	STANDARD OPERATING PROCEDURE State Form 39870 (R/ S- 06)	Reference Number CPS-001
	Subject Uniform and Insignias for Capitol Police Section Officers	
	Special Instructions Replaces CPS-001 dated April 17, 2023	Effective Date **August 4, 2025**

I. PURPOSE

Establish guidelines for issuing and wearing the official uniforms of the Indiana State Police Capitol Police Section (CPS).

II. POLICY

CPS Officers shall be issued and shall wear the official uniforms of the CPS as prescribed by the Superintendent.

III. PROCEDURE

A. Official uniforms of the CPS shall be worn by all officers to whom they are issued, while on duty, in accordance with Regulation 6, except as otherwise provided in this procedure. Detectives may be ordered into uniform by their respective commanders, when necessary. This procedure shall also be utilized for off-duty use of official CPS uniforms.

1. Permission to wear the regular CPS duty uniform while off-duty shall be requested, in writing, through channels, to the ISP Major assigned to the CPS.

2. Officers may wear the regular-duty uniform, while off-duty:

a. When traveling directly to or from pending or completed scheduled on-duty work assignments(e.g., driving to or from duty station);

b. At events not requiring a uniform, as approved by the Superintendent; and

c. During approved off-duty outside employment as described in ENF-021.

3. CPS Officers granted permission to wear the regular-duty uniform, while off-duty, are not eligible for pay, overtime consideration, compensatory time, or per diem unless approved by the Superintendent or within the guidelines of HMR-030.

B. The official uniform shall:

1. Not be mixed with other visible articles of civilian or unauthorized clothing; except as authorized in section D-10 (below) regarding reflective safety clothing;

2. Be worn in its entirety, as established by this standard operating procedure. Department issued shoes, holster, and pistols may be worn at any time when on or off duty. All authorized pistols shall be worn in compliance with TRA-001;

3. Not be adorned with non-Department issued awards, badges, buttons, or insignias;

4. Not be worn by any person other than regular salaried officers of the Department to whom uniforms are issued;

5. Be returned to the Department upon separation of employment or during extended disability;

6. Be presented annually for inventory and inspection;

7. Be cleaned and pressed in adherence to manufacturer specifications (properly creased and in serviceable condition);

8. Be kept fully buttoned and/or zipped at all times when in the public view and;

9. Shall not have articles protruding from the pockets.

C. Alterations to Department clothing,

1. Alterations shall not be made to any Department jacket, raincoat, or dress blouse.

2. Any alterations to uniform shirts or pants shall be done at the Department's expense. Alterations may be made for the following reasons:

a. To enhance the professional fit and appearance of the uniform; or
b. For the placement of chevron rank insignias on winter shirts.

D. The authorized parts of the official uniform for CPS police employees shall be:

1. **Ballistic Vest;**

a. Shall be worn by all CPS Officers when wearing any recognized Department uniform (class A or BDU). When wearing a dress blouse personnel are not required to wear the ballistic vest.

b. Personnel working in plain clothes are encouraged, but not required, to wear a ballistic vest while on-duty; however, personnel in plain clothes shall adhere to FSS-005 (Basic Equipment for Patrol Vehicles) and shall have their ballistic vest in their commission (if issued a commission) and available if needed.

2. **Headgear**;

a. Broad-brimmed, felt type, dark blue campaign hat shall be worn from November 1 to March 31 or with the formal dress uniform.

b. Broad-brimmed, straw type, campaign hat shall be worn from April 1 to October 31.

NOTE: Both campaign hats shall be worn with the brim parallel to the ground, with the crown and brim in conventional shape, as issued, and the issued leather strap worn just beneath the rear brim of the hat.

a. Issued stocking cap, may only be worn during periods of long exposure to cold or inclement weather. The stocking cap is not intended to be utilized for routine duties and shall only be worn in conjunction with the winter uniform.

NOTE: The proper headgear shall be worn when outdoors and at any other time when directed by a commander or supervisor.

