

CLASS A UNIFORM

1. **REGULATIONS:** These regulations are in addition to those put forth as basic requirements for all personnel.
2. **CLASS A DUTY UNIFORM:** The Class A Duty Uniform will be the normal duty uniform for Officers assigned to the Operations Bureau and all other sworn personnel not authorized other specific wearing apparel.
 - A. **DUTY HAT:** The approved hat will have a navy-blue fabric cover, black bill, hat band with matching retainer buttons, and a hat shield affixed to the front cover. The hat band and retainer buttons will be silver metal for Officers without rank, gold metal for Sergeants and Investigators. The hat band will be of gold cloth material with gold metal retainer buttons for Lieutenants and above. Personnel through the rank of Lieutenant will wear the hat with a high-luster black bill. Captains and above will wear the hat with a cloth-covered black bill with gold braid.
 1. The protective rain cover for all hats will be made of transparent plastic or match the color of the uniform.
 2. The hat will be worn straight on the head so that the band creates a straight line around the head parallel to the ground. No hair will be visible on the forehead.
 3. Wearing of the hat is at the Officer's option, with the exception of the following circumstances:
 - a. At formal occasions (e.g., funerals, graduations, parades, etc.), or
 - b. At any other time as directed by the Chief of Police.
 - c. No hat (Class A Dress or ball cap) shall be worn indoors or when otherwise under a cover.
 - d. See "Class A Dress Uniform" in this directive.
 4. Officers will be required to have a uniform hat available at any time the officer is wearing the Class A Duty Uniform.

5. Approved departmental ballcaps can be worn with the Class A Duty Uniform to protect officers against weather elements such as rain or sun, and not to be worn for general purposes. The following are additional requirements:
 - a. The approved departmental ballcap will have "Huntsville Police" written on the front of the ballcap in silver or gold according to rank of the officer, with the word "Huntsville" in an arch shape above the word "police", which will be in a straight line centered on the front of the ballcap.
 - b. The officer's name will be on the back of the ballcap with the initial letter of the first name and the full last name in a straight line centered on the back.
 - c. The color of the ballcap will be black or navy blue to match the uniform color.
 - d. The ballcap must be worn straight on the head two fingers width above the bridge of the nose. No ballcap will be worn cocked up on the head, showing the forehead or hair.
 - e. The ballcap is not to be worn in public buildings or while operating a police vehicle.
- B. DUTY SHIRT: The duty shirt will be short or long-sleeved and worn with the top button unfastened. Captains and above are authorized to wear the white long-sleeved and short-sleeved shirts without a tie as a duty uniform.
1. Any undergarment visible shall be navy blue or black. A white undergarment will be worn for Captains and above when wearing the white duty shirts.
 2. The tie/ascot will be worn with the shirt only at formal functions such as funerals, graduations, or as specified by the Chief of Police.
 3. Sleeve length will be left to the individual officer's preference, with the exception that long sleeves are required anytime a tie is worn.
- C. DUTY TROUSERS: The uniform trousers will be the same for summer and winter. They will be straight legged without cuffs and with side and hip pockets. The trouser legs will be hemmed so that the front edge will break on the top of the shoe, and the rear edge presents a neat appearance. Officers and Sergeants have the option to wear the departmentally approved tactical polyester Class A pants on duty. These pants are of the same material and appearance as the 4-pocket uniform pants. They are not the same as BDU pants. Lieutenants and above have the option of wearing a departmentally approved gold stripe down the outer seam of their trousers.

Note: All affected personnel must make any necessary updates to their uniform trousers by the end of the 2014 uniform allowance.

- D. **DUTY JACKET:** Any departmentally approved jacket may be worn at any time during the year, as necessary. It may be worn with or without a zip-in liner or fur collar. The jacket may be zipped and/or buttoned at the Officer's discretion.
- E. **RAINCOAT:** Any departmentally approved raincoat may be worn. The breast shield is the only item to be displayed on the raincoat.
- F. **FOOTWEAR:** The heels and toes of authorized shoes and boots will be highly polished. Athletic-type shoes, commonly known as tennis shoes or sneakers, are prohibited from being worn with the uniform.
- G. **GLOVES:** Five-finger gloves of cloth or leather, navy blue or black in color, may be worn. The gloves must be full-finger length style. Mesh cloth gloves will not be allowed.
- H. **TRAFFIC VEST:** A fluorescent D.O.T. approved traffic vest will be assigned to each officer. The vest will contain the designation "Police" on the front and back.

3. UNIFORM ACCESSORIES:

- A. **METALLIC ITEMS:** All bright metallic items on the uniform will be highly polished. If not specified otherwise, metallic items for Officers will be silver, and metallic items for Investigators, Sergeants, and above will be gold.
- B. **SHIELDS**
 - 1. **BREAST:** The breast shield will be silver for Officers, gold for Investigators and Sergeants, and gold with silver overlay for Lieutenants and above. It will bear the Officer's shield number. The breast shield will be worn on the outermost garment, using the positioning of the shield on the duty shirt as an example. On the uniform shirt, the shield will be worn centered on the sewn crease above the left shirt pocket, with the bottom edge of the shield resting on the top edge of the pocket. The department issued Velcro breast shield may be worn in place of the traditional metal breast shield on the external vest carrier. Additional shields may be purchased through the clothing allowance; however, none will be personalized.
 - 2. **HAT:** The hat shield will be silver for Officers, gold for Sergeants and Investigators, and gold with silver overlay for Lieutenants and above. The shield

will be affixed to the front cover of the hat, directly above the bill, and centered vertically to the ground.

