



## OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

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**TOPIC:** UNIFORMS AND APPEARANCE  
**EFFECTIVE DATE:** 03/31/2023  
**SUPERCEDES:** 03/28/2023

**SIGNATURE:** /s/ Frank Donchez /s/ Eric Houston  
Chief of Police Bureau Commander

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### **I. PURPOSE**

The Department has established the following uniform, dress, and grooming standards to ensure each Member's appearance instills confidence, professionalism, and respect.

## II. POLICY

The image which Police personnel present to the public has a direct effect on the effectiveness of the delivery of law enforcement services. Written guidelines governing the wearing of official uniforms and civilian attire while on duty are essential to a disciplined and efficient police department. Uniforms, leather goods, and accessories should convey uniformity. Unless otherwise required by duty, Members will present a neat, clean, well-groomed appearance while on duty.

Uniformed and non-uniformed Members will have a designated duty uniform which will be worn on duty as described in this directive. The duty uniform for Members in the field may be altered by the Watch Commander for his/her shift only, based on weather extremes. Division Commanders, Bureau Commanders, and the Chief of Police may also alter the duty uniform for special occasions, situations, or assignments.

Department supervisors and Members' chain of command are responsible for enforcement of this directive; however, the Chief of Police is the final authority for all interpretations and decisions related to uniforms, grooming standards, and the dress code.

## III. DEFINITIONS

Business Casual - As defined in [COP 242, Dress Code Policy](#). In addition, Non-commissioned female Members may wear Capri-style pants.

Civilian Uniform - Issued to Non-commissioned Members in certain assignments as approved by the Chief of Police.

Class A Uniform - Issued to all Commissioned Members and intended to be used for formal occasions at the direction of the Chief of Police. This is considered the "dress uniform."

Class B Uniform - Issued to all Commissioned Members and intended to be used for Members in a uniformed assignment attending a formal meeting or occasion, as directed by a supervisor.

Class C Uniform - Issued to all Commissioned Members and is intended to be worn by those Members serving in a uniformed assignment. (Commonly referred to as the "uniform of the day").

Collar Insignia - Indicates rank (or FTO assignment) placed on the collar for all Commissioned Members and certain uniformed Non-commissioned Members.

Command Staff - Commissioned Members of the rank of Captain, Major, Lieutenant Colonel (Deputy Chief), or Colonel (Chief).

Commendation Ribbons - Issued to Members for certain assignments, commendations, and achievements, as determined by the Chief of Police.

Department Training Uniform - Issued to Commissioned Members and is intended to be used for training assignments.

Outer Vest Carrier - Used as an alternative to the concealable body armor panels issued to Commissioned Members.

Professional Business Attire - As defined in [COP 242, Dress Code Policy](#).

Service Devices - Issued to Members for certain certifications, qualifications, or command schools, as determined by the Chief of Police.

Service Stars - Issued to Members to recognize years of service in Commissioned positions.

Special Duty Uniform - Issued to Members in certain specialty units intended to be used for selected assignments or positions.

## **IV. PROCEDURE**

### **A. GENERAL REQUIREMENTS**

Uniforms and other issued equipment may periodically change due to changes with manufacturers, vendors, and occasionally Department requirements for a variety of different reasons. The make, model, and manufacturer of various pieces of equipment may not be specified in this written directive, however; any Department issued equipment has been vetted by Department staff, and approved by the Chief of Police.

- When in uniform, Members will not wear unauthorized equipment or unauthorized accessories including but not limited to patches, insignia, pins, or jewelry.
- If the Chief of Police and City Manager determines it is appropriate, the Chief of Police can authorize a temporary, voluntary uniform/dress code modification, for a specified time period, which coincides with City-wide recognition of issues and/or National Awareness or Heritage months.
- Uniforms will not be mixed with civilian outer clothing (on or off duty), except when required for recognition purposes worn by plainclothes Members during raids or emergencies.
- Uniforms will not be worn while conducting personal business off-duty.
- Uniforms will not be worn off-duty, except when traveling to and from work, when working an approved off-duty job, or at authorized assignments and ceremonies.
- Uniforms will be free from excessive wear and be clean and well-pressed when reporting for duty.
- Members will request replacement when uniforms show excessive wear or damage using the [Issue and Replacement](#) section within this policy.
- No changes or alterations will be made to the uniforms, cloth patches, badges, or Department emblems affixed by the manufacturer, except as necessary and approved for proper fit.

