



OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

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I. PURPOSE

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

II. POLICY

The Overland Park Police Department (OPPD) has the responsibility of ensuring public safety and maintaining order. To achieve these goals, the public must trust and respect Department Members. Maintaining a professional and uniform police department is critical to advancing such public trust and respect.

The image that 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. The Chief of Police, Deputy Chiefs, and Majors may also alter the duty uniform for special occasions, situations, or assignments.

Tattoos and body modifications, as a form of personal expression, are frequently symbolic. That symbolic nature allows a viewer to attribute meaning to the symbol and risks misinterpretation of the Department Member's symbolic intent.

Misinterpretation of visible tattoos and other body modifications worn by Department Members while on duty can cause members of the public to question an OPPD Member and the Department's allegiance to the safety and welfare of the community, and can detract from the Department's professional appearance. This can damage public trust and respect necessary for OPPD to ensure public safety and maintain order.

Department supervisors and Members' chain of command are responsible for the 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: Attire that blends elements of traditional business wear with a more relaxed style, and provides a professional and appropriate look for the office or work environment.

Appropriate Business Casual attire:

- Slacks or business dress pants, khakis, chinos, 5.11 style training pants, knee-length skirts. Depending upon the assignment, Police Department Members may wear jeans on Friday when authorized by their Major.
- Non-public facing staff (*Police Dispatch, Police Property Unit, Crime Analysis, Professional Standards Unit Technician, Inventory Control Clerk, Traffic Safety Unit Technician, ESS Technician*) may wear jeans when working their primary assignment. When working alternate

assignments, non-public-facing staff must follow the dress code of the alternate assignment.

- Button-down shirts, quarter zip shirts, blouses, or polo shirts.
- Knee-length or long dresses.
- Cardigans, blazers, sport coats, or sweaters (especially for the colder months).
- Closed-toed shoes such as loafers, dress sneakers, Oxfords, boots, pumps, or flats.
- Belts, scarves, or simple jewelry.

Professional Staff Uniform: Issued to Professional Members in certain assignments as approved by the Chief of Police.

Dress Uniform: Issued to all Commissioned Members and intended to be used for formal meetings or occasions at the direction of the Chief of Police.

Duty Uniform: Issued to all Commissioned Members and is intended to be worn by those Members serving in a uniformed assignment. It is commonly referred to as the “uniform of the day.”

Collar Insignia: Indicates rank, or FTO assignment, and is placed on the collar for all Commissioned Members and certain uniformed Professional Members.

Command Staff: Commissioned Members of the rank of Chief of Police, Deputy Chief, Major, or Captain.

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 Members.

Professional Business Attire: The most formal level of professional dress. Professional Business Attire is most appropriate for District and/or Municipal Court, interviews, and formal events.

Examples of professional business clothing:

- Suit (men or women),
- Jackets and blazers with matching pants or a skirt,
- A button-up collared shirt and tie combination,
- A tailored, conservative shirt,
- Professional matching shoes.

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

Prohibited clothing for all Police employees includes:

- Clothing that is tattered, torn, dirty, transparent, or frayed.
- Clothing with words, terms, images, or graphics that are profane, vulgar, contain nude or semi-nude images, are sexually explicit or suggestive, or may otherwise be offensive to coworkers, residents, or vendors.
- Attire that does not fit properly or is revealing, including but not limited to tank tops, halter tops, spaghetti straps, clothing showing bare midriffs, shorts, and similar attire.
- Footwear, including flip flops and unstrapped sandals, athletic tennis shoes, or clothing that may pose a safety risk. Workout attire includes sweat suits, shorts, t-shirts, or athletic leisure wear not issued by the City, unless required by a specific assignment or physical training.

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 determine it is appropriate, the Chief of Police can authorize a temporary, voluntary uniform/dress code modification for a specified time, which coincides with City-wide recognition of issues and/or National Awareness or Heritage months.
- 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 a 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, and do not have items such as gloves sticking out.
- Issued stick-resistant gloves may be used during searches. Members are prohibited from wearing sap gloves, batter's gloves, fingerless gloves, mittens, or gloves adorned with metal.
- If it is determined that 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. DRESS UNIFORM

Sergeant and Officer Dress Uniform

- Long-sleeve with closed collar and a tie and tie bar (gold for Sergeant, silver for Officer)
- Navy blue pants
- Hat with badge (required when outdoors)
 - Gold chin strap for Sergeant
 - Black chin strap for the Officer
- Badge above the Member's left breast pocket
- Collar insignia
- Commendation ribbons start 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 start ¼" above the name tag
- Service devices starting ¼" above the service stars
- Duty belt with leather gear
- White gloves (if issued)
- Undershirts should not be visible with this uniform

