



# Colorado Springs Police Department

## Standard Operating Procedure

### DL-440-01 Uniforms & Appearance

#### Section 400 – Professional Conduct

Effective Date: 2/6/2025

Revision Rescinded: 5/25/2016

---

#### **.01 Purpose**

The purpose of this directive is to establish standards for personal appearance and wearing of the general duty police uniform.

#### **.02 Cross Reference**

[GO 1020 Routine Patrol Functions](#)

[GO 1530 Firearms Regulations](#)

[GO 1862 Gun and Badge Retention](#)

[DL-440-11 Uniform & Equipment Inspections](#)

[DL-1501-08 Soft Body Armor](#)

[DL-1710-03 Uniform and Equipment Committee](#)

#### **.03 Definitions**

*Accessories:* Items of personal wear associated with the police uniform, such as tie bars/tacks, pens, watches, whistles, keys, key-holders, etc.

*Approved:* Specific articles of equipment or uniform clothing that are approved for wear by the department but are not necessarily issued or paid for by the department. The Authorized and Approved Clothing and Equipment List specifies which approved items are department purchased versus purchased at the employee's expense.

*Authorized:* Article of clothing or equipment issued by the department.

*Authorized and Approved Clothing and Equipment List:* The CSPD Supply Unit will maintain the list of clothing and equipment items that are authorized for wear as approved by the Uniform Standards Committee (see [DL-1710-03 Uniform and Equipment Committee](#)). All purchases of uniform items must adhere to the current list, whether purchased by the department or the employee at personal expense.

*Equipment:* Devices or tools associated with an officer's duty tour such as sidearm, Taser, handcuffs, flashlights, etc.

*Optional:* General or generic article of equipment or uniform clothing that the department allows employees to wear. Employees must purchase optional items at their own expense.

*Ribbon Panels:* Metal brackets of various sizes that hold from one to a dozen or more ribbons with pins on the back for affixing to the uniform shirt/dress jacket.

## **.04 Procedure**

The General Duty Police Uniform of the Colorado Springs Police Department is an integral part of the image that the department presents to the public. A neat, clean, and orderly appearance helps to create public confidence in the ability of the department and its officers to perform their duties competently and efficiently. In addition, maintaining high standards of personal appearance is important to the morale and discipline of the officers themselves.

Although all officers of the department are authorized to wear the General Duty Police Uniform, the Patrol Bureau is the official uniformed branch of the department. Subject to the approval of the Chief of Police, the Patrol Bureau will establish and maintain uniform standards applicable to all sworn officers.

It is the responsibility of the department to establish standards that ensure that personal appearance does not interfere with, or distract from, effective performance of duties, so duty performance is solely evaluated on its own merit.

To maintain public respect, all department officers will be properly attired, clean, neat and well-groomed, consistent with the provisions of this general order. In all questions concerning the professional appearance of sworn personnel, the determination of the Chief of Police will be final.

### **Compensation for Routine Care, Cleaning and Maintenance of Firearms, Ballistic Vests, and Uniforms**

Details related to compensation for routine care, cleaning and maintenance of firearms, ballistic vest and uniforms are in the Sworn Policy and Procedures Manual.

Officers and sergeants may request this compensation by submitting a request for pay or compensatory time in the workforce management system. Training documents for time entry in the workforce management system are located on CSPD's intranet.

### **Use of Badges, Hat Insignias, and Identification Cards**

Officers will be issued appropriate badges, cap insignias and identification cards. These items shall not be altered, exchanged or transferred, except by order of the Chief of Police.

Officers shall not use another officer's badge, cap insignia or identification card, nor shall they permit any other person to use these items.

## **Purchase of Additional Badges**

Officers may purchase additional breast or flat badges through the Department and retain them during their employment with the Department. The procedures for obtaining additional badges are:

1. The employee will submit a written memorandum to their division commander.
2. If approved, the memorandum will be forwarded to the Financial Services Unit.
3. Upon full payment by the officer, the badge will be ordered and will be issued upon its arrival.
4. The Supply Office will note the purchase on the officer's equipment issue documentation.
5. Upon retirement or other termination of employment, the badge will be returned to the Financial Services Unit for full reimbursement.
6. If the officer is eligible for retention of the badge, upon honorable retirement, and elects to accept the flat badge, department policy regarding gun and badge retention applies.

## **Police Uniform Classifications**

The General Duty Police Uniform is the standard uniform shirt with other uniform items and equipment as described below.

Class "A" Uniform is regulation uniform pants and a long sleeve shirt with necktie, police uniform hat, ribbons and other uniform items and equipment. The Class A uniform will be worn for official functions such as funerals, Police Memorial Day services, Medal of Valor ceremonies, and at other such times as directed.

