


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Uniforms		ACCREDITATION None PRIOR REVISIONS 10/27/06, 05/27/08, 11/24/15, 07/22/20 ATTACHMENT: 0
	PROPOSER UNIT Logistics Division		
NUMBER 41.5	ISSUE DATE 07/01/98	REVISION DATE 05/23/2022	TOTAL PAGES 10

I. PURPOSE: This Order contains regulations pertaining to clothing to be worn by sworn and non-sworn uniformed members.

II. POLICY: To ensure that Department members present a uniform, professional appearance, the Gainesville Police Department shall provide its members with apparel and regulations governing the wearing of it.

III. PROCEDURE:

A. Uniforms Use: Department members assigned to uniform duties shall properly wear the complete, issued uniform, to include the mandatory accessories.

1. Utility/Special Purpose Uniform: Members assigned to specialty units or on special assignment (such as K-9s, SWAT, motorcycles, training, bicycle patrol) may, with supervisory authorization, wear an approved version of the police uniform (which may include fatigues, riding pants, special boots, approved sport shirts, etc.).

All members of the same team or on the same assignment must be similarly attired.

2. Mixing Uniform Parts: Members are prohibited from wearing combinations of civilian and uniform clothing (e.g., no uniform jackets with a civilian shirt and tie; no uniform pants with a t-shirt, etc.).

An exception would be members in plain clothes and in marked vehicles donning a windbreaker-style jacket when taking police action.

B. Uniform Maintenance: Personnel will maintain their uniforms in good condition. They shall keep them cleaned and pressed, and shall repair or replace any part that becomes worn or damaged.

C. Uniform Alterations: The alteration of Department uniforms is regulated as follows:

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

1. Department uniforms may be altered at Department expense for changes in body size. Department members shall utilize the approved alterations vendors.
2. Alterations made based on an employee's preference in clothing style (tailored sleeves, shirts) shall be at the employee's expense.

D. Shirt: Members shall wear either a short or long-sleeved uniform shirt.

1. Class B Uniform:

- i. Short-Sleeve Shirt: Members may wear a short-sleeved shirt for normal duties, but no other garment will be worn under the uniform that extends below the sleeve.
 - a. Members with the rank of Lieutenant and above, when wearing a Class B Short-Sleeve shirt shall wear their rank insignia on the collar, centered and angled to the corners of the collar. See Figure 1.



Figure 1

- b. Class B shirts will be worn with an outer armored vest or with a concealed armor vest as desired by the member.
 - ii. Class B Pants: Members of all ranks shall wear uniform issued pants with the Class B shirt. Class B pants shall not be striped for those with the rank of Sergeant and above.
 - iii. External armored vests may be worn with the Class B Uniform:
 - a. External vests shall not have any firearm mounted to it.
 - b. A Taser mounted to the vest shall be in a cross draw manner, on the opposite side from the duty firearm. Taser shall be in the issued SERPA holster or Training and Education Division, (TED) approved holster that allows one handed drawing and re-holstering.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

c. Other equipment (if issued or T.E.D. approved) may be placed on the vest in an approved arrangement and on the side best suited to the requirements of the individual. When needed, individuals should be able to reach all items with ease without forfeiting visibility and maneuverability. Individuals shall keep the front shoulder areas of the vest as clear of equipment as possible. Equipment shall be positioned in a manner that allows for smooth reload/deployment of weapons and prevent unintended snags with weapon slings or cables or impede the carrying of a ballistic shield. If a knife (folding or fixed blade is attached to the vest, it shall be worn in a manner that keeps it from the normal view of others and in a secured holster or sheath.

d. The external vest shall have POLICE insignia on the back and have a name tag and badge (cloth or metal) on the front.

e. No equipment shall be mounted on the vest above the pistol draw line where it impedes smooth retrieval or holstering of firearm.

f. Equipment should be equally distributed between the vest and duty belt to maintain balance and prevent any long term nerve or muscle discomfort from improper equipment placement. Pouches or carriers should not be placed in the small of the back where it affects the natural curvature of the spine. I.e. handcuff case(s) can be placed on the rear of the duty belt on either side of the spine, while the glove pouch can be placed in the small of the back. Larger pouches/holsters (radio, Taser, etc.) should be placed on the sides of the duty belt, (if worn on the belt), Medical equipment shall be accessible with both hands.

g. Magazine pouches/holders shall have some form of retention such as pressure or straps and shall be worn on the duty belt. Magazine pouches shall be mounted on either side of the duty belt, closest to the buckle.

h. The external ballistic carrier will only be equipped with an option of no more than seven (7) of any of the following items:

- i. Utility pouch.
- ii. Radio.
- iii. Handcuff case.
- iv. Flashlight
- v. Tourniquet holder.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

vi. Small Trauma/medical Kit

vii. Taser

i. All attachments to the external ballistic carrier will be worn in accordance with Departmental standards and specifications.

j. Anyone requesting to carry additional equipment on the external ballistic carrier must first submit a written request for approval to the Training Unit via their chain of command.

k. Only accessories approved and/or authorized by the Chief of Police or designee shall be attached to the external ballistic carrier.

