

COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

POLICE/CIVILIAN UNIFORM AND CLOTHING REGULATIONS

(Approved By: Geoffrey Jones Chief of Police
CALEA 6th Edition Standard: 22.1.8; 26.1.1; 41.3.5

1046 POLICE/CIVILIAN UNIFORM AND CLOTHING REGULATIONS

1046.1 PURPOSE AND SCOPE (22.1.8)

The purpose of the uniform policy of the Columbia Police Department is to provide guidelines ensuring uniformed officers (Police, Airport Public Safety, Columbia Park Rangers), special assignment personnel and civilian employees will be readily identifiable to the public through the proper use and wearing of department uniforms. This policy is in addition to the requirements and expectations described in the City's Administrative Rules.

1046.2 POLICY

It is the policy of this department to supply and replace the required uniform and equipment and to regulate the appearance of all employees through the standards established in this written directive so that all personnel present a professional appearance at all times while representing the Columbia Police Department.

1046.3 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT (26.1.1)

The uniform serves an important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- A. Uniforms 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 officers of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- C. Personnel shall wear only the uniform specified for their rank and assignment.
- D. Members shall not loan any portion of the uniform to others on an extended basis.
- E. Members shall not permit the uniform to be reproduced or duplicated.
- F. All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- G. Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- H. Uniforms are only to be worn while on-duty, while in transit to or from work, for court, at other official department functions or events, and specifically approved extra-duty employment.
- I. Members are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
- J. Mirrored sunglasses will not be worn with any department uniform.

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1046.3.1 DEPARTMENT-ISSUED IDENTIFICATION (22.1.8 a. and b.)

The department issues each member an official department identification card bearing the member's name, identifying information and photo likeness. All members 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, members shall display their department-issued identification in a courteous manner to any person upon request and as soon as practicable.
- B. Members working specialized assignments may be excused from the requirements regarding the possession and display of identification when allowed by their Bureau Commander.

1046.4 UNIFORM CLASSES

The various uniform specification classes are identified in this policy as follows.

1046.4.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions, such as funerals, graduations, ceremonies or as directed. The Class A uniform is required to be kept ready for all sworn personnel. The Class A uniform includes the following:

- A. Department issued long-sleeve shirt and dark navy blue tie or green tie for Park Ranger.
- B. Department issued pants.
- C. Black or navy blue crew neck undershirt.
- D. Ballistic vest (see policy 1024 Body Armor for use guidelines).
- E. Black socks (if visible) and polished black dress shoes or polished black boots.
- F. Department issued nameplate secured and centered above the right pocket seam. If service ribbons and awards are being worn, the nameplate must be secured and centered on the right pocket flap.
- G. Duty belt with firearm, holster and handcuffs in a handcuff case.
- H. The Officer Peaked-Hat may be worn for events held outdoors.

A Class A Dress Uniform includes the above mentioned uniform with the addition of a dress uniform jacket (if issued). Officers wearing dress uniforms with a jacket are to wear their firearm concealed in an off duty type holster. Additional equipment may be carried at the officer's discretion so long as it is concealed (this does not apply to the Honor Guard dress uniform).

1046.4.2 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:

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- A. The long or short-sleeve shirt may be worn with the collar open. No tie is required.
- B. Department issued pants.
- C. A black or navy blue crew neck undershirt.
 - 1. From Midnight October 1st – 0600 hours of November 1st, uniformed officers and uniformed CSAs are allowed to wear a pink undershirt in support of Breast Cancer Awareness Month.
- D. Ballistic vest (see policy 1024 Body Armor for use guidelines).
- E. All shirt buttons must remain buttoned except for the top button at the neck.
- F. Black socks (if visible), black duty-boots, solid black shoes or solid black tennis shoes. Boots with pointed toes are not permitted.
- G. Department issued nameplate secured and centered above the right pocket seam. If service ribbons and awards are being worn, the nameplate must be secured and centered on the right pocket flap.
- H. Duty belt with all issued belt-worn equipment (firearm, extra magazines, radio, flashlight, handcuffs, collapsible baton, Taser if issued, OC spray) and authorized optional equipment (glove pouch, extra handcuffs, etc.).