Command Staff Dress Uniform

- Long-sleeve shirt with black tie & gold tie bar
 - Small-sized collar insignia
- Navy pants
- 8-point uniform hat with badge (required when outdoors)
 - Chief of Police, Deputy Chief, and Major with gold leaf embellishments on visor
 - Captain with gold chin strap

- Commendation ribbons start 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 start ¼" above the name tag
- Service devices starting ¼" above the service stars
- Undershirts, if worn, must not be visible
- Duty belt and holster. Command Staff may wear other departmental-issued leather gear at their discretion
- Navy Dress Jacket as determined by the Chief of Police
- If the Navy Dress Jacket is worn, it will be adorned with Gold sleeve stripe(s)
 - Four stripes for Chief of Police
 - Three stripes for Deputy Chief
 - Two stripes for Major
 - One stripe for Captain

C. DUTY UNIFORM

Navy blue shirt with the following options:

- Long-sleeve with closed collar, a tie, and tie bar (gold for Sergeant and above, silver for Officer)
- Long-sleeve shirt with an open collar. Optional mock turtleneck
- Short-sleeve shirt with open collar

Navy blue slacks

- Slacks worn by officers and sergeants can have cargo-style utility side pockets
- Slacks worn by command staff can have hidden cargo-style 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 ¼" above the name tag
- Service devices, no more than two, starting ¼" 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.

An optional uniform hat with a badge.

D. 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.

Sergeants and Officers assigned to non-temporary plainclothes duties within the Services Bureau who do not receive a Special Duty Uniform for daily wear (e.g., Training Unit) will be provided with a clothing allowance as coordinated through the Personnel Section Major.

Motorcycle Operator

- A Department-issued protective navy blue long-sleeve shirt with embroidered cloth OPPD badge, collar insignia, motor wings, and name tape
- Department-issued protective navy blue pants
- Department-issued black leather boots
- Department-issued helmet
- A ballistic vest is worn under the uniform shirt
- Duty belt with leather gear
- Black leather riding gloves
- Optional rain gear
- Optional department-issued protective motorcycle 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
- For Dive and SWAT Members, black polo shirt or long or short-sleeved shirt with OPPD badge patch
- For EOD Members, black cotton t-shirt with OPPD badge patch
- Optional green sweatshirt with OPPD badge patch and/or jacket
- Optional green baseball cap with OPPD badge patch
- 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
- Cloth collar insignia
- Bicycle helmet

- Web duty belt with web gear

Crime Lab Detective

- Department-issued cargo pants
- Department-issued polo with embroidered name and badge
- Optional OPPD issued 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 the Member's right sleeve
- Web duty belt with web gear and leather gear
- Concealable body armor (outer vest carriers are not allowed)

K-9 Unit Officer

- Navy blue long or short-sleeve shirt with badge patch and patch on the left shoulder, name patch, and K-9 Unit patch on the right shoulder
- Navy blue pants
- Web duty belt with web gear
- Optional baseball cap

Firearms Instructor

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

Training Unit Member (Full-time Academy Instructor)

- The Police Academy issues uniforms

Training Unit Member (Full-time Instructors)

- Issued polo shirt
- Issued cargo pants

Training Unit Member (Academy Recruit)

- Academy Staff will specify attire

Honor Guard

- High-collar navy jacket with silver piping
- Silver shoulder braid on left side
- Navy pants with silver stripes
- 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)
 - Sergeant badge, name tag, and service star(s) will be gold
 - Officer badge, name tag, and service star(s) will be silver
- Commendation ribbons, collar insignia, and service devices will NOT be worn
- White gloves will be worn while on a detail

E. DEPARTMENT TRAINING UNIFORM

Commissioned Members will be issued one short-sleeve and one long-sleeve polo shirt with an Overland Park logo approved by the Chief of Police. For training assignments, these shirts may be worn with department-issued pants or when business casual attire is appropriate under this 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.

F. PROFESSIONAL STAFF UNIFORM

Records Unit/Report Tech Unit

- Issued department cargo pants
- Issued department polo
- Issued fleece jacket
- Business casual may be worn at the direction of the Major.

Dispatch Section

- Issued department cargo pants
- Issued department polo
- Issued fleece jacket
- Business casual may be worn at the direction of the Major.

Property Unit

- Issued department cargo pants
- Issued department polo
- Optional coveralls with accreditation certification patch
- Business casual may be worn at the direction of the Major.

