
ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
AFFECTS: All Personnel

REVISION DATE: September 29, 2023

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. DEFINITIONS

- A. Uniform – all components of approved attire issued and worn by sworn personnel of department.
- B. Class A Uniform – consists of the uniform hat with cap badge, long sleeve uniform shirt, uniform trousers, approved shoulder insignia, name plate, necktie, collar pins, Sam Browne duty belt, and authorized footwear. The wearing of award bars is optional.
- C. Class B Uniform – consists of the department issued long or short sleeve uniform shirt, active duty or uniform trousers, approved shoulder insignia, name plate, Sam Browne duty belt, and authorized footwear. The wearing of award bars is optional.
- D. Uniform Shirt – Blauer Short Sleeve Supershirt (Style#8446) or Long Sleeve (Style#8450) Wool Blend Shirt dark navy.
- E. Uniform Trousers – Blauer 4 Pocket Wool Blend Trousers (Style#8560) dark navy with either gold or black piping down the sides according to rank.
- F. Active Duty Trousers – Blauer Wool Blend Active Duty Trouser (Style#8561-1) dark navy. May be worn as an alternate pant to the uniform trousers.
- G. Fixed Blade Knife – Any knife constructed or designed in such a way as to prevent the blade from folding, collapsing, or retracting into the knife's handle.
- H. Folding Knife – Any knife constructed or designed in such a way as to allow the blade to fold, collapse, or retract into the knife's handle.
- I. Command Dress Uniform – consists of a hat with cap badge, department issued jacket, long sleeve white shirt, long pants, necktie, rank insignia for collar and shoulder epaulets, and name tag. The wearing of award bars is optional.

IV. PROCEDURES

- A. General Statements
 1. Uniforms shall be worn only when on official or authorized duty, or to and from work, or an authorized off-duty assignment. Uniforms shall be worn as a complete set. Wearing a partial uniform in public areas is not acceptable.
 2. The Chief of Police shall have discretion to designate appropriate insignia.

ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
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3. Only Lieutenants working in a Patrol and/or Traffic capacity are permitted to wear active duty trousers.
 4. Any sworn employee who is in an alternate duty status shall wear appropriate business office attire. Jeans, tee shirts, etc. are not permitted unless prior permission is obtained from the supervisor of the officer's alternate duty assignment.
 5. Civilian employees shall not wear any clothing or display any insignia which could identify them as a sworn police officer.
 6. All items of uniform and equipment will remain neat, clean, and in good repair.
 7. Officers of the rank of Sergeant and lower shall carry their flashlight and tourniquet on their person, not necessarily on their belt, while working uniformed assignments.
 8. The Class A Uniform will be worn during formal ceremonial events.
 - a. The Class A Uniform will be worn at all ceremonial events, funerals, parades, etc.
 - b. The Class A Uniform will consist of the uniform hat with cap badge, long sleeve shirt, long pants, necktie, collar pins, Sam Browne and authorized footgear. The wearing of award bars will be an option of the individual officer. The Campaign Hat will not be worn while wearing Class A Uniform attire.
 - c. Command Jacket Braiding shall be worn three inches from end of jacket as follows:
 - (1) Chief of Police: Three gold braids 1/2 inch in width and 1/2 inch apart.
 - (2) Assistant Chief: Two gold braids 1/2 inch in width and 1/2 inch apart.
 - (3) Deputy Chief: One gold braid 1/2 inch in width.
 - (4) Chaplains: One black braid one inch in width.
 - d. Rank Insignia: Rank insignia shall be affixed to the outside edge of the open portion of the command jacket shoulder epaulets.
- B. Appropriate Wearing of Uniform Items and Equipment
1. Headgear
 - a. Headgear must be worn squarely upon the head, not cocked to the back or side. The front bottom of the cap headband should not be more than one inch above the top of the eyebrows.
 - b. Wearing headgear will be an option of the individual officer, unless otherwise directed by the supervisor.
 - c. The uniform cap will be optional on all off-duty assignments except football game assignments, whether traffic direction or game security; and ceremonial events, funerals, parades, etc.
 - d. The Campaign hat, upon request by an officer, will be purchased and issued by the Quartermaster Unit.
 - e. The cap badge will be affixed to the front center of the uniform cap as well as the Campaign Hat.
 - f. Only winter caps having a shoulder patch or cap badge attached to them and approved by the department may be worn.

**ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS**

EFFECTIVE DATE: November 3, 1995
AFFECTS: All Personnel

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2. Uniform Jackets

- a. Rank insignia for sergeants shall be worn on the sleeve of the upper arm.
- b. Rank insignia for officers with the rank of lieutenant or above shall be worn on the collar.
- c. Cloth badges shall be worn on outside garments (including approved uniform sweaters).

3. Command Dress Jacket

The command dress jacket may only be worn with a long sleeve shirt and tie. The jacket must remain buttoned at all times.