1046.4.3 CLASS C UNIFORM

In addition to a Class B uniform, all officers may elect to maintain a Class C uniform.

The Class C uniform will consists of the following:

- A. A load bearing ballistic external vest carrier that can be easily removed when indoors or when performing duties that do not require ballistic protection such as when report writing. The outer vest will have a sewn Velcro name tape with the officer's name located on the upper right portion of the vest, along with police placards front and back, and a Velcro badge on the left upper portion of the vest.
- B. Department issued long or short sleeved uniformed under shirt will be worn under the external vest carrier.
- C. Department issued uniform pants or approved shorts. The short sleeve uniform shirt must be worn when wearing shorts.
- D. Black or navy blue crew neck under shirt.
- E. Department issued or approved duty belt consisting of their firearm, holster, and handcuffs. All other assigned equipment such as the collapsible baton, taser if issued, OC spray, radio, extra magazines etc. may be secured on the outer vest carrier or duty belt at the officer's discretion. Approval is needed to wear the radio on the duty belt if the external vest carrier is used.
- F. Black socks (if visible), black duty-boots, solid black shoes or solid black tennis shoes. Boots with pointed toes are not permitted.

1046.4.4 SPECIALIZED UNIT UNIFORMS/SPECIAL EVENT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as the K-9 Unit, Downtown Unit, Street Crimes Unit, SWAT, traffic officers and other specialized assignments such as

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officers assigned to the Columbia Regional Airport and as Park Rangers. All specialized uniforms or special event shirts will be authorized by the Chief of Police or designee.

1046.4.5 FOUL WEATHER GEAR

Department issued and approved coat/jacket, hat and other inclement weather gear may be worn with the uniform. Such items may only be worn during inclement weather (e.g., rain, cold temperatures, excessive sun, etc.). If a hat is worn, it should be removed while inside if removal does not pose an officer safety issue.

1046.5 INSIGNIA AND PATCHES

- A. The authorized shoulder patch supplied by the department shall be machine stitched (depending on the unit assignment some may be attached with Velcro) to the sleeves of all uniform shirts and jackets. Only issued clothing or personal clothing authorized by the Chief of Police or designee may be outfitted with department insignia and patches.
- B. Service stripes indicating length of service (total commissioned law enforcement service) may be worn on long-sleeve shirts and jackets. They are to be machine stitched onto the uniform. The stripes are to be worn on the left sleeve only. Each stripe represents four years of commissioned service.
- C. Specialty Unit Pins (e.g. SWAT, Canine, EOD) may be worn on all uniforms at officer's discretion. If specialty pins are worn in conjunction with the CIT pin, both must be worn above the name plate, in alignment and spaced evenly with the CIT pin being closest to the buttons of the shirt. If award ribbons are worn, unit pins will be placed above any award ribbons. Any officer who has completed at least five years of service in the specialty unit, and left in good standing, may wear the unit pin. If an officer is a member or former member of more than one specialty unit, only one unit pin is authorized to be worn at a time.
- D. Award Ribbons (e.g. Medal of Valor, Commendable Performance) generally will not be worn while performing general patrol duties. However, these ribbons may be worn during appropriate events or as designated by the Chief of Police or designee. Award ribbons will always be worn/placed above Certification ribbons, in order of precedence, on the uniform. See diagram for further instructions. Multiple ribbons for the same award will be designated by the appropriate ribbon with the associated numeral attached.
- E. Certification Ribbons (e.g. Master Shooter Ribbon, Instructor Ribbon) generally will not be worn while performing general patrol duties. However, these ribbons may be worn during appropriate events or as designated by the Chief of Police or designee. See diagram for order of precedence. Certification ribbons may be worn under the following circumstances:
 - 1. Officer currently serving in the certification capacity;
 - 2. Officer completed at least one year in the certification and was promoted; or
 - 3. The officer served in the certification for at least five years and left in good standing.
- F. Molly Bowden Memorial Ribbon is authorized for wear on the class A or B uniform below the badge centered on the pocket flap.
- G. The department issued badge, or a sewn-on cloth replica for outer vests or specialty uniforms, must be worn and be visible at all times while in uniform. Sworn non-uniformed officers will wear or carry the badge so it is highly visible and/or in reasonable proximity to the firearm and can be displayed

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whenever appropriate. Preferred location is around neck so the badge is visible in the center mass of the person wearing the badge.

