


**FORT SMITH POLICE DEPARTMENT
POLICIES AND PROCEDURES**

SUBJECT	Uniforms, Equipment and Personal Appearance		
NUMBER	1101.03	EFFECTIVE DATE	July 15, 2000
Scheduled Review Date	Annually beginning January 1	ISSUE DATE	July 15, 2000
DATE REVIEWED	June 10, 2025	REVISION DATE	June 10, 2025
APPROVED BY		CALEA STANDARDS	

I. Purpose and Scope

- A. The purpose of this policy is to establish the requirements for personal appearance of all members of the Fort Smith Police Department and to describe the proper wearing of all uniforms worn by Fort Smith Police Department personnel.
- B. Members will wear only those articles of uniformed clothing and accessories as authorized in this policy.
- C. This policy is designed to promote uniformity in appearance and standards of uniform maintenance for members of the Fort Smith Police Department. Whenever a Fort Smith Police uniform is worn, it shall be worn in accordance with the regulations set forth in this policy. No part of the FSPD uniform may be worn separately, except the issued baseball cap and outer vest cover, which may be worn while in plain clothes, while in an official capacity.

II. Policy

- A. The wearing of any uniform of the Fort Smith Police Department is a privilege. Whether on-duty or off-duty, when a member wears an official uniform or utilizes official Fort Smith Police Department badges or identification, he or she shall be subject to the guidelines set forth in this policy. Only those uniform items described in this policy and issued by the Fort Smith Police Department are authorized.
- B. A D.O.T. approved helmet is mandatory for all officers while riding a motorcycle in uniform.
- C. Officers assigned to wear a police uniform shall report for briefing or their assignment at the designated time in complete uniform as prescribed by the provisions of this policy.
- D. The Fort Smith Police Department police uniform will not be worn off-duty except when:
 - 1. Traveling to and from work.
 - 2. Appearing in court.
 - 3. Attending training.
 - 4. Engaging in approved off-duty employment or activity in an official police department capacity.

Page 1 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

- E. An incomplete uniform will not be worn at any time. No item of a uniform will be worn at any time except as a part of the complete uniform. No substitutions for issued uniform items will be allowed unless specifically authorized by the Chief of Police and/or their designee.

III. Police Uniform Appearance

A. General Requirements

1. Officers shall be neat and clean in appearance when in public, whether in or out of uniform, when on duty or engaged in any activity which relates to the Fort Smith Police Department. Leather goods will present a clean and well-polished appearance.
2. New officers employed by the Fort Smith Police Department will be provided with summer and winter uniforms and all related equipment. The Department will also repair or replace worn uniforms and equipment as necessary. The Department's Quartermaster will be responsible for ordering replacement uniform apparel and equipment and maintaining records of those purchases.
3. Officers whose assignment requires the wearing of civilian attire shall receive a clothing allowance in the amount of \$1,200 per year.
4. Officers will ensure that their uniforms fit properly and are maintained in a neat, pressed, and serviceable manner.

B. Dress Uniform (Class A Uniform) {100% polyester}

1. The dress uniform shall consist of the official long-sleeved uniform shirt, uniform slacks, and leather or "Corfam" military-style shoes or Wellington-style boots. The uniform tie shall be worn with the issued tie bar. A whistle, whistle chain, and whistle hook of a finish appropriate to the officer's rank shall be worn. The official uniform hat shall be worn when outdoors.
2. The wearing of the uniform hat is required with the dress uniform.
3. All officers shall maintain at least one Class A dress uniform regardless of their duty assignment.

C. Class B Long-Sleeved Uniform (100% polyester)

1. The long-sleeved uniform shall consist of the official long-sleeved uniform shirt, uniform slacks, and approved footwear. A black, crew neck T-shirt or black turtleneck shirt will be worn beneath the uniform shirt. Logos or colorings on the T-shirt that are visible while the uniform shirt is being worn are prohibited. The wearing of the uniform tie is optional. The whistle is not required to be worn on the winter duty uniform; however, its possession is required.
2. During cold weather, uniformed officers are authorized to wear cold weather headgear. This headgear is optional and is provided by the Department.

Page 2 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

D. Class B Short-Sleeved Uniform (100% polyester)

1. The short-sleeved uniform shall consist of the official short-sleeved uniform shirt, uniform slacks, and approved footwear. Officers shall wear a black, crew neck T-shirt beneath the uniform shirt. Logos or colorings on the T-shirt that are visible while the uniform shirt is being worn are prohibited. The whistle is not required to be worn on the summer duty uniform. A tie will not be worn with the short sleeve shirt.

