

Police Department Policy and Procedure Manual

Chapter 2 — Personnel

Section Number: 2-3-5
Section Title: Uniforms
Most Recent Update: 10/30/2023

I. General Guidelines

- A. The purpose of this Section is to establish regulations governing the wearing of the Department uniform and officers/employees general appearance.
- B. The particular specifications for any uniform or part of a uniform and changes for such uniforms shall be issued at the direction of the Chief of Police.
- C. Command Responsibility – The officer’s immediate commander shall, if circumstances dictate, require that officer/employee comply with the requirements of this Chapter if his/her wearing apparel or appearance is not in keeping with department standards.
- D. The Uniform Patrol Commander shall be responsible for maintaining a complete and current file of specifications covering the Department uniform and equipment.
- E. Except as otherwise prescribed, or by special permission of the Chief of Police, all officers/employees except those assigned to the Criminal Investigation Division, or other designated special assignments, shall be in complete uniform on-duty.
- F. Non-Regulation Uniforms, Insignias, Decorations – Officers/employees shall not wear any uniform or equipment not conforming to specifications set forth by the Chief of Police, nor shall officers/employees affix to any other part of the uniform any badge, button, insignia or decoration not issued by the Department without the approval of the Chief of Police or specifically authorized in this section.
- G. Brand names on clothing for uniform personnel shall not be visible.

II. Uniform and Dress Regulations

1. Uniform Replacement

- a. The Department shall inspect worn or damaged uniform items so that each officer shall have the proper number of items prescribed for initial issue and that each item presents a suitable appearance. Uniform replacement shall be purchased by the officer through his/her semi-annual uniform allowance. The City will replace uniform items damaged in the line of duty.
2. Uniform Maintenance
 - a. Officers/employees shall keep uniforms clean, well brushed and pressed. Badges and buttons are to be kept clean and bright. All accessories worn with the uniforms shall conform to the Department specifications as set forth by the Chief of Police.
3. Surrender of Department Uniforms
 - a. Upon separation from the Department, each officer shall surrender all Department issued clothing and equipment to his/her Division Commander unless otherwise directed by the Chief of Police or as expressed by any directive relative thereto.
 - b. All garments returned shall be cleaned and pressed at the time they are turned in.
 - c. A retiring officer may elect to retain the Department badge for mounting in a plaque or other commemorative display.
4. Uniform Changes
 - a. The Sergeant or OIC will assure each shift/watch is in compliance with the uniform standards
5. Cold Weather Class A and Class B Uniform
 - a. The officer's Class A, cold weather uniform, shall consist of a long-sleeved shirt, trousers, and may include a black long-sleeved t-shirt or mock neck t-shirt, black socks and shoes or boots. These uniforms will be Los Angeles PD Blue in color, and manufactured by Flying Cross shirts and Fecheimer pants. The officer shall wear a vest under this style uniform, unless otherwise provided. A winter coat, fur cap and black gloves may be worn as necessary. In adverse cold weather, a black stocking cap may be worn for added warmth. As an option, a military style sweater, with mock neck t-shirt, may be worn in place of the Class A uniform shirt.
 - b. The officer's Class B, cold weather uniform, shall consist of the V2 long-sleeved shirt, trousers and athletic style cap and may include a black long-sleeved t-shirt or mock neck t-shirt, black socks and shoes or boots. These uniforms will be Los

Angeles PD Blue, in color, and manufactured by First Tactical. The officer shall wear a designated vest overlay with molle attachments with this style uniform, unless otherwise provided. A winter coat, fur cap and black gloves may be worn as necessary. In adverse cold weather, a black stocking cap, may be worn for added warmth.

6. Warm Weather Class A and Class B Uniform

- a. The officer's Class A, warm weather uniform, shall consist of a short-sleeved shirt, trousers, summer hat, black socks and shoes or boots. These uniforms will be Los Angeles PD Blue, in color, and manufactured by Flying Cross shirts and Fechheimer pants. The officer shall wear a vest under this style uniform, unless otherwise provided. A white, black or navy-blue t-shirt will be worn under the uniform shirt. The summer jacket and raingear may be worn as needed.
- b. The officer's Class B, warm weather uniform, shall consist of the V2 short-sleeved shirt, trousers and athletic style cap. These uniforms will be Los Angeles PD Blue, in color, and manufactured by First Tactical. The officer shall wear a designated vest overlay with molle attachments with this style uniform, unless otherwise provided. A white, black or navy blue t-shirt will be worn under the uniform shirt. The summer jacket and raingear may be worn as needed.