Motorist Assist Unit

- Black pants
- Gray uniform shirt (long or short sleeves)
- “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

- Black pants

- Gray uniform shirt (long or short sleeves)
- 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 1/4" above the name tag
- CIT pin (if applicable) 1/4" 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 cargo pants and 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.

Victim Services Unit

- Issued cargo pants and a polo shirt
- In lieu of issued pants, an issued polo shirt can be worn with business casual
- Business casual may be worn at the direction of the Major.

Chaplains

- Issued cargo pants and polo
- Issued 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 short-sleeve polo shirt with a metal name tag on the right side
- Issued jacket (worn at Member's discretion)
- Issued pants
- Issued 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).

G. HAIR, FACIAL HAIR, GROOMING, HYGIENE, JEWELRY, TATTOOS, PIERCINGS, BODY MODIFICATIONS, AND ACCESSORIES

All Members of the Police Department are expected to uphold high standards of personal appearance and hygiene. Members should avoid excessive or offensive odors from perfumes, colognes, or body odor.

1. Commissioned Officers, Animal Control Unit, and Motor Assist Unit

A. Hair

Hair must be natural in color and styled to allow it to be pinned or tucked under issued headgear. Shoulder-length or longer hair must be pulled back in a ponytail, secured, or pinned while in uniform. Member safety will be considered when determining hair style.

B. Facial Hair

- Mustaches: Must be neatly trimmed and will not extend below the corners of the mouth. Mustaches should be conservative in appearance and must not be extreme.
- Sideburns: Must be natural in width at the top and should not flare out at the bottom. Sideburns must be neatly trimmed, have a neat horizontal base, and must not extend below the bottom of the ear opening.
- Beards and Goatees: Beards and goatees are permissible for Police Officers, Animal Control Officers, Motorist Assist Officers, and other positions designated by the Chief of Police. Beards will not exceed ¼ inch in length and must be well-maintained, neatly trimmed, and must not extend into the neck area. The Chief of Police or designee will arbitrate any disputes regarding beard standards.

C. Piercings and Jewelry

Necklaces and bracelets, such as medical alert jewelry, may be worn if unobtrusive and free from sharp or hazardous edges, as determined by the Member's Division Commander. Female personnel may wear up to two earrings per ear (stud or small hoop). Male personnel are prohibited from wearing earrings while on duty or in uniform. All other visible body piercings should be unadorned while on duty. A small, clear spacer may be worn to keep the integrity of the piercing channel.

2. Public-Facing Professional Staff

Budget and Grants Finance Officer, Administrative Assistants, Records Unit, Report Technician Unit, Police Accreditation Program Coordinator, Police Intern and Cadet Coordinator, Police Interns, Police Cadets, Police Fleet Unit, Victim Advocates, CID Technicians

A. Hair

Hair must project a professional image consistent with the individual's specific assignment.

B. Piercings and Jewelry

May wear earrings. All other visible body piercings should be unadorned while on duty. A small, clear spacer may be worn to keep the integrity of the integrity of the piercing channel.

3. Non-Public-Facing Professional Staff

Police Dispatch, Police Property Unit, Crime Analysis, Professional Standards Unit Technicians, Inventory Control Clerk, Traffic Safety Unit Technician, ESS Technician

A. Hair

Hair must project a professional image consistent with the individual's specific assignment. May use hair dye, which may result in non-natural colors. The use of spray-on substances such as glitter or neon colors is prohibited.

B. Piercings and Jewelry

May wear earrings. May also adorn one facial piercing (small and smooth), provided it does not present a safety hazard or interfere with issued equipment. Small, clear spacers may be worn to keep the integrity of the piercing channel for employees with more than one facial piercing.

4. ALL POLICE DEPARTMENT MEMBERS

A. Tattoos

- Tattoos that depict extremist affiliations, violence, criminal activity, nudity, sexually explicit content, or any form of discriminatory or intolerant messages are strictly prohibited.
- Tattoos located on the head, neck, or hands are not permitted while on duty unless approved by the Chief of Police.
- Cosmetic tattooing, such as permanent facial makeup (e.g., eyebrows, eyeliner), is permitted, provided it is conservative, and moderate in appearance.

B. Body Modifications

- Body modifications that are visible, such as tongue splitting, ear gauges, or abnormal alteration to the ears, eyes, or nose, are prohibited while on duty.
- Gold, platinum, or other ornamental dental veneers or caps are prohibited for decorative purposes.
- Any form of body modification, including abnormal shaping of the body, branding, scarification, or filing of teeth, is prohibited except for medically necessary modifications

H. OPTIONAL FOUL-WEATHER & COLD-WEATHER ACCESSORIES

Issued jackets and raincoats may be worn at each Member's discretion and comfort level and in 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 head warmer band generally made of fleece/spandex/similar materials, which partially covers the head and ears.