E. Street Duty Uniform (Poly-wool blend or Poly-rayon blend)

1. As an alternative to the Class B uniform, officers may wear the street duty uniform (SDU). The SDU shall consist of a departmentally-issued LAPD navy blue polyester-blend tactical uniform shirt (short sleeved for summer duty uniform and long sleeved for winter duty uniform), six-pocket LAPD navy blue tactical uniform pants, and approved footwear. At no time will the pants worn with the SDU be bloused, or the sleeves rolled up. A black shirt or black turtleneck shirt may be worn beneath the uniform shirt. Logos or colorings on the T-shirt that are visible while the uniform shirt is being worn are prohibited. The uniform tie and whistle chain are not to be worn with the SDU.
2. The issued black nylon web duty outer belt, with a Velcro inner belt, shall be worn with the SDU. With the exception of the holster and radio holder, all equipment on the SDU duty belt will be constructed of a black nylon web material. The Departmentally-issued duty belt equipment shall consist of:
 - a. A Safariland ALS Level II holster - approved models are 6360-832-131(2), tactical light model 6304-832-131(2), 6360 RDS-5842-244 (Walther PDP), 6360 RDS 5842-245 (Walther PDP), or the U.S. Duty Gear Holster Model US260-PDP TRL-1
 - b. Covered double magazine case, or
 - c. Two covered single handcuff cases,
 - d. Covered MKIII or MKIV mace case, and
 - e. A radio holder.
 - f. It will be at the discretion of the Uniform Bureau Commander as to what non-issued equipment holders such as for ASP baton, rubber gloves, knives, cell phones, etc., that may be worn on the uniform pistol belt and vest.
3. With the exception of the holster, officers who choose to wear the external body armor carrier may carry the equipment in the vest's pockets in lieu of wearing it on the belt.
4. A fleece-type pullover or job shirt may be worn with the SDU Uniform if the officer's assignment is such that an issued jacket may be too bulky or too heavy. The job shirt/pullover will be of the same color of the SDU and display shoulder patches the same as the SDU.

F. Footwear

1. All officers shall be authorized to wear tactical-style footwear (of a type similar to that manufactured by "Hi-Tec", "Rocky", "Bates", "Thorogood", etc.) with the winter and summer duty uniform. Only footwear constructed primarily of leather that is capable of being polished and sustaining a shine will be approved, although

Page 3 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

small areas of the footwear may be constructed of a material similar to "Cordura" or other ballistic nylon.

2. Solid black tennis shoes of primarily leather construction are authorized to be worn with the SDU provided the shoes are approved by the Patrol Division Commander.
3. Shoes constructed entirely of Cordura nylon, or a similar material that cannot be shined, *will not be authorized* for uniform wear.
4. All footwear worn with the Fort Smith Police Department uniform shall be black in color.
5. Footwear to be worn with the dress uniform shall be military-style shoes constructed of leather or "Corfam", or Wellington-style boots only. Tactical-style footwear *will not be authorized for use with the dress uniform*.

G. Embroidered Rank Insignia, Shoulder Patches

1. All officers holding the rank of corporal or sergeant shall have sewn on the sleeves of all uniform shirts and outerwear the chevrons appropriate to their rank. All chevrons will be authorized and provided by the Department as appropriate. Only those patches authorized and/or issued by the Department will be authorized.
2. The official patch of the Fort Smith Police Department shall be sewn to the left sleeve of the uniform shirt and the United States flag on the right sleeve. The top edge of each patch will be sewn one inch from the top of the sleeve and centered with the sleeve crease.
3. No other embroidered rank insignia or patches will be worn on the uniform unless authorized by the Chief of Police and/or their designee.

H. Collar Brass Insignia

1. All officers holding the rank of patrol officer and corporal shall wear "F.S.P." collar brass on both collar points of the Class A and Class B uniform shirts. The brass shall be nickel plated and shall be affixed one inch from the front edge of the collar, centered between the top and bottom of the collar, and parallel to the top of the collar. ***Only that brass issued by the Fort Smith Police Department will be authorized to be worn on the uniform.*** The SDU will have silver embroidered "F.S.P." tabs sewn onto the collar.
2. All officers holding the rank of sergeant shall wear "F.S.P." collar brass on both collar points of the Class A and Class B uniform shirts. The brass shall be brass (gold) plated and shall be affixed one inch from the front edge of the collar, centered between the top and bottom of the collar, and parallel to the top of the collar. ***Only that brass issued by the Fort Smith Police Department will be authorized to be worn on the uniform.*** The street duty uniform will have gold embroidered "F.S.P" tabs sewn onto the collar of the uniform shirt.
3. All officers holding the rank of lieutenant shall wear their rank insignia on both collar points of the Class A and Class B uniform shirts. The insignia shall be of a brass (gold) plated finish. Insignias shall be worn affixed and centered at a 45-degree angle at one inch from the collar point. ***Only that brass issued by the Fort Smith Police Department will be authorized to be worn on the uniform.*** Rank

Page 4 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

insignia on the SDU will be gold embroidered tabs sewn onto the collar of the uniform shirt.

