



GENERAL ORDERS: Chapter 4

PUBLISHED DATE: 4/19/2021

EFFECTIVE DATE: 4/19/2021

APPROVED BY: Chief Dana Wingert

REVISED DATE: 9/12/2024

Uniform, Clothing and Equipment

I. Purpose

To establish uniform, clothing and equipment standards that project a professional image.

II. Policy

Employees shall be mindful of the expense of uniforms and equipment and only seek replacement when necessary or directed. Division commanders may grant exemptions to uniform or equipment standards, and within SOP's, define additional expectations or specific attire to be worn by employees. Section commanders may grant short term exemptions.

III. Definitions

Business Attire – Dress slacks or skirt, collared dress shirt or blouse, tie, dress shoes and traditional accessories. Suit or sport coat as appropriate.

Business Casual Attire – Semi-formal pants or dress slacks, skirt/dress at knee-length or below, collared dress or classic polo shirt, blouse, knit shirt or sweater, sport coat, optional tie, and loafers or dress shoes that cover all or most of the foot.

Serviceable – Fulfills its function as intended and is free from rips, tears, frays, or holes.

IV. Plainclothes or civilian employees

A. Attire

1. Officers assigned to plainclothes duty and civilian employees may wear business or business casual attire.
 - a. If applicable, civilian employees shall wear their issued uniform or attire.

B. Clothing Allowance

1. Division commanders will determine who qualifies for a clothing allowance. The amount will be in accordance with the collective bargaining agreements.
2. Officers who receive a clothing allowance are eligible for one Class A uniform short-sleeve and long-sleeve shirt and pant.

V. Employee uniforms and related equipment

A. General

1. All uniforms, equipment and accessories or adornments which are worn or carried on-duty must be issued or authorized.
 - a. Only a portable police radio antenna issued through the Radio Services Section shall be used, due to the potential for decreased signal coverage or damage to the radio.

- b. Employees may individually purchase additional authorized police or civilian uniforms, equipment, and accessories.
 - 2. All officers shall maintain a serviceable Class A short and long sleeve uniform and the necessary equipment to perform patrol responsibilities.
 - 3. Employees are responsible for the care of their uniform and equipment in accordance with the manufacturer's instructions. Items shall be kept clean, pressed, and polished where appropriate.
 - 4. Uniform and equipment items that have become unserviceable, phased out or expired, will be taken out of service as directed.
 - a. Employees shall ensure all police markings and badges located on uniforms and equipment are destroyed or removed prior to disposal.
 - 5. Officers who engage in off-duty police work shall wear the Class A uniform.
 - a. Division commanders may authorize plainclothes wear for specific off-duty police work.
 - b. Canine officers may wear their authorized uniform.
- B. Restrictions
- 1. Distinguishable parts of the uniform shall not be worn with any civilian clothing.
 - 2. Officers in uniform and on-duty, should not shop or carry large quantities of merchandise unless directly connected with their normal police activity or required in the line of duty.
- C. Police uniform items
- 1. The following items are issued by the department and worn with the Class A uniform:
 - a. Shirt
 - (1) Short-sleeve
 - (2) Long-sleeve
 - b. Pants
 - c. 8-point hat with cap shield
 - (1) Mesh with short-sleeve
 - (2) Cloth with long-sleeve
 - d. The following items may be worn with a long-sleeve shirt only:
 - (1) Necktie
 - (2) Turtleneck (full, mock, or dickey)
 - (3) Mucket or stocking cap
 - 2. The following equipment items shall be worn on the Class A uniform:
 - a. Badge
 - b. Name and service bar
 - c. Rank insignia
 - 3. Officers new to Class A uniform assignments are initially eligible for the following, which may then only be replaced as needed:
 - a. Five short-sleeve shirts and five long-sleeve shirts
 - (1) Up to six of the ten short-sleeve and long-sleeve shirts may be of the approved base layer varieties to be worn under the external vest carrier (EVC), excluding the lightweight or cold weather pullovers.
 - b. Three pants
 - 4. The following items are issued by the department and may be worn with the Class A uniform and replaced only as needed:
 - a. Raincoat
 - b. All-season coat
 - c. Gloves
 - d. Traffic safety vest