- Members will reasonably ensure all uniform pockets are buttoned or zipped shut, not left hanging open, are not overly bulky, or have items such as gloves sticking out.
- Issued stick-resistant gloves may be used during searches. Members are prohibited from wearing sap gloves, batters gloves, fingerless gloves, mittens, or gloves adorned with metal.
- If it is determined a Member is dressed inappropriately, he/she may be asked to leave work to change clothing. Time away from work for this purpose will be in the form of approved or unpaid leave.
- Department training and meetings are on-duty assignments, and unless specifically waived by a supervisor or Training Unit Member, Members will wear the approved uniform or business casual attire consistent with this policy and the training assignment.
- Commissioned Members in plainclothes assignments and Command Staff are issued a lightweight identification jacket, intended to be used in circumstances when police identification is needed when wearing plain clothes.
- Bowie or straight-styled knives are prohibited from being worn.

## B. CLASS A UNIFORM

### Officer and Sergeant Class A Uniform

- Long-sleeve with closed collar and a tie and tie bar (silver for officer, gold for sergeant and command staff)
- Navy blue pants
- Hat with badge (required when outdoors)
  - Black chin strap for officer
  - Gold chin strap for sergeant
- Badge above Member's left breast pocket
- Collar insignia
- Commendation ribbons starting with the bottom row edge flush above the top edge of the Member's right breast pocket.
- Name tag with bottom edge ¼" above the commendation ribbons
- Service stars starting ¼" above the commendation ribbons.
- Service devices starting ¼" above the service stars.
- CIT pin (required if applicable) ¼" above the service devices
- Duty belt with leather gear
- White gloves (if issued)
- Undershirts should not be visible with this uniform.

### Command Staff Class A Uniform

- Long-sleeve white shirt with black tie & gold tie bar
  - Small size collar insignia
- Navy pants with gold stripe
- 8-point uniform hat with badge (required when outdoors)
  - Captain with gold chin strap
  - Major, Lt. Col, & Chief with gold leaf embellishments on visor

- Navy dress jacket (optional while traveling in a car or within a police building before or after an event.)
- Badge above Member's left breast pocket
- Gold "PD" on both front jacket flaps
  - Large size collar insignia on shoulder epaulets, one inch from the outer seam
- Commendation ribbons starting with the bottom row edge flush above the top edge of the Member's right breast pocket.
- Name tag with bottom edge 1/4" above the commendation ribbons
- Service stars starting 1/4" above the commendation ribbons.
- Service devices starting 1/4" above the service stars.
- CIT pin (if applicable) 1/4" above the service devices
- Gold sleeve stripe(s)
  - One stripe for Captain
  - Two stripes for Major
  - Three stripes for Lieutenant Colonel
  - Four stripes for Chief
- Undershirts, if worn, must be white and not visible.
- Shoulder strap with a duty belt and leather gear (holster, handcuff case, magazine pouch)

#### C. CLASS B UNIFORM

Navy blue shirt and pants.

- Long-sleeve with closed collar and a tie and tie bar (silver for officer, gold for sergeant and command staff)
- All other uniform components and alignment same as the Class C uniform.

#### D. CLASS C UNIFORM

Navy blue shirt with the following options:

- Long-sleeve with closed collar with a tie and tie bar (silver for officer, gold for sergeant and above).
- Long-sleeve with an open collar and a mock turtleneck
- Long-sleeve with open collar
- Short-sleeve with open collar

Navy blue slacks

- Slacks worn by officers and sergeants have utility side pockets
- Slacks worn by command staff do not have utility side pockets

Components

- Badge above the Member's left breast pocket
- Collar insignia
- Name tag with the bottom edge flush with the top edge of the right breast pocket
- Service stars, starting 1/4" above the name tag
- Service devices, no more than two, starting 1/4" above the service stars

- CIT pin (required if applicable), ¼” above any service device(s).

Duty belt with leather gear (issued)

Undershirts will be black or white, and will not show below the uniform shirt sleeves.

Optional uniform hat with badge.

#### E. SPECIAL DUTY UNIFORMS

Members may wear the appropriate Special Duty uniform only upon assignment to special teams/units, and only on days when carrying out those special duties or as approved by a captain or higher rank. The Chief of Police must approve Special Duty uniform components. Unless specified otherwise, undershirts, if worn, must be white or black, and not show below the uniform shirt sleeve.