C. **SHOULDER PATCH:** The shoulder patch will be worn on each sleeve of all shirts and coats, except raincoats and leather jackets. It will be one-half inch below the shoulder seam and centered on a line below the epaulet.

D. **INSIGNIA OF RANK**

1. **SERGEANT:** The sergeant's insignia will be gold cloth chevrons sewn on each sleeve below the shoulder patch. Insignias will not be worn on leather jackets and raincoats. The gold metal insignia will be worn on winter jackets, centered one inch above the shoulder on the outside edge of the epaulet with the top point of the insignia facing away from the shoulder.
2. **LIEUTENANT:** Lieutenant's bars will be gold metal and worn centered between the point and top of the collar of all shirts. The bar will be placed so that the long edge is parallel to the front seam of the shirt collar. The bars will be worn on the raincoat in the same manner as the uniform shirt. Lieutenant bars will be worn on the winter jacket, centered one inch above the shoulder on the epaulet with the long edge of the bars perpendicular to the epaulet.
3. **CAPTAIN:** Captain's bars will be worn on the uniform shirt and rain jacket centered on the collar with the long edge of the insignia at a 45-degree angle to the front edge of the collar. The Captain's insignia will be worn on the winter jacket in the same manner as the Lieutenant's insignia.
4. **DEPUTY CHIEF OF POLICE:** The insignia for the Deputy Chief of Police will be a gold eagle clutching arrows (similar to the military Colonel insignia). The insignia will be worn on the shirt and rain jacket centered on the collar at a forty-five-degree angle from the front edge of the collar. The bottom edge of the insignia will face toward the point of the collar. The insignia will be worn on the winter jacket in the same manner as the Lieutenant's bars, with the bottom of the insignia facing toward the shoulder.
5. **CHIEF OF POLICE:** The insignia for the Chief of Police will be four gold five-point stars. The insignia will be worn on the shirt and rain jacket centered on the collar, approximately one-half inch from the two edges of the collar. The insignia will be worn on the winter coat centered on the epaulet, approximately one inch from the shoulder edge of the epaulet.

- E. **NAMEPLATE:** The nameplate will be silver for Officers and gold for Investigators, Sergeants, and above. It will be worn on the uniform shirt, centered above the right pocket, with the bottom of the nameplate parallel to and touching the top of the pocket flap. Officers may wear the addition to the nameplate “SERVING (year) SINCE” with the year indicating their first year of employment with the Huntsville Police Department. The “serving since” nameplate will be the same color as the nameplate.
- F. **AWARD BARS:** Reference the directive governing commendation and awards recognition for requirements concerning Award Bars and medals. Generally, Award Bars will be worn above the nameplate.
- G. **UNIT/SPECIALIZED ASSIGNMENT PINS:** Unit (e.g., S.W.A.T.) and specialized assignment pins (e.g., F.T.O.) will be worn above the nameplate or above any Award Bars. These pins are authorized as approved by the directive or the Chief of Police. Up to two such pins may be worn. The first will be worn centered one-quarter inch above the nameplate or any Award Bar. The second will be worn centered one-quarter inch above the first pin. The longer pin should be placed below the shorter pin, presenting a triangular appearance with the nameplate as the base. The City of Huntsville Service Pin may be worn instead of a unit or specialized assignment pin.
- H. **TROUSER BELT:** The trouser pants belt will be worn in conjunction with the gun belt with a Velcro fastener or metal buckle.
- I. **GUNBELT:** The leather or nylon gun belt is considered a component part of the Class A duty uniform. Officers will have the option to purchase agency-approved nylon belts and matching accessories on the uniform purchase allowance. The gun belt and accessories must match the material. If a leather basketweave gun belt is chosen, then the gun belt and all accessories must all be basketweave leather. If a nylon gun belt is chosen, then the gun belt and all accessories must be nylon. It will be worn over the trouser belt around the natural waistline of the Officer in such a manner that it is parallel to the ground when the Officer stands straight. The gun belt will be attached to the trouser belt by four belt keepers. An optional fifth keeper may be worn behind the holster and may be used to secure a key ring.
 - 1. **ACCESSORY PLACEMENT:** The following items are required to be worn on the gun belt. They will ordinarily be placed on the gun belt in the following order from the clasp: the magazine pouch (open top pistol magazines are not allowed), a keeper, the holster/pistol, a keeper (optional), the handcuff case (should be positioned at the back), baton (optional), and two of the three issued less-lethal

weapons. Rifle magazines may be carried either on the support side of the uniform pants or in a pouch on the ballistic vest. The placement of a second handcuff case (optional), flashlight holder, radio holder, and only one less-lethal weapon are all optional.