3. Hat trim;

a. CPS Officers of the rank of Corporal and above shall wear a gold hat shield and gold hat cord,
b. All other CPS Officers shall wear a silver hat shield and silver hat cord.

4. Shirt;

a. Dark blue, long-sleeved shirt with uniform tie shall be worn November 1 through March 31.

b. Dark blue, short-sleeved or long-sleeved shirt with a white T-shirt (either an oval crew or mock turtleneck) worn beneath the uniform shirt may be worn April 1 through October 31.

c. Optional period: At the employee's discretion either uniform shirt, as described in sub-sections a and b above, may be worn from April 1 through April 30 and October 1 through October 31.

5. Tie − Navy (with plain tie bar-type tie clasp);

6. Trouser belt − Plain black;

7. Trousers− Navy colored with dark braid down the leg;

8. Footwear;

a. Black, plain-toed shoes (with plain black socks);

(1) Shall be the primary footwear worn with the summer uniform,
(2) Must be kept in high gloss/polished condition, and
(3) Will be worn (when in uniform) for all public information or court appearances, office duty assignments, or other non-enforcement/field details regardless of the time of year.

b. Black, plain-toed Department boots (with plain black socks);

(1) May be worn for regular field enforcement duties with the winter uniform.
(2) May be worn with the summer uniform only during:

(a) Periods of inclement weather,
(b) Tactical field situations, deployments, or training,
(c) During special events (e.g. rallies, protests, etc.) at the discretion of the detail commander.

(2) Must be kept in a high gloss/polished condition.

c. Alternative footwear.

(1) All personnel who are issued duty footwear may request, by memorandum through channels to the appropriate assistant chief of staff or major subordinate commander, permission to wear alternative (Department approved) footwear. A detailed physician's recommendation must accompany this request.

(2) Approved alternative footwear may be worn with the Department uniform except when the employee is:

(a) Wearing the dress blouse, or
(b) Participating in an extended court proceeding or PIO detail (excluding the State Fair detail).

(3) Approved alternative footwear will be purchased at the Department's expense.

9. Duty Jackets;

a. Navy colored duty jacket; or
b. Navy colored windbreaker;

10. Uniform Sweater − Dark blue V-neck style;

a. The sweater shall be worn only with the winter shirt and tie,
b. The sweater shall be worn displaying the uniform badge and nameplate,
c. Medals may be removed from the uniform shirt while wearing the sweater, and
d. The sweater may be tucked inside the regular-duty uniform pants or bloused above the gun belt. The sweater shall not cover the gun belt or the accessories on the gun belt.

11. Safety Vests (ANSI-Green);

a. Worn as the outer most garment, except when the employee is wearing either the duty jacket or raincoat with the approved ANSI color visible), when working within the right-of-way of a roadway while:

(1) Conducting a crash investigation, or
(2) Directing traffic for crash scenes, public events, checkpoints, lane closures or roadway obstructions.

b. All personnel regardless of duty status or attire (uniform or plain clothes) shall adhere to the guidelines set forth in section 10, a, 1 and 2 above.

a. The safety vest may be worn during regular duty however is not required to be worn during routine patrol events, e.g. traffic stops, motorist assists, initial crash assessments, etc.

12. Black high-gloss pistol belt that shall be worn and positioned over the trouser belt to include the following items attached to the belt;

a. Black high-gloss pistol holster (positioned on the strong-hand side), Safariland SLS model #6280.

b. Black high gloss reserve ammunition magazines holder worn in either the vertical or horizontal carry positions; on either the strong or support side of the pistol belt.

c. Black high-gloss handcuff holder (worn on the either the strong or support side) consisting of either:

(1) A Department issued single handcuff holder; or
(2) Optional handcuff holder(s) as described below:

(a) A second handcuff holder matching the Department issued one,
(b) One double handcuff holder,
(c) One Safariland open top handcuff holder for either hinged (model 090H-9) or chain (model 090-0) handcuffs,
(d) Two Safariland open top handcuff holders (models as described in section c above) for either hinged or chain handcuffs or a combination, or
(e) One Safariland open top handcuff holder and the Department issued holder.