5. The following specialty uniforms may be issued upon assignment, with Chief of Police or division commander approval:
 - a. Bicycle
 - b. Canine handler
 - c. Commander's formal
 - d. Designated instructors
 - e. Honor Guard
 - f. Metro STAR
 - g. Recruit

VI. Equipment for officers

- A. Required for uniform officers
 1. Officers in uniform are required to carry approved equipment items on the duty belt, EVC, or person where appropriate:
 - a. Primary firearm
 - b. Magazine case with at least two magazines loaded to capacity
 - c. OC spray
 - d. ASP baton
 - e. Portable police radio
 - f. Handcuffs
 - g. Tourniquet
 - h. Electronic control device, if issued
 - i. Flashlight
 - j. PPE disposable gloves
 2. Firearm holsters and other accessory holders on the duty belt shall be flat black.
 3. The following equipment items should be readily available to the officer:
 - a. Traffic safety vest
 - b. Duty bag
 - c. PR-24, if issued
- B. Required for plainclothes officers
 1. Police badge, displayed in a clearly visible manner, along with their primary firearm and holster.
 2. When performing law enforcement activities in the field that could reasonably lead to enforcement action, such as an arrest or use of force, plainclothes officers shall have on their person or readily available when needed:
 - a. Handcuffs
 - b. Portable police radio
 - c. Non-lethal use of force options
 - d. Spare magazine
- C. Ballistic vests
 1. All officers shall maintain, for general duty purposes, a ballistic vest less than five years old and a concealed carrier to wear under a Class A uniform if specifically ordered.
 - a. An employee may seek a waiver from the division commander for special considerations such as, but not limited to, being within months of retirement.
 2. Mandatory wear for sworn officers
 - a. During pre-planned, high-risk situations such as but not limited to executing search warrants, tactical operations, and drug raids
 - b. Firearms training or qualifications

- c. Working in uniform on-duty or off-duty
 - (1) Exception: Employees primarily performing administrative, office, training or support functions.
- d. When working in plainclothes and performing law enforcement activities in the field that could reasonably lead to enforcement action, such as an arrest or use of force.
 - (1) A supervisor may grant specific temporary exceptions.
- 3. The Property and Evidence Section will administer the ballistic vest program.
 - a. The department has selected limited vendors and models of approved ballistic vests.
 - (1) Vendors will be scheduled for on-site individual consultation and required measurements multiple times per year.
 - (2) [Order forms](#) will be submitted to the Property and Evidence Section for processing.
 - (a) The city will cover the actual cost of approved items up to \$1,000.
 - (b) If the total cost exceeds this amount, the employee is required to submit payment to the city for the difference. The payment shall be by check and accompany the order form.
 - (c) Ballistic vests will be received and inventoried by the Property and Evidence Section prior to issue.
 - 1) Upon receiving the new replacement ballistic vest, employees shall return:
 - a) Their old vest panels as they will no longer be authorized and
 - b) The black Condor-brand EVC if so issued (Investigations Division employees)
- 4. Replacement ballistic vests will only be ordered for those vests 4 ½ years or older.
 - a. Required components for a ballistic vest order include:
 - (1) Ballistic panels
 - (2) Trauma plate
 - (3) Concealed carrier
 - (a) Two additional may be ordered by those who do not order an EVC.
 - b. Optional EVC
 - (1) Two external carriers may be ordered from the ballistic vest manufacturer.
 - (2) A placard set order is required indicating "Police" and employee name.
 - (a) White lettering for line employees, gold lettering for supervisors
 - (b) "CSI" or "Cadet" will replace "Police" for those with division commander authorization to obtain and wear a ballistic vest.
- 5. External vest carriers
 - a. Approved for use with any uniform or plainclothes assignments unless otherwise specified for funeral, dignitary visit, etc.
 - b. The EVC will be navy blue for all employees
 - c. Authorized base layers are approved to wear under the EVC.
 - (1) Short or long sleeve shirt
 - (2) Lightweight or cold weather pullover
 - d. Previously authorized carriers, such as employee-purchased Blauer models and department issued models for Investigations Division employees, along with nylon attachments remain approved until such time as the employee receives a new ballistic vest and carriers.
 - e. Current and new Investigations Division sworn employees are required to have an EVC. Those who have non-expired ballistic panels have the following options until they receive a new ballistic vest and carriers:
 - (1) Use a black Condor-brand carrier previously issued by the department (no new carriers will be purchased)

