



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 2.19 UNIFORMS

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10/31/2022

Approved:


1. PURPOSE AND SCOPE

1. The uniform policy of the Goodyear Police Department is established to ensure that uniformed officers, special assignment personnel and non-sworn employees will be readily identifiable to the public through the proper use and wearing of Department uniforms. Employees should also refer to the following associated policies:
 - A. Policy 2.47 Department Owned and Personal Property
 - B. Policy 2.20 Body Armor
 - C. Policy 2.26 Personal Appearance Standards
2. Employees assigned to special duties or units may deviate from provisions in this policy with prior approval in writing from the Chief of Police.
3. A uniform allowance will be provided annually to officers, reserve officers, and to specific non-sworn positions as identified in City of Goodyear Policy 2.10.F – Uniform Allowance, in an amount determined by City Policy.
4. Uniformed Volunteers in Police Service personnel will be issued the appropriate uniform equipment.
5. Any changes to the uniform, patches or insignia must be approved by the Chief of Police or designee.

2. WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

1. Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.
 - A. Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.
 - B. All police officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
 - C. Personnel shall wear only the uniform specified for their rank and assignment.
 - D. Employees shall not permit the uniform to be reproduced or duplicated.
 - E. All supervisors will perform inspections of their assigned personnel twice per year to ensure conformance to these regulations. These inspections will occur contemporaneously with the annual Performance Review.
 - F. Civilian attire shall not be worn in combination with any distinguishable part of the uniform, except for the external vest carrier as part of a specialty assignment.
 - G. Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official Department functions or events.
 - H. If the uniform is worn while in transit while driving a personal vehicle an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while off-duty.
 - I. Employees are not to purchase or drink alcoholic beverages while wearing any part of the Department uniform, including the uniform pants.

3. DEPARTMENT ISSUED IDENTIFICATION

1. Upon employment, all Goodyear Police Department employees and volunteers are issued a proximity/ identification badge that allows access to secure police facilities and a personal identification card. Proximity/identification badges and cards are identical in appearance. Information provided on the Department identification badge and card includes the following information:
 - A. Employee's photograph
 - B. Employee's name
 - C. Employee's serial number
 - D. Employee's rank or position or "Volunteer" when appropriate
 - E. Goodyear Police Department and City of Goodyear identifiers
2. All identification badges and cards are the property of the City of Goodyear and are issued to the employee indicated. Cards are to be returned upon termination of employment or conclusion of assignment or duty. Lost or stolen cards should be reported to the employee's immediate supervisor as soon as possible. The supervisor will insure termination of access rights on proximity cards and that replacements are issued.
3. The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Department-issued identification card at all times while on-duty or when carrying a concealed weapon under police officer authority.
 - A. Whenever on-duty or acting in an official capacity representing the Department, employees shall provide their rank and last name, along with serial number to any person upon request and as soon as practicable. This may be done verbally or through display of their Department issued identification.
 - B. Officers working specialized assignments may be excused from the possession and display requirements when directed by the Deputy Chief responsible for their division.

4. SWORN UNIFORMS

1. Unless otherwise authorized, sworn and reserve officers working in an enforcement capacity shall wear one of the following uniforms while on duty:
2. CLASS A UNIFORM
 - A. The Class A uniform is to be worn on special occasions such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform consists of the following:
 1. Pants –100% polyester slack style pants with a permanent crease, black in color.
 2. Shirts –Black 100% polyester tailored long sleeve shirt with sewn in zipper, two scalloped chest pockets, two permanent front creases and three permanent back creases, and gold "P" buttons on the epaulets, pockets and cuffs.
 3. Boots/Shoes – Boots or shoes will be black and laced up (no slip-on shoes) and will have a leather toe and heel polished to a shine, or Corfam. Athletic shoes may not be worn with a class A uniform.
 4. Tie and tie bar – Black tie and solid gold colored tie bar shall be worn with the long sleeve shirt.
 5. Duty gear – Duty gear shall be flat black smooth finish gear. Snaps and metal buckles are not permissible.
 1. Belt will have holster, mag pouches, handcuff case, radio and one form of less lethal.

6. Gun Holster – Regardless of assignment, the gun holster shall be on the duty belt and shall not be the drop-leg style. All on-duty holsters must have at least a “Level 1” retention. Holster may be smooth black or kydex.
7. Hat – “LAPD” style solid round with black front strap and gold “P” buttons.

