

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 203 UNIFORM REGULATIONS

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I. Purpose

- A. This Order establishes the requirements for personal appearance of employees and the proper wearing of departmentally issued or approved uniforms and accessories.
- B. Employees will wear only those articles of uniform clothing and accessories as authorized in this Order. Uniforms will be issued by the Department.
- C. The personal appearance and grooming standards for all employees are specified in this Order.

II. General

- A. The Chief of Police will approve all changes to the police and civilian uniform.
- B. All employees will strictly adhere to uniform standards and grooming.
- C. Employees may only wear their uniforms while en route to, from or during any scheduled on-duty assignment, specifically authorized off-duty employment, subpoenaed court appearance in which an employee expects to testify on behalf of the City or prosecution for criminal cases, or where such uniform is specially authorized by the Office of the Chief of Police.

III. Uniform and Equipment Committee

- A. Scope
 - 1. This section establishes the structural and operational guidelines of the Little Rock Police Department Uniform and Equipment Committee.
 - 2. The Little Rock Police Department Uniform and Equipment Committee serves as an advisory committee making recommendations to the Assistant Chief of Police in charge of the Training Division for changes in uniforms and equipment.
- B. Uniform and Equipment Committee Members
 - 1. The Assistant Chief of Police in charge of the Training Division shall appoint the Little Rock Police Department Uniform and Equipment Committee, which will serve for a period of two years. The committee will be comprised of the following:
 - a) Chairperson, Training Division Lieutenant

- b) Member, Training Division Sergeant
 - c) Member, Training Division Quartermaster
 - d) Member, 12th Street Division representative
 - e) Member, Southwest Division representative
 - f) Member, Northwest Division representative
 - g) Member, Major Crimes Division representative
 - h) Member, Special Investigations Division representative
 - i) Member, Special Weapons and Tactics (SWAT) Team representative
 - j) Member, Special Response Unit (SRU) representative
 - k) Member, Special Operations Division representative
 - l) Member, Headquarters Division representative
 - m) Member, Crime Scene Search Unit (CSSU) representative
 - n) Member, Records and Support Division representative
 - o) Member, 21st Century Division representative
 - p) Member, Professional Standards representative
- C. Committee members are appointed for a two-year term by the Assistant Chief of Police in charge of the Training Division. Should a member wish to be released prior to the end of their term, they shall submit a letter through their chain of command making such request.
- D. Should any member miss two (2) consecutive meetings, the committee chairperson shall request their removal and immediate appointment of replacement.
- E. The committee shall meet twice a year to discuss issues related to the uniforms and equipment of departmental personnel.
- 1. Any employee who would like to present a recommendation to the committee should do so in writing and forward it to a committee member or the Training Division Lieutenant.
- F. The committee chairperson shall prepare a written report after each meeting, which will be forwarded to the Assistant Chief of Police in charge of the Training Division and the Chief of Police.

IV. Personal Appearance

- A. The Little Rock Police Department does not discriminate based on hair texture or protective (braids, locks, and twists) hairstyles. The objective is to have hair that is worn in a professional manner, meaning clean, neat and well-groomed. Hairstyles will not be prohibited solely on the basis of hair texture or if a protective hairstyle is commonly or historically associated with race.
- B. Males – Sworn and Civilian
1. The hair must be combed in an orderly manner and maintained under all but the most adverse conditions.
 2. The hairstyle shall present a tapered appearance on the sides and back. No style or texture of hair shall be permitted to extend outward in excess of one (1) inch. The “block cut” is permitted as long as a tapered appearance is maintained. The length and/or bulk of the hair shall not present a ragged, unkempt or extreme appearance and shall not interfere with the wearing of the uniform cap.
 3. When combed, the hair length shall not touch the top of the shirt collar, the front shall not protrude from under the front of the uniform cap and the length on the sides shall be no lower than the middle of the ear.
 4. Wigs are acceptable, provided they meet the requirements set out above.
 5. Sideburns shall be neatly trimmed, tapered and shall not extend below the bottom of the earlobe. Sideburns shall not be flared or wider at the bottom than their natural width at the top. Sideburns shall end in a clean-shaven, horizontal line.
 6. Mustaches must be trimmed and shall not be allowed to grow or hang below the corner of the mouth nor shall they be twisted or curled at the ends.
 7. Beards are not allowed unless there is a serious medical condition that requires the officer to refrain from shaving on a daily basis. If a condition exists, the officer must complete a Shaving Waiver Medical Exemption Form, LRPD Form 5030-31, along with the ADA interactive process with the Labor and Employee Relations Department of Human Resources to determine a possible accommodation. Even with the presence of an overriding medical concern, beards must meet the following standards:
 - a) Facial hair must be neat, trimmed, and close to the face, not to exceed one eighth (1/8) inch;
 - b) Facial hair must be full to the extent that it is not patchy and should not have an unkempt appearance;
 - c) Facial hair must be trimmed above and below, and shall not be permitted below the Adam’s apple or on the neck.