4. All officers holding the rank of captain or deputy chief shall wear their rank insignia on both collar points of the Class A and Class B uniform shirts. The insignia shall be of a brass (gold) plated finish. Insignia shall be worn affixed one inch from the front edge of the collar, centered between the top and bottom of the collar, and parallel to the top of the collar. ***Only that brass issued by the Fort Smith Police Department will be authorized to be worn on the uniform.*** Rank insignia on the SDU will be gold embroidered tabs sewn onto the collar of the uniform shirt.
5. Field Training Officers shall wear the "F.T.O." insignia on the left collar point in place of the F.S.P. insignia.

I. Gloves

1. Plain black gloves, leather or synthetic fabric, are authorized to be worn during winter months. Officers will not wear gloves with the summer uniform. (Officers are permitted to wear puncture-resistant gloves while frisking suspects, conducting searches, etc.)

J. Socks

1. Plain black or navy-blue socks shall be worn with uniform shoes where the socks may be exposed.

K. Headgear

1. The prescribed uniform hat for those officers holding the rank of sergeant or above shall be the blue, traditional round-top "Air Force style" police hat with brass (gold finish) cords and crests. If not issued the round-top hat, the blue, straw campaign-style hat with brass (gold finish) cords and crests is authorized.
2. The prescribed uniform hat for those officers holding the rank of corporal and below shall be the blue, traditional round-top "Air Force style" police hat with silver finish cords and crests. If not issued the round-top hat, the blue, straw campaign-style hat with silver finish cords and crests is authorized.
3. Officers shall wear the prescribed headgear with the dress uniform and may wear the prescribed headgear with the working uniform or SDU for protection from the elements.
4. Baseball caps are approved to be worn with the SDU, Short-Sleeved Uniform, and Long-Sleeved Uniform only during inclement weather or special events. Inclement weather is considered heavy rain, sleet, snow, or high temperatures. For the intent of this policy, special events shall include prolonged assignments outside in the elements such as parades, holiday celebrations, extended traffic control, or at the discretion of the Patrol Division Commander. Motorcycle and Bicycle Officers are authorized to wear issued baseball caps while not wearing their protective helmets. They are not authorized to be worn with the Class A Uniform or Class B Uniform. Additionally, officers responding to after-hours callouts may wear an approved baseball cap regardless of weather conditions.

L. Badges and Nameplates

Page 5 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

1. Only the authorized and issued Fort Smith Police Department badge (metal or embroidered) will be worn on the official uniform.
2. A departmentally issued metal nameplate, of a finish appropriate to the officer's rank, shall be worn at all times when wearing the Class A and Class B uniforms. No other attachment to the nameplate is authorized. *All nameplates other than those issued by the Department are prohibited from being worn on the uniform.*
3. The metal nameplate shall be no more than 2 1/2 inches long and not more than 3/8 inch wide, with clutch-type fasteners. The nameplate shall be worn no more than 1/8 inch above the right shirt pocket flap, centered and parallel with the pocket.
4. Embroidered name tapes will be sewn onto SDU.

M. Medals, Ribbons, And Award Bars

1. Medals, ribbons, or awards bars awarded by the Fort Smith Police Department shall be worn in the following manner:
 - a. The medal(s) may be worn on formal occasions in conjunction with the dress uniform.
 - b. Ribbons and/or award bars shall be worn centered on the left breast pocket flap of the uniform shirt and worn in rows of 2 with the highest award closest to the heart. If more than one row of ribbons is worn, the highest award shall be displayed on the top row and centered.
 - c. The following is the order of precedence for awards issued by the Fort Smith Police Department:
 - i. Distinguished Service Award
 - ii. Valor Award
 - iii. Purple Heart Award
 - iv. Life Saving Award
 - v. Officer of the Year Award
 - vi. Chief's Award
 - d. Departmentally authorized marksmanship badges may be worn centered on the right breast pocket flap.
 - e. Departmentally authorized Motor 'Wing Wheel' may be worn centered on the right breast pocket flap.
 - i. The color of the Wing Wheel will match that of the officer's current rank.
 - f. Medals, ribbons, award bars or pins will not be worn on the Street Duty Uniform.
 - g. Embroidered (white on navy blue) tabs may be worn on the SDU to designate the officer's affiliation with SWAT, PTO, or K-9. The placement location will be at the discretion of the applicable Division Commander.

N. Other items

Page 6 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

1. Handkerchiefs or other articles will not be exposed. (Pens are exempt from this policy)
2. Lodge, club emblems, pins, or buttons shall not be worn on the uniform. Rings bearing such emblems are authorized.
3. The wearing of mirrored sunglasses while in uniform is prohibited.

