
- (e) An embroidered or gold plated metal name tab will be worn centered and 5/8-inch above the right pocket.

Trousers: The trousers shall be standard issue department clothing, navy blue in color. There are no trouser accouterments.

Shoes: Polished black shoes or boots.

1024.3.2 CLASS A UNIFORM

All Sworn Officers will possess and maintain a serviceable Class A uniform at all times.

Jacket: Shall be the Department- issued jacket.

Shirt: The uniform shirt shall be standard- issue department clothing, both short sleeved and long sleeved, blue for all ranks. Accouterments shall consist of those authorized for the dress uniform.

- (a) The long or short sleeve shirt may be worn with the collar open, no tie is required.
- (b) A black crew neck t-shirt shall be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.

Trousers: The trousers shall be standard- issue department clothing, navy blue in color. There are no trouser accouterments.

Members may wear a department-issued interior under-shirt ballistic vest with a dark blue cover or wear an exterior vest while working and on-duty in uniform.

Shoes/Boots:

- Brushed and clean appearance.
- All black color with no other color visible.
- Minimum height of 6" or higher that provides foot/ankle support and protection.

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- Traction sole functional in all weather conditions that is slip-resistant.
- Front cap/guard to provide toe protection.
- Pointed toe boots shall not be worn.

1024.3.3 EXTERNAL VEST CARRIERS

Department-issued external vest carriers are authorized for sworn members. Nothing may be attached to the carrier unless it is Department-issued equipment.

External vests must be adorned with a department-issued patch on the rear that says "Bend Police," as well as a patch that identifies with the wearer of the vest by first initial and last name.

The front of the external vest shall have a patch that identifies the wearer by first initial and last name. The member shall ensure that the name patch is not covered by other items and shall ensure it is in good repair so as to be clearly readable. This patch shall be on the right side of the external vest.

The front of the external vest shall include either a badge patch or a metal badge as issued by the Bend Police Department.

The front of the external vest shall include a patch that says, "Bend Police." This patch shall be on the left side of the external vest.

Tasers shall not be carried on the external vest.

No more than one edge tool may be carried on the external vest. This edged tool shall be a utilitarian tool, such as a multi-tool. (This does not include medical shears)

Members should be mindful as to not double stack items on the external vest.

The external vest shall be kept in a clean, good repair, professional appearance and order.

Members shall ensure that any item that could be used as a weapon attached to their external vest is fastened and secured in a manner that does not make it easily accessible or retrievable to someone they are engaged with.

Exceptions for equipment adhered to the external vest for assignment to specialized units are at the discretion of the Chief of Police.

1024.3.4 SPECIALIZED UNIT UNIFORMS

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

1024.3.5 TACTICAL UNIFORM

Headgear: Hat may vary depending upon the tactical, instructional, or training situation. The headgear shall consist of;

- (a) Department-approved baseball hat. A department-approved baseball hat may be worn in any tactical, instructional, or training situation where another form of headgear is not prescribed by the officer in charge.

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- (b) Kevlar Helmet: Officers engaged in tactical operations of a particularly hazardous nature may be required to wear specialized police service ballistic helmets in either black, green, or camouflage color. Only ballistic helmets purchased and issued by the Bend Police Department are authorized to be worn/carried by members.
- (c) All ballistic helmets shall have an identifying tag on the rear of the helmet with the words "Bend Police" and identifying the wearer's first initial and last name.

Officers routinely engaged in tactical operations may be issued field jackets appropriate to the tactical uniform.

Shirt: The shirt for the tactical uniform shall be a standard issue shirt purchased and authorized by the Bend Police Department.

Trousers: The trousers shall be standard issue department clothing, they may vary in style and utility dependent upon the assignment. Officers routinely engaged in tactical operations may be issued utilitarian trousers consistent with the assignment.

1024.3.6 COMMUNITY SERVICE OFFICER UNIFORM

All Community Service Officers (CSO's) will possess and maintain a serviceable CSO uniform at all times.

Jacket: Shall be the Department-issued jacket.

Shirt: The uniform shirt shall be standard-issued department clothing, both short sleeved and long sleeved, blue for all ranks. Accouterments shall consist of those authorized for the position assigned.

- (a) The long or short sleeve shirt may be worn with the collar open; no tie is required.
- (b) A black crew neck t-shirt shall be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.

Trousers: The trousers shall standard-issue department clothing, navy blue in color. There are no trouser accouterments.

Shoes: Polished black shoes or boots. Pointed toe boots shall not be worn.

1024.3.7 EXTERNAL VEST CARRIERS FOR COMMUNITY SERVICE OFFICERS

Department-issued external vest carriers are authorized for CSO members. Nothing may be attached to the carrier unless it is Department-issued equipment.

External vests must be adorned with a Department-issued patch on the rear that says "Community Service," as well as a patch that identifies with the wearer of the vest by first initial and last name.