4. Uniform Shirt

- a. The uniform shirt will be well-pressed at all times. Shirt sleeves will remain rolled down at all times.
- b. Buttons will remain buttoned at all times, with the exception that the collar button will not be buttoned when the uniform tie is not worn.
- c. No more than three pen/pencil combinations will be visible in the shirt pocket. The visible part of the pens or pencils will be gold, silver or black in color.
- d. Badges, collar insignia, name plates, and buttons will be polished and not allowed to tarnish.

5. Shirt Badge

- a. The approved badge shall be issued by the Department.
- b. Officers may purchase and wear their own badge provided it is identical in appearance to the issued badge.

6. Collar Pins

- a. The approved 1" x 3/8" collar pins (P.D.) shall be issued by the Department, silver for officers and gold for sergeants.
- b. Collar pins shall be worn with the side of the pin one inch from the front of the shirt collar, parallel to the lower edge of the collar and 1/4 inch above the edge.
- c. Officers with the rank of lieutenant and above shall wear gold-tone rank insignia on the shirt collar in lieu of collar pins.

7. Shoulder Insignia

- a. Designation of certain uniformed functions will be by insignia to be worn on the epaulets of the shirt.
- b. The insignia will be retained by the officer so long as he serves in a specified function, but will be returned to departmental supply if such assignment is terminated.
- c. Approved shoulder insignia are as listed below:

| Color | Function |
|----------------|--|
| Green | Patrol (Issued upon release from Field Training) |
| Red | Traffic |
| Green w/ metal | "F.T.O." Field Training Officer |
| Royal Blue | Criminal Investigative Services Division |

ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
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| | |
|------------------------|--------------------------------|
| Black | Emergency Services Unit Member |
| Maroon | Support Services |
| White | Honor Guard (Ceremonial only) |
| Yellow, red, and black | SWAT |

8. Award Bars

- a. Only departmental award bars issued pursuant to Department Directives are to be worn over the right uniform shirt pocket, centered over the pocket and aligned as closely and evenly as possible. Award bars issued by the State of Texas may be worn with specific permission of the Chief of Police.
- b. A total of fifteen bars are presented by the Department. They are to be worn with a maximum of three to a row, side by side, one on top of another. (Refer to Attachment A of this directive.)
- c. Award bars will be worn in order of precedence from the top down, and from closest to the heart out. The Master Peace Officer bar is to be worn above the Name Plate. The remaining order of precedence will be the Medal of Honor, Medal of Valor, Purple Heart, Life Saving Award, Supervisor of the Year, Officer of the Year, Rookie of the Year, Meritorious Service Award, and Excellence in Problem Solving. Proficiency Awards (Safe Driving, Marksmanship, Physical Fitness, etc.) will be of equal prominence and may be worn in any order. And finally, Civic Achievement. All other approved award bars will be worn last in order of prominence. Award bars are to be worn with a maximum of three to a row, side by side, one on top of another. (Refer to Attachment B of this directive.)
- d. The uniform bar recognizing the City's status as an All American City – 1994 may be worn with other award ribbons. These ribbons may be obtained from a Division Commander.
- e. Graduates of the FBI National Academy, Institute for Law Enforcement Administration (ILEA) Management College, or School of Police Supervision, and the Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College may wear the specific bar of the program completed.

9. Name Plates

- a. The approved name plate shall be issued by the Department and shall be worn over the right shirt pocket flap, centered as closely and evenly as possible above the award bars.

10. Special Insignia

- a. The City Service Pin, when awarded, will be worn on the right side of the uniform, to the left of the Accreditation Pin above the name plate.
- b. The Accreditation Pin, issued to all employees will be worn on the right side of the uniform, to the right of the City Service Pin above the name plate.

For non-uniformed employees, the Accreditation Pin may be worn as a lapel pin.
- c. Officers currently assigned to the Hazardous Devices Unit are authorized to wear the Explosive Ordnance Disposal (EOD) pin upon graduation from the FBI Hazardous Devices School.

11. Other Awards and Insignia

- a. Service bars

ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
AFFECTS: All Personnel

REVISION DATE: September 29, 2023

- (1) Service bars may be worn on the left sleeve of the long sleeve shirt, five inches from the top of the cuff to the bottom of the middle service bar and centered on the police patch.
- (2) Each bar shall represent five years of service with the Plano Police Department.

12. Uniform Tie

- a. The approved uniform tie shall be issued by the Department.
- b. The tie shall be worn with the long-sleeve shirt at funerals and other ceremonial occasions.
- c. Tie tacks or bars, if worn, will not be gaudy in appearance or offensive.

13. Uniform Trousers

- a. Uniform trousers will be well-pressed at all times.
- b. The front crease of the trouser should break upon contact with footwear. The trousers will not be excessively long or excessively short.
- c. No items (e.g., wallet, checkbook, comb, handkerchief, etc.) will be seen protruding from the pockets.

C. Non-issued Uniform Items/Personal Items

1. Socks

- a. Black or dark blue socks only are approved for uniform wear, unless the socks are not visible because they are worn with boots.

