	STANDARD OPERATING PROCEDURE State Form 39870(R/ S- 06)	Reference Number CVE-003
	Subject Uniform and Insignia for Motor Carrier Inspectors	
	Special Instructions Replaces CVE-003 dated August 13, 2024	Effective Date **September 14, 2026**

I. PURPOSE

Establish guidelines for the wearing of official issued Motor Carrier Inspector (MCI) uniforms.

II. POLICY

Department MCI's shall wear the appropriate Department issued MCI uniforms as set forth in this policy and prescribed by the Superintendent.

III. PROCEDURE

A. The Department issued uniform shall be worn by all MCI's while on duty, except as otherwise provided. The applicable clothing shall:

1. Be worn in its entirety as established by this standard operating procedure;

2. Not be worn while off-duty, except when enroute directly to or from an assigned detail, e.g. driving to or from a duty station;

3. Not be worn at events where a uniform is not required except as authorized by the Commercial Vehicle Enforcement Division (CVED) Commander;

4. Not be mixed with other visible articles of civilian or unauthorized clothing;

5. Not be adorned with non-issued Department awards, badges, buttons or insignia;

6. Not have articles protruding from the pockets;

7. Not be worn by any person other than the employee to whom they are issued;

8. Be presented annually for inventory, inspection, and replacement, if replacement is needed;

9. Be kept clean, pressed, properly creased (if appropriate), and in serviceable condition;

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

11. Be returned to the Department upon separation of employment, as outlined in HMR-004.

B. No personal item of clothing or equipment shall be worn in lieu of the authorized or issued items without the approval of the Commander of the CVED.

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 to enhance the professional fit and appearance of the uniform.

D. **Ballistic Vest:**

1. Shall be worn by all MCI personnel when wearing any official Department uniform.

2. 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 and shall have their ballistic vest in their commission and available if needed.

E. **Safety Vests** (ANSI-Green):

1. Shall be worn as the outer most garment, except when the employee is wearing either the duty jacket or rain coat with the approved ANSI color visible, when working within the right-of-way of a roadway while:

a. Assisting with a crash investigation, or
b. Directing traffic for crash scenes, public events, checkpoints, lane closures or roadway obstructions.

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

3. 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.).

F. **MCI Class A uniform:**

The Class A uniform may be worn while performing normal work duties at permanent scale facilities or portable scale operations. Authorized parts of the Class A uniform are:

1. **Headgear:**

a. Uniform hat (shall be worn to special details, e.g. funerals, inspections, etc.), or

b. Issued ISP stocking cap may be worn during periods of long exposure to cold or inclement weather, but it is not intended to be utilized for routine duties and shall only be worn in conjunction with the long-sleeve uniform.

c. Cap badge of the appropriate type (shall be worn on the uniform hat).

2. **Shirt:**

a. Department designated MCI long sleeve uniform shirt (worn November 1 through March 31) with a dark blue tie and a plain bar-type tie clasp.

b. Department designated MCI short sleeve uniform shirt (worn April 1 through October 31) with a white, oval crew neck T-shirt to be worn under the short-sleeve uniform shirt.

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.

3. **Trouser Belt** − Plain black worn under the duty belt.

4. **Duty Belt** − A black high-gloss garrison belt to be positioned over the trouser belt and to include the following items attached to the belt with their proper holders:

a. Department-issued baton,
b. Chemical agent,
c. Portable radio,
d. Cell phone,
e. Flashlight,
f. Protective glove pouch, and
g. Tourniquet.

5. **Trousers** − Department designated MCI trousers (worn year around).

6. **Duty Jackets** −Dark blue duty jacket, dark blue or light blue windbreaker, or reversible raincoat.

7. **Uniform Sweater** − Department designated sweater:

a. Shall only be worn with the winter shirt and tie,
b. Shall be worn displaying the uniform badge and nameplate only,
c. Bar awards may be removed from the shirt whenever the sweater is worn, and
d. The sweater may be tucked inside the regular-duty uniform pants or bloused above the belt; however, the sweater shall not cover the belt or the accessories on the belt.

