
ADMINISTRATIVE DIRECTIVE – 106.010
PLAIN CLOTHES ATTIRE & CLOTHING ALLOWANCE REIMBURSEMENT

EFFECTIVE DATE: November 3, 1995

REVISION DATE: April 24, 2023

AFFECTS: All Personnel

I. PURPOSE

This administrative directive specifies appropriate plain-clothes attire for personnel who are not required to wear a uniform because of temporary or permanent job assignment or classification. This administrative directive also explains procedures related to the clothing allowance reimbursement program.

II. POLICY

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

III. DEFINITIONS

- A. Business Professional Attire – Business suits with tie, slacks and sports coat, dress shirt with collar and tie, dress boots and shoes, business dresses, coat dresses and suits, pant suits, blouse/shells and skirts.
- B. Business Casual Attire – Everything listed for business professional attire, plus the following:
 - 1. Slacks, (twill, khaki; not jeans)
 - 2. Blazer/sport coat
 - 3. Sweaters/cardigans
 - 4. Knit golf shirts, polo shirts, City logo shirts
 - 5. Neat jeans and/or tennis shoes on Fridays
 - 6. Tunics
 - 7. Sports shirts with collars (short or long sleeve)
 - 8. Skirts
 - 9. Leather boots, loafers, pumps
 - 10. Collared shirt with professional or collegiate association

IV. PROCEDURES

- A. General Statements
 - 1. Employees who work in plain clothes shall do so in a manner that is complimentary to the individual and generally acceptable to the business community.
 - 2. Division Commanders may allow other clothing to be worn as required by the nature of the duty to which the employee is assigned.
- B. Standards of Dress
 - 1. All supervisors and managers not assigned to a uniformed assignment will be attired in appropriate business professional attire as defined in this administrative directive.
 - 2. The normal minimum standard of dress for all non-supervisory and non-managerial personnel not assigned to a uniformed assignment will be business casual attire as defined in this administrative directive.
 - 3. Employees required to attend court shall refer to Administrative Directive 104.001 - Court Attendance and Procedure for dress standards.

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C. Civilian employees

When on duty, either the issued uniform; or, if permitted, plain clothes as prescribed for sworn employees may be worn.

D. CISD Plain Clothes Attire

1. CISD Plain Clothes Attire Standards – All detectives' shirts shall be tucked in with badge, holstered weapon, handcuffs and extra magazine visible while inside the secure area of police facilities. Detectives may wear slacks, button down shirts, ties and business professional attire even if permitted to wear BDU style pants and polo style shirts in their assignment. Detectives shall not wear short pants. All detectives are to wear Business Professional Attire during court appearances or testimony.

(a) PPD Style Polo Shirt – For uniform, professional appearance, all polo style shirts will be of solid color with approved, standardized embroidered markings from an approved vendor. The shirt color and style must be professional in appearance. Bright or fluorescent neon color shirts are not suitable. The embroidered markings will be of an approved size and block letter design, with thread that contrasts with the shirt color. On the right side of the chest, the detective's first initial and last name will be embroidered, i.e., "J. Doe." It is optional to place the assignment title "Detective," or "Sergeant," if appropriate, on the shirt. If the title "Detective" or "Sergeant" is used, it may be embroidered either above or below the detective's/sergeant's name. On the left side of the shirt chest, a Plano Police Badge will be embroidered. The word "Detective" will be embroidered on the top rocker panel and the detective's badge number will be embroidered on the lower panel of the Plano PD Badge. The title "Sergeant" shall be embroidered on the top rocker panel of sergeant badges.

(b) BDU Style Pants – Only solid color khaki tan, blue, gray or black, full length BDU cargo style pants are allowed. The BDU style pants will not be bloused or tucked inside boots or shoes.

(c) Footwear worn with BDU style pants shall be tactical or casual style boots or shoes in solid color black, brown or tan.

2. Intelligence Unit, Surveillance Unit, Vehicle Crimes Unit, Bait Deployment Unit, and Narcotics Unit Officers – The attire of officers assigned to these units should be directed at achieving the appearance required to blend with the social structure to be infiltrated. The wearing of obscene or offensive clothing is prohibited. Jeans, casual shirts and T-Shirts are permitted. Short pants are not permitted.
3. Burglary Unit, CAPERS, Sex Crimes, Family Violence, Special Victims Unit, Forgery, General Assignments, Juvenile Units – Detectives shall comply with CISD Plain Clothes Attire Standards. Employees shall comply with the CISD Plain Clothes Attire Standard for their assignment. When their duty assignment requires undercover activities OR their assignment requires exposure to harsh working conditions such as auto impound lots, warehouses, or other property storage areas, deviation from the daily standard of dress must be pre-approved by the employee's immediate supervisor. When working inside police facilities, detectives must meet the Plain Clothes Attire Standard for their assignment. Detectives may wear BDU style cargo pants, approved PPD style polo shirt or button down shirt and slacks.