8. If employees use dyes, tints, or bleaches, they must choose those that result in natural-looking hair colors and appearance (e.g., black, brunette, blond, natural red, and gray). Colors that detract from a professional appearance are prohibited.
9. Supervisors noticing violations will report them to the employee's chain of command.
10. Fingernails shall not exceed one-quarter inch as measured from the tip of the finger. Males shall maintain nails that are professional in appearance, do not present a safety concern or interfere with the performance of their duties. Natural colored nail polish is allowed.

C. Females - Sworn and Civilian

1. Females shall wear their hair in styles which project a conservative professional image.
2. Females shall wear their hair in styles which permit the proper wearing of the uniform cap.
3. The hair must be neat and shall not extend below the bottom of the shirt collar, unless worn in a ponytail. The grooming style must be maintained under all but the most adverse conditions.
 - a) Ponytails may not extend below the top of the shoulder.
4. Hairstyles such as pigtails and large bouffants are not acceptable.
5. Wigs are acceptable as long as they meet the prescribed requirements for hairstyles.
6. If employees use dyes, tints, or bleaches, they must choose those that result in natural looking hair colors and appearance (e.g., black, brunette, blonde, natural red, and gray). Colors that detract from a professional appearance are prohibited.
8. Fingernails shall not exceed one-quarter inch as measured from the tip of the finger. Females shall maintain nails that are professional in appearance, do not present a safety concern or interfere with the performance of their duties. Females may wear clear acrylic nails, provided they have a natural appearance and conform to these standards. Natural colored nail polish is allowed.

D. Jewelry for Sworn and Civilian Personnel

1. Sworn and civilian employees may wear a wristwatch and/or identification bracelet. Only one ring per hand is permitted. (A wedding set is considered as one ring.) Necklaces or other decorative jewelry are prohibited.
2. Earrings, one in each earlobe, may only be worn by females, providing the earrings do not hang below the earlobe. Earrings must be identical. Personnel who are assigned to special duties that require them to deviate from this policy must have permission from their Division Commander. The Department will not be liable for the loss or damage of earrings.

