
ADMINISTRATIVE DIRECTIVE – 106.003
ISSUANCE OF OFFICIAL POLICE UNIFORMS/SWORN PERSONNEL

EFFECTIVE DATE: February 11, 1993
REVIEW SCHEDULE: Annual
AFFECTS: All Personnel

REVISION DATE: September 28, 2017

Note: Officers shall carry their issued badge or off-duty badge, identification card, and driver's license at all times while within the City of Plano and while on official business outside of the city.

I. PURPOSE

As representatives of the City of Plano, it is imperative that all employees maintain the highest standards of personal appearance at all times. Additionally, professional appearance has a direct impact on how citizens view their police department. This Administrative Directive has been developed to assist in that endeavor.

II. POLICY

All supervisory personnel will ensure employees under their command adhere to the standards of uniformity and appearance prescribed below.

III. PROCEDURES

A. General Statements

1. Sworn employees have the option of wearing any article of the uniform approved within this policy. However, due to requirements of uniformity, **only those items, brands and model numbers listed as approved may be worn as part of the uniform.**
2. All items of uniform wear will remain neat, clean and in good repair.

B. Issuance

The following items shall be issued to sworn employees upon employment

- One Identification card
- One Lanyard
- Five Pair of pants
- One Pair of Black BDU pants (Issued to recruits sent to COG)
- Two Pair of shorts (Issued to recruits sent to COG)
- Three Long sleeve and five short sleeve shirts
- One Shirt badge
- One Set PPD collar brass
- Two Nametags
- One Tie, black
- One Class A Uniform Cap, complete with silver band (gold for supervisors)
- One Class A Uniform Cap Badge
- One Class A Uniform Cap Cover
- One Watch Cap
- One 3-in-1 Jacket
- One Pair of rain Pants
- One Traffic vest
- One Whistle
- One Dimple key
- One Shotgun rack key
- One Yaktrak Walker

- One Helmet
- One Rifle Plate Carrier
- Two Multi Curve Plates
- Two Belts (Inner and Sam Brown)

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Two single Belt keepers
Two double Belt keepers
One Belt ID card (Issued to recruits sent to COG)
One level three holster
One double ammunition magazine pouches
Two Pair handcuffs and two handcuff cases
One Ear protection
One Service automatic pistol
One Service shotgun *optional*
One Gun safe
One A.S.P. Baton with holder
One O.C. Spray Canister with holster
One Tourniquet
One Tourniquet Holster

One large Flashlight
One Flashlight ring
One small Flashlight cone
One large Flashlight cone
One small Flashlight with holster

One portable handheld radio with charger, batteries and holster
One Cellphone (on contract)
One Bluetooth device
One Transmitter microphone, pouch, and charger
One portable Digital tape recorder

Directives Manual on a 16GB Jumpdrive
Patrol SOP Manual
Map Books
One Quick Reference Guide
Texas Criminal and Traffic Law Manual

C. Alternate Items Approved for Uniform Wear

1. Sworn employees may choose to purchase alternate items for uniform wear. These items must be approved by the Department prior to them being worn as part of the uniform. A chart identifying alternative articles for uniform wear appears on Attachment "A" of this Directive.
2. The purchase, maintenance and replacement of such alternate items is the sole responsibility of the employee choosing to utilize these items.

D. Replacement Uniform/Equipment

1. Uniforms and equipment will be replaced on the basis of need only.
2. Old uniforms and equipment may be required to be turned in for each new item issued.
3. Employees should request the replacement of items by submitting a memorandum to their commanding officer identifying the item and quantity. Approved requests should be initialed by the commanding officer and forwarded to the Quartermaster Supervisor.

Note: Refer to Administrative Directive 106.007 for procedures to request replacement of items/uniforms lost or damaged due to employee negligence.