3. CLASS B UNIFORM

- A. The Class B uniform is a less formal uniform. The Class B uniform consists of the following:
 1. Pants – Must be black in color and may or may not have side pockets. The manufacturer is not specified but shall match the Class B shirt and may be made of 100% polyester, polyester/rayon, or polyester/rayon/lycra blend.
 2. Shirts – Must be black in color and may be long or short sleeve shirt with a button front, two scalloped chest pockets, two permanent front creases and three permanent back creases. The manufacturer is not specified but shall match the Class B pants and may be made of 100% polyester, polyester/rayon, or polyester/rayon/lycra blend.
 3. External Vest Carrier – An external vest carrier may be worn if it is made from similar material and presents the same appearance as the shirt. No pockets or extra additions may be added to the Class B outer carrier.
 4. The shirt and external vest carrier may have metal or sewn on “gold” badge, name, and rank insignia.
 1. Metal and sewn on may not be mixed.
 2. If sewn on, the officer’s name will be embroidered in gold 3/8” block letters on the right chest.
 3. Sergeant chevrons must be worn on both sleeves.
 5. Boots/Shoes – Boots or shoes will be black and laced up (no slip-on shoes) and may include boots, midrise, low rise, or athletic shoes.
 6. Tie and tie bar – None for the Class B uniform.
 7. Duty gear – Duty gear may be either black smooth finish or nylon appearance. Snaps and metal buckles are not permissible.
 8. Gun Holster – The gun holster may be worn on the duty belt or may be the drop-leg style. All on-duty holsters must have at least a “Level 1” retention.
 9. Hat – Black fitted baseball style cap or boonie style hat may be worn.

4. CLASS C UNIFORM

- A. The Class C uniform is the least formal uniform generally worn by patrol staff during the course of their regular shifts. The Class C uniform consists of the following:
 1. Pants – Must be black in color with or without a permanent crease and may or may not have side pockets. The manufacturer is not specified and they may be made of polyester, polyester/rayon, polyester/rayon/lycra, or polyester/cotton blend (with a maximum of 40% cotton).
 2. Shirts – Must be black in the following styles:
 1. Polo style shirt with or without epaulets and may be long or short sleeve made of polyester, polyester/rayon, polyester/rayon/lycra, or polyester/cotton blend with a minimum of 70% polyester, or
 - a. Velocity Systems Rugby shirt
 - b. Tactical Combat shirt
 2. The officer’s name will be embroidered in gold 3/8” block letters on the right chest (optional if wearing an outer vest carrier). The left chest will have a cloth badge patch (optional if wearing an outer vest carrier).

3. External Vest Carrier – An external load bearing vest carrier may be worn with the Class C uniform.
 1. The external vest carrier shall have a gold 3/8" block lettered hook and loop black name plate on the right side of the chest.
 2. The external vest carrier shall have a cloth badge patch on the left side.
 3. Lieutenant and Sergeant rank may be designated on the name plate in place of the collar or sleeve.
 4. The following items are allowed to be placed on the external vest carrier:
 - a. Portable radios, OC spray, small flashlight, handcuff case, expandable baton pouch, utility pouch, handgun magazines, and Taser® (must be placed so it is drawn from the employee's support/non-gun hand).
 1. The portable radio should be placed on the vest so that the issued radio antenna is not permanently bent or twisted in such a manner as to cause damage to the antenna or radio.
 - b. No handcuffs will be placed on the backside of the vest.
 - c. Two rifle magazines will be allowed on the vest. The magazine must be stored in a manner that the bullets are not visible.
 - d. Hidden side zipper pockets are allowed.
4. The back side of the vest shall have a POLICE patch in gold lettering. The lettering will be 2" tall embroidered in 'Phoenix Gold' thread.



5. The front side of the vest may have a POLICE patch in gold lettering. The lettering will be 1" tall embroidered in 'Phoenix Gold' thread.



6. Boots/Shoes – Boots or shoes will be black and laced up (no slip-on shoes) and may include boots, midrise, low rise, or athletic shoes.
 7. Tie and tie bar – None for the Class C uniform.
 8. Duty gear – Duty gear may be either smooth black or nylon appearance. Snaps and metal buckles are not permissible.
 9. Gun Holster – The gun holster may be worn on the duty belt or may be the drop-leg style. All on-duty holsters must have at least a "Level 1" retention.
 10. Hat – The approved ball cap or boonie style hat may be worn.
5. SPECIALIZED UNIT UNIFORMS
- A. The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as K9, Traffic, Public Relations and other specialized assignments.