- (2) The employee may purchase a carrier from the current [order form](#) if their current ballistic vest panels are compatible (manufactured under the Safariland or Armor Express brand name)
- (3) The employee may purchase a Blauer carrier if neither option above is serviceable
- f. In the uncommon case of an Investigations Division employee who cannot wear a Condor-brand carrier due to restrictions in available sizes, the department may purchase an approved carrier.

VII. Employee responsibility

A. Clothing and equipment

- 1. The following authorized clothing and equipment items are the responsibility of the employee to purchase, if desired:
 - a. Socks and under-shirts, if visible, shall be black
 - b. Footwear
 - (1) Boots or shoes shall be black, smooth round-toed, black lace-up with the ability to be polished
 - c. External vest carriers
 - (1) New carriers necessitated by changes in work assignment or normal wear and tear
 - (2) Hard plastic attachments, unadorned and black in color, to carry specific approved equipment on the EVC
 - (a) The following items are prohibited:
 - 1) Handguns
 - 2) Rifle magazines
 - 3) More than three handgun magazines
 - (3) Approved lightweight or cold weather base layer pullover for wear under the EVC.
 - d. Approved leather coat or uniform sweater
 - e. Utility tool / pocket knife
 - (1) The primary use of the utility tool or pocket knife is to assist in removing seat belts, duct tape, rope and other types of binding materials in emergency situations.
 - (2) The pocket knife shall be folding style with a blade not exceeding five inches.
 - f. Replacement firearm duty belt gear
 - (1) Officers who change or modify firearms voluntarily are required to purchase replacement duty belt gear.
 - (a) As duty belt gear wears out, for an original or replacement firearm, it will be replaced at the department's expense.
 - 2. Employees may use the following website when ordering additional clothing and equipment under this section if available: <https://dmpdemployees.galls.com>

VIII. Replacement of uniform, clothing, and equipment

A. Reporting and requests

- 1. Employees shall immediately report any uniform or equipment items they believe to be lost or stolen.
- 2. Requests for the allotment or replacement of issued uniform, clothing, and equipment items shall be made through the ordering website: <https://dmpd.galls.com> and approved or denied by the Property and Evidence Section.
 - a. Employees should contact the Property and Evidence Section for common equipment and specific clothing items they maintain in their inventory.

3. Denied requests may be appealed in writing through the chain of command to the Division Commander of the affected employee.
 4. Requests for reimbursement of employee purchased items that are lost, stolen, or damaged in the line of duty will be submitted through the employee's chain of command and considered on an individual basis.
 - a. The items may be replaced in accordance with the employee's collective bargaining agreement or as determined by the Chief of Police or designee.
 5. Issued or purchased items that are damaged by intentional acts, such as using improper cleaning materials, cutting, or other hazardous actions, shall not be approved for replacement.
- B. Surrendering issued uniforms and equipment
1. Upon separation from the department, employees shall return all department uniforms and equipment.
 - a. Officers in good standing may retain their badge and hat shield.

IX. Uniform and equipment committee

- A. Purpose
1. The Chief of Police may establish and maintain a committee to address uniform, clothing and equipment matters.
 2. Anyone may submit a uniform or equipment change proposal by memorandum through their chain of command to the committee.
- B. Composition
1. The committee will be comprised of personnel selected by the Chief of Police or designee and will be chaired by the Operations Division Patrol Support Unit Sergeant.
 2. At a minimum, the committee will have a representative from each division, along with:
 - a. Property and Evidence Section
 - b. Personnel and Training Section
 - c. Planning and Budget Section
- C. Objective
1. The committee will convene as needed with an objective to make recommendations to the executive staff based on uniform and equipment needs of employees. The committee will:
 - a. Establish criteria for evaluating change proposals
 - b. Select special working groups when needed
 - c. Consider developing a Uniform and Equipment Guide