Although not issued, uniformed Members may wear neck gaiters/scarves and gloves during cold weather. These accessories must be black, will not detract from uniform appearance, and can only be worn with the Department-issued jacket or long-sleeved shirt. The use of solid black 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.

I. 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 P, 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, approximately 1.5 oz)
- Radio, optional shoulder mic, and holster (optional leather, metal, or plastic holster)
- 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
- Naloxone must be carried or easily accessible in a duty bag, medical pouch, or seat caddy
- Handcuffs and case
- Body-Worn Camera

Commissioned Members in uniform while on duty or in uniform while off-duty are authorized to wear the following optional duty gear items. If worn, the holsters or equipment must be the same style, color, and function as the issued equipment:

- 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, color, and function as the issued equipment. No more than two handcuffs may be worn on or off-duty while in uniform. Handcuffs will NOT be carried by a belt keeper.
- 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.
- Key holder.
- Tourniquet & holder. Tourniquets may be worn on the duty belt and outer vest. Although not issued, sidearm-mounted tourniquet holsters may also be worn.
- 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 a holster without a weapon-mounted light
- Small belt clip 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.

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

Personally owned cell phones damaged during Police Duties will not be fixed or replaced at the expense of the Police Department. Refer to SOP 2155 Mobile Devices for additional guidance.

J. COURT OR OFFICIAL PROCEEDINGS APPEARANCE REQUIREMENTS

All OPPD Members are required to wear Professional Business Attire and/or, for commissioned personnel, the issued Duty Uniform when attending court or any other official proceedings. A Duty Uniform with a long-sleeve shirt and tie is preferred, however, a short-sleeve shirt is acceptable. Facial adornments are prohibited in court or during official proceedings.

K. PROFESSIONAL MEMBERS NOT IN UNIFORM AND/OR COMMISSIONED MEMBERS IN ALTERNATIVE DUTY STATUS

Business casual attire is appropriate for these positions. Members will wear Professional Business attire when appearing in court or other official proceedings.

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

L. FOOTWEAR

Except for Honor Guard Members 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 Dress 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.

Special duty uniform footwear will remain similar to or complement the color of the approved uniform.

Professional Staff 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 this policy
- Of a style and color that complements the attire being worn
- Not radical or extreme in design
- That 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. Commissioned female Members may wear conservative, high-heeled shoes in non-tactical settings such as court or certain training assignments.

Non-uniformed assignments that 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 for ensuring that 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 Captain's decision, the Member cannot wear the footwear in question until the Captain of the Office of Professional Standards makes the decision.

M. 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 (Dress Uniform only)
- Name tag (above commendation ribbons if Commendation ribbons are worn)

- Service star(s) (above name tag)
- Service devices (above service stars)

Service stars will be issued to Members in five-year increments of full-time, commissioned service with OPPD or combined 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 Dress and Duty uniforms, and Honor Unit.

No more than two service devices may be worn on Dress uniforms and Duty uniforms, 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.

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

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

Cloth commendation ribbons may be worn only on the Dress Uniform. Ribbons will be designated by the Chief of Police or designee 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 the viewer’s left to right and moving up, ordered by precedence, with the most notable ribbons on top.

Service devices are designated by the Chief of Police to include, but not limited to, SWAT officers, Divers, EOD technicians, CIT-trained officers, Veteran CIT-trained officers, and Motorcycle operators.

Members who have been CIT or Veteran CIT trained may wear the issued pin(s) ¼” above other service devices and will be in addition to 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 and FTO patch worn on outer carrier vests.

Silver “PD” collar insignia will be worn on the collar of the Dress and 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 Emergency Services Section Major for Animal Control Officers.

Collar insignia for sergeants and above are as follows:

- Chief of Police: gold eagle
- Deputy Chief: silver oak leaf
- Major: gold oak leaf
- Captain: two gold parallel bars
- Sergeant: gold “Chevrons”

The “PD” and “FTO” collar insignia for short sleeves will be parallel to the lower collar edge, and long sleeves 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 Chief of Police, Deputy Chief, and Major collar insignia will be worn centered in the corner of the collar. The stem in the oak leaf should be pointed toward the pointed edge of the collar.

N. 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 Professional Staff 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 in other locations approved by the Chief of Police. Mourning bands/ribbons will be worn until the end of the day of the 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.