The front of the external vest shall have a patch that identifies the wearer by first initial and last name. The member shall ensure that the name patch is not covered by other items and shall ensure it is in good repair so as to be clearly readable. This patch shall be on the right side of the external vest.

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The front of the external vest shall include either a badge patch or a metal badge as issued by the Bend Police Department.

The front of the external vest shall include a patch that says "Community Service." This patch shall be on the left side of the external vest.

Tasers shall not be carried on the external vest.

No more than one edge tool may be carried on the external vest. The edged tool shall be a utilitarian tool, such as a multi-tool. (This does not include medical shears)

Members should be mindful as to not double stack items on the external vest.

The external vest shall be kept in a clean, good repair, professional appearance and order.

Members shall ensure that any item that could be used as a weapon attached to their external vest is fastened and secured in a manner that does not make it easily accessible or retrievable to someone they are engaged with.

Exceptions for equipment adhered to the external vest for assignment to specialized units are at the discretion of the Chief of Police.

1024.3.8 VOLUNTEER

Individual styles and colors of the clothing (jacket and shirt), as well as the design and colors of the embroidered logo, will be those authorized by the Volunteer Coordinator and are subject to the approval of the Chief of Police.

Headgear style, color, logo, and accouterments will consist of those authorized by the Volunteer Coordinator and subject to the approval of the Chief of Police.

1024.3.9 PROFESSIONAL STAFF

Professional staff members shall wear clothing that is appropriate for the City of Bend business environment.

Uniform clothing issued for professional staff shall consist of a department-issued jacket or blazer, sweater, shirt, and polo shirt, pants or skirt/dress.

- (a) Individual styles and colors of the clothing are subject to the approval of the Chief of Police or designee.
- (b) Accouterments must be approved by the Support Services Division Commander or designee.
- (c) Shoes must be black with a low heel and closed-toe or as approved by the Support Services Division Commander or designee.
- (d) Skirts may be altered with the hem being no higher than three inches above the knee.
- (e) Professional staff may wear business casual attire on Fridays and on special holiday occasions as set forth by the Chief of Police or his/her designee.

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1. Business casual is defined as a non-dress shirt (polo style), no tie, no jacket, loafers, and docker style pants, or slacks/dress/skirt with a blouse or sweater with a low-heel and closed-toe type shoes.
- (f) The information and technology staff are authorized to wear uniforms or attire that is approved by the Support Services Division Commander appropriate for the duties of the position.

1024.3.10 HONOR GUARD

The uniform for members of the Bend Police Department serving on the Honor Guard shall consist of the following:

- (a) Blouse: USMC style, five-button single-breasted, standing collar, in dark navy blue with silver piping.
 - (a) Patches: Bend Police Department Honor Guard patch displayed on both the shoulders, centered to sleeve, 3/4 of an inch below shoulder seam.
 - (b) No name tags, rank insignia, service stripes, medals, or other accouterments will be worn.
 - (c) Collar Emblems: Silver "BPD" emblem, centered vertically on collar 3/4 of an inch from front collar edge piping on both sides of collar opening.
 - (d) Badge: Honor Guard badge worn centered above left breast pocket. Badges will be numbered sequentially in order of appointment to the team.
 - (e) Shoulder Cord: White single loop braid Honor Guard commander may wear white braided cord with silver tips when commanding detail.
- (b) Trouser: Dark navy blue with one-inch silver stripe on the outside leg.
- (c) Headgear: Modified Pershing Bayly brand uniform-cap, midnight blue/black mesh frame 2 1/4 inch 30-degree black high glass visor.
 1. Hat Badge: Replica historic Bend Police Department hat badge.
- (d) Footwear: Black patent leather dress shoes with black socks.
- (e) Gloves: White dress gloves.
- (f) Leather Gear: Black high gloss patent leather with chrome hardware consisting of duty belt, single cuff case, double magazine pouch, shoulder strap and flap style holster.
- (g) Modifications of the uniform or equipment may be required for specific assignments at the direction of the Honor Guard Commander.

1024.3.11 FOUL WEATHER GEAR

Only authorized uniform jacket, hat and rain gear may be worn.

1024.4 UNIFORM BASEBALL HATS

All uniform personnel will be issued a Bend Police Department baseball style hat to be worn in accordance with regulation uniform guidelines. Hats are provided to protect members from environmental factors such as sun and precipitation. Department-issued baseball hats are optional

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and not required as part of the standard uniform. Department-issued baseball hats may only be worn during official duty hours.

Hats may be worn under the following conditions:

- (a) During routine patrols, contacts, general activities and training on-duty

Hats shall be worn under the following conditions:

- (a) Hats shall be worn with the bill facing forward.
- (b) Hats shall be worn squarely on the head in a manner that does not cover or obscure the eyes of the member wearing the hat.
- (c) Members will not tuck their ears inside the hat band.