2. EXCEPTIONS

- a. The specified arrangement may be altered to accommodate different needs and body compositions, so long as all required equipment is present and the arrangement affords ready access to equipment in tactical situations.
- b. Captains and above are authorized to wear the paddle holster and pistol when wearing the white duty uniform shirt or Class A Dress Uniform.
- c. Officers who choose to wear the external vest may remove the items listed below from their gun belt and place them on their external vest.

J. **EXTERNAL VEST:** The external vest carrier is an additional component of the Class A and Class B duty uniform that may be worn in place of concealed body armor at the officer's discretion. Only the authorized external vest carrier is to be worn with the Class A or Class B duty uniform. The external vest shall not be worn with the Class A dress uniform. Investigators and plainclothes officers refer to Written Directive 401.3 Uniform and Appearance Regulations.

1. Officers may remove their radio, flashlight, one set of handcuffs, and one less-lethal weapon from their gun belt and place them in the following locations on their external vest.
 - a. **Radio**
 1. Shall be worn in the large section of the pouch that is on either side of the vest. It is recommended that the radio be worn on the officer's support side.
 2. The radio must be secured with the provided bungee attachment.
 - b. **Flashlight:** At least one flashlight will be carried on either the duty belt or vest. The placement of the flashlight is at the officer's discretion.
 - c. **Handcuffs:** Shall be carried in the front section of the pouch on either or both sides of the vest.

- d. Less-Lethal Weapon: Must be securely attached in the department-issued holster.
 2. A small utility pouch may be added in the middle of the vest, which can be used at the officer's discretion, provided that it is kept fully zipped. The utility pouch must not exceed 4" L x 2.25" W x 7" H. The recommended items for the utility pouch include a tourniquet, medical supplies, gloves, a pen/notepad, and other similar items.
 3. The body camera shall be attached with the department-issued clip attachment in the center of the vest.
 4. "POLICE" ID panels are to be worn on the front and back of the external vest. Aftermarket panels and patches are not to be worn on the external vest.
 5. Nametags are to be worn on the upper right section of the vest on the designated Velcro. The issued embroidered or screen-printed nametag is the only authorized nametag for the external vest. Metal nametags and unit pins shall not be worn on the external vest.
 6. Weapon magazines and the expandable baton (optional) are not permitted to be worn on the external vest.
 7. Knives carried on the vest must be completely concealed.
 8. The external vest must be presented in a way to present a clean professional appearance and be free of clutter (i.e., multiple pens attached to the front of the vest).
 9. Officers who have physical limitations preventing them from accessing items on their gun belt can request a waiver to place additional items on their vest. All requests are at the discretion of the Chief of Police.
4. CLASS A DRESS UNIFORM: The Class A Dress uniform is the same uniform as the Class A Duty Uniform, with the following additional requirements:
- A. The duty hat will be worn with the Class A Dress Uniform.
 - B. An approved tie will be worn with the Class A Dress Uniform.
 - C. The Black Leather Basketweave gun belt and matching accessories will be worn with the Class A Dress Uniform.

- D. Long-Sleeved Shirts are the only authorized shirt for the Class A Dress Uniform.
- E. Class A Dress Uniform shirts will bear hash marks on the left sleeve. The hash marks will be silver cloth for officers and gold for investigators, sergeants, and above. They will be the departmentally approved hash marks and will be worn on the top of the forearm of the left sleeve. The first hash mark will begin at the wrist, and subsequent hash marks will be added toward the elbow and placed directly beside each previous hash mark. They will be placed at a forty-five-degree angle. The first hash mark will be placed so that its closest position to the wrist seam will be one inch from the wrist seam. All personnel will wear one hash mark for every five years of service with the Huntsville Police Department.
- F. Lieutenants and above will wear a departmentally approved gold stripe down the outer seam of the Class A Dress Uniform trousers.
- G. The Class A Dress uniform for Captains and above is the approved departmental dress coat, white long-sleeved duty shirt, and black tie, duty trousers with gold stripe, and approved dress uniform shoe. The following are additional requirements:
1. Dress Coat
 - a. Departmental shoulder patches will be worn on both sleeves.
 - b. Departmental breast badge will be worn on the dress coat as directed within this directive.
 - c. Rank insignia will be worn on the epaulets.
 - d. Other accessories, such as badge, name plate, and ribbons, will be worn as directed in this and other directives.
 2. White Long-Sleeved Shirt with Black Tie
 - a. Departmental shoulder patches will be worn on both sleeves.
 - b. Rank insignia will be worn as directed in this directive.
 - c. Other accessories, such as badge, name plate, and ribbons, will be worn as directed in this and other directives.
 - d. Hash marks will be worn on the shirt as outlined in this directive.

3. Duty Belt will consist of a black dress belt, a plain clothes holster, and a duty gun. No other accessories will be worn with this dress uniform.

All sworn personnel are required to maintain at least one Class A Dress Uniform.