##### Motorcycle Operator

- Navy blue shirt using the same components positioned the same as the Class C uniform shirt
- Black high-leather boots
- Dark navy breaches
- Helmet
- Duty belt with leather gear
- Riding gloves
- Optional rain gear
- Optional riding chaps
- Optional leather jacket

##### Commercial Vehicle Inspector

- Navy blue short-sleeve or long-sleeve shirt with OPPD badge patch
- CVSA patch above the name strip above the Member’s right pocket
- Cloth name strip
- Cloth Collar Insignia
- Optional baseball cap
- Duty belt with leather gear
- Optional navy coveralls

##### Emergency Services and CNT Members

- Green tactical pants
- Black polo shirt or t-shirt with OPPD badge patch
- Optional sweatshirt and/or jacket
- Optional baseball cap
- Duty belt with leather gear (see Duty Gear Section)
- CNT members may wear the optional plainclothes carry holster

##### Bike Patrol Officer

- Bicycle shorts

- Bicycle short sleeve shirt with name strip, badge patch, and patch on the left shoulder
- Cloth collar insignia
- Bicycle helmet
- Web duty belt with web gear

#### Crime Lab Detective

- Navy cargo pants
- Navy polo with embroidered name and badge
- Optional baseball cap
- Duty belt with leather gear (see Duty Gear Section) or optional plainclothes carry holster

#### OPCAT Officer/Sergeant

- Brown cargo pants
- Navy polo with an embroidered name, embroidered CIT logo, embroidered badge, and embroidered OPCAT logo on Member's right sleeve.
- Web duty belt with web gear leather gear
- Concealable body armor (outer vest carriers are not allowed)

#### K9 Unit Officer

- Navy blue long or short-sleeve shirt with badge patch and patch on the left shoulder, name patch, and K9 unit patch on the right shoulder
- Navy blue pants
- Web duty belt with web gear
- Optional baseball cap

#### Firearms Instructor

- Issued red polo shirt or issued red t-shirt
- Optionally issued sweatshirt
- Issued pants
- Red OPPD Firearms Instructor baseball cap

#### Training Unit Member (Full-time Academy Instructor)

- Uniform is issued by the Police Academy

#### Training Unit Member (Full-time Instructors)

- Issued black polo shirt
- Issued tan cargo pants

#### Training Unit Member (Academy Recruit)

- Attire will be specified by Academy Staff

#### Honor Guard

- High-collar navy jacket with silver piping
- Silver shoulder braid on left side
- Navy pants with silver stripe
- Hat with color-seal badge

- Shoulder strap with a duty belt and leather gear (holster, handcuff case, magazine pouch)
- Jacket will have a color-seal badge, name tag, and service star(s)
  - Officer badge, name tag, and service star(s) will be silver
  - Sergeant badge, name tag, and service star(s) will be gold
- Commendation ribbons, collar insignia, and service devices will NOT be worn
- White gloves will be worn while on a detail

#### F. DEPARTMENT TRAINING UNIFORM

Commissioned Members will be issued one short-sleeve and one long-sleeve black polo shirt with a gold embroidered Overland Park logo. These shirts may be worn when business casual attire is appropriate, and when worn, with pants and acceptable footwear under [COP 242, Dress Code Policy](#). Additionally, they may be worn by Commissioned Members in a plainclothes assignment. They may not be worn while off-duty unless traveling to/from an on-duty assignment.

#### G. NON-COMMISSIONED UNIFORM

##### Records Unit/Dispatch Section

- Issued gray cargo pants
- Issued navy polo
- Issued black fleece jacket
- Business casual may be worn at the direction of the Division Commander.

##### Property Unit

- Navy or gray cargo pants
- Issued navy polo
- Optional coveralls with accreditation patch
- Business casual may be worn at the direction of the Division Commander

##### Motorist Assist Unit

- Navy pants
- Tan uniform shirt (long or short sleeve)
- “PD” collar insignia
- Motorist Assist badge
- Optional baseball cap
- Undershirts, if worn, must be black or white and not show below the bottom of the sleeves.

##### Animal Control Unit

- Navy pants
- Gray uniform shirt (long or short sleeve)
- Animal Control Officer badge above the Member’s left breast pocket
- “PD” collar insignia
- Name tag with the bottom edge flush with the top edge of the Member’s right breast pocket



- Service stars starting ¼” above the name tag
- CIT pin (if applicable) ¼” above the service star(s).
- Black baseball cap (optional)
- Black gloves (optional)
- Undershirts, if worn, must be black or white and not show below the bottom of the sleeves.