Hats shall not be worn under the following conditions:

- (a) Hats shall not be worn inside courthouses, courtroom proceedings, council proceedings, faith institutions, formal events, or other proceedings and buildings where the wearing of a head cover would be considered inappropriate.
- (b) Hats shall not be modified in any way.
 - 1. The bill of the hat must be maintained with the manufacturers curvature.
 - 2. Flattening or curving the hat bill will not be acceptable.
- (c) Hats shall not be worn in unsafe conditions.

Hats will be removed when directed by a supervisor.

Deviations from this standard will be dictated by the Chief of Police or their designee.

Department-issued baseball hats shall be maintained in a clean and professional appearance.

Hats that appear worn, faded, stained, or have lost their form or shape shall not be worn and should be replaced as soon as practical.

1024.5 CROWD MANAGEMENT UNIFORM

All Bend Police Department officers that are on duty, in uniform, and actively working crowd management shall wear a Class A uniform, or specialized assigned uniform, with an external vest.

1024.6 INSIGNIA AND PATCHES

Uniformed employees shall wear the Department insignia and patches in the following manner.

- (a) Bend Police Department shoulder patches will be displayed on both shoulders, centered and 5/8-inch bellow the shoulder seam.
- (b) Specialized shoulder patch for specific unit assignment may be worn on the left shoulder in place of an agency patch, if authorized by the Chief of Police.
- (c) Service stripes shall be worn on the left sleeve, centered on the piping, and beginning 5/8-inch above the piping. Each service stripe shall represent the completion of four (4) years of service as a regular officer.

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- (d) The regulation nameplate or an authorized sewn cloth nameplate, shall be worn at all times while in uniform. It shall be centered and 5/8-inches above the right shirt pocket.
- (e) When an external vest carrier is worn the nameplate or an authorized cloth nameplate shall be affixed to the external vest carrier in the same manner as the uniform shirt.
- (f) Only Department-issued assignment insignias (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (g) A United States flag pin or military service pin may be worn centered above the nameplate. Only one may be chosen to be worn.
- (h) The Department-issued badge, or an authorized sewn cloth replica must be worn and visible at all times while in uniform.
- (i) The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.
- (j) No other patches, pins, tags, or items are authorized to be worn on any Bend Police Department Uniform, unless specifically authorized by the Chief of Police.

1024.6.1 MOURNING BADGE

Uniformed employees should wear a black 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:

- (a) An officer from this Department - From the time of death until Midnight of the 14th day after death.
- (b) An officer or Deputy from another agency - From time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) Peace Officers Memorial Day/Week.
- (e) As directed by the Chief of Police.

1024.7 CIVILIAN 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 in which the wearing of 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 administrative, investigative and support personnel who elect to wear civilian clothing shall wear business attire appropriate for the work assignment and function.
- (c) Variations from this order are allowed at the discretion of the Chief of Police or designee when an employee's assignment, current task, or specific occasions are not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Bend Police Department or the morale of the employees.

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1024.8 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

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

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (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.
- (d) Appear in any commercial, social or non-profit publication; or any motion picture, film, video, public broadcast or any website.

1024.9 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

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

Replacement of optional items shall be done as follows:

- (a) When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department-Owned and Personal Property Policy).

1024.10 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Bend Police Department employees who utilize personal items or tools that are attachments to a Bend Police Uniform or used while on-duty or representing the Bend Police Department shall ensure the items must not have slogans, phrases, or graphic representations visible.

Items that have any slogans, language, phrases, representations of any items other than those authorized by this Policy shall not be used while on-duty or representing the Bend Police Department. There may be reasonable exceptions for branding, such as a clothing manufacturer or equipment manufacturer.

Bend Police Department employees may not substitute any item that is normally issued by the Bend Police Department as standard equipment for use by employees with any other item, unless specifically authorized by the Chief of Police or designee.

Bend Police Department employees may not use or carry any safety item, weapon, tool or other piece of police equipment unless specifically authorized in Policy or by the Chief of Police or designee.

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Members are allowed for the reasonable use of small non-uniform or non-issued items that members may use in their day to day work. However, these items must comply with the same restrictions on phrases, slogans, and representations as other equipment.

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Attachments

S-10-02 Uniform Shoe Orders for Support.pdf

Standard Operating Procedures

SOP: S-10-02

Effective: 03-09-10

Subject: Uniform Shoe Orders for Support

General: The police department will provide compensation for footwear, however, will not be the buying agent. Department procedure for replacing footwear is as follows:

Shoe Replacement

Support Personnel are eligible for replacement of footwear once every year on an as needed basis with prior supervisor approval. A uniform request requisition must be approved and signed by the supervisor.

Purchasing

Support Personnel are responsible for purchasing uniform footwear using the following guidelines:

1. Black in Color
2. Closed Toe
3. Standard Uniform Appearance
4. A division Commander prior to purchase must approve any footwear other than those that are currently authorized.

Reimbursement

The department will reimburse authorized purchases for up to the following amounts:

1. Support Personnel Uniform Shoes \$65
2. Reimbursement requests **with an attached receipt** may be submitted to the Patrol Division in January.

Captain Cory Darling:

Cory R. Darling

Date 03-09-10