- H. The designated insignia indicating the officer's rank must be worn at all times while in uniform. The Chief of Police or designee may authorize exceptions.
- I. Rank insignia for step-up Sergeant will be worn on the uniform collar with a metal chevron pin in lieu of chevron sewn on the uniform sleeve. All other rank insignia will be worn on the uniform collar parallel to the bottom edge.

1046.5.1 MOURNING BADGE BAND

Uniformed members may wear a black mourning band across the uniform badge whenever a peace officer is killed in the line of duty. The mourning band will be worn as directed by the Chief of Police or designee.

1046.6 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 wearing civilian attire is necessary.

- A. All members shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
- B. All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button-style or polo shirts with a collar and 5.11-style slacks or suits that are moderate in style. Some civilian personnel, based on assignment, are allowed to wear denim jeans.
- C. All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, button-style or polo shirts with a collar, blouses, 5.11-style pants, slacks or suits that are moderate in style. Some civilian personnel, based on assignment, are allowed to wear denim jeans.
- D. The following items shall not be worn on-duty:
 - 1. T-shirt alone;
 - 2. Open-toed sandals or thongs;
 - 3. Swimsuit, tube tops or halter tops;
 - 4. Spandex type pants or see-through clothing;
 - 5. Distasteful printed slogans, buttons or pins;
 - 6. Shorts;
 - 7. Sweatshirts, sweatpants or similar exercise clothing.
- E. Variations from this order are allowed at the discretion of the Chief of Police or designee when the member's assignment or current task is not conducive to wearing such clothing.
- F. No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Columbia Police Department or the morale of the members.

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1046.7 POLICE EXPLORER UNIFORMS

Columbia Police Department Police Explorers are representatives of the Columbia Police Department and the City of Columbia. As such all police explorers will be required to conform to uniform regulations specific to their program. Specific uniform and equipment regulations are described in policy 1048 POLICE EXPLORERS.

1046.8 ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police or designee, Columbia 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 a member of the Columbia Police Department to:

- A. Endorse, support, oppose or contradict any initiative;
- B. Endorse, support, oppose or contradict any social issue, cause or;
- C. Endorse, support or oppose, any product, service, company or other commercial entity;
- D. Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, or on any website.

1046.9 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

Maintenance or repair of personally owned optional items shall be the financial responsibility of the employee (e.g., watch repairs due to normal wear and tear).

1046.10 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Generally only authorized or department issued uniforms and equipment may be worn by officers and CSAs.

Personally owned uniform items, accessories, weapons or attachments wished to be worn by an officer or CSA must first be authorized by the Chief of police or designee. This includes morale patches, fixed blade knives, or any other alterations to the uniform or clothing.

1046.11 AUTHORIZED ISSUED EQUIPMENT (41.3.5)

The department Quartermaster and Equipment Specialist will keep and maintain a list of all issued items for each employee. A list of items and equipment issued to officers (and CSA) is as follows:

- A. Two long sleeved uniform shirts
- B. Two short sleeved uniform shirts
- C. Three pairs of pants
- D. External vest carrier
- E. Tie
- F. High-visibility reversible bomber jacket