The Dress Uniform is a long sleeve white shirt with plain leaf collar (not button down), black tie, "Ike" type jackets with buttons either gold or silver depending on rank, dress wool blend pants with navy and gold piping. The Duty Belt will be worn with holster, firearm, and keepers only. Name tags and service bar (if authorized) and ribbons will be worn. Commanders and above, as well as Lieutenants and Sergeants in Professional Standards (except for Internal Affairs Investigators and Community Relations), are required to have and maintain the Dress Uniform.

Specialized Duty Uniform: Units that are authorized to wear a uniform other than described in the General Duty Uniform shall develop SOPs addressing the uniforms and proper wearing of same. The items authorized for specialized duty uniforms will be approved by the Uniform Standards Committee and will be included on the [Authorized and Approved Clothing and Equipment List](#).

## **General Duty Police Uniform**

The General Duty Police Uniform consists of the uniform shirt, uniform pants, duty belt with gun, handcuffs, magazine pouch, breast badge and appropriate footwear. Depending on the situation, other supplemental and optional items may be worn. Most items are issued to the officer; however, optional items must be purchased at the employee's own expense. Specific requirements for the uniform items are:

**BADGES:** Breast badges, or a department approved patch replicating the badge, shall be always worn by officers when in uniform. Metal badges will be worn on the left chest of the shirt and leather jacket and patches will be worn on all other outer garments. The standard breast badge or an approved patch may be worn on external body armor.

**COLD WEATHER HEADGEAR:** Headgear approved for cold weather wear includes:

1. A black knit/wool/wool-blend military-style "watch cap" with no embroidery or insignia.
2. Plain style earmuffs, black with black band.
3. Plain mouton fur or Polar Fleece style ear pads, black, or
4. Plain Ski-Band ear protector, black knit material or Polar Fleece style

**HAT:** Navy blue with black bill, round military-style crown.

Officers' hats will have a black leatherette 1/2" chin strap fastened with silver "P" buttons; worn with the silver patrol officers' cap shield as basic issue. First class officers will display a silver lace pattern metal strap instead of the leatherette strap.



Sergeants' hats will have a gold lace pattern metal chin strap fastened with gold "P" buttons, worn with the gold Sergeants' cap shield.

Lieutenants' hats will have a patterned gold metallic-cloth chin strap fastened with gold "P" buttons. The hat bill will have gold embroidered filigree (Perma-Gold) of three connecting oak leaves on each side, worn with the gold Lieutenants' cap shield.



Commanders', Deputy Chiefs' and Chief of Police hats will have a patterned gold metallic-cloth chin strap fastened with gold "P" buttons. The hat bill will have gold embroidered filigree (Gold Bullion) of multiple connecting oak leaves on each side, worn with the appropriate cap shield.

Uniform hats will be kept in good condition. Transparent plastic covers may be used during wet weather.

The uniform hat shall be worn at public functions such as parades and funerals or whenever directed by the Chief of Police or their designee.

**BASEBALL STYLE HAT:** Black mesh baseball style hat with the Official Department approved embroidered insignia that will be available for officer purchase through the Colorado Springs Police Protective Association (CSPPA). The embroidered insignia will have POLICE in white silver lettering for officers and yellow/gold lettering for supervisors. The hat is only to be worn during uniformed assignments and training. The uniform assignments will be described below and will include on-duty assignments as well as extra duty and special event assignments.

The hat is approved for uniform wear when an officer is performing the following assignments:

- Conducting traffic control or working at a traffic control point during daylight hours when heat/sun is a factor or during inclement weather during all hours of the day or night.
- During extended tour of duty working outdoors during daylight hours when heat/sun is a factor or during inclement weather during all hours of the day or night.
- During any outdoor police training.

Baseball style hats must be kept in good condition and replaced when need be. This is an optional item that is the officer's responsibility.

**UNIT DESIGNATOR:** An employee's unit designator will be submitted to and approved by the Uniform Standards Committee first and then shall be embroidered on the right-side of the cap in white silver for officers or yellow/gold lettering for staff using the same font to keep uniformity department-wide. It is the responsibility of the individual to have the unit designator put on the cap.

**DUTY JACKET (fabric):** The duty jacket is black, waist-length, with a removable liner.

**DUTY BELT:** Sworn personnel will have the option of choosing the nylon web gear belts with nylon attachments versus leather belts and attachments. The nylon web gear belts and attachments will be provided by the Supply Unit.

Commanders and above may be issued a set of nylon and leather gear, due to their common attendance at 'Class A' and 'Dress Uniform' functions. They may wear their choice of duty belt during 'uniform of the day' operations but must wear leather gear to all formal functions or as directed by the Chief of Police or designee.