2. Class A Uniform

i. Long-Sleeve Shirt: Members may, at their discretion, wear long-sleeved shirts for normal duties. Off-duty members, those being honored and those officially representing the Department (e.g. Command Staff members, etc.) shall wear a long-sleeved uniform shirt and a tie.

Exception: On-duty members will not be prohibited from attending an event if they are in normal duty attire that includes a short sleeved uniform shirt.

a. Members with the rank of Lieutenant and above, when wearing a Class A Long-Sleeve shirt shall wear their rank insignia on the shirt epaulets.

b. Members with the rank of Sergeant and above shall wear the GPD insignia centered diagonally on the collar, and 1 $\frac{3}{4}$ inches from the front tip of the collar. See Figure 2.

Figure 2



ii. Class A Pants: Members of all ranks shall wear uniform issued pants with the Class A shirt. Supervisory personnel at or above the rank of sergeant shall wear the Class A trousers with a 1/2" vertical gold stripe from the bottom of the waistband to the under cuff on each outer side seam of the trousers. Class A Pants shall have not exterior or interior pockets on the midlevel portion of the pant leg.

iii. Turtlenecks: Turtlenecks are optional, but they may only be worn with a long-sleeved shirt and must be navy blue or black.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

iv. **Sweater:** Members may, at their discretion, wear a department-issued sweater. The sweater must have a Gainesville Police Department patch on each shoulder and a badge holder. The member's badge shall be worn on the badge holder when the member is wearing the sweater. The sweater shall only be worn over a Gainesville Police Department issued uniform shirt.

E. Tie:

1. **Normal Duties:** Members may, at their discretion, wear the tie with a long-sleeved shirt.
2. **Ceremonies:** Members shall wear a tie when wearing a long-sleeve shirt.

F. Care/Sizing of Shirts and Pants:

1. The uniform pants and shirts shall be cleaned and pressed with front and rear creases if so designed.
2. The trousers' length will be tailored to hang to the top of the shoe heel at the rear, causing a slight break at the trousers' front.

G. Specialized Unit Pants:

1. Members actively participating in Honor Guard activities shall wear uniform trousers with two parallel vertical ¼" gold stripes with a navy blue core between them from the bottom of the waistband to the under cuff on each outside seam of the trousers.
2. Non-supervisory members assigned as motorcycle officers shall wear uniform trousers with vertical 1" blue stripes from the bottom of the waistband to the under cuff on each outside seam of the trousers.

H. **Shorts:** Uniform shorts shall only be worn by crossing guards or members of the department on bike patrol. Members of specialty teams (such as Training or Forensics) or on special assignment/duty may wear shorts with approval from their unit commander.

I. **Socks:** Members shall wear solid black or navy blue socks with the uniform.

1. Only black quarter-length socks shall be worn with shorts (no crew or knee-high). White socks prescribed for medical reasons may be worn as long as the white does not show.
2. Socks with a white boot and black or navy-blue crew portion will be permitted in normal uniform.
3. Members wearing high-top boots may wear white or gray socks if the socks do not show when the member is in a standing position.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

J. Footwear: Members shall wear a plain, black, skid-resistant shoe or boot of either an athletic or dress (oxford) style.

1. Only black quarter-length mid athletic shoes or oxford-style athletic shoes shall be worn with shorts (no patent leather or high-top boots).
2. The Department member shall purchase the footwear using funds annually distributed to the employee pursuant to the agreement in the relevant bargaining contract.
3. Footwear must be kept shined.

K. Undershirts:

1. Undershirts are optional.
2. If an undershirt shows, it must be neat, navy blue or black in color, with no visible writing.

L. Duty-Belt: The duty-belt and related equipment pouches or holders will be worn with the police uniform and in the below described fashion:

1. The belt buckle must be front and centered;
2. The holster and gun must be worn on the right or left side, as determined by whether persons are right or left-handed;
3. The magazine pouch may be worn on either side but shall be readily accessible to the officer and free from obstructions.
4. Other equipment (if issued or approved) may be placed on the belt in any arrangement, and on the side best suited to the requirements of the individual.

NO equipment will be placed or worn at the center (small) of the back.

M. Jackets: When in uniform, members electing to wear a jacket shall wear either the Department-issued windbreaker style jacket, which must display GPD shoulder patches and Gainesville Police printed on the back; OR the uniform jacket, which must display an embroidered, cloth badge; GPD shoulder patches; and rank insignia (chevrons on both sleeves for corporals and sergeants; gold bars on the jacket's epaulets for lieutenants and above).