#### Fleet Unit

- Issued gray cargo pants and issued navy polo
- In lieu of issued pants and shirts, business casual attire may be worn
- Fleet Techs may wear casual attire, including jeans, at the discretion of the Fleet Supervisor.

#### Chaplains

- Issued gray cargo pants and issued navy polo
- Issued black fleece jacket (worn at Member’s discretion)
- Issued screen-printed windbreaker may be worn for identification
- In lieu of issued pants and shirts, Business Casual attire may be worn
- “Chaplain” badge and lanyard

#### Cadets

- Issued gray short-sleeve polo shirt with a metal name tag on the right side.
- Issued black jacket (worn at Member’s discretion)
- Issued black pants
- Issued black belt
- Undershirts, if worn, must be black or white and not show below the bottom of the sleeves
- Issued concealable soft body armor when working in the field (outer carrier vests are NOT allowed).

### H. HAIR, FACIAL HAIR, GROOMING, AND HYGIENE

Member’s hair will be worn in a conservative, professional, and unobtrusive style away from the face; not radical or extreme in style or color; and be neat, clean, and worn in a manner that does not interfere with vision or police headgear.

- Male Members will ensure their hair is not:
  - Touching the top of the uniform shirt collar
  - Excessive, ragged, or unkempt in appearance
  - Displaying initials or designs in their hair
  - Showing under the front brim of the uniform hat.
- Female Members will ensure their hair:
  - Does not contain decorative hair accessories
  - Is neatly secured to the head above the collar when a uniform hat is worn.
  - Female officers may wear their hair at a length of their choice; however, those that choose longer hair must understand some dangers do exist including being grabbed by the hair or having vision blocked

by blown or falling hair. Shoulder-length or longer hair will be pulled back in a "ponytail" or pinned up while in uniform.

#### Facial Hair

- Mustaches will be neatly trimmed and will not extend lower than the corners of the mouth. Mustaches will not be radical or extreme in appearance.
- Sideburns must be natural in width at the top and not be wider or flared at the bottom. They must be neatly trimmed and have a neat horizontal base and will not be radical or extreme nor extend below the bottom of the ear opening.
- Beards and goatees are permitted for Police Officers, Animal Control Officers, Motorist Assist Officers, and any other positions designated by the Chief of Police. Beards will not be more than ¼" in length, be well kept, and neatly trimmed, not extending into the neck area. Goatees and mustaches are permitted however, mustaches alone will not extend past the corners of the mouth. They will be neatly trimmed and will not be extreme in appearance. The Chief or designee will be the arbiter of any beard disputes.

#### Grooming, Cosmetics, and Hygiene

- Female Members will be conservative in the application of all cosmetic products. Lipstick, fingernail lengths, and fingernail polish will be conservative, in good taste, professional in appearance, and complement the police uniform.
- Male Members will keep fingernails clipped, clean, and free from colored polish.
- All Members will maintain their personal hygiene to avoid offensive odors from perfumes, colognes, or body odor in order to promote overall cleanliness.

### I. JEWELRY AND ACCESSORIES

Members will not wear items that detract from their uniform or professional appearance while on duty or off-duty in uniform. Restrictions on jewelry and accessories may be imposed at any time to address safety or professional appearance concerns. Members will only deviate from this procedure when authorized by the Chief of Police or a Bureau Commander.

Necklaces and bracelets, such as medical alert which are unobtrusive and have no sharp or dangerous edges as determined by the Member's Division Commander, may be worn.

Both Commissioned and Non-commissioned, female personnel, while in uniform, will be allowed to wear up to two (2) post-style earrings per ear not extending past their earlobe.

Aside from female Members being allowed to wear earrings in their ears, all other Member's visible body piercings will be left unadorned while on duty.

Members will ensure eyeglasses or sunglasses are conservatively styled. Mirrored lenses are prohibited.

J. OPTIONAL FOUL-WEATHER & COLD WEATHER ACCESSORIES

Issued jackets and raincoats may be worn at each Member's discretion and comfort level and inclement weather. Issued black knit hats may be worn at the Member's discretion and comfort level during winter months. In lieu of the Department issued hat, Members may furnish and wear a plain, black, no-logo head warmer band generally made of fleece/spandex/similar type materials, which partially cover the head and ears.