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E. Court Appearance or Testimony – Detectives shall wear Business Professional Attire during court appearances or testimony including coat and tie for male detectives and professional business dress for female detectives.

F. Training attire

1. While attending training, all employees of the Department represent both the Plano Police Department and the law enforcement profession. Attire shall be consistent with that of a professional pursuing his or her education.
2. This administrative directive shall apply to department in-service training and all other schools, unless otherwise specified.
3. Jeans are permissible for in-service training at the training academy and for other training as pre-approved. Jeans must be neat and clean in appearance.

G. Clothing Allowances

The Chief of Police has designated specific positions within the department as authorized to receive an annual clothing allowance reimbursement. The purpose of the reimbursement is to offset the cost of purchasing "civilian" or "street" clothing in lieu of wearing the department issued uniform while on duty. It is not the intent of the clothing allowance to furnish an employee with a complete wardrobe or expense money for any other purpose.

1. The maximum annual clothing allowance is \$500 (subject to taxation).
2. Processing Reimbursement Requests
 - a. Employees who are authorized to receive a reimbursement are required to submit a clothing allowance reimbursement form, with copies of receipts attached for clothing purchased, to their immediate supervisor.
 - b. After review of the receipts the immediate supervisor shall forward the clothing allowance reimbursement form, along with copies of receipts, to the Fiscal Affairs office.
3. Availability of Funds
 - a. Clothing allowance reimbursement funds will be available on a calendar year from January 1st to December 31st.
 - b. Requests for reimbursements may be made at any time during the year until the designated limit for the individual is reached.
 - c. Newly assigned employees will be permitted to draw a prorated allowance based on the date of their assignment. In order to assist employees in making initial purchases, employees may, if desired receive reimbursement funds from their next year's clothing allowance allotment. The initial purchase amount drawn in advance may only be equal to or less than one full year's allowance.
 - d. Employees scheduled to transfer from a position authorized to receive a clothing allowance will only be eligible for that portion of the allowance consistent with the amount of time they have remaining in the position, figured at the prorated daily rate.

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4. Approved Purchases

A clothing allowance reimbursement may only be used for the purchase of any combination of the following:

- a. Man's suit, sport coat, or trousers;
- b. Women's dress slacks, pant suit, dress, or skirt;
- c. Shirts, blouses or sweaters;
- d. Neckties;
- e. Belts;
- f. Shoes; or
- g. Overcoats.
- h. Approved PPD polo style shirt for CISD personnel
- i. BDU cargo style pants for CISD personnel

Note: Jeans are not authorized for reimbursement unless specifically approved by the Division Commander for a specific assignment.

5. Positions Authorized Reimbursement

- a. The department will provide a standard civilian clothing allowance to sworn employees in the following assignments:
 - (1) Chief of Police
 - (2) Assistant Chief of Police
 - (3) Division Commanders
 - (4) Criminal Investigative Services Division
 - (5) Professional Standards Unit
 - (6) Administrative Lieutenant to Chief of Police
 - (7) Administrative Lieutenant to Support Services Division
 - (8) Homeland Security Lieutenant
 - (9) Court Liaison Officer
- b. The department will provide a standard civilian clothing allowance to civilians in the following assignments:
 - (1) Administrative Manager(s)
 - (2) Records Division Manager
 - (3) Detention Manager
 - (4) Fiscal Affairs Manager
 - (5) Planning & Research Division Manager
 - (6) Legal Advisor
 - (7) Forensic Services Manager

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- c. The department will provide one-half standard clothing allowance to sworn employees in the following assignments:
 - (1) Crime Prevention Sergeant
 - (2) Crime Prevention Officer
 - (3) Public Information Officer
 - (4) Technology Liaison Officer
- 6. The department will provide a maximum annual allowance of \$200 (subject to taxation) for employees assigned to the Training Academy who serve as instructors. These funds are only authorized to be used to purchase athletic/running shoes for participation in fitness activities as required for these position(s).
- 7. Issue of PPD Polo Shirt and BDU Cargo Style Pants for CISD Units – CISD Detectives are eligible to receive two issued PPD polo style shirts and two BDU cargo style pants. Additional PPD polo style shirts and BDU style pants may be purchased with funds reimbursable through the Clothing Allowance.

V. SPECIAL CONSIDERATIONS

Civilian personnel who are not required to wear a uniform because of temporary or permanent job assignment or classification may participate in "Casual Dress" days designated by the Office of the City Manager. These days routinely occur on each Friday and/or specifically announced occasions. A required dress code, such as Team Plano shirts, All American City shirts, etc. may be determined by the City Manager or in some instances by the Chief of Police or the Division Commander. If casual dress is not specified, it may include golf type shirts, sweaters, and acceptable jeans. T-shirts are not appropriate wear.