3. Items used by female officers to hold their hair in place (i.e., fabric scrunches, hairpins, headbands, elastic bands, barrettes, etc.) shall be of a color and style that blends with the hair and conform to the natural shape of the head. Headbands or fabric scrunches will not exceed two inches in width. Black hair accessories are authorized regardless of hair color. The hair must still comply with bulk and appearance standards, and departmental headgear must fit properly. Hair holding devices that are conspicuous, excessive, or decorative are prohibited. Examples of prohibited devices include, but are not limited to large, lacy scrunches; ribbons, bows, beads, or claws or alligator clips; decorative and/or jeweled pins will not be used.
- E. Makeup for Female Employees - The use of makeup by sworn female employees, whether in uniform or plain clothes, shall be conservative. This does not imply a plain look but is meant to eliminate gaudiness.
- F. Body Piercing - With the exception of pierced ears (see section IV. C. 2), body piercing of the face, head, tongue, mouth, nose, or any other body part that is not concealed by the authorized uniform or plain clothes is prohibited for wear by any personnel when representing the Little Rock Police Department.
- G. Dental Ornamentation – The use of gold, platinum, silver or other veneer caps, for the purpose of ornamentation is prohibited. Teeth, whether natural, capped or veneered, will not be ornamented with designs, jewels, initials, etc.
- H. Tattoos/Body Art/Intentional Body Mutilation/Branding
 1. Any tattoo, body art, intentional body mutilation, or branding that displays any design, logo or wording will be regulated in the following manner:
 - a) Tattoos on the arm, forearm, and legs may be visible provided the tattoo is not obscene, sexually explicit, or promote sex, gender, racial, religious, ethnic or national origin discrimination. In addition, visible tattoos not outlined above but believed to be offensive will be reviewed by the Office of the Chief of Police to determine policy compliance. The Chief of Police, at their discretion, may assign the review process to the Uniform Committee for their recommendations.
 - b) Prior to having tattoos visible while working in any capacity, all employees must complete the Tattoo Declaration Form (LRPD Form 5200-23) and forward through the chain of command. The form will need to be submitted for any new tattoos or modification to existing tattoos.
 - c) Tattoos of the head, face, neck, and hands are prohibited with the exception of wedding band tattoos on the hands.
 - d) Body art, intentional body mutilation and branding of the head, face, neck, and/or hands are prohibited.
 - (1) Some examples include, but are not limited to the following:
 - (a) A split, forked, tongue;

- (b) Foreign objects inserted under the skin to create a design, effect or pattern;
 - (c) Enlarged or stretched out holes in the earlobes (other than normal piercing holes); and,
 - (d) Intentional branding or scarring.
- 2. Personnel with an existing tattoo that violates the above mentioned guidelines, body art, intentional body mutilation, branding or scarring which would be visible with the wearing of the uniform, shall have the following options:
 - a) If in uniform, the employee will wear an authorized long-sleeved shirt in compliance with approved uniform standards; or,
 - b) If in business attire, the employee will wear suitable long-sleeved clothing; or,
 - c) If the tattoo is on the leg(s), the employee will wear authorized full-length, uniform or business-attire pants; or,
 - d) Cover the surface of the tattoo, etc. with a skin-tone bandage/patch not to exceed four (4) by six (6) inches. (No more than one bandage/patch may be worn on an individual's arm or leg.); or,
 - e) Wear a cover-up sleeve (e.g., TatJacket) that will completely conceal and cover the tattoo, etc. The sleeve should be of a color as close to the employee's skin tone as possible; or,
 - f) Makeup products designed to cover tattoos may be worn as an option. The makeup must blend with the employee's skin tone and completely conceal the tattoo; or,
 - g) Have the tattoo or brand removed at the employee's expense.

V. Non-Uniform Apparel While On Duty

- A. Employees of the City of Little Rock must present a professional appearance to effectively relate to all segments of the populations they serve. The Chief of Police will establish appearance regulations which shall apply to all personnel.
 - 1. All male and female employees shall wear conservative, moderate, business-like attire. The attire shall be clean and well-maintained. Button-up dress shirts, blouses, dress tops, and business-style sweaters are permissible year-round.
 - 2. Detectives and officers assigned to units or training courses, where plain clothes are authorized, may wear "polo" style shirts in the performance of their duties between the dates of ~~April~~ March 1 through September 30. The following limitations will apply:
 - a. Any shirt worn by LRPD personnel not considered a uniform shirt, "polo" style or otherwise, will not have any team logos.

4. All uniforms worn by Department personnel shall present a clean and professional appearance. The Standard Duty Uniform, Class "A" Uniform, and BDU uniforms will be pressed or laundered to present a pressed appearance at all times when worn.
- B. No substitutions for uniform equipment shall be allowed unless specifically approved by the Chief of Police.