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- G. Winter coat
- H. Rain coat
- I. Ballistic vest
- J. Traffic vest-high visibility
- K. Under belt, outer duty belt and four belt keepers
- L. Firearm, holster, magazine case, three magazines and tactical gun light (NOT CSA)
- M. Conducted Electrical Weapon (Taser) and holster depending on assignment (NOT CSA)
- N. Handcuff case and handcuffs (NOT CSA)
- O. OC holder and OC canister
- P. ASP holder and ASP (NOT CSA)
- Q. Flashlight and holder
- R. Body worn camera depending on assignment
- S. Camera (to include case, battery, SD card and charger)
- T. Dress hat and badge (NOT CSA)
- U. Two uniform badges
- V. Tourniquet - see section 1046.13 for procedure on use.
- W. Name tag
- X. Identification card
- Y. Traffic box key
- Z. Traffic template
- AA. Evidence kit
- BB. Miranda card (NOT CSA)
- CC. Foul weather cap (ball cap)
- DD. CPD brand polo
- EE. Locker key
- FF. Key fob
- GG. MCT key
- HH. Radio and charger (to include belt holder and shoulder mic)
- II. Video system USB
- JJ. Fuel key
- KK. Fleet keys (to include vehicle and storage box keys as needed)
- LL. Key board access peg

1046.12 REQUIRED UNIFORM PATROL BELT OR EXTERNAL VEST CARRIER ACCESSORIES

The following items must be worn on patrol duty belt or on external vest carrier (depending on assignment):

- A. Department issued/approved firearm and holster – duty belt only
- B. Department issued/approved ammunition magazines and case – duty belt or external vest carrier
- C. Department issued radio and holder – duty belt or external vest carrier

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- D. Department issued/approved ASP and holder (depending on assignment) – duty belt or external vest carrier
- E. Department issued Taser and holster (depending on assignment) – duty belt or external vest carrier
- F. Department Issued handcuffs and case – must have one pair on duty belt. Additional may be carried on duty belt or external vest carrier.
- G. Department issued OC spray and holder – duty belt or external vest carrier
- H. Department issued tourniquet - duty belt or external vest carrier
- I. Department issued/approved flashlight - duty belt or external vest carrier (user discretion additional flashlights may be carried in other locations such as cargo pants pockets)

1046.13 OPTIONAL UNIFORM PATROL BELT ACCESSORIES

- A. Department issued/approved belt keepers
- B. Department approved latex glove pouch
- C. Additional handcuffs and case – additional handcuffs may be worn on duty belt or on external vest carrier.

1046.14 REQUIRED PATROL EQUIPMENT FOR PATROL OPERATIONAL READINESS

The following is a list of items that an officer working uniformed patrol is expected to have with him/her while on duty to be considered operationally ready for duty.

- A. Complete patrol uniform, uniform belt and ballistic vest or external vest carrier.
- B. Camera
- C. Ticket book
- D. Foul weather gear (during inclement weather)
- E. Pen
- F. Notebooks (spiral and all other mandated work books)
- G. Handcuff, MCT, and traffic signal keys
- H. Traffic vest
- I. Flashlight

1046.15 PROCEDURE FOR TOURNIQUET USAGE

As directed, all tourniquets must be carried on your person while in uniform, on duty (including extra-duty employment in which CPD uniform is worn), either in a cargo pocket, on a duty belt or external vest carrier. Officers working plain clothes assignments or undercover shall carry a tourniquet any time external body armor is worn.

Should the tourniquet be needed, the following steps should be taken.

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- A. The wounded person is initially assessed and determined to have severe extremity bleeding controllable with the equipment or resources immediately at hand. Indications for tourniquet use include all of the following:
 - 1. Penetrating trauma from firearms and stabbings
 - 2. Police officers working in tactical environments who may benefit from a self-applied tourniquet for “care under fire”
 - 3. Industrial accidents where limbs are trapped or shredded by industrial machinery
 - 4. Injury does not allow control of bleeding with pressure dressings
 - 5. Extreme life-threatening limb hemorrhage or limb amputation/mangled limb with multiple bleeding points
 - 6. Major incident or multiple casualties with injuries that could be resolved with direct pressure, but there is a lack of people or resources to control
- B. Application of tourniquet
 - 1. Place tourniquet 2-3 inches above the wound (preferred on upper arms and legs, not forearms and calves)
 - 2. Wrap tourniquet and pull tight (on a leg application, put tourniquet through second, fastener loop)
 - 3. Turn the lever until the bleeding stops
 - 4. Secure the lever in the “C” clasp and Velcro over the lever
 - 5. Apply to extremities only, not to the chest, neck or head
- C. Removal of tourniquet
 - 1. It is advisable that the tourniquet be left in place once initially applied.
 - 2. EMS or other advanced medically trained personnel will determine the need for removal
- D. Do not reuse
- E. Do not keep for evidence
- F. Document all tourniquet usage
- G. Firearms instructors and / or simmunition instructors must ensure a tourniquet is at their training site. This will be included in their safety brief.