IV. Pistol Belt, Holster, etc.

A. Uniformed officers shall wear only the pistol belt and accessories issued by the Fort Smith Police Department.

1. The Class A & B pistol belt shall be black leather with basket-weave style finish, 2 1/4 inches wide. The closing device shall be "Velcro" with an additional double-prong closure. No brass fasteners or buckles will be worn. The SDU pistol belt shall be black ballistic nylon, 2 1/4 inches wide. The buckle shall be molded polymer tri-release style. The duty belt will have a Velcro liner which will attach to an inner Velcro-lined black ballistic nylon belt to complete the belt system.
2. The Class A & B holster shall be black leather with basket-weave finish, as issued by the Fort Smith Police Department. The holster shall be designed so that the trigger is covered while the firearm is fully seated to prevent the weapon from being discharged by an outside force. The holster shall retain a fully-seated weapon when inverted without the fastening device being secured. The SDU holster will consist of a Safariland ALS Level II holster (models 6360-832-131(2), or tactical light model 6304-832-131(2).
3. The Class A & B handcuff carrier shall be black leather with basket-weave finish, as issued by the Fort Smith Police Department. The closing of the carrier flap shall be accomplished by an exposed or concealed snap. The SDU handcuff carrier shall consist of black ballistic nylon with a concealed-snap flap.
 - a. A second pair of departmentally approved handcuffs may be purchased by the officer. Officers are permitted to wear a second handcuff case on the pistol belt, or purchase a double handcuff carrier; however, this carrier must be of the same style as that issued. Handcuffs will not be openly worn on the pistol belt unless contained in a carrier. The lock of the second pair of handcuffs must be operable by the key from the departmentally issued pair.
4. The Class A & B double magazine pouch shall be black leather with basket-weave finish, as issued by the Fort Smith Police Department. The pouch may be worn on the front left or right, either horizontally or vertically. The pouch shall have an exposed or concealed snap flap fastener. The SDU double magazine pouch shall consist of black ballistic nylon with concealed snap flaps.
5. Class A & B mace carriers, radio carriers, knife and utility tool carriers, and other authorized equipment carriers shall be black leather with basket-weave finish, and the flap shall be equipped with a concealed or exposed snap. SDU mace carriers, knife and utility tool carriers, and other authorized equipment carriers shall consist

Page 7 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

of black ballistic nylon with concealed snaps. The radio carrier will be plain black leather as issued by the Fort Smith Police Department's Quartermaster.

6. Class A & B pistol belt keepers shall be black basket-weave leather, single or double width, and shall be equipped with a concealed or exposed snap. SDU belt keepers shall consist of black ballistic nylon with exposed black snaps.
7. It will be at the discretion of the Uniform Bureau Commander as to what non-issued equipment holders such as for ASP baton, rubber gloves, knives, cell phones, etc., that may be worn on the uniform pistol belt.
8. If exposed snaps are worn on any pistol belt accessories, the color of the snaps shall coincide with the color of the collar brass worn by the officer.

V. Hair Code

A. Males:

1. A male officer's hair shall not be worn touching the uniform collar, nor shall it cover more than the top half of the ear, or below one inch above the eyebrow. Hair shall be combed in an orderly manner. Male personnel shall wear their hair in accordance with accepted business practices with the exception of those assigned to specialty assignments upon approval of the Division Commander and the Chief of Police and /or their designee.
2. Sideburns shall be neatly trimmed, worn straight and of an even width (not flared). Sideburns shall not extend past the bottom of the ear and will end in a clean-shaven horizontal line.
3. A mustache shall be neatly trimmed, not extend over the upper lip nor below the corners of the mouth, and not more than 1/4 inch horizontally past the corner of the mouth.
4. While dressed in a Class A Uniform, officers will be clean-shaven other than the wearing of acceptable beard, mustache, or sideburns as described in V.A.2, V.A.3, and V.A.5. While dressed in the Honor Guard Uniform, officers will be clean-shaven other than the wearing of acceptable mustache or sideburns as described in V.A.2 and V.A.3.
5. In addition to a mustache or sideburns, sworn personnel are permitted to wear facial hair in the form of a "corporate" beard or a "circle" beard (moustache & goatee). Examples of acceptable beard types will be periodically distributed to personnel. These beards must be maintained at a length and pattern so as not to detract from the officer's professional appearance as determined by Division Commanders. Permission to wear beards, mustaches and goatees may be withdrawn by the Chief of Police at any time. Facial hair shall be neat, trimmed and maintained at a length not to exceed one-half inch. Beards must be trimmed above and below and shall not be permitted below the Adam's apple or on the neck. Uniformed officers shall not be permitted to wear facial hair with less than three days growth.