VII. Uniform Items for Employees

- A. Accessories for personnel below the rank of Sergeant shall be silver in color and accessories for supervisory personnel shall be gold in color.
- B. All uniforms and equipment referenced in this Order are issued by the Department unless otherwise specified.
- C. Uniform Ball Cap
 1. Officers/Supervisors are authorized to purchase a baseball style cap to be worn with the standard duty uniform. The following are the standards for this optional headgear:
 - a) Each cap shall have "LRPD" in one inch "Helvetica" block letters embroidered on the front. Officers/detectives will have silver lettering and supervisors shall have gold lettering.
 - b) The only authorized caps are Blauer model numbers 197 or 198 in "Midnight Dark Navy" color.
 - c) Wearing of the uniform ball cap is permitted only during inclement weather, rain or excessive heat (90°F +).
- D. Toboggan-Style Winter Hat
 1. Officers may don the toboggan-style winter hat under the same guidelines as above but only during cold weather months.
 - a) The only approved winter hats are the Blauer models number 160 and 125, in "Dark Navy." On model 160, "LRPD" must be stitched on the front of the hat in three-fourth (3/4) inch, "Helvetica" font in either silver for officers or gold for supervisors. On model 125, "LRPD" must be stitched on the front of the hat in one (1) inch "Helvetica" font in either silver for officers or gold for supervisors.
- E. Uniform Cap
 1. The uniform cap shall be worn level on the head when viewed from the front or the back and the front tip of the bill shall be level with the top of the eyebrows when viewed from the side.
 2. The uniform cap will only be worn with the Class "A" uniform or directed by a supervisor.

F. Ties

1. Ties shall be worn as part of the Class "A" dress uniform.
2. Tie clasps shall not be worn on the uniform tie.

G. T-Shirts

1. A white or black T-shirt will be worn with the duty uniform.
2. A "midnight blue" mock turtleneck or dickey mock turtleneck may be purchased by officers at their own expense. These may be worn during cold weather with long-sleeved uniform shirts only. These turtlenecks should be plain, with no embroidery.

H. Shirts

1. All buttons, except the collar button, shall be buttoned at all times on the standard duty uniform and BDU uniform.
2. Sleeves shall not be rolled up or turned under on the long-sleeved uniform shirt.
3. Uniform shirts with zippers shall be zipped at all times.
4. Field Training Officers (FTO) shall wear FTO insignia on each sleeve.
5. Sergeants shall wear the cloth chevrons on each sleeve.
6. The Department issues both Blauer polyester uniform shirts and Blauer FlexRS uniform shirts. The model of uniform shirt and pants must match.

I. Trousers

1. Trousers shall be no shorter than two (2) inches above the top of the sole of the footwear at the heel and no longer than the top of the heel when standing erect.
2. Trousers shall not be pegged or flared.
3. The Department issues both Blauer polyester uniform pants and Blauer FlexRS uniform pants. The model of uniform shirt and pants must match.

J. Socks

1. Socks worn with low-cut shoes shall be black.
2. White socks may be worn for health reasons when supported by a physician's statement.

K. Shoes/Tactical Boots

1. Officers may choose to wear black smooth-grained leather boots or tactical boots/shoes. Shoes worn with the uniform must be black smooth-grained leather or similar synthetic material having an acceptable likeness to leather.
2. Shoes or tactical boots worn with the uniform must be all black.
3. They may be low-cut, high-cut, or high-top and must have black stitching and black leather or synthetic soles.
4. The heel, measured from the top of the sole to the bottom of the heel, shall not exceed one and one-half (1 1/2) inches in height.
5. Shoes shall be plain-toed. (Loafers, wing tips, tennis shoes or shoes with ornamental designs, buckles or straps are not acceptable.)