1046.16

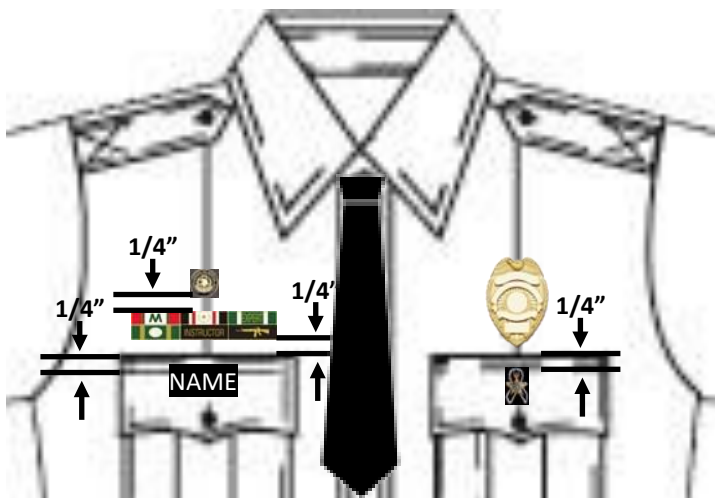
The following are visual representations of the various Columbia Police Department uniforms as outlined in above mentioned policy.

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1046.16.1 CLASS A UNIFORM



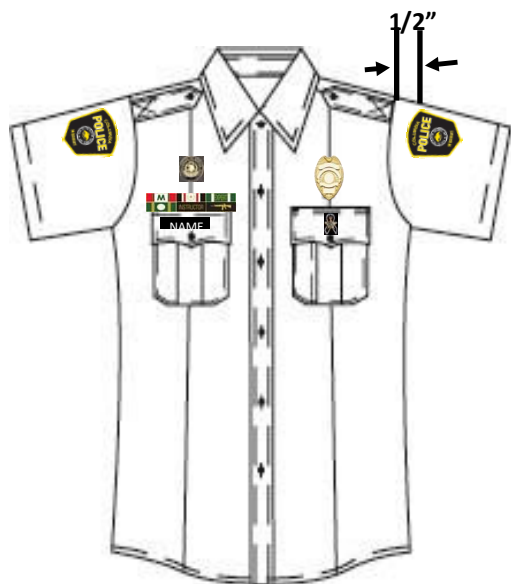
Officer's Peaked Hat
(for outdoor events)

