



PERSONNEL			309.02	
<div><div></div><div>POLICE OFFICER UNIFORMS AND EQUIPMENT</div><div></div></div>				
ISSUED: 01-13-1992	EFFECTIVE: 01-23-1992	REVISED: 10-21-2024	REVIEWED: 07-25-2024	PAGES: 9

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## PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the wearing of uniforms by Punta Gorda Police Officers.

## SCOPE

This procedure shall apply to all Punta Gorda Police Department sworn personnel.

## DISCUSSION

Officers are issued uniforms to present a neat, clean, orderly, and professional appearance. The uniform represents dignity and authority.

## DEFINITIONS

1. **Police Officers:** Regular and reserve officers who wear a Police Department uniform while on duty or in the performance of official duties.

2. **Duty Gear:** Bianchi AccuMold Elite synthetic black basket weave products.

## PROCEDURE

### I. GENERAL

- A. Officers shall wear uniforms and insignia commensurate with their rank and be provided with authorized equipment. All uniformed officers shall wear the complete uniform of the day while on duty.
- B. Officers attending Circuit Court hearings, County Court hearings, or traffic court hearings related to official department business shall wear the Class A or Class B uniform whether on-duty or off-duty. Male detectives shall wear a suit or appropriate sports coat, slacks, and tie. Female detectives shall wear appropriate business attire. Officers attending depositions on-duty shall wear the Class A or Class B uniform. Detectives shall wear the same attire that is required for Circuit Court hearings, County Court hearings, or Traffic Court hearings for depositions. If an officer attends a deposition off-duty and in a personal vehicle, then appropriate civilian clothing shall be worn. Appropriate civilian clothing shall consist of a collared shirt, tie, and long pants or comparable attire for female officers. Shirts shall not display writing or pictures. Sandals or open-toed shoes are also prohibited. Officers shall present a neat and clean appearance.
- C. The uniform of the day for officers may be altered by order of a Command Staff Officer for special occasions, situations, or assignments.
- D. No mixture of civilian outer clothing with the official uniform shall be permitted, on or off duty, except for recognition purposes by plain-clothed officers during raids or other such emergency conditions.
- E. Uniformed officers shall not wear the official uniform outside the county except when necessary to perform official duties or by special permission of a Command Staff Officer. Officers who live outside the county may wear their uniform to and from work.
- F. While in uniform, officers shall be neat and clean in personal appearance and shall wear their uniform with dignity and in strict conformity with rules and regulations. Officers shall keep their uniforms clean and well pressed. Authorized metal accessories worn with the uniform shall be kept clean and bright. Shoes and leather goods shall be kept clean and polished.
- G. Uniform items shall not be altered other than necessary to ensure proper fit.
- H. Undershirts worn with the uniform in a visible manner must be navy blue or black crew neck only. White undershirts worn under the short-sleeve uniform shirt shall not be worn exposed to view.

- I. The department uniform shall be worn for official department business only. Officers shall not wear their duty uniform and/or equipment for personal business to include, but not limited to: unsanctioned extra-duty employment, personal errands, and court-related proceedings unrelated to their official duties. Any exceptions to this policy must be approved by the Chief of Police or their designee.

## II. POLICE OFFICER UNIFORMS

### A. Uniform Hats(s)

1. The uniform hat shall be a part of the official uniform for officers assigned to patrol duties and may consist of the traditional round police hat (Class A uniform) or a ball cap (Class B uniform or Class B Lite uniform).
2. The uniform hat shall not be worn so far forward as to obscure vision. The hat shall be worn with the bottom portion of the front part of the sweat band positioned no higher than approximately one inch above the eyebrow. The hat's brim shall be an equal distance above each ear and not tilted higher on one side of the head than the other. The hair of the front part of the head shall not extend below, nor be visible under the sweat band.
3. Clear, plastic, foul weather hat covers are permissible during inclement weather.
4. The uniform hat shall be worn at the discretion of a Command Staff Officer.

### B. Uniform Classifications

1. Class A uniform: Shall be designated as the dress uniform of the day when worn with the long-sleeved uniform shirt, duty gear, and blue tie.
2. Class B uniform: Shall be designated as the duty uniform of the day when worn with the short-sleeved or long-sleeved embroidered uniform shirt with open collar, and duty gear. In accordance with SOP 1006.00 – Body Armor, those members of the agency not required to wear body armor may wear the Class B Lite uniform with or without body armor.
3. Class B Lite uniform: When engaged in field activities (as defined by SOP 1006.00 – Body Armor) shall be designated as the duty uniform of the day when worn with the short-sleeved hybrid embroidered uniform shirt with open collar and duty gear.
4. Utility Uniforms: Shall be designated for training and authorized department events and shall consist of blue or black BDU's and department-issued t-shirt or polo shirt. The Marine Officer's uniform shall consist of department-approved shorts, Columbia shirt, ball cap/helmet, black athletic shoes, white socks, and duty gear.