L. Boots

1. Motorcycle officers may wear black boots of a style and design approved by the Chief of Police.
2. Wellington-type boots that are black and of smooth-grained leather or similar synthetic material having a likeness to leather may be worn by uniformed personnel.
3. The heels, measured from the top of the sole to the bottom of the heel, shall be a maximum of one and five-eighth (1 5/8) inches.
4. The toe style shall be either the round or medium-round style and all stitching shall be black.
5. Trousers cuffs must be worn outside the boot tops and there shall not be any ornamental straps, stitching or buckles on the boot.

M. Helmets

1. Officers assigned to ride Departmental motorcycles shall wear protective helmets approved by the Chief of Police.
2. Officers riding motorcycles off duty while wearing the police uniform shall be required to wear a white protective helmet similar to those issued by the Department.

N. Jackets

1. All personnel shall wear the LRPD shoulder patch on both shoulders.
2. The rank patch shall be worn on both shoulders.
3. The badge shall be worn over the left breast.

4. Field Training Officers (FTO) shall wear FTO insignia on each sleeve.
5. Sergeants shall wear the cloth chevrons on each sleeve.
6. Lieutenants and above shall wear their rank insignia on each shoulder.

O. Rain Gear

1. Uniform personnel shall wear only the rain gear issued by the Department.
2. The cap cover and coat shall be worn at all times when conditions necessitate.
3. The cape and leggings are optional; each officer shall be responsible for all parts of the rain gear issued to them.
4. Rain gear shall be stored and carried in the issued carrying bag. (Rain gear shall not be stored until it has dried.)

P. Leather/STX Goods - The following leather/STX goods shall be worn and are the only items authorized to be worn with the Police Uniform.

1. One (1) Safariland Sam Browne style outer belt, finished in a basket weave pattern, and a rectangular metal buckle or Velcro fastener.
2. The following is the only holster approved for the Glock 45: Safariland model 7360 Level III Retention, in a black, basket weave finish.
3. One (1) or two (2) open-style handcuff cases or the closed cover case with snap or Velcro closure, basket weave design. Officers may, at their own expense, carry a second set of handcuffs and a second handcuff case, but both sets of handcuffs must be stored in a case. Wearing handcuffs without a case will not be allowed.
4. Belt keepers, basket weave design.
5. One (1) Safariland model 77 or 79, .40 caliber/9 mm double pistol magazine carrier, basket weave design.
6. One (1) Safariland model STX OC holder, black, basket weave.
7. One (1) Monadnock swivel, basket weave, baton holder or black, basket weave holder for ASP.
8. "Mini-mag" flashlight holder. Basket weave design.
9. One (1) radio holder, Safariland model 763, black, basket weave or radio holder issued by the Department that comes with the issued portable radio.
10. Key rings, knives, and similar items shall not be worn attached to the Sam Browne belt.

11. Leatherman all-purpose tools may be worn on the duty belt in a basket weave case purchased at the officer's expense.
 12. Department-issued Electronic Control Device (Taser), with issued holster.
 13. Tourniquet holder, black hard-plastic or leather
- Q. The wearing of leather gloves with the uniform is acceptable during cold inclement weather with the long-sleeved uniform shirt only. Officers may wear departmentally approved gloves for officer safety purposes with the short-sleeved uniform shirt. These options consist of the following and may be purchased at officer's own expense:
1. Street Guard SGK 100: 9oz, 100% Kevlar interlock liner with a neoprene and nylon spandex top, which provides cut resistance material, and limited liquid protection.
 2. Vinyl or latex protective gloves used for protection against biohazard materials.
- R. Tactical Radio Lapel Microphone
1. Personnel may purchase a tactical radio lapel microphone and ear piece to wear with the Departmental-issued radio.
- S. Wristbands by Plainclothes Officers to Reduce Blue-on-Blue Shooting/Incidents
1. The Training Division will issue a reflective neon yellow LRPD wristband to all officers in an effort to assist identification of a sworn law enforcement officer(s) in plain clothes and to help prevent blue-on-blue shootings involving plainclothes officers while on duty or off duty. The departmentally issued wristbands shall be used at the scene of an incident to assist in the identification of plainclothes officers by other responding officers or civilians. Plainclothes officers involved in a situation where officer identification is likely to be difficult and where its use will not compromise a covert operation will place the wristband on their dominant gun hand as soon as possible after an incident. When responding to a crime scene or an incident in which the possibility of danger exists, plainclothes officers, either on duty or off duty, shall affix their reflective LRPD wristband to their shooting wrist prior to arrival if practical.
 2. In circumstances where a uniformed officer confronts a plainclothes/undercover officer, the challenged plainclothes/undercover officer shall comply with the commands of the challenging officer and identify themselves at the first safe opportunity. If the plainclothes/undercover officer has a weapon, they shall not make any movements, unless instructed to do so by the uniformed officer. If requested by the uniformed officer, or plainclothes officer whose identity has been established or is otherwise known, the challenged plainclothes officer shall show their credentials to the challenging officer, allowing the challenging officer to make a positive identification of the plainclothes officer.
 3. As an officer safety issue, officers will not wear the wristband in a visible manner on their person unless they are responding or actually involved in an event while in plain clothes. Officers in an on-duty plainclothes assignment will have the bracelet on their