Although not issued, uniformed Members may wear neck gaiters/scarves and gloves during cold weather. These accessories must be black in color, will not detract from uniform appearance, and only be worn with the Department issued jacket or long sleeve shirt. The use of solid black, no-logo ski masks during extremely cold weather requires supervisory approval.

Dispatchers may wear the issued jacket or an appropriate sweatshirt, but it must be dark-colored and conservative in style. The Police Dispatch Manager will determine the appropriateness of the non-issued sweatshirt.

K. DUTY GEAR

Duty gear must be clean, polished, and in good condition. No unauthorized equipment or accessories will be allowed. Commissioned Members in uniform, while on duty, or in uniform while off-duty will wear the following issued duty gear items. (Members wearing outer carrier vests, see [Section Q, Outer Vest Carriers](#) for additional duty gear requirements):

- Under belt, duty belt, and at least two belt keepers.
- Sidearm with weapon-mounted light and holster; holster must be placed on the Member's "gun-hand" side.
- Magazine(s) and pouch (optional 1, 2, or 3 magazines).
- OC spray (small or large size).
- Radio, optional shoulder mic, and holster (optional leather, metal, or plastic holster).
- Handcuffs and case.

Although not issued, Members may wear an additional single handcuff case, a strap-style handcuff holder, or a double handcuff case. The additional handcuffs and case/holders will be the same style, same color, and function the same as the issued equipment. No more than two handcuffs may be worn while on duty, or off duty while in uniform. Handcuffs will NOT be carried by a belt keeper.

Officers who have been trained, qualified, and issued a Conducted Energy Weapon (CEW) and holster, must wear it on his/her support side, or otherwise in a cross-draw manner.

Latex glove pouch (if not worn on the duty belt gloves must be carried in a pocket).

Expandable baton and scabbard holder (if not worn on the duty belt it must be readily available in their vehicle).

Flashlight ring (optional).

Key holder (optional).

Tourniquet & holder (optional).

The following items are optional, but not issued equipment. If worn, the holsters or equipment must be the same style, color, and function as the issued equipment.

- Large flashlight using the issued ring
- Small flashlight with holster

Command Staff Members wearing a uniform but not assigned to field operations may choose to wear only a holster and sidearm in conjunction with an issued belt.

Commissioned Members assigned to an on-duty plainclothes assignment will be issued the following items:

- Badge carrier with neck lanyard
- Plainclothes carry holster attachment for weapon-mounted light
- Plainclothes carry holster without weapon-mounted light
- Small OC spray and holder
- Handcuff case with handcuffs
- Extra magazine carrier

They must wear, at a minimum, the following duty gear items:

- Holster for sidearm
- Badge and carrier with neck lanyard, when the sidearm is exposed outside of a police building.
- Handcuffs, when outside of a police building (optional for Command Staff not assigned to field operations).
- May wear issued clothing designed to identify themselves as police officers such as a raid vest, police cap, lightweight jacket, or traffic vest.

Non-commissioned Members of the Animal Control and Motorist Assist Unit may wear issued duty belts and equipment approved by a Division Commander.

Members may carry a pager and/or cell phone on their duty belts. Members are strongly discouraged from using any personally-owned pager or cell phone while on duty for work-related matters. Doing so may make the Member's pager or phone, and pager or phone records subject to discovery in criminal or civil matters. Pagers and cell phones may not be carried clipped to any other part of the uniform.

L. NON-COMMISSIONED MEMBERS NOT IN UNIFORM AND/OR COMMISSIONED MEMBERS IN ALTERNATIVE DUTY STATUS/PLAIN CLOTHES/ OR TRAINING ASSIGNMENT

Business casual attire is appropriate for these positions. Members should reference [SOP 2080, Court Appearances, and Subpoenas](#) for certain additional uniform/attire requirements.

Members in an undercover, surveillance, or other similar assignment or temporary detail, are exempt from the clothing, hair, and grooming standards, as designated and approved by a Division Commander.

Officers and sergeants in a non-temporary plainclothes assignment within the Services Bureau, who are not issued a Special Duty Uniform for daily wear, (e.g. Training Unit) will be given a clothing allowance as coordinated through the Personnel Section Commander.

#### M. FOOTWEAR

Except for Honor Guard members, Command Staff Class A uniforms, and Motorcycle Operators, the Department does not issue footwear.