8. Badges, nameplates, collar insignias and bar awards shall be worn as follows:

a. The MCI badge of the proper grade shall be worn in the location provided over the left breast.

b. The metal nameplate shall be worn centered on the flap of the left breast pocket of the shirt.

c. Bar awards, such as Senior/Master Motor Carrier Inspector, safe driving, FTO, and longevity shall be worn above the right breast pocket of the shirt

d. Gold MCI badges, nameplates and collar insignias, shall be worn by employees above the grade of MCI.

e. Silver MCI badges, nameplates and collar insignias shall be worn by all other MCIs.

9. **Footwear**: Authorized to be worn with the Department-issued Class A uniform,

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

(i) Must be kept in a high gloss/polished condition.
(ii) Will be the primary footwear worn with the short-sleeve uniform.
(iii) Will be worn for all public information or court appearances, post or other office duty assignments, or other non-enforcement/field details regardless of the time of year.

b. High cut Department boots.

(i) Must be kept in a high gloss/polished condition.
(ii) May be worn for regular field enforcement duties with the long-sleeve uniform.
(iii) May be worn with the short-sleeve uniform only during:

(1) Periods of inclement weather;
(2) Training details; or
(3) During special events/details at the discretion of the detail commander.

10. The Class A uniform shall be worn during:

a. Speaking engagements;
b. Court appearances;
c. Details at general headquarters;
d. Funerals;
e. Parades; and
f. School appearances.

G. **MCI Class B (utility style) uniform**:

The Class B uniform may be worn while performing normal work duties at a permanent scale facility or portable scale operations. Authorized parts of the Class B uniform are:

1. **Headgear** (optional):

a. MCSAP baseball type cap (worn with visor parallel to the ground, and the bill facing forward).

b. Issued ISP stocking cap may be worn during periods of long exposure to cold or inclement weather, but it is not intended to be utilized for routine duties and shall only be worn in conjunction with the long-sleeve uniform.

2. **Shirt**:

a. Dark blue, long-sleeve uniform shirt (worn from November 1 through March 31) and a black, white, or gray oval crew neck T-shirt may be worn in lieu of a tie.

b. Dark blue, short-sleeve uniform shirt (worn April 1 through October 31) and a black, white or gray oval crew neck T-shirt worn under the short-sleeve uniform shirt.

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.

NOTE: Only the issued cloth items, e.g., badge, CVSA insignia, name, and shoulder patches are authorized to be worn on the Class B uniform shirt (long or short sleeve).

3. **Trouser belt** − Black.

4. **Duty Belt** − A black nylon garrison-style belt to be positioned over the trouser belt and to include the following items attached to the belt with their proper holders:

a. Department issued baton,
b. Chemical agent,
c. Portable radio,
d. Cell phone,
e. Flashlight,
f. Protective glove pouch, and
g. If issued, a Personal Radiation Detector (PRD).

5. **Trousers** − Dark blue trousers (worn year around).

6. **Duty Jackets** − Dark blue duty jacket, dark blue or light blue windbreaker or reversible raincoat.

7. **Footwear**: Authorized to be worn with the Department issued Class B uniform;

a. Dress uniform shoes,
b. MCSAP work boots, or
c. High cut rocky boots.

NOTE: The Class B uniform shall not be worn at functions where the Class A uniform would be more appropriate, unless authorized by the CVED Commander.

H. **MCI coveralls** and authorized accessories:

1. **Headgear** (optional):

a. MCSAP baseball type cap (worn with visor parallel to the ground and the bill facing forward),

b. Issued ISP stocking cap may be worn during periods of long exposure to cold or inclement weather, but it is not intended to be utilized for routine duties and shall only be worn in conjunction with the long-sleeve uniform.

3. **Footwear**: Authorized to be worn while wearing the Department-issued coveralls;

a. MCSAP work boot, or
b. High cut Rocky boots.

3. Coveralls may be worn over any Department-issued clothing when it is expected that the clothing will become heavily soiled. Coveralls may be worn in, but not limited to, the following situations:

a. School bus inspections,
b. MCSAP Level I inspections,
c. Post crash investigations, or,
d. During periods of long exposure to cold weather.

I. The MCI shoulder patch shall be placed just below the shoulder seam and centered on both sleeves of the Class A and Class B uniform shirt, duty jacket, windbreaker and coveralls.

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