person or readily available. Officers off duty shall ensure they make every effort to have access to the wristband when they are armed in plain clothes.

VIII. Uniform Accessories

- A. Uniform accessories for personnel below the rank of Sergeant shall be silver in color and accessory items for supervisory personnel shall be gold in color.
- B. The following accessory items shall be worn on the uniform:
 - 1. Badges
 - a) Only badges issued by the Department shall be worn by uniform personnel.
 - b) Department-issued cloth badges will be worn on the nylon work jacket.
 - 2. Rank Insignia
 - a) Sergeants shall wear the cloth chevrons on each sleeve of all shirts and jackets.
 - b) Lieutenants and above shall wear their rank insignia on the collar of all shirts.
 - 3. Collar Brass
 - a) Collar brass shall consist of the letters LRPD and shall be worn on each side of the collar on shirts by patrol officers and sergeants while wearing the Class "A" and Class "B" uniform only.
 - b) The collar brass on standard duty and Class "A" uniform shirts shall be positioned one (1) inch back from the front edge of the collar, centered and parallel with the top edge of the collar.
 - c) Collar brass shall not be worn with the outer vest carrier.
 - 4. Sleeve Patches
 - a) The Little Rock Police Department patch shall be worn below the seam of both shoulders of the nylon work jacket and all shirts.
 - (1) The Department/City patch should continue to be worn on both sleeves and should remain the same basic design with one of three categories of employee type displayed below the seal:
 - (a) "Police" - For sworn personnel;
 - (b) "Support" - For civilian personnel.

- (2) All patches proposed for use should be submitted through the chain of command and approved by the Office of the Chief of Police prior to use.
 - b) A service star for each five years of service and/or a bar for each single year of service may be worn on the lower left sleeve of the jackets and the long-sleeved uniform shirt.
5. Name Plates
 - a) Nameplates or nametags shall be worn by all uniformed personnel.
 - b) Nameplates shall be worn centered over the right pocket of all shirts.
 - c) Officers using Ballistic Vest Carriers will wear a Velcro nameplate.
6. Unit Insignia
 - a) Unit insignia (e.g., Motorcycle Unit insignias, SWAT operator insignias, etc.) shall be worn one-half (1/2) inch above the nameplate or one-half (1/2) inch above Department-authorized awards and commendations if worn on the uniform shirt.
7. Ballistic Vests (Body Armor)
 - a) Body armor will be issued by the Department.
 - b) All uniformed officers will be required to wear their soft body armor at all times while assigned to field enforcement duties, except those officers specifically excluded by the Office of the Chief of Police.
 - c) All officers assigned to non-uniformed positions will be required to wear their soft body armor when engaged in pre-planned high-risk situations, during unusual occurrences, special tactical situations, or at the direction of a supervisor. Officers and supervisors assigned to non-uniform positions will have body armor available to don during duty hours.
 - d) Officers are responsible for maintaining their body armor in good condition. Damage, loss, or theft will be reported to a supervisor.
 - e) Supervisors will make random inspections to ensure compliance with this General Order.
8. Reflective Vests
 - a) Personnel who routinely perform uniformed traffic duties shall be issued reflective vests.