**FOOTWEAR:** Understanding there are many different footwear styles available for uniform wear, the following minimum guidelines are established for footwear use:

- General duty footwear will be solid black and may be made with leather, fabric, or other material. General duty uniform footwear must be clean and present a professional appearance (e.g., free of excessive wear, discoloration, etc.). Any logos on the footwear must match the black color of the shoe, so they do not stand out.
- Class A uniform footwear will be solid black, with a high luster shine or permanent shine finish.

- Dress uniform footwear will be solid black, with a high luster shine or permanent shine finish.

Uniformed personnel are responsible for purchasing their uniform footwear.

Poor weather footwear shall be all black, without ornamentation or contrasting striping. Approved examples are galoshes, insulated boots, snowmobile boots, etc.

**GLOVES (optional):** Gloves must be solid black in color and may be worn for comfort and protection at the discretion of the officer.

**HANDCUFFS:** The handcuffs worn on the duty belt and used on duty must be black or stainless steel/silver in color.

**RAIN JACKET:** The rain jacket is yellow with "POLICE" stenciled on the back in approximately three-inch black letters.

**SHOULDER PATCHES:** The official department shoulder patch will be worn on both the left and right sleeve of all department uniform garments. The position worn will be one inch below the garment shoulder seam, centered on the sleeve for outer wear, centered over the sleeve crease for uniform shirts. Patches will not be worn on leather duty jackets.

**SOCKS:** Socks that are visible when worn with the uniform will be black.

**TIE TACK/BAR:** A tie bar or tie tack is required when the tie is worn with the uniform. Officers may wear tie tacks on uniform ties that are of a basic plain design, in general size of approximately 1/2" in diameter. Tie tacks shall be worn centered on the tie in a position bisecting the bottom line of the uniform shirt pocket flaps. Tie bars may be worn that are of a basic plain design and shall also be on the tie as the tie tack. Officers will wear silver-colored tie bars and tie tacks, while supervisors will wear gold-colored.



**UNDERSHIRT:** When the long-sleeved uniform shirt is worn without a tie, a black t-shirt will be worn. A black mock turtleneck or black turtleneck shirt may be worn if desired. When wearing a turtleneck shirt, the collar of the turtleneck shall not extend above the collar of the uniform shirt and shall not bear any embroidery or insignia.

When the short sleeved uniform shirt is worn, the black t-shirt described above may be worn as an undershirt or the uniform shirt may be worn with no visible undershirt.

**UNIFORM PANTS:** The uniform pants are navy blue six-pocket style (two thigh pockets) for officers and sergeants, and no thigh pockets for the rank of lieutenant and above. Belts worn with these pants will be black

**UNIFORM SHIRTS:** The uniform shirt is French blue in color.

**UNIFORM TIE:** The uniform tie is a black clip-on or quick release style.

Department approved duty jackets may be worn at any time of the year, as weather conditions dictate.

## **Non-Uniformed Assignments**

Officers assigned to duties not requiring the wearing of the General Duty Uniform shall dress in accordance with the standards established by the Bureau to which that officer is assigned. All such standards will be submitted to the Chief of Police for final approval, prior to adoption.

## **Name Tags and Rank Insignia**

All members shall wear name tags while in the General Duty Police Uniform, Class A Uniform, or Dress Uniform. Name tags worn without a Service Bar will be worn centered, 1/4" above the right breast pocket of uniform shirts and centered above the right breast pocket of duty jackets and dress blouses, even with the bottom of the breast badge.

**METAL NAME TAGS:** name tags will be highly polished, with block engraved lettering; letters are to be black with chrome finish for patrol officer grades and gold finish for Sergeant and above. Name tags will contain at least the last name and first name initial but may include the middle initial or complete first name provided sufficient room is available. The letters on the name tag will be printed in all capital letters. Members will be issued two name tags.



**CLOTH NAME TAGS:** cloth name tags may be worn in place of a metal name tag on the right chest of the outer-most garment (not on uniform shirts or leather jackets). These tags shall be 3/4" x 3" in size, with black background and border with silver lettering for officers and gold lettering for sergeants and above. The letters on the name tag will be printed in all capital letters.

**SERVICE BAR:** officers will wear a metal "SERVING SINCE" name tag attachment, that matches the metal name tag, upon completing five years of service. Following placement of the attachment on the name tag, the combined device is worn centered above the right breast pocket with the bottom edge of the center of the Service Bar placed along the top edge of the right breast pocket.



**UNIFORM RANK INSIGNIA:** Sergeants will wear the embroidered sleeve (3 stripes) rank insignia on the General Duty Police Uniform. On the short sleeve shirt, the stripes will be 3" wide, and the long sleeve shirt will be 3 1/2 " wide.

Compensated Police Training Officers wear PTO epaulet tabs, navy blue with gold embroidery on the uniform shirt.