- C. Ties and Tie Fasteners: Officers shall wear the approved blue tie with the dress uniform of the day. Ties shall be secured to the shirt.
- D. Pants: Pants for Class A, Class B, and Class B Lite uniforms of the day shall be dark blue.
- E. Socks: Only plain black/dark blue socks shall be worn with the Class A, Class B, and Class B Lite uniforms unless boots are worn which conceal the socks.
- F. Mock Turtleneck Shirt: Long-sleeved turtleneck shirt shall be dark blue and may only be worn beneath the Class B long-sleeved uniform shirt.
- G. Winter Jackets: Only approved winter jackets shall be worn.
- H. Shoes, Boots and Athletic Shoes
  - 1. Shoes and boots worn by uniformed officers with the Class A, Class B, and Class B Lite uniforms shall be of a smooth, black material capable of retaining a shine.
  - 2. Shoes and boots may be either plain or plain-capped toe in design. Safety shoes are encouraged.
  - 3. High or low cut shoes are optional.
  - 4. Black shoes shall be worn with the utility uniforms. (Black athletic shoes shall have no flashy insignia.)
- I. Issued Duty Gear
  - 1. Gun Belt/Outer Vest Carrier
  - 2. Holster: ALS Mid-Rise Level III with Sentry Lock holster. The holster shall be worn on reactionary side.
  - 3. Taser Holster: Safariland.
  - 4. Magazine Pouches: Magazine pouches shall be worn on the front left or right side of the gun belt or on the outer vest carrier as designed. Horizontal magazine pouches are prohibited.
  - 5. Handcuff Case: One single or double handcuff case is permissible at the discretion of the individual officer.
  - 6. Keeper Straps: Not more than five (5) or less than four (4) keepers shall be permitted.

7. Radio Carrier: The radio carrier shall be worn opposite the firearm on the support side of the gun belt or on the outer vest carrier as designed. Carriers shall also be authorized in accordance with the issued radio.
8. Mini-Mag Flashlight Holder: Officers may carry "mini" flashlights as approved by the Chief of Police or their designee.
9. Administrative Duty Gear: Command Staff and Detectives are authorized to wear a light duty belt with an approved administrative holster, duty weapon, magazine holder and handcuff case with handcuffs. All other officers while wearing a Class A uniform or a Utility uniform, not involving an operational assignment, are authorized to wear a light duty belt with an approved administrative holster, duty weapon, magazine holder and handcuff case with handcuffs.
10. Latex glove case
11. Subject Control Spray case
12. Narcan Pouch

#### J. Weapons

1. The department-issued service weapon shall be carried while on duty in accordance with standard operating procedures.
  - a. Firearms carried while on duty shall be maintained in a clean and serviceable condition. Failure to maintain authorized service weapons in a clean and serviceable condition shall constitute neglect of duty.
2. Electronic Control Device – Taser7.
3. Subject Control Spray shall be issued and shall be carried in accordance with [Standard Operating Procedure 1003.00](#).
4. No other weapons of any kind are authorized, nor shall they be carried, without written approval from the Chief of Police. This does not include a standard pocketknife; however, pocket knives shall not be carried on the duty belt.

#### K. Gloves

1. Gloves shall only be worn when needed for protection (i.e., search of suspect). Gloves are not a part of the uniform and shall not be worn during routine duty; however, gloves may be worn during special duty or assignments as authorized by a Command Staff Officer.

2. Gloves shall be black except when other gloves are specifically indicated for special occasions or events. Mittens or gloves with fancy detail and weighted gloves are prohibited. Fingerless gloves are prohibited except for bike officers or SWAT team officers in the performance of their duties.

#### L. Shoulder Patches and Chevrons

1. Officers shall wear the official shoulder patch of the Punta Gorda Police Department. The official shoulder patch shall be worn on both shoulders, centered on the shoulder strap of the shirt, and one-half (1/2) inch below the shoulder patch and centered thereon.
2. Officers with the designation of Police Officer First Class shall wear the officially designated chevron on both sleeves of the uniform shirt and jacket. The top point of the chevron shall be one-half (1/2) inch below the shoulder patch and centered thereon.
3. Officers with the designation of Master Police Officer shall wear the officially designated chevron and rocker on both sleeves of the uniform shirt and jacket. The top point of the chevron shall be one-half (1/2) inch below the shoulder patch and centered thereon.
4. Corporals shall wear officially designated chevrons on both sleeves of the uniform shirt and jacket. The top point of the chevrons shall be one-half (1/2) inch below the shoulder patch and centered thereon.

#### M. Shield

1. Blackington shield in gold with four (4) black panels denoting from top to bottom; Position, Punta Gorda, Police, and FL.
2. The shield shall be worn above the left breast pocket.

#### N. Collar Insignia

1. The Chief of Police shall wear four gold stars on each collar. Captains shall wear the traditional two gold bars on each collar. Lieutenants shall wear one gold bar on each collar. All other sworn personnel shall wear the PGPD (collar insignia) in gold on both collars. Embroidered uniforms shall be silver.
2. Collar insignia shall be worn on both collars. Rank insignia shall be centered a quarter inch from the sides of the collar and a half inch from the bottom of the collar. Embroidered uniforms shall be silver.