- b) The reflective vest and whistle will be worn whenever an employee is assigned a traffic control function or exposed to a traffic hazard (e.g., traffic accident scene, low visibility situation, etc.).
- c) The reflective vest shall be worn at all times after dark, when performing a traffic related task on or off duty.

IX. Special Use Items

- A. Items issued by the Department to officers in specialized police positions (e.g., Tactical Response Unit, Canine Unit, Training, etc.) are designated as special use items.
- B. Specifications for these items shall be defined by the Division Commander with final approval from the Office of the Chief of Police.
- C. Nylon duty gear issued by the Department may be worn only by officers in specialized police positions (SWAT, SID, Training, K-9, Bicycle and walk-beat officers) and only while wearing a specialized uniform, (BDU, camo clothing, etc.) authorized by the Office of the Chief of Police.
- D. Nylon face masks may be worn only by bicycle officers during inclement weather, and only while riding their bicycle with helmet.
- E. Special use items are authorized during times of special circumstances only and are not to be worn in lieu of the departmental uniform.
 - 1. Training Division personnel may wear special use items on the firing range, driving range and in field training situations.
 - 2. In tactical or training situations authorized units may wear special use items. As soon as practical at the conclusion of the tactical or training situation these officers will change to their normal duty uniform, if returning to regular duty. The use of the tactical holsters will be restricted to tactical and training situations only. At the conclusion of the tactical or training situation, the tactical holster will be replaced with approved regular nylon duty gear or leather gear.
 - 3. When an officer receives a forthwith order from any court, they will respond to the order in the uniform in which they are wearing.

X. Wearing of Departmental Awards

- A. Members of the Department who have been awarded the following commendation(s) are authorized to wear the ribbon bar(s) on the uniform shirt only. The ribbon bar(s) shall be worn centered over the right pocket, one-half (1/2) inch above the nameplate. The bottom of the nameplate shall be even with the top pocket seam. Commendation bars may be worn as part of the Class "A" or Class "B" uniform.
- B. The order of precedence of Department Awards (listed below) will be worn in descending order, from top to bottom, and from wearers left to right. A maximum of three awards will be worn on each row. A single award will be worn centered over the nameplate. The American flag bar shall always be worn solo or shall occupy the position closest to the heart on the top row of the commendation bars.

1. American Flag
 2. Medal of Valor
 3. Medal of Merit
 4. Police Shield Award
 5. Police Commendation Award
 6. Lifesaving Award
 7. Military Service Commendation Award
 8. Officer of the Year Award
 9. Noel Don McGuire Award
 10. Officer of the Month Award
 11. Community Service Award
 12. FBI/National Academy
 13. Southern Police Institute
 14. Senior Management Institute for Police (SMIP)
 15. Chief Lawrence Johnson Leadership Award
 16. Marksmanship Award
 17. Police Youth Live-In Award
 18. COVID-19 Award
 19. CIT Certification Award
- C. Should an employee receive the same award more than once, only one (1) ribbon bar for that level of award will be worn. The ribbon bar issued for subsequent awards will denote the number of times the employee has received the award.
- D. Employees are permitted to wear the ribbon bar(s) from the date issued until the date of termination of active police service.

XI. Uniform Issue Procedure

- A. Any employee in need of a uniform replacement item shall report to the Training Division Quartermaster and bring the item to be replaced.

- B. All clothing will be clean prior to being returned to the Training Division. (No replacement will be made prior to the requested item being returned as described.)
- C. The Training Division Quartermaster will order the replacement item and notify the employee when the item(s) are available for pickup. The Quartermaster will stock a limited amount of clothing items to be issued in emergencies on a case-by-case basis.