Page 8 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

6. Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair, shall be exempt from these restrictions at the discretion of the Division Commander and the Chief of Police and/or their designee.

B. Females:

1. A female officer's hair shall not be worn longer than 3 inches below the bottom of the collar and not below 1 inch above the eyebrow. Non-uniformed female personnel shall wear their hair in accordance with accepted business standards.
2. Wigs and hairpieces may be permitted while on duty with supervisor approval, so long as they are worn in compliance with (1) above.
3. Hair may be frosted or dyed provided that such alteration of the hair presents a professional image.
4. No decoration shall be worn in the hair. Items used to hold the hair in place shall be concealed as much as possible and shall be of a style and color that blends with the hair.
5. Makeup, in accordance with accepted business standards, may be worn by female personnel. No false eyelashes are to be worn while in uniform, and eye shadow, if worn, shall be worn in accordance with accepted business standards.
6. Only fingernail polish that is clear, natural or of color and tone that is complimentary to the department uniform may be worn while in uniform. Nail polish, in accordance with accepted business standards, may be worn by female non-uniformed personnel.

VI. Tattoos, Body Art, Brandings, Mutilation, and Dental Ornamentation

- A. Tattoos are a puncturing of the skin followed by the introduction of pigment into the punctures to create a design, form, figure, or art. Branding includes marks intentionally burned into the skin for the purpose of creating a design, form, figure, or art. Dental ornamentation (i.e., decorative metal "grills") shall not be permitted with the exception of standard dental work (crowns, caps, etc.).
- B. Tattoos and other body art are prohibited if they are offensive, inappropriate, or present an unprofessional appearance. This includes, but is not limited to, those that are:
 1. Advocating or symbolizing prejudice or discrimination based on race, origin, ethnicity, religion, gender, sexual orientation, or age,
 2. Gang-related,
 3. Depicting hatred,
 4. Sexually suggestive or explicit,
 5. Otherwise undermining the FSPD core values.
- C. Having tattoos and other body art on the head, face, and ears is prohibited. This includes, but is not limited to:
 1. Foreign objects inserted under the skin.

Page 9 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

2. Pierced, split, or forked tongue.
 3. Stretched-out holes in the ear (Gauges).
- D. Tattoos on the hands and neck are not encouraged, but will be considered during the pre-employment and hiring process.
 - E. The use of gold, platinum, or other veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.
 - F. The Chief of Police, or their designee, reserves the right to require any employee to cover a tattoo that is deemed unprofessional.

VII. Jewelry

- A. The only visible decorative jewelry authorized to be worn with the uniform are wrist watches, identification bracelets, and one ring per hand.
- B. Female officers are authorized to wear no more than three (3) earring studs in each ear. The earring will not extend over the side of the ear at any point. Dangling earrings will not be worn while an officer is in uniform.
- C. Male officers will not be permitted to wear earrings while in uniform.
- D. Non-uniformed personnel may wear jewelry in accordance with accepted business standards.

VIII. Civilian Attire

- A. Members of the Fort Smith Police Department wearing civilian clothing shall wear clothing that conforms to standards normal to office personnel in private business firms unless otherwise directed by the Chief of Police and/or their designee. This policy shall not be construed to apply to officers in undercover or covert assignments.
- B. Members of the Fort Smith Police Department assigned to the Non-Uniform Bureau shall, at minimum, wear business casual attire as approved by the Bureau Commander or their designee while in view of the public. Members of the Non-Uniform Bureau are permitted and may be required to wear a tie when in view of the public and while attending community events.
- C. During the summer months, and on days approved by the Bureau Commander or their designee, the dress code may be modified to allow members of the Non-Uniform Bureau to wear an acceptable polo-style shirt with 511-style pants.
- D. Those responding to after-hours call outs may wear denim jeans so long as they are neat, clean, and of solid color with no flashy or reflective attachments, holes or tears. At all times, the shirt shall be neatly tucked inside the waist of the pants. T-shirts are not allowed.
- E. All articles of civilian clothing shall be in accordance with accepted business standards and project a professional appearance. Designs, patterns, colors, and styles shall be consistent with good taste and appropriateness.

Page 10 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

- F. Officers wearing civilian clothing shall wear their weapon in an approved holster with their badge prominently displayed next to their weapon or from a lanyard.

IX. Ballistic Vests

- A. The wearing of department-issued body armor is mandatory for all uniformed officers while they are on duty and engaged in patrol operations, subject to the exceptions as outlined in FSPD Policy 1101.33, Body Armor-Mandatory Wear Policy. For the purposes of this policy, the term “on duty” shall include departmental grant or overtime programs.
- B. In lieu of wearing concealed armor, officers have the option of wearing a department-approved external vest carrier while wearing the SDU patrol uniform, or while wearing civilian clothing during official police business. The external vest carrier will not be worn with the Class A or Class B uniforms during ceremonial functions.
- C. All body armor MUST be kept in its original carrier when inserted into the external carrier.