#### O. Nameplates, Service Awards, and Other Approved Items

1. Nameplate

- a. Blackington nameplate with United States Flag.
  - b. A "Serving Since" attachment shall be applied to the bottom of the nameplate indicating the officer's initial year of service.
  - c. The official nameplate shall be worn centered directly over the right breast pocket with the bottom of the nameplate running parallel to the top of the pocket flap.
2. Service Awards shall be worn on the Class A Uniform in accordance with the Awards Administrative Procedure [SOP 305.00 – Employee Recognition Program](#).
3. Uniformed officers may wear approved insignia, emblems, or specialized unit designations on the Class A Uniform approved by the Chief of Police. They shall be worn on the right breast shirt pocket. Approved insignia shall consist of, and be limited to: DARE, P.I.O., DIVE, F.T.O., Canine, Motor, T.H.I., SWAT, S.R.O., D.R.E, V.C.A.T, and BIKE. Only one such insignia shall be worn and insignias shall only be worn by members who are actively on a specialty team.
4. Gold whistle chains shall be worn only with the Class A uniform and are limited to the snake chain. Whistles shall not be carried in the breast pocket. The chain shall be attached to the button, underneath the right shoulder epaulet. Any exception to wearing the whistle and chain shall require the approval of a Command Staff Officer.
5. Sunglasses are permitted; however, only those of the non-mirror type. Frames shall be gold metal, silver metal, or dark-colored metal/plastic and shall be of a shape and/or design that project a professional image. Sunglass/eyeglass holders are prohibited unless they are black in color. Officers are encouraged to remove sunglasses when having public contacts unless doing so adversely impacts officer safety (e.g. multiple passenger traffic stop).
6. If worn on the Class A Uniform, the Accreditation Pin shall be worn centered above the name tag and/or any corresponding service awards.

P. Jewelry

1. Jewelry worn on the hands, wrist, and fingers shall be limited to a wrist watch, wedding/engagement ring (or set), and one other ring (such as class, school, or organization ring).
2. Earrings for males shall be prohibited. Females are permitted to wear conservative post or loop earrings in the lobe of the ear only.

3. Necklaces and bracelets are prohibited unless hidden by the uniform.

### **III. SPECIAL PURPOSE OFFICER UNIFORMS**

- A. The Utility uniform will be worn by the Bike and Marine Patrol Officers or as designated by a Command Staff Officer.
- B. Battle Dress Uniform (BDU) is authorized for the Marine Officer during cool weather.

### **IV. OWNERSHIP OF UNIFORM AND EQUIPMENT**

- A. The ownership and title to all uniforms and equipment issued to police personnel is vested in the Punta Gorda Police Department.
- B. Police personnel shall be held strictly accountable for the proper care, use, and maintenance of all issued articles of uniform and equipment. Uniforms and equipment shall be worn and used only in accordance with the provision of this standard operating procedure.
- C. No item of uniform or equipment shall be transferred or exchanged by police personnel without the approval of a supervisor. Only the Property Officer shall conduct the exchange of uniforms and equipment.
- D. It shall be the duty of each officer to produce any article or item of issued uniform or equipment, or any other item worn or carried while on duty which affects the officer's appearance or performance of duty, upon demand of a supervisor.
- E. When an officer resigns, retires, is discharged, is granted an extended leave of absence, or in any way vacates their position, the officer shall surrender to the property officer all issued items of uniform and equipment. In the case of the death of an officer, their commanding officer shall be responsible for the recovery of all property, keeping in mind the feelings of the deceased officer's family.
- F. Officers shall not wear any portion of the official uniform or carry a department firearm while under disciplinary suspension.
- G. An officer who loses, misplaces, or damages issued property shall immediately report such loss or damage to their commanding officer, in writing, and shall be held responsible for the replacement of same, when the loss or damage is due to the officer's negligence.
- H. Uniform items which become unsuitable for continued use due to normal wear or size change may be replaced upon approval from a Command Staff Officer at no charge to the officer.



**APPROVED**

A handwritten signature in black ink that reads "Pamela R. Smith". The signature is written in a cursive, flowing style.

**PAMELA R. SMITH, CHIEF OF POLICE**

**STAFF REVIEW DATES:** 02-20-1991, 01-13-1992, 03-13-1996, 01-29-1998, 08-28-1998, 04-21-2000, 10-12-2000, 06-12-2003, 09-04-2003, 01-20-2005, 10-23-2007, 08-15-2011, 02-10-2014, 05-17-2016, 05-24-2018, 03-10-2020, 02-25-2022, 08-12-2022, 07-25-2024

**REVISION DATES:** 02-20-1991, 01-13-1992, 03-13-1996, 01-29-1998, 08-28-1998, 04-21-2000, 10-12-2000, 06-12-2003, 09-04-2003, 01-20-2005, 10-23-2007, 08-15-2011, 02-10-2014, 05-17-2016, 05-24-2018, 03-10-2020, 02-25-2022, 08-12-2022, 01-03-2024, 07-25-2024, 10-21-2024