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**ADMINISTRATIVE DIRECTIVE – 106.010**  
**PLAIN CLOTHES ATTIRE & CLOTHING ALLOWANCE REIMBURSEMENT**

**EFFECTIVE DATE: November 3, 1995**  
**AFFECTS: All Personnel**

**REVISION DATE: December 8, 2025**

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**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. Business professional attire is appropriate as needed to present a professional appearance for meetings or special events, including but not limited to City Council meetings, board/commission meetings, meetings with businesses, and/or when representing the city.
  - 2. All supervisors and managers not assigned to a uniformed assignment will be attired in appropriate business casual attire as defined in this Administrative Directive on business days when their duties do not involve the necessity to dress more formally.
  - 3. The 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.

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4. Employees required to attend court shall refer to Administrative Directive 104.001 Court Attendance and Procedure for dress standards.

C. Civilian Employees

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

D. Criminal Investigations Services Division (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 battle dress uniform (BDU) style pants and polo style shirts in their assignment. Detectives shall not wear short pants.

- a. Plano Police Department (PPD) Polo Style 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, e.g., "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 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, Surveillance, Vehicle Crimes, Bait Deployment, and Narcotics Units

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, CAPERS, Family Violence, Special Victims, Financial Crimes, General, and Juvenile Units

Detectives and employees shall comply with CISD Plain Clothes Attire Standards 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 pants, approved PPD polo style shirt or button-down shirt and slacks.

E. Court Appearance or Testimony

1. Sworn personnel shall wear their Class A or Class B uniform, or professional business attire.

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2. Civilian personnel shall dress neatly in uniform or appropriate professional business attire.

**F. Training Attire**

1. While attending training, all employees represent both the Plano Police Department and the law enforcement profession. Attire shall be consistent with that of a professional pursuing their 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. Gym Attire**

1. To maintain a safe, respectful, and professional environment for all employees, appropriate workout attire is required when using any employer provided gym facilities. Employees are expected to wear clothing that is clean, modest, and suitable for physical activity. Professional workout attire includes:
  - a. Athletic tops such as T-shirts, tank tops, or moisture wicking shirts that provide adequate coverage.
  - b. Athletic bottoms such as workout shorts, leggings, joggers, or sweatpants that allow for full range of motion and are not overly revealing.
  - c. Supportive athletic footwear appropriate for gym activities (e.g. sneakers or cross-trainers).
  - d. Undergarments shall not be visible through clothing.
  - e. Optional layers such as sweatshirts or jackets may be worn but shall not restrict movement or pose a safety hazard.
2. Workout attire shall not be worn for extended periods of time in the work areas of department facilities. Once the workout is completed, employees shall change into appropriate work attire prior to resuming their duties.

**H. 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. All reimbursement requests must be submitted within 30 days of the purchase.
  - b. 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.
  - c. After review of the receipts the immediate supervisor shall forward the clothing allowance reimbursement form, along with copies of receipts, to the Fiscal Affairs Unit.
3. Availability of Funds

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- a. Clothing allowance reimbursement funds will be available on a calendar year basis from January 1<sup>st</sup> to November 30<sup>th</sup>.
  - b. Requests for reimbursements may be made throughout the calendar year up until December 1<sup>st</sup> and 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. 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, calculated at the prorated daily rate.
4. Approved Purchases

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

- a. Men'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
- g. Overcoats
- h. Approved PPD polo style shirt for CISD personnel
- i. BDU 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 Police Chief
  - 3) Deputy Police Chief
  - 4) Criminal Investigative Services Division
  - 5) Professional Standards Unit
  - 6) Technical Services Lieutenant
  - 7) Homeland Security Lieutenant
  - 8) Court Liaison Officer

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- b. The department will provide a standard civilian clothing allowance to civilians in the following assignments:
    - 1) Assistant Director of Police
    - 2) Records Division Manager
    - 3) Detention Manager
    - 4) Fiscal Affairs Manager
    - 5) Planning and Research Division Manager
    - 6) Legal Advisor
    - 7) Forensic Services Division Manager
  - 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
  - d. 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 positions.
6. CISD detectives are eligible to receive two issued PPD polo style shirts and two BDU 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, on the day prior to major holidays, 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 except for city related/sponsored.