**RANK INSIGNIA FOR OUTERWEAR:** Sergeants will wear the 3 1/2" embroidered cloth rank on the sleeves of all outerwear, except the leather jacket. The point of the stripe will be 1" below and centered on the shoulder patch. The leather jacket will have a 1" gold chevron (three stripes), centered on the "X" stitch of the epaulet with the point of the chevron pointing toward the collar.

Lieutenants will wear a single gold bar, 3/8" by 1" (double post or hinge pin back) centered on the top of the shoulder and parallel to the shoulder/sleeve seam on the approved duty jackets. They may also be worn on the collar of the jacket in the same manner as the collar of the uniform shirt.

Commanders will wear single five-point gold stars, centered on the top of the shoulder, and parallel to the shoulder/sleeve seam on the approved duty jackets. They may also be worn on the collar of the jacket in the same manner as the collar of the uniform shirt.

Deputy Chiefs will wear triple five-point gold stars, centered on the "top of the shoulder" and perpendicular to the shoulder/sleeve seam on the approved duty jackets. They may also be worn on the collar of the jacket in the same manner as the collar of the uniform shirt.

The Chief of Police will wear quadruple five-point gold stars, centered on the top of the shoulder and perpendicular to the shoulder/sleeve seam on the approved duty jackets. They may also be worn on the collar of the jacket in the same manner as the collar of the uniform shirt.

## **Department Ribbon Program**

Ribbons may denote awards, medals, assignments or specialty ratings. Only ribbons authorized by the Uniform Standards Committee may be worn.

The following medals and ribbon bars are provided by the department:

- Police Cross
- Medal of Honor
- Medal of Valor
- Distinguished Service Award
- Purple Heart
- Police Star
- Lifesaving Medal (can also be awarded to civilians)
- Department Commendation Ribbon (can also be awarded to civilians)
- Major Incident Recognition Ribbon





A single standard ribbon panel (bracket) is provided for every award. However, multiple ribbon panels are necessary for the wearing of more than one ribbon. Employees who receive additional awards have the option at that time to upgrade their ribbon panel by turning in their panel to the Supply Unit.

If an award ribbon is damaged or lost or a duplicate is required for the dress uniform, the employee will contact the administrative assistant of the Management Services Division.

Approved division, unit or specialty ribbons must be purchased at the individual sworn employee's own expense and are not provided by the department.

## **Placement of Ribbons**

All ribbons will be worn in ribbon panels (brackets). Ribbon panels will only be worn on a uniform shirt or dress jacket. Ribbon panels are worn above and centered over the name plate with 1/8-inch separation between the name plate and the ribbon panel. Actual sizes are dependent on how many ribbons an employee will be wearing.

When worn, all ribbon panels must display the American Flag Ribbon, which is placed at the top position of the ribbon panel.

Award ribbons are worn from right to left (inside to outside) from the top in descending order of importance, no more than two ribbons to each row.

Specialty or unit ribbons sit below award ribbons and are worn right to left (inside to outside) in ascending order of when the specialty or unit assignment was obtained/served (most recent will be in lowest worn position).



Division ribbons are worn right to left (inside to outside) in ascending order of assignment, current assignment at the bottom/last position, below any specialty or unit ribbons.

No more than 15 ribbons, including the American flag, will be worn on the police uniform. If ribbons must be limited, display all awards and the more recent division/specialty ribbons.

Additional instances of the same award will be designated by adding additional star(s), cross(es), or heart(s) on the first award to the extent possible.

Employees will not wear or display any award, assignment or specialty ribbon to which they are not entitled.

## **Requesting New Ribbons**

The department recognizes that with growth and change there may be new ribbons that are appropriate to be adopted. When such instances arise, the employee who desires to recommend a new ribbon shall forward a memorandum, via chain of command, to the Deputy Chief of the Patrol Bureau that contains the justification for said new ribbon, along with a recommended design of the new ribbon. The Uniform Standards Committee will review the request during a regularly scheduled meeting.

### **Markings on Load Bearing Vests and Heavy Vests**

Many officers have received load bearing vests and heavy vests and other protective equipment.

The only markings authorized on the load bearing vest or heavy vests are:

- Department badge, either issued or cloth or screenprint variety.
- Issued cloth name patch with Velcro backing.
- Issued front and rear markings that say 'POLICE'; and
- Cloth or metal rank insignia for lieutenants and above, which will be placed on or near the top of the shoulder as allowed by the vest carrier design.

Officers will maintain a clean, professional appearance of their load bearing vests and heavy vests.

### **Attachments**

[Authorized and Approved Clothing and Equipment List](#)  
[Authorization for Clothing and Equipment Form \(Uniforms\)](#)