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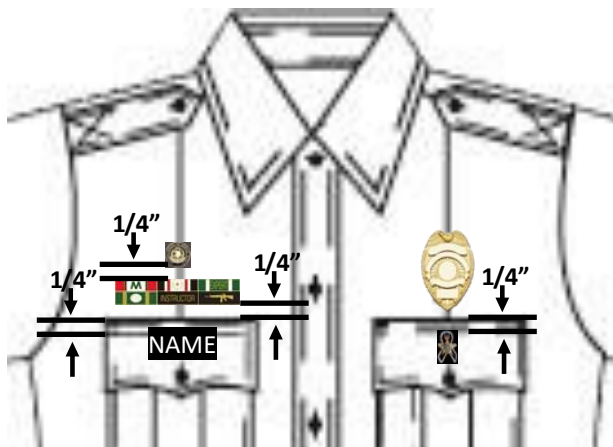
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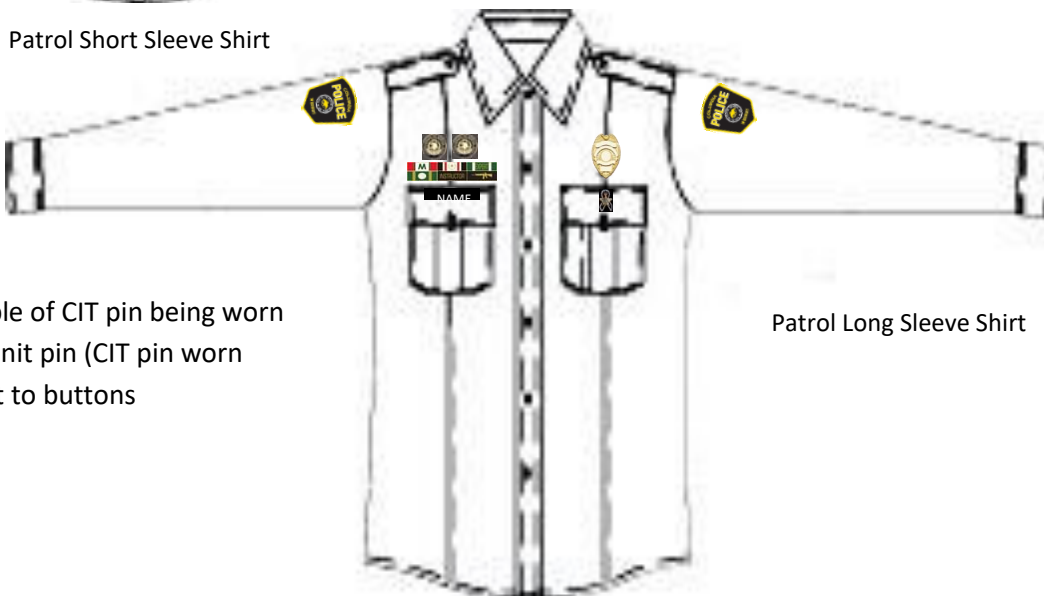
1046.16.2 CLASS B UNIFORM



Patrol Short Sleeve Shirt



Example of CIT pin being worn
with Unit pin (CIT pin worn
closest to buttons)



Patrol Long Sleeve Shirt

Note: Name plate is worn above pocket flap unless ribbons are worn as shown

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1046.16.3 CLASS C UNIFORM

BLAUER ARMOR SKIN BASE (UNDER) SHIRTS



EXTERNAL VEST CARRIER (FOR PATROL)



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1046.16.4 COMMUNITY SERVICE AIDE (CSA)

BLAUER CSA SHORT SLEEVE



BLAUER CSA LONG SLEEVE



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1046.16.5 WINTER WEATHER

BLAUER WINTER COAT



BLAUER FLEECE JACKET



(GOES INSIDE WINTER COAT)

BLAUER LIGHT JACKET
(HIGH VISIBILITY)



BLAUER RAIN JACKET



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046.16.6 TACTICAL VESTS

EXTERNAL VEST CARRIER



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AWARDS		
(In order from left to right, i.e. Medal of Valor worn at top followed by Purple Heart, etc.)		
		
Medal of Valor	Purple Heart	Meritorious Service Ribbon
		
Distinguished Service Ribbon	Life Saving Ribbon	Commendable Service Ribbon
		
Supervisor of the Year	Officer of the Year	Rookie of the Year








No variations of unit pins are authorized. Only unit pins, certification and award ribbons issued by the Columbia Police Department Quartermaster will be worn. Those issued may look different than those pictured below.

UNIT PINS & CERTIFICATION RIBBONS			
			
Special Weapons and Tactics	K-9 Unit	Crisis Negotiations Team	Crisis Intervention Team
			
Traffic/Accident Team	EOD Certified	Honor Guard	Military Service Ribbon
			
Department Instructor		EMT/Paramedic Certified	Accident Reconstructionist
			
Drug Recognition Ribbon		Master Shooter Ribbon	LGBTQ Liaison
			
FBI Academy	Southern Police Institute	Northwestern University S & C	Senior Management Institute of Police

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RANKS		
 <p>Police Training Officer</p>	 <p>Sergeant</p>	 <p>Lieutenant</p>
 <p>Assistant Chief</p>	<p>Years of Service (each hash mark represents 4 years)</p> 	 <p>OR</p>  <p>Chief</p>