Members will ensure their footwear is neat, clean, and not worn beyond serviceability. Commissioned Members wearing a Class A uniform will wear black socks if visible and black polished or patent leather finish footwear, free of taps or cleats, free of fancy or unusual stitching and design. Lace-up shoes with plain-round toes and heels, or lace-up boots with plain-round toes and heels.

Commissioned Members wearing a Class B or Class C uniform, and Non-commissioned Members wearing a uniform will wear black socks if visible and black footwear, free of taps or cleats, free of fancy or unusual stitching and design that are either:

- Lace-up shoes
- Lace-up athletic shoes
- Lace-up “patrol-style” boots (constructed of leather, nylon, or leather/nylon combinations).

Special duty uniform footwear will remain similar or complement the color of the approved uniform (i.e. tan boots with tan pants).

Non-commissioned Members not in uniform, and Commissioned Members in an alternate duty assignment, a plainclothes assignment, or wearing plainclothes to a training assignment will wear footwear:

- As outlined in [COP 242, the Dress Code Policy](#)
- Of a style and color which complements attire being worn
- Not radical or extreme in design
- Is clean and/or polished based on the finish, and may not be scuffed, overly worn, or in need of repair.

Commissioned Members may not wear open-toed shoes or sandals, unless in a training class while wearing business casual attire. Commissioned female Members may wear conservative, high-heeled shoes in non-tactical settings such as court or certain training assignments if appropriate.

Non-uniformed assignments which have the potential to evolve into a tactical type situation, such as undercover/covert investigations require Members to wear appropriate shoes for their safety and comfort.

Supervisors will be responsible to ensure footwear is within Department guidelines. If questions arise as to the appropriateness of footwear, a captain should be consulted. If the Member wishes to contest the decision of the captain, the Member cannot wear the footwear in question until the captain of the Office of Professional Standards makes the decision.

N. COMMENDATION RIBBONS, SERVICE DEVICES, SERVICE STARS, & COLLAR INSIGNIA

Commendation ribbons, service devices, name tags, and service stars will be aligned in the following order from the bottom, starting flush along the top edge of the Member's right breast pocket, and repeating ¼" above each row:

- Commendation ribbons (Class A only)
- Name tag (above commendation ribbons)
- Service star(s) (above name tag)
- Service devices (above service star(s))

Service stars will be issued to Members in five-year increments of full-time, commissioned service with OPPD or in combination with another full-function law enforcement agency. After five stars, a second row centered ¼" above the first row will be started. Service stars will be worn on Class A, Class B, and Class C uniforms as well as on the Special Duty uniforms for Motorcycle Operators and Honor Unit Members.

Cloth commendation ribbons will be worn only on the Class A uniform. Ribbons will be designated by the Chair of the Recognition Committee and issued by the Inventory Control Clerk. The order of ribbons will be:

- Starting with the bottom row, from the viewer's left to right, are bureau ribbons in order of assignment.
- Following bureau ribbons are special skill ribbons, from the viewer's left to right and moving up, in order of attainment.
- Following special skill ribbons are service ribbons, in order of achievement.
- Following service ribbons are commendation ribbons, from viewer's left to right and moving up, ordered by precedence with the most notable ribbons on top.

No more than two service devices may be worn on Class B, Class C, and Special Duty uniforms for Motorcycle operators, starting ¼" above the previously used commendation ribbons and service stars. If two service devices are worn, they will be stacked on top of each other ¼" apart. There is no restriction on the number of service devices on the Class A uniform.

If worn, the order of service devices will be, starting from the bottom:

- Command school devices (FBI, SPI, SMIP, etc.)
- Current assignment service devices
- Past assignment service devices

Service devices are designated by the Chief of Police and will include but not be limited to SWAT officer, Diver, EOD technician, CIT trained officer, Veteran's CIT trained officer, and Motorcycle operator.

Members who have been CIT and/or Veteran CIT trained will wear the issued pin(s) ¼" above other service devices and will be in addition to the up-to-two, non-CIT service devices worn.

Commendation ribbons, service stars, and service devices will not be worn on outer carrier vests or outerwear such as jackets, rain jackets, etc. The exception is the flexible CIT pin worn on outer carrier vests.

Silver "PD" collar insignia will be worn on the collar of Class A, B, and C uniforms, Motorcycle operator Special Duty uniforms as well as ACOs, and Motorist Assist personnel.

Silver "FTO" collar insignia will be worn by active Field Training Officers as determined by the Field Training and Evaluation Program Captain for Commissioned Members, or the Parkway Division Specialty Section Commander for Animal Control Officers.