6. JACKET

- A. Any black in color jacket suitable for rain/cold weather and designed for law enforcement use.
 - 1. May include reflective material designed for high visibility.
- B. Jackets must have cloth badge and sleeve patches sewn on, along with a gold 3/8" block lettered hook and loop black name plate on the right side of the chest.

5. NON-SWORN POLICE ASSISTANT UNIFORMS

- 1. Police Assistant uniforms are specifically designed to differentiate the wearer from sworn officers but still portray a professional appearance and to indicate their role and authority within the department.

2. CLASS B UNIFORM

- A. The Class B uniform is a less formal uniform generally worn during the course of their regular shifts. The Class B uniform consists of the following:
 - 1. Pants – Must be black in color with a permanent crease and may or may not have side pockets. The manufacturer is not specified but shall match the Class B shirt and may be made of 100% polyester, polyester/rayon, or polyester/rayon/lycra blend.
 - 2. Shirts – Must be grey in color and may be long or short sleeve shirt with a button front, two scalloped chest pockets, two permanent front creases and three permanent back creases. The manufacturer is not specified but shall match the Class B pants and may be made of 100% polyester, polyester/rayon, or polyester/rayon/lycra blend.
 - 3. Boots/Shoes – Boots or shoes will be black and laced up (no slip-on shoes) and may include boots, midrise, low rise, or athletic shoes.
 - 4. Tie and tie bar – None for the Class B uniform.
 - 5. Duty gear – Duty gear may be either smooth black or nylon appearance. Snaps and metal buckles are not permissible.

3. CLASS C UNIFORM

- A. The Class C uniform consists of the following:
 - 1. Pants – Must be black in color with or without a permanent crease and may or may not have side pockets. The manufacturer is not specified and they may be made of polyester, polyester/rayon, polyester/rayon/lycra, or polyester/cotton blend (with a maximum of 40% cotton).
 - 2. Shirts – Must be grey in color to match the external vest carrier.
 - 3. External Vest Carrier – Grey in color Safe Life Defense "Tactical Uniform Shirt Carrier" with allowable Molle webbing across the lower front half.
 - 1. The external vest carrier shall have a white 3/8" block lettered embroidered name on the right side of the chest with matching white letter "Police Assistant" on black rocker on the right arm below the patch.

6. NON-SWORN TELECOMMUNICATIONS OPERATORS AND SUPERVISORS

- 1. Telecommunications personnel shall maintain a regulation uniform.
- 2. Telecommunications personnel will be well-groomed and present a neat appearance while on duty. Uniforms will fit properly and be kept neat and clean.

3. CLASS A UNIFORM

- A. No class A uniform is authorized for Telecommunications personnel.

4. CLASS B UNIFORM

- A. Pants - Must be conservative business casual, cargo or utility and may be black, navy blue, khaki or stone colored. Black or blue colored jeans are approved when they are free of rips and tears, and present a professional appearance (no sequins, bright patches or other adornment)
 - B. Shirts - Must be solid color polo or button-down style. Shirts shall not fall below the bottom of the hip if worn un-tucked and must be hemmed with a square cut. Shirts will have embroidery on the left chest. Embroidery will be either:
 - 1. The embroidered police patch with "Communications" embroidered above the patch in white or black 3/8" block lettering that contrasts the shirt color. Supervisors will have "Communications Supervisor" embroidered above the patch. Trainers may elect to have "Communications Trainer" embroidered above the patch.
 - 2. The embroidered communications division logo. Supervisors will have "Supervisor" embroidered above the patch in white or black 3/8" block lettering that contrasts the shirt color. Trainers may elect to have "Trainer" embroidered above the patch.
 - C. Shoes - Shoes shall be business casual or athletic style, black, navy blue, gray or beige/brown in color with a closed toe and heel.
 - D. Belt - A plain black leather belt with a conservative buckle shall be worn if wearing the uniform shirt tucked in.
5. MISCELLANEOUS
- A. Proper attire for training classes outside the City of Goodyear is "business casual attire" unless specified otherwise. Supervisory personnel may authorize "business casual attire" to include the wearing of jeans per City policy on holidays or other specified occasions.
 - B. Proper attire for Telecommunications Operators initially during their training period is business casual attire, with casual attire allowed on Fridays and city designated holidays. The trainee will receive a uniform allowance quarterly as established by the City and shall be expected to be in uniform within 30 days of receipt of first uniform check.