1. Sworn members are required to wear windbreakers for identification purposes when not in uniform and when taking police action while operating a marked vehicle.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

2. A uniform jacket may be worn instead, if the member does not have an issued windbreaker.
3. Members riding motorcycles may wear an approved black leather jacket.

N. Hats:

1. Members may wear the Department-issued baseball cap during normal duties (but not during formal activities).
2. Hats are to be worn squarely on the head and shall not be worn in any manner except frontward facing.
3. During cold weather employees may wear a black or dark navy knit cap. The cap shall fit tight to the wearers head and have no visible writing upon it.

O. Gloves:

1. Members may wear them for warmth or as protection when engaged in activities that may be hazardous to the member (such as arrest, search, or dealing with a person who may have a communicable disease).
2. Members shall not wear gloves routinely.

P. Sunglasses: While in uniform, members who choose to wear sunglasses may use them if the:

1. Frames are modest, professional-looking, and do not contrast with the uniform;
2. Lens are not mirrored,
3. Straps (if present) are black or dark blue.

Q. Insignia: No insignia, badges, awards, or pins will be worn on the uniform unless specifically authorized in this Order. Uniform insignia shall be properly placed and securely attached to the uniform as prescribed below

1. **Police Badge:** Worn above left shirt pocket at the pin reinforcement area.
2. **Name Plate:** Worn centered between the two sets of horizontal stitching at the top of the right pocket flap (while wearing the uniform) and parallel with the pocket's stitching. See Figure 3.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER



Figure 3

Department nameplates will be of a standard size, and, depending on the length of the member's name, may include the first name and/or initial, the middle initial, and the last name.

3. Length-of-Service Insignia: A 'Serving Since...' rocker to the issued nameplate may be worn on the uniform in conjunction with the nameplate.

- i. The 'rocker' will display the year that the member was hired by the Department.
- ii. Members who have a break in service (employment) shall display the date of the most recent hire.

4. Rank Insignia:

- i. Command personnel will wear rank insignia on their uniform epaulets when wearing the Class A uniform.
- ii. Corporals' and sergeants' chevrons shall be worn on both sleeves, point up, centered in line with, and one-half inch below, the Department shoulder patch.

5. Awards/Pins/Badges: A maximum of TWO (2) approved items may be worn above the nameplate with ¼" spacing between each item, starting from the nameplate. "Awards" will be considered one (1) item, whether one or multiple award ribbons are worn.

- i. Awards: Members, at their option, may wear officially earned/issued awards, but must do so only when wearing the regular police uniform (either short-sleeve or dress; not utility) and only in the following manner:

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- a.** Ribbons must be worn on the designated chest display racks.
- b.** When more than two award ribbons are worn, they shall be displayed on additional racks.
- c.** Odd-numbered ribbons will be displayed centered over the others.
- d.** Award ribbons will be appropriately displayed.
 - 1).** The highest award received shall be situated at the top of the display and closest to the wearer's mid-line.
 - 2).** The ribbon second in importance will be to the right of the highest honor.
 - 3).** Subsequent ribbons shall be displayed in descending order of importance.
 - 4).** The descending order of importance of current and past awards and other ribbons is as follows:
 - i).** Medal of Valor, [Discontinued Meritorious Service Citation],
 - ii).** Distinctive Service Citation (former Medal of Distinction),
 - iii).** Police Star,
 - iv).** Commendable Service Award (formerly Letter of Commendation),
 - v).** Officer of the Month.
- ii.** Specialty Pins/Badges: Members, at their option, may wear one officially earned and issued specialty badge or pin (e.g., FTO, K-9, Motorcycle and similar pins).
 - a.** If worn without awards, the specialty badge or pin will be placed one-quarter ($\frac{1}{4}$) inch above the nameplate, centered horizontally.
 - b.** If worn with awards, it shall be placed $\frac{1}{4}$ " over the awards, centered horizontally.

GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

- iii. Other Pins: An official-issue accreditation pin, personal/professional achievement pin (FBI Academy, Years of Service), **or** approved 'In-Memoriam' pin (e.g. 9-11) may be worn.

Only one such pin is permitted, and, if worn, will be centered ¼" above the nameplate, the member's awards or specialty pin, depending on what is worn.

- iv. Utility Uniform [Polo] Shirts: The member's specialty may be embroidered on the sleeves to designate a unit or team, such as K-9, Forensic Crime Lab, Training Division, etc.

R. Non-Sworn Members Uniform:

1. Police Service Technicians and School Crossing Guards shall wear their uniform while on duty unless directed otherwise by a supervisor. Uniforms for civilian personnel shall meet all the standards of care and fitting and described in Section F of this policy.
2. Name tags and badges shall be worn in the same fashion as the sworn Class A police uniform described in Section Q of this policy.

S. Personal Appearance and Grooming: [see G.O. 26.2].

By Order of

*Signed Original on File in the
Accreditation Unit*

**Lonnie Scott Sr.
Acting Chief of Police**