Note: Officers are permitted to purchase and carry either of the optional handcuff holders at their own expense; however, only the original Department issued handcuff holder shall be worn on the belt for situations where a dress uniform is required.

d. Hand-held radio, black mini flashlight, and handheld chemical weapon holders, and

e. Expandable baton holder (worn on either the strong hand side behind the pistol holster or the support side).

13. Metal collar insignias of the appropriate grade shall be worn (on both wings of the shirt collar, fastened in or centered over the holes provided, and parallel with the leading edge of the collar), as described in the CPS Officer Uniform Presentation Manual;

a. Single silver bar (indicates a Lieutenant),

b. Three chevrons, white or blue background, with three closed stripes enclosing a diamond (indicates First Sergeant),

c. Three chevrons white on blue background (indicates a Sergeant),

d. Two chevrons on blue background (indicates a Corporal),

e. Single silver chevron, with closed stripe enclosing a diamond (worn on the collar on the badge side with silver ISP letters worn on the opposite collar, indicates a Master Patrol Officer),

f. Single silver chevron, with closed stripe (worn on the collar on the badge side with silver ISP letters worn on opposite collar, indicates a Senior Patrol Officer), and

g. Silver ISP letters (indicates an officer).

NOTE: In addition to wearing collar insignias on the summer and winter uniform shirt, CPS Officers of the rank of Lieutenant and above shall wear the appropriate insignia of grade centered on each shoulder of the duty jacket and windbreaker, parallel to and three fourths inch from the shoulder seam.

14. Badges of proper grade shall be;

a. Worn above the left breast pocket of the summer or winter uniform; and

b. Worn above the left breast pocket of the duty jacket or windbreaker jacket when the officer is wearing either;

NOTE: A black band may be worn on the badge for line-of-duty deaths and may be worn from the day of death through the day of the funeral.

15. Whistle chains (shall be suspended from the right epaulet button and extending through the buttonhole into the right breast pocket);

16. Metal nameplate (shall be worn centered on the flap of the left breast pocket of the shirt);

NOTE: Badges, whistle chains, and nameplates (for the CPS Officers of Corporal and above) shall be a gold color and a silver color for all other CPS Officers.

17. The ILEA academy bar shall be worn centered on the right breast pocket. Bar awards presented by the Department (shall be above the right breast pocket of the shirt) and displayed as outlined in the CPS Officer's Uniform Presentation Manual;

18. Special-duty assignment bar awards issued by the Department shall be worn as illustrated;

19. Chevrons for the appropriate grade; and

a. CPS Officers with the rank of Corporal or Sergeant shall be entitled to wear cloth chevrons. Chevrons shall be worn on the winter long-sleeve uniform shirt only and shall be French gray in color, on a navy blue field, similarly shaped like the collar insignia chevrons. The chevrons shall be worn on both sleeves, centered outwardly, with the point upward and placed one-fourth inch below lowest point of the ISP patch.

a. CPS Officers with the rank of Corporal or Sergeant shall wear cloth like tubular rank designators on the epaulets of the Department issued duty and windbreaker jackets. The rank designators shall be worn one on each shoulder epaulet. The rank designators shall be located at the end closet to each shoulder. The tubular rank designators shall not be worn on any other Department issued clothing.

20. Shoulder patch;

The CPS shoulder patch shall be placed just below the shoulder seam and centered on both sleeves of the uniform shirt, duty jacket, uniform sweater, and windbreaker.

21. Body camera – Department issued body worn cameras shall be worn on the outside of the outermost garment (e.g. load-bearing vest, raincoat, jacket, duty shirt) using the mount provided by the department. Body cameras shall be mounted in a forward-facing direction above the midline of the torso. Mounting of a body camera on a uniform shirt shall be below the chest pocket flap and aligned vertically with the inner vertical edge of the chest pocket. CPS Officer(s) shall not intentionally obscure the view of the body worn camera.

E. No personal item of clothing or equipment shall be worn in lieu of the authorized or issued items of the official uniforms or equipment without the approval of the Special Operations Command Commander.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.