X. Uniform and Equipment Issue Procedure

A. Sworn Members

1. The Quartermaster shall be responsible for issuing uniforms and equipment to all sworn members during their orientation. The Training Coordinator shall be responsible for issuing all tactical weapon lights and weapons, including firearms, TASER CEWs, and batons.
2. Any officer in need of a uniform replacement or a piece of equipment that has become worn, damaged, or lost shall complete an Equipment Reissue Request form (FSPD Form #224) and electronically forward the completed form to the Quartermaster. Additionally, the member shall also return any worn, damaged, or wrong-size item they are wanting replaced to the Quartermaster.
3. All clothing will be clean prior to being returned to the Quartermaster.
4. The Quartermaster will order the replacement item if appropriate, or repair the item if possible, and notify the officer when the item(s) are available for pick up.
5. The Quartermaster will stock a limited amount of clothing items to be issued in emergencies on a case-by-case basis.

XI. Manner of Dress for Court or Training

- A. Officers appearing in court shall wear either the Fort Smith Police Department uniform or a business suit or sport coat and slacks with a dress-type shirt and tie.
- B. Officers attending in-service or out-of-town training shall wear the official Fort Smith Police Department uniform or a collared dress or casual shirt and dress slacks. Jeans and shorts are not permitted to be worn while attending training. Some training may require special clothing that will be authorized at the time of the officer's assignment to the specific training course.
- C. Special Weapons and Tactics (SWAT) Uniform

Page 11 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

1. The SWAT Team shall wear the following uniform during callouts:
 - a. OCP camouflage BDU style shirt.
 - b. OCP camouflage BDU style pants.
 - c. Tactical boots.
 - d. Ballistic vest and associated tactical gear.
2. The callout uniform will be determined according to the type of environment that would be encountered.
3. Training uniforms will consist of, but are not limited to, the following:
 - a. OCP camouflage BDU style shirt.
 - b. OCP camouflage BDU style pants.
 - c. Tactical boots.
 - d. Ballistic vests and associated tactical gear.
4. The SWAT Team Commander or their designee may designate other clothing for training or callouts as situations may dictate.

D. Canine Officer

1. Canine Officers are permitted to wear the SDU as regular daily uniforms, unless directed otherwise by the unit supervisor.

E. Honor Guard Uniform

1. The Honor Guard uniform shall consist of the following:
 - a. Black uniform jacket and black trousers with silver stripes.
 - b. High-gloss leather gun belt with strap worn over the left shoulder. The high-gloss weapon holster shall be placed on the right side of the Honor Guard member's uniform.
 - c. The Fort Smith Honor Guard badge shall be placed on the uniform jacket.
 - d. White cotton gloves will be worn at all times during any ceremony in which the Honor Guard is participating.
 - e. Headwear will consist of a black, felt campaign-style hat with an issued Fort Smith Police hat badge.
 - f. Footwear shall consist of high gloss or "Clarino" style dress uniform shoes.
2. Class A uniform with white cotton gloves.

F. Narcotics and Intelligence Unit Investigators

1. Due to the nature of most investigations involving the above-specified units, officers assigned to these units shall be allowed discretion to wear clothing appropriate for the assignment.
2. Court attire shall be consistent with Section X.A. of this policy.

G. Motorcycle Officer Uniform

Page 12 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

1. The assignment of Motorcycle Officer has special circumstances that require a specific uniform to be worn. Uniform allowances for the officer's safety as well as comfort while driving in varying weather situations must be considered.
2. The uniform for the Motorcycle Officer will be as follows:
 - a. Motorcycle breeches specific to police motorcycle driving and LAPD blue in color.
 - b. Class B uniform shirt worn in accordance to Section III of this policy.
 - c. Chippewa Black Leather Trooper Boots.
 - d. Duty belt, gun holster, and all other equipment holders will be in accordance with the Class A & B uniform requirements for these items.
 - e. Black and white DOT (at a minimum) approved motorcycle helmet.
 - f. Motorcycle riding gloves.
 - g. Ballistic vest worn in the internal carrier under the uniform shirt.
 - h. In cold weather, the issued leather motorcycle riding coat may be worn.
3. The motorcycle officer will also be issued motorcycle rain gear to be utilized in an inclement weather situation. The issued rain gear jacket will be Hi-Viz in color with reflective striping and "POLICE" written on the back. The issued rain gear pants will be black in color with reflective striping.
4. The motorcycle officer is authorized to utilize the FSPD issued SDU when presented with situations or conditions that would otherwise prohibit the officer from deploying for duty on the police motorcycle. They are authorized to wear the SDU uniform for call-outs, training, and special events at the discretion of the Division Commander.