Collar insignia for sergeants and above are as follows:

- Sergeant: gold "PD"
- Captain: two gold parallel bars
- Major: gold oak leaf
- Lieutenant Colonel: silver oak leaf
- Chief: gold eagle

The "PD" and "FTO" collar insignia for short sleeves will be parallel to the lower collar edge, and long sleeves will be parallel to the upper collar edge. The captain collar insignia will be worn with the long side parallel to the lower collar edge and centered for both short and long sleeves.

The Major, Lieutenant Colonel, and Chief collar insignia will be worn centered in the corner of the collar. The stem in the oak leaf should be pointed towards the pointed edge of the collar.

#### O. BADGES, PATCHES, AND OPPD LOGOS

The Overland Park Police Department (OPPD) considers its badge, "OPPD," and the Department's logo as the exclusive property of the City of Overland Park. No Member will use or recreate these proprietary symbols for private use on items such as clothing, stationery, or business cards without the permission of the Chief of Police.

Commissioned Members will be issued a breast and hat badge. Certain uniformed Non-commissioned Members, as designated by the Chief of Police, will be issued a breast badge. Badges for officers will be silver, and badges for supervisors and above will be gold. Badges with a color Kansas State seal will be issued to all Command Staff Members, as well as officers and sergeants with at least 20 years of service.

Cloth mourning bands for metal badges and black mourning ribbons for cloth badges will be worn when a law enforcement officer dies in the line of duty from the Kansas City Metropolitan area, within the state of Kansas, or other locations approved by the Chief of Police. Mourning bands/ribbons will be worn until the end of the day of funeral services unless otherwise directed by the Chief of Police. Thin blue line cloth mourning bands are issued to the Honor Unit and may be worn on the Honor Guard uniform at the direction of an Honor Unit supervisor.

P. BODY ARMOR [41.3.5](#), [41.3.6](#)

The Department will issue protective ballistic vests to all Commissioned personnel and Cadets. Ballistic vests will be retired at the end of their service life based on manufacturer recommendations, and a new ballistic vest will be issued in its place. Commissioned personnel will be fitted for their ballistic vests by the vendor. Members will perform routine cleaning/maintenance/inspections on their issued ballistic vests per manufacturer instructions. Members that are not in a tactical type job i.e. Administration, Investigations, etc. will keep his/her ballistic vest readily available in case he/she becomes involved in a tactical type situation.

Uniformed officers working on or off-duty who are subject to tactical situations will wear their ballistic vests. This requirement may be temporarily waived by a Watch Commander or higher authority due to extreme temperature conditions or at any other time deemed appropriate.

Members involved in the execution of high-risk tactical duties such as a warrant execution, drug raid, arrest warrant service, etc., are required to wear their ballistic vest, regardless of weather conditions. Supervisors involved in these types of situations will ensure each Member is wearing his/her ballistic vest.

Q. OUTER VEST CARRIERS

Only outer vest carriers and pouches approved by the Chief of Police, or his/her designee, and issued by OPPD are authorized to be worn by OPPD Members.

Emergency Services Members may be issued a black outer carrier with black pouches. He/she will return the black vest and pouches upon his/her transfer out of ESS. All other Commissioned Members may be issued blue outer vest carriers and pouches. *(Until a Member is issued his/her outer vest carrier, he/she must follow the previous guidelines for wear. These guidelines may be found on the Training Unit website).*

Additional rules for wearing outer vests include:

- Outer vest carriers are prohibited from being worn with the Class A uniform.
- When outer vest carriers are worn with the Class B, C, or Special Duty uniform, Members will wear the issued inner belt and duty belt with at least the issued holster and sidearm.



- When outer carrier vests are worn with the Class B, C, or Special Duty uniform, with the exception of collar brass, no other uniform shirt components are required to be worn.
- When used with the Class B, C, or Special Duty uniform, outer vest carriers will be worn at any time as required by [Section P, Body Armor](#).
- The issued flexible badge will be placed centered on the hook-and-loop tab above the wearer's left breast pocket (if a flexible badge is not available, the metal badge should be used).
- The issued name tag will be worn centered above the Member's right breast pocket on the hook-and-loop section. Cloth-strip name tags will not be worn.
- CIT trained Members will wear the issued flexible CIT pin to the viewer's left of the name tag (if a flexible name tag is not available, the metal CIT pin should be used).
- The issued "POLICE" identification cloth placard will be worn on the back of the outer carrier vest on the hook-and-loop section.
- No other patches, accessories, pins, insignia, or other devices are allowed.