7. Dress Uniform

- a. Uniform specifications
 - (a) LAPD blue single-breasted coat manufactured by Flying Cross.
 - (i) Uniform patches added to each sleeve
 - (ii) Officers and detectives will have silver buttons attached.
 - (iii) Sergeants and above will have gold buttons
 - (iv) Sergeants, Lieutenant and the Chief will have epaulet rank insignia attached.
 - (v) Name tag uniform ribbons attached above the right pocket.
 - (vi) Uniform badge attached to the left pocket
 - (b) White long or short sleeve shirt manufactured by Flying Cross.
 - (i) No uniform patch added.
 - (ii) Command staff will wear collar brass
 - (c) Bates style shoes or polished leather boots.
 - (i) No tactical or athletic style footwear.

(d) Hi-gloss Sam Browne style belt with shoulder strap and Hi-Gloss holster with flap.

b. Existing Flying Cross uniform pants shall be worn with this uniform, as well as the LAPD blue tie, tie tack and winter hat. White gloves can be added for funeral or ceremonial occasions.

8. Bicycle/Park Patrol Uniform

a. The department's authorized bicycle uniform consisting of a royal blue or black polo shirt with approved lettering and the word "POLICE" screen printed across the back of the shirt may also be worn along with a pair of black approved lightweight, breathable, cargo-style pants, or shorts in the color of black. This uniform is authorized when on patrol in the departmental Utility Vehicle (Gator UTV).

9. Uniform Shoes/Boots

a. Uniform shoes and boots shall be of approved type as established by the Chief of Police. The Department shall provide one pair of black uniform shoes or boots upon hire. All shoes and boots shall be plain toe type. All shoes and boots shall be shined and maintained at all times. Approved types are as follows:

(a) Low quarter military type dress shoes (hi-gloss or plain)

(b) Military type combat boots (hi-gloss or plain)

(c) Insulated over the ankle cold weather boots

(d) Plain black rubbers worn over approved shoes or boots.

b. Unapproved types are as follows:

(a) Rubber buckle type boots

(b) Cowboy boots

(c) Engineer boots

(d) Industrial type work boots

(e) Athletic type shoes not intended for police use.

10. Protective Clothing

- a. The wearing of a waterproof cap cover, raincoat, rubber footwear and gloves is authorized during inclement weather at the option of the individual.

11. Insignia of Rank

- a. Chief - Eagle or Chief Collar bar
- b. Captain - Dual gold color bar
- c. Lieutenant - Single gold collar bar
- d. Sergeant - Chevron affixed to sleeves and collar
- e. Patrol Officer - No Designation
- f. Field Training Officer - FTO Pin

12. Service Patch

- a. The Department service patch will be issued by the Department to all officers nearing or completing every four (4) years of service. Each single service bar will represent four (4) years of service and be worn on the left sleeve centered per the following specifications:
 - (a) Winter Coat – From the bottom of the cuff up 3 ½” and from the inside seam 2”.
 - (b) Summer Jackets – From the bottom of the cuff up 3 ½” and from the inside seam 1 ½”.
 - (c) Long Sleeved Shirts – From the bottom of the cuff up 3 ½” and from the center pressed seam ½”.

13. Shoulder Patches

- a. The regulation police shoulder patch is furnished by the Department and shall be affixed to the uniform shirt on both shoulders and on both shoulders of the jacket or as otherwise authorized by the Chief of Police.
- b. The official Clive police patch when worn on the shoulder, will be ½” from the shoulder seam. This applies to all uniforms and coats issued to sworn officers.