7. VOLUNTEER IN POLICE SERVICE UNIFORMS

- 1. Volunteer In Police Service or 'VIPS' uniforms are specifically designed to differentiate the wearer from other uniformed positions within the department but to still portray a professional appearance and to indicate their role and responsibility within the department.
- 2. VIPS uniforms will be worn at the discretion of the PRU Sergeant.
- 3. CLASS A UNIFORM
 - A. The Class A uniform is to be worn on special occasions such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform consists of the following:
 - 1. Pants - 100% polyester slack style pants with a permanent crease, black in color.
 - 2. Shirts - 100% polyester tailored long sleeve shirt with sewn in zipper, two scalloped chest pockets, two permanent front creases and three permanent back creases, Grey in color.
 - 3. Boots/Shoes - Boots or shoes will be black and laced up (no slip on shoes) and will have a leather toe and heel polished to a shine, or Corfam. Athletic shoes may not be worn with a class A uniform.
 - 4. Tie and tie bar - Black tie and solid gold colored tie bar shall be worn.
 - 5. Duty gear - Duty gear shall be black smooth finish gear. Snaps and metal buckles are not permissible.
- 4. CLASS B UNIFORM
 - A. The Class B uniform is a less formal uniform generally worn during the course of their regular duties. The Class B uniform consists of the following:

1. Pants – Must be black in color with a permanent crease and may or may not have side pockets. The manufacturer is not specified but shall match the Class B shirt and may be made of 100% polyester, polyester/rayon, or polyester/rayon/lycra blend.
2. Shirts – Must be Grey in color and may be long or short sleeve shirt with a button front, two scalloped chest pockets, two permanent front creases and three permanent back creases. The manufacturer is not specified but shall match the Class B pants and may be made of 100% polyester, polyester/rayon, or polyester/rayon/lycra blend.
3. Boots/Shoes – Boots or shoes will be black and laced up (no slip on shoes) and may include boots, mid rise, low rise, or athletic shoes.
4. Tie and tie bar – None for the Class B uniform.
5. Duty gear – Duty gear may be either black smooth finish or nylon appearance. Snaps and metal buckles are not permissible.

5. CLASS C UNIFORM

- A. The Class C uniform is the normal daily wear uniform generally worn during regular duties that are not conducted while in the VIPS Patrol capacity. The Class C uniform consists of the following:
 1. Pants - Must be black in color and may or may not have side pockets. The manufacturer is not specified.
 2. Shirts – Department issued polo shirt with a GPD patch sewn on the left breast area along with the word “VOLUNTEER” embroidered over the patch.
 3. Boots/Shoes - Boots or shoes will be black and laced up (no slip-on shoes) and may include boots, midrise, low rise, or athletic shoes. All foot attire will be plain in style and may not display a visible logo.
 4. Belt - A plain black leather belt with a conservative buckle shall be worn if wearing the uniform shirt tucked in.

8. INSIGNIA AND PATCHES

1. SHOULDER PATCHES

- A. The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt, and be bisected by the crease in the sleeve.

2. SERVICE STRIPES

- A. Service stripes for length of service may be worn on long sleeved uniform shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only and shall match the color scheme of the sergeant stripes.
- B. One service stripe represents four (4) years of sworn service as a state, county or municipal law enforcement officer, regardless of the state. Federal service, civilian service, and academy time are not considered as sworn service.

3. NAMEPLATE

- A. The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. The nameplate shall be worn and placed touching the top of the right pocket, centered, with equal distance from both sides of the nameplate to the outer edge of the pocket.