The only items that can be worn on the outside of the vest carrier are:

- No more than two ink pens and/or a handcuff key.
- Double pistol magazine pouch
- Two (2) individual or single magazine pouches. (These can be used for OC spray, baton, and/or a third pistol magazine).
- Handcuff pouch
- Radio carrier
- Utility pouch
- CEW (if issued), must be worn on the non-gun hand side, in a cross-body draw configuration, on either the outer vest or on the duty belt.
- Approved tourniquet, carrier/pouch, and trauma shears. The trauma shears will be placed behind the tourniquet with the handle upward.
- If issued, the CEW must be worn on the non-gun hand side in a cross-draw configuration either on the outer vest carrier or on the duty belt.
- All other issued or authorized equipment as provided in the Duty Gear section may be carried on the outer vest carrier or duty belt based on personal preference and ease of access, using the issued carrier or holster.
- Members wearing an outer vest carrier are allowed to wear one issued utility pouch affixed to their vest.
- Although not issued, Members may wear a small (2" or less) light affixed to their outer carrier vest, but the light must be black in color and compliment the outer carrier vest.
- Rifle magazines and oversized/multiple pouches are not authorized. The caveat to this rule; is during in-progress, tactical situations, when an officer is deploying a rifle, he/she may carry additional rifle magazines.

Members working plainclothes assignments will wear the outer carrier vest over their plainclothes during service of search warrants or other tactical situations and may wear the vest at other times.

Members will keep their assigned outer vest carriers clean and in good repair, and request replacement when the carrier becomes excessively worn, or damaged, or at the direction of a supervisor.

#### R. UNIFORM ISSUE, REPLACEMENT, AND DISPOSITION

The Inventory Control Clerk is responsible for the inventory and distribution of uniforms and related equipment. If there is an emergency need for an item when the Inventory Control Clerk is unavailable, the Budget and Grants Finance Officer, or his/her designee, should be contacted.

Routine replacement or acquisition of equipment should be handled by the Member submitting a “[\*Uniform Equipment Request\*](#)” to his/her supervisor. Captains may approve the request for officers, sergeants, and civilian personnel in their Section. The approval for all other Members may be handled by their immediate supervisor. Members will not exchange or transfer issued equipment without the approval of a supervisor and notification made to the Inventory Control Clerk.

The Inventory Control Clerk will determine the best way to distribute items and may require Members to sign a receipt for the received item(s).

Any Member who loses, misplaces, or intentionally damages issued equipment or uniforms will report the loss to his/her supervisor and prepare a Police Report. Members may be held responsible for the replacement of the property if the loss or damage is due to the Member’s negligence.

Members will return uniforms or equipment that has been replaced, to the Inventory Control Clerk. Upon transfer from an assignment with a Special Duty uniform, Members will return applicable uniforms and equipment to the Inventory Control Clerk.

Upon separation from the Department, Members will return all issued equipment to the Inventory Control Clerk, who will provide an inventory of any missing items to the Support Services Division Commander.

Members wishing to keep any issued item upon separation from the Department must receive approval from the Chief of Police.

#### S. LOCKERS

Members will be assigned an appropriate number of lockers based on assignment (e.g. TAC team, Honor Guard, etc.) to store equipment and uniforms. Locker assignments will be coordinated by the Inventory Control Clerk.

Members will only use Department issued locks to secure lockers. The Department reserves the right to enter any locker at any time. Members should never assume any expectation of privacy regarding lockers. Unless approved by a supervisor, no evidence, recovered property, or Department shared equipment will be stored in Members’ lockers.

## T. TESTING AND EVALUATING EQUIPMENT

If a Member would like to test a new piece of equipment or uniform component, he/she will present the items and specifications to the Training Unit Sergeant. If the item is relevant, the Office of Professional Standards Captain will review it with the Services Bureau Commander.

If approved, the test is not to exceed 90 days. After 90 days, the Member will present the item along with a written report summarizing the test (including the benefits and challenges of the item). The Training Unit Sergeant, Office of Professional Standards Captain, and Services Bureau Commander will review the report and whether or not to present the results to Senior Command for final approval.

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Revision Date: 03/31/2023

### CALEA REFERENCES:

[41.3.5](#)

[41.3.6](#)