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

The Department will issue protective ballistic vests to all Commissioned Members, Animal Control Officers, Motorist Assist Officers, 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 their place. Commissioned Members will be fitted for their ballistic vests by the vendor. Members will perform routine cleaning and maintenance inspections on their issued ballistic vests per the manufacturer's instructions. Members not in a tactical-type job (i.e., Administration, Investigations, etc.) will keep their ballistic vest readily available in case they become involved in a tactical-type situation.

Uniformed Officers, 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 high-risk tactical operations, such as executing warrants, conducting drug raids, or serving arrest warrants, are required to wear their ballistic vests regardless of weather conditions. Supervisors involved in these types of situations will ensure each Member is wearing his/her ballistic vest.

P. OUTER VEST CARRIERS

Only outer vest carriers and pouches approved by the Chief of Police or 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. Members will return the black vest and pouches upon their transfer out of ESS. All other Commissioned Members may be issued blue outer vest carriers and pouches. Animal Control and Motorist Assist officers will be issued gray outer vest carriers and pouches.

Additional rules for wearing outer vests include:

- Outer vest carriers are prohibited from being worn with the Dress uniform.
- Members choosing to wear concealable body armor with their Dress Uniform must request a concealable body armor carrier using a Uniform Equipment Request Form.
- When outer vest carriers are worn with the Duty 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 Duty or Special Duty uniform, except for collar brass, no other uniform shirt components are required to be worn.
- When used with the Duty or Special Duty uniform, outer vest carriers will be worn at any time as required by Section O, Body Armor.
- The issued flexible badge will be placed in the center of 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 flexible name tag will be centered above the Member's right breast pocket on the hook-and-loop section. Cloth-strip name tags will not be worn. (If a flexible tag is not available, the metal badge should be used.)
- CIT-trained Members will wear the issued flexible CIT pin to the viewer's left of the name tag (if a flexible CIT pin is not available, the metal CIT pin should be used).
- FTOs will wear the FTO patch on the upper right side of the outer carrier.
- The issued identification cloth placard will be worn on the back of the outer carrier vest on the hook-and-loop section.
 - "OVERLAND PARK POLICE" for commissioned officers and supervisors.

- “OVERLAND PARK ANIMAL CONTROL” for Animal Control officers.
- “OVERLAND PARK MOTORIST ASSIST” for Motorist Assist officers
- 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 the duty belt
- Approved tourniquet, carrier/pouch, and trauma shears. The trauma shears will be placed behind the tourniquet with the handle upward
- Body-Worn Camera must be worn on the vest as close to center mass as possible
- 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 and complement the outer carrier vest
- Rifle magazines and oversized/multiple pouches are not authorized. The caveat to this rule is that 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 the service of search warrants or other tactical situations. Members may also 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.

Q. UNIFORM ISSUE, REPLACEMENT, AND DISPOSITION

The Inventory Control Clerk is responsible for the inventory and distribution of uniforms and related equipment. In an emergency requiring an item when the Inventory Control Clerk is unavailable, contact the Budget and Grants Finance Officer or their designee.

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 Professional Staff in their Section. The approval for all other Members may be handled by their immediate supervisor. Approved Uniform Equipment Request forms should be emailed to pduniformrequest@opkansas.org. 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 items.

Any Member who loses, misplaces, or intentionally damages issued equipment or uniforms must report the loss to their supervisor and prepare a Police Report. Members may be held responsible for replacing property if the loss or damage is due to the Member's negligence.

Members will return uniforms or equipment that have 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 Major.

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

R. 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 a locker at any time. Members should never assume any expectation of privacy regarding lockers. Unless approved by a supervisor, Department-shared equipment will not be stored in Members' lockers.

S. TESTING AND EVALUATING EQUIPMENT

If a Member wishes to test a new piece of equipment or uniform component, they must submit the items and specifications using the Proposal/Suggestion Request Form available on OPNet.

If a suggestion for a test and evaluation is approved, the test is not to exceed 180 days. After 180 days, the Member(s) conducting the test and evaluation will present the item along with a written report summarizing the test (including benefits and challenges of the item). The Training Unit Sergeant and the Office of Professional Standards Captain will review the report and present the results to Senior Command for final approval.

T. POLICY DISCLAIMER

The Chief of Police or designee reserves the authority to amend or modify this policy as necessary. They will also serve as the final approving authority in matters concerning the interpretation of the policy.

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Revision Date: 03/31/2023

Revision Date: 07/10/2025

Reviewed by: Major Keith Jenkins

[CALEA REFERENCES:](#)

[41.3.5](#)

[41.3.6](#)