H. Crisis Intervention Unit

1. In addition to their standard issued police uniforms, the CIU is authorized to wear the department issued CIU Polo with the SDU Pants and nylon gear. A black shirt or black turtleneck shirt may be worn beneath the uniform / polo shirt. Logos or colorings on the T-shirt that are visible while the uniform shirt is being worn are prohibited.

I. Bicycle Unit

1. Bicycle Unit Officers are permitted to wear their bike uniforms as regular daily uniforms, unless directed otherwise by the unit supervisor. A black shirt or black turtleneck shirt may be worn beneath the uniform / polo shirt. Logos or colorings on the T-shirt that are visible while the uniform shirt is being worn are prohibited.
2. Bicycle Unit Officers shall always wear a helmet while riding a Fort Smith Police Department bicycle. The helmet shall be white in color and must meet all relevant government safety standards.
3. Bicycle Unit Officers shall be issued winter shirts that are a long sleeve, "polo" style shirt. The official badge of the Fort Smith Police Department and the officer's name shall be embroidered on the shirt.
4. Bicycle Unit Officers shall be issued summer shirts that are a short sleeve, "polo" style shirt. The official badge of the Fort Smith Police Department and the officer's name shall be embroidered on the shirt.
5. Bicycle Unit Officers shall be issued black bicyclist pants for winter wear, and black bicyclist shorts for summer wear.
6. Bicycle Unit Officers shall be issued lined and/or unlined jackets for fall and winter wear.

Page 13 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

7. The issued black nylon web duty outer belt, with a Velcro inner belt, shall be worn with the Bicycle Unit uniform.
8. Bicycle Unit Officers shall wear black tennis shoes or bicycle shoes while wearing the bicycle uniform. The shoes shall be kept clean and polished.
9. Bicycle Unit Officers shall be issued tinted and clear shatterproof protective eyeglasses that must be always worn while riding a Fort Smith Police Department bicycle.
10. Bicycle Unit Officers shall always wear the ballistic vest while riding a Fort Smith Police Department bicycle.
11. Bicycle Unit Officers shall be issued winter fleece coats with hi visual markings. The official badge of the Fort Smith Police Department, department emblem and police marking shall be on the fleece.

XII. Non-Sworn Civilian Personnel

- A. Members of the department wearing civilian clothing while on duty shall dress in accordance with their position requirements and consider their environment, public contact, and job responsibilities. Clothing not generally accepted as “casual business” attire will not be allowed (i.e., halter tops, back-less dresses, bra-less, transparent, or semi-transparent fabric or dresses or skirts shorter than two inches (2”) above the knee). Sleeveless shirts, blouses, or sweaters may be worn provided they do not expose any part of the undergarments and the shoulder straps are at least two inches (2”) wide. Denim pants in good condition are only allowed on Fridays. Clothing will be clean, pressed, and not noticeably worn, torn, or patched.
- B. The fabric of jackets, shirts, blouses, skirts, and pants must match or be of a presentable contrast of colors and materials. Shirts may not have obscene, or slang slogans or “advertising” printed on them. Clothing brand logos are acceptable; the commercial names and logos of hotels, casinos, bars, businesses, etc., are unacceptable. Shirts and blouses should not be unbuttoned to excess to ensure that a professional appearance is maintained.
- C. Flip-flops and sandals are not acceptable, though dress sandals for women may be approved through an appropriate unit supervisor.
- D. Hair may be frosted or dyed provided that such alteration of the hair presents a professional image and may only be naturally occurring hair colors, not brightly hued colors.
- E. All employees shall carry department-issued identification with them while on-duty. The identification shall display a photo of the employee as well as information specific to their sworn or non-sworn status. For employees wearing a uniform, the wearing of the uniform will suffice as the identification. For non-sworn employees, identification cards will be worn on a lanyard or clipped to the outer-most clothing, above the waistline. For sworn employees wearing plain clothes, identification cards will be worn on a lanyard or clipped to the outer-most clothing, above the waistline, unless the employee is wearing his or her duty weapon and badge.
- F. Telecommunicators
 1. Telecommunicators may wear clothing that conforms to standards normal to office personnel in private business firms, to include jeans in good condition. Jeans that have rips or holes, even those that are purchased in that condition, are not considered appropriate.