4. INSIGNIAS AND PINS

- A. Assignment Insignia During Active Assignment - Assignment insignias, (e.g., SWAT, FTO or similar) may be worn on the Class A or Class B uniform. An embroidered version of the insignia may be displayed on the Class B or Class C uniform. The insignia shall be centered directly above the nameplate and 1/4 inch above the nameplate, highest award ribbon or USA Flag pin. The following assignment insignia may be worn only during active assignment to the applicable position:
 - 1. FTO
 - 2. K9
 - 3. SAU (SWAT or CNT)
 - 4. SRO
 - 5. Honor Guard - A triangle gold pin with 6 white stars on a blue background
 - B. Assignment Insignia During and After Active Assignment - Assignment insignias, (e.g., Motor Wings or similar) may be worn on the Class A or Class B uniform. An embroidered version of the insignia may be displayed on the Class C uniform with approval of the Chief of Police. The insignia shall be centered directly above the nameplate and 1/4 inch above the nameplate, highest award ribbon or USA Flag pin.
 - 1. The following assignment insignia may be worn during or after active assignment to the applicable position:
 - 1. Motor Wings
 - C. Specialty Pins and Patches - The following specialty pins may be worn on the Class A or B shirt after successful qualification. It may be worn on the right pocket flap, centered between the center button and the pocket edge.
 - 1. CIT
 - 2. DRE
 - 3. Goodyear Years of Service (five-year increments)
 - 4. Command School (FBINA, SPI, NW)
 - 5. USA Flag Pin - A ceramic USA flag pin may be worn centered directly above the nameplate and 1/4 inch above the nameplate.
 - 6. Additional specialty, support, or decorative pins and patches may be authorized by the Chief of Police. When authorized, these pins shall be worn on the right pocket flap unless specified otherwise. Approved specialty, support, or decorative patches will be stitched to the uniform in a location to be determined at the time of authorization by the Chief of Police.
5. RANK INSIGNIA
- A. The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police or a designee may authorize exceptions. The following are the only acceptable forms of rank insignia:
 - 1. Field Training Officer - Single chevron with a rocker on the bottom shall be worn on the sleeves under the shoulder patches.
 - 2. Corporal - Two chevrons shall be worn on the sleeves under the shoulder patches.
 - 3. Sergeant - Three chevrons shall be worn on the sleeves under the shoulder patches, or printed on the name plate of the outer carrier as listed above.
 - 4. Lieutenant - A single gold colored bar shall be worn on each collar, or printed on the name plate of the outer carrier as listed above.
 - 5. Deputy Chief of Police - Three gold colored stars shall be worn on each collar.
 - 6. Chief of Police - Four gold colored stars shall be worn on each collar.

9. KNIVES

1. Uniformed employees may carry one visible folding blade knife while in any uniform. The knife blade shall not exceed 4" and shall be worn in an inconspicuous manner.
2. Uniformed employees may carry one additional visible folding or fixed blade knife while in the CLASS C uniform. The knife blade shall not exceed 4" and the knife shall be worn in an inconspicuous manner.
3. Any additional non-visible/concealed knives should be carried in such a manner that they do not interfere with the operation of any other equipment or with the execution of duties by the employee.

10. MOURNING BADGE

1. Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:
 - A. OFFICER FROM THIS DEPARTMENT: From the time of death until midnight on the 14th day after the death.
 - B. OFFICER FROM THIS STATE: From the time of death until midnight on the day of the funeral.
 - C. NATIONAL PEACE OFFICERS MEMORIAL DAY (MAY 15): From midnight through the following midnight.
 - D. DIRECTED BY CHIEF OF POLICE: As directed by the Chief of Police or a designee.

11. CIVILIAN ATTIRE

1. There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary. This section is intended to support City Policy and Administrative Guidelines.
2. Employees should present a clean and neat appearance, keeping safety in mind when selecting their attire and wearing clothing in accordance with the requirements for the position and work environment.
3. Employees that are authorized to wear civilian attire shall wear business casual or professional attire Monday through Thursday when appropriate. Variations from this order are allowed at the discretion of the Chief of Police or a designee when the employee's assignment or current task is not conducive to wearing such clothing.
 - A. Employees authorized wear of civilian attire can follow the City 'casual attire' Friday/special occasion policy unless directed otherwise by the chain of command.
4. BUSINESS PROFESSIONAL ATTIRE
 - A. Business professional is the preferred basis for City standards but is not required. The following are examples for appropriate business professional attire:
 1. Business professional attire for women:
 1. Dress pants/slacks
 2. Dress blouses/sweaters
 3. Jackets/suits
 4. Dresses/skirts
 2. Business professional attire for men:
 1. Dress pants/slacks
 2. Dress shirts/sweaters
 3. Sports jackets/suits/blazers

4. Ties

5. BUSINESS CASUAL ATTIRE

- A. While business professional is the basis for City standards, the following are examples for appropriate business casual attire:
 1. Business casual attire for women:
 1. Shirts and blouses
 2. Slacks/Dockers, Capri/crop pants and gauchos
 3. Polished shoes in good repair
 4. Suits, dresses, skirts, and skorts
 2. Business casual attire for men:
 1. Dress pants/slacks/Dockers
 2. Dress shirts, casual and polo

12. **POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM**

1. Unless specifically authorized by the Chief of Police, Goodyear Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a Department badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Goodyear Police Department to do any of the following:
 - A. Endorse, support, oppose or contradict any political campaign or initiative.
 - B. Endorse, support, oppose or contradict any social issue, cause or religion.
 - C. Endorse, support or oppose, any product, service, company or other commercial entity.
 - D. Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.