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E. Officer Purchase of Additional Badges

1. Only currently employed sworn employees, who have passed probation, may purchase additional badges.
2. All badge orders will be coordinated through Quartermaster.
3. Sworn employees will pay for badges at the time when they initially place the order.
4. Sworn employees cannot purchase badges for others who are not currently employed as Plano Police Officers.
5. Officers may only purchase badges appropriate to their rank.

F. Specialized Assignments

Some specialized assignments within the Department require that additional uniform items and equipment be supplied. These items are specified within Departmental special operations manuals and are issued upon assignment to the specialized position.

G. Uniform and equipment availability for immediate response.

Sworn employees must be able to immediately respond with all necessary equipment from their work area in the event of an emergency situation. All sworn employees, except those in undercover assignments, will keep a uniform and all equipment needed to respond immediately available.

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ATTACHMENT "A"

APPROVED ALTERNATE UNIFORM ITEMS

| ITEM | DESCRIPTION | SPECIFICATIONS | POSSIBLE VENDOR |
|-------------------------|----------------------------|---|---|
| HEADGEAR | Helmet | Arai Brand Black/White low trim Classic-LE2 helmet. Visor- MP-M, daily duty, silver "P" trim (Supervisors will wear the gold police trim) Shoei RJ Platinum-LE – Black/White low rise | Arai Helmet Americas PO Box 787 Fogelsville, PA 18051 PH: 610-366-7220 FX: 610-366-7221 www.araiamericas.com |
| | Campaign Hat | S-40, 4 dent, extra stiff brim in 3" width with slight curl, navy, the cap badge will be affixed to the front center. | Stratton Hats, Inc. 3200 Randolph Street Bellwood, IL 60104 |
| CLOTHING | Command Dress Jacket | Flying Cross Command Dress Jacket, Midnight blue | Galls 1340 Russell Cave Rd Lexington, KY 40505 |
| | Sweater | Blauer Pullover and V-Neck approved for wear. Police blue with shoulder and elbow patch. Officers may purchase in the Quartermaster Unit. | Red the Uniform Tailor 3200 Commander Dr #114 Carrollton, TX 75006 972-246-3633 |
| OPTIONAL SUMMER UNIFORM | Uniform Shorts | Blauer Street Gear Uniform Short, Style 8840 , Color Police Blue, #04, worn with a "Reebok" style sport shoe with black leather tops and black rubber soles and white sports style ankle socks. Authorized for wear May 1 – October 31. | Red the Uniform Tailor 3200 Commander Dr #114 Carrollton, TX 75006 972-246-3633 |
| WEAPONS | Handgun | REQUIRES SPECIAL APPROVAL, Refer to Administrative Directive 106.012. | |
| LEATHER GEAR | Holsters/Used with Uniform | Must be black basket weave, with thumb break or cross strap; appearance should be conservative; must match issued equipment. PROHIBITED: Swivel type holsters, holsters with bullet loops or cross-draw holsters. CANNOT BE MODIFIED. | |

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| ITEM | DESCRIPTION | SPECIFICATIONS | POSSIBLE VENDOR |
|---------------|---------------------------------|---|-----------------|
| | Holsters/Use with Plain Clothes | Must be suitable for the weapon carried. RESTRICTIONS: Plainclothes officers may carry sidearms in the trouser waistband or may use other appropriate method of carry only when the nature of the assignment requires a concealment of the firearm and it is not feasible to use a conventional holster. | |
| | Handcuff Case | Officer may carry an alternate handcuff case capable of holding two sets of handcuffs; or two single handcuff cases; must be a design of black basket weave leather. | |
| AMMO CARRIERS | Speed loaders | Must be either HKS or Safariland appropriate for the approved sidearm. | |
| | Leather Carriers | Must be basket weave with exposed snaps, Velcro fasteners or of no-flap design; may not allow for more than two Speed loaders; must not interfere with the use of the Speed loaders. | |
| | Dump Pouch | May be worn in addition to Speed loaders; must be either a single ammunition dump pouch OR a six-loop ammunition carrier OR a single speed loader pouch. | |