Page 14 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

2. Clothing not generally accepted as “casual business” attire will not be allowed – i.e., halter tops, backless dresses, bra-less, transparent or semi-transparent fabric, or dresses or skirts shorter than two inches (2”) above the knee.
3. Sleeveless shirts, blouses, or sweaters may be worn provided they do not expose any part of the undergarments and the shoulder straps are at least two inches (2”) wide.
4. The fabric of jackets, shirts, blouses, skirts, and pants must match or be of a presentable contrast of colors and materials. Shirts may not have obscene, or slang slogans or “advertising” printed on them. Clothing brand logos are acceptable; the commercial names and logos of hotels, casinos, bars, businesses, etc., are unacceptable. Shirts and blouses should not be unbuttoned to excess to ensure that a professional appearance is maintained.
5. Flip-flops and sandals are not acceptable, though dress sandals for women may be approved through the Communications Center Supervisor.

G. Animal Services Wardens

1. The Animal Services Wardens’ uniform for conducting day-to-day activities shall include the following:
 - a. A florescent yellow over black with reflective stripe, Polo-type pullover shirt with “Animal Services PAW” embroidered on the left breast portion of the shirt. The Warden's last name is embroidered on the right breast area and “Animal Services” in black letters on the back of the shirt. Animal Services personnel will be assigned short-sleeve and long-sleeve shirts and can wear either at any time throughout the year.
 - b. Black cargo-type pants.
 - c. Black footwear.
 - d. A florescent yellow with black shoulders and reflective stripes, all-purpose jacket with the "Animal Services PAW" embroidered on the left breast portion of the jacket. The words “Animal Services” also embroidered on the back in high visibility reflective lettering.
 - e. The black inner liner of the jacket with the "Animal Services PAW" embroidered on the left breast portion. The words "Animal Services" in reflective lettering on the back of the inner liner. The inner liner may be worn by itself.
 - f. The wearing of department-issued body armor is non-mandatory for Animal Services Wardens but is approved for their use while “on duty” but must be worn under the uniform shirt.
2. With the exception of footwear, the Fort Smith Police Department will furnish Animal Services Wardens their required uniform and will repair or replace the uniforms, as needed, with the approval of the Support Services Division Commander.

H. Downtown Ambassador/Meter Technician Personnel

Page 15 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

1. The Downtown Ambassador / Meter Technician personnel's uniform for conducting day-to-day activities shall include the following:
 - a. Red Polo shirt with black trim and a red, long-sleeve button up dress shirt. Shirts will be embroidered with badging and the words "Downtown Fort Smith Ambassador on the left side of the shirt and the name of the Ambassador on the right side of the shirt.
 - b. Black light weight cargo-type shorts or black cargo-type pants.
 - c. Black shoes.
 - d. Red with black trim all-season jacket with the badging and the words "Downtown Fort Smith Ambassador" embroidered on the left breast area.
2. With the exception of footwear, the Fort Smith Police Department will furnish Downtown Ambassador / Meter Technician personnel their required uniform and will repair or replace the uniforms, as needed, with the approval of the Deputy Director of Administrative Services.

I. Quartermaster/ Fleet Manager

1. The Quartermaster/ Fleet Manager uniform for conducting day-to-day activities shall include the following:
 - a. Summer Uniform
 - i. Silver polo type shirt with an embroidered FSPD Badge patch;
 - ii. Navy BDU type pant;
 - iii. Black boots, tennis shoes, or plain toe shoes as required by this policy; and
 - b. Winter Uniform- Similar to the summer uniform but may include a silver polo type long sleeved shirt with an embroidered FSPD Badge patch.

XIII. Command Formal Dress Uniform

A. There will be a distinction between the Class A for Command Staff and the Formal Dress Uniform.

1. The Formal Dress Uniform will be authorized for Captains and above and will consist of a white, uniform shirt, navy blue tie, a single-breasted navy-blue jacket and trousers. Brass will be worn on the shirt underneath the jacket, just as on the Class A uniform so that the jacket may be removed when needed. Brass rank will be worn on the shoulder boards of the jacket and cuff stripping will consist of 1 gold stripe on each cuff for Captain, 2 stripes for Deputy Chief, and 4 stripes for Chief. Service "hash marks" are to be worn on the left jacket sleeve just as they are on the Class A shirt with each hash representing three (3) years of full-time law enforcement service. No service stars will be worn on the jacket sleeve. The trousers will have a gold stripe along the outseam of the leg. The departmental patch will be sewn on both the right and left shoulders of the jacket. The Class A, Air Force style hat will be worn with the Formal Dress Uniform when outdoors.

2. The Class A Uniform (no jacket) for Command Staff will be optional with either the white shirt and striped pants or the navy-blue shirt with no striped pants UNLESS more than two members of Command Staff are appearing together at a public event. In those instances, the Class A will be consistent in style having been agreed upon by all members of Command Staff prior to the event. In all instances, the

Page 16 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03

Chief's attire for the event will be the standard. Otherwise, the members of Command Staff may decide on which Class A version to wear.

Page 17 of 17	Effective Date: July 15, 2000
Subject: Uniforms, Equipment & Personal Appearance	Number: 1101.03