14. Uniform Name Bar and Whistle

- a. Officers uniform name bars are issued by the Department. The name bar shall be affixed ½” above the right breast pocket, centered. The name bar will have the officer’s first initial followed by their last name. A whistle shall be issued by the Department and shall be kept with the uniform.

15. Awards, Special Badges and Patches

- a. Special patches and recognition badges may be authorized to be worn on the uniform at the discretion and approval of the Chief of Police. All requests for the wearing of such patches and badges shall be directed through the Division Commander to the Chief of Police for approval.
- b. Ribbons for departmentally issued awards or recognition may be worn on the Class A or B summer and winter uniforms at the officers discretion.

16. Tie Clips and Tacks

- a. When wearing the winter uniform, tie clips and tacks will be authorized. Such ties and clips shall not distract from the uniform; shall not be offensive to any race or segment of society or group; shall not present a satirical or humorous impression to the public; and shall not be of such size or design as to be impractical, dangerous or nonfunctional.
- b. It shall be the Supervisor’s responsibility to see that officers/employees wearing tie tacks and clips which do not conform to the provisions of this section, remove said ties or clips before beginning their tour of duty.

17. Non-Uniformed Officer’s Wearing Apparel

- a. Officers assigned to non-uniform duty shall avoid extremes in appearance and avoid apparel which attracts attention to himself/herself and thus may hinder his/her ability to perform effectively by being overly conspicuous.

18. Off-Duty Employment

- a. Officers working off-duty employment in plain clothes shall conform with the provisions of this Chapter unless otherwise approved or directed by the Chief of Police.

19. Wearing the Uniform Cap

- a. The uniform cap will be worn at the option of the officer except in the following circumstances:
 - (a) During traffic control, except where weather or traffic conditions make it impractical.
 - (b) During ceremonial or funeral proceedings.
 - (c) During parades and other crowd control functions or events as directed by the Chief of Police or his/her designee.
 - (d) Officers electing to wear an athletic style cap with the class B uniform will wear a dark Navy Blue cap with "POLICE" embroidered or screen printed across the front. At the officer's discretion, a badge number may be added to the back of the cap.
- b. The uniform cap will be worn with the bill to the front at all times.

20. Mixed Clothing

- a. Civilian clothing shall not be worn with any distinguishable part of the uniform.

21. T-Shirts

- a. Male officers shall wear a T-shirt under uniform shirts at all times.
- b. A black, mock neck, T-shirt is authorized to be worn with the winter uniform except for ceremonial occasions and public speaking assignments. A tie shall be worn in place of the mock T-shirt for those assignments.
- c. T-shirts worn with the summer uniform shirt shall be white, navy blue or black. Mock neck T-shirts are not authorized with the summer uniform.
- d. Female Employees – All female employees shall wear a brassiere under their clothing or uniform.

22. Socks

- a. Officers shall wear black socks while in uniform: Socks shall be of a plain pattern. White socks may be worn with military type combat boots.

23. Formal, Ceremonial and special events

- a. For formal or ceremonial occasions, officers are to wear their Class A long sleeve uniform, button their uniform shirts at the neck and wear a ~~black or~~ dark navy blue necktie
- b. For formal, ceremonial or special events, officers may wear an approved single-breasted uniform overcoat with badge and awards over the Cold Weather Class A uniform.

24. Vest carriers and overlays

- a. Vest carriers of a style and type approved by the Chief of Police are authorized with the Class B uniform only. Molle attachments for equipment such as a radio and Taser may also be authorized. An officer assigned to plain clothes or a Criminal Investigation position, may also wear a black vest overlay as may be necessary from time to time. Firearms instructors may wear a red overlay.

25. Implementation

- a. Implementation regarding section 5, 6, 22 and 23 (Class A and B uniforms) will be gradually phased in beginning July 1, 2020, ending on December 31, 2021.

III. Exceptions

A. Exceptions to this Chapter are as follows:

1. When assigned to a particular task that requires special dress.
2. When required to wear a uniform on special assignments.
3. When with approval of the Division Commander, weather conditions necessitate a modification for the seasonal comfort of the officers.
4. When otherwise approved or directed by the Division Commander or the Chief of Police.



Michael G. Venema
Chief of Police