2. Shoes/boots

- a. Shoes/boots shall be black in color and of a military style.
- b. Shoes must be either:
 - (1) Military style, or
 - (2) "Reebok"-style sport shoes. Sports shoes must have black leather tops and black rubber soles. They may not be worn when appearing in court, grand jury, or on any other formal occasion, or
 - (3) Boots must have rounded toes and conventional walking heels. They must not have visible stitching or design.
- c. Footwear shall be kept free of dirt and mud. They shall be kept neat, clean, and polished.

3. Knives and prohibited weapons

- a. Only the "clip" of a folding knife, and that portion of the knife handle to which the clip is attached, may be visible while dressed in Class A, or Class B.
- b. No fixed blade knife shall be carried while all or any part of said knife, including attached knife clip, is visible while dressed in Class A, or Class B.
- c. No "fixed blade" knife shall be affixed in any way to the duty belt of the aforementioned uniforms, regardless of whether the knife is fully enclosed within a sheath or case.
- d. Lead gloves and metal "knucks" are prohibited.

ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
AFFECTS: All Personnel

REVISION DATE: September 29, 2023

- e. No other weapons or restraints shall be carried other than those approved by the Chief of Police.
- 4. Sunglasses
 - a. Sunglasses, if worn, shall be conservative in style and color and will not present a gaudy or outlandish appearance.
 - b. Mirrored or reflective sunglasses will not be worn by uniformed or plainclothes officers on duty.
- 5. T-shirts and body armor
 - a. T-shirts worn by uniformed employees will be white with white trim, or black with black trim, or navy blue with navy blue trim where exposed between the collar and top button. T-shirts or undershirts will not extend past the sleeves of the uniform shirt or be visible above top button when wearing a tie.
 - b. A navy blue or black turtleneck may be worn under the uniform shirt, provided the turtleneck is of a solid color. If the officer chooses to have "PLANO POLICE DEPARTMENT" monogrammed on the collar, the monogramming must be white and must appear on the left side of the collar. The collar must be rolled down so as not to extend above the collar of the uniform shirt.
 - c. The Department will provide body armor to all sworn employees. Exposed portions of body armor will be kept free of dirt and perspiration stains at all times.
- D. Specialized Uniforms
 - 1. Officers who are assigned to specialized units or to specialized temporary assignments may be issued a specific uniform (Emergency Services Unit, bicycle patrol, etc.).

Specially issued uniforms shall not be worn in part or whole as a uniform for any assignment other than that specifically intended.
- E. Amorskin and Amorskin Base Shirt

Amorskin attire is intended to provide sworn employees relief from the heat, while performing patrol related duties.

 - 1. All sworn employees are authorized to wear the Blauer Amorskin (Style #8470 – Dark Navy). If a sworn employee chooses to wear the Amorskin, only the Blauer Amorskin Short Sleeve Base Shirt (Style #8472 – Dark Navy) or Blauer Amorskin Long Sleeve Base Shirt (Style #8471 – Dark Navy) is approved to wear with the Amorskin.
 - 2. Officers assigned to the Neighborhood Police Officer (NPO) unit are authorized to wear the Blauer Amorskin (Style #8340XP – Royal Blue). If a sworn employee chooses to wear the Amorskin external carrier, only the Blauer Amorskin Short Sleeve Base Shirt (Style #8133 – Royal Blue) or Blauer Amorskin Long Sleeve Base Shirt (Style #8143 – Royal Blue) is approved to wear with the Amorskin.
 - 3. Public Safety Officers (PSOs) are authorized to wear the Blauer Amorskin (Style #8370XP – Medium Blue). If a PSO chooses to wear the Amorskin external carrier, only the Blauer Amorskin Short Sleeve Base Shirt (Style #8372 – Medium Blue) or Blauer Amorskin Long Sleeve Base Shirt (Style #8371 – Medium Blue) is approved to wear with the Amorskin.

ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
AFFECTS: All Personnel

REVISION DATE: September 29, 2023

4. The Blauer Armorskin system may only be worn with an approved body armor manufacturer.
5. All sworn employees wearing the Armorskin will not remove the external carrier unless they are inside a secure area of a police facility.
6. The department will issue 3 short-sleeve Armorskin base shirts, 1 long-sleeve Armorskin base shirt, and 1 Armorskin.
7. It shall be the responsibility of the employee to ensure the garments are cared for properly. Employees should refer to the manufacturer's directions for correct care and maintenance procedures.
8. It shall be the responsibility of the employee to periodically inspect the garments. The employee should look for any signs of wear or discoloration. Garments that show excessive wear or discoloration should be replaced.
9. The Armorskin or Armorskin base shirt is not to be worn in combination with the uniform shorts.
10. The Armorskin should fit properly, ensuring significant areas of the body are covered by ballistic protection. Special attention should be given to any exposed area between the bottom of the Armorskin and the top of the duty belt.

F. Armorskin Weight Redistribution Carrier

The Weight Redistribution Armorskin attire is intended to provide sworn employees relief from lower back and hip pain and discomfort from traditional gear-loaded duty belts. Officers wanting to wear the Armorskin Weight Redistribution Carrier option must do so at their own expense and are limited to the below-listed manufacturers and series.

1. All sworn employees are authorized to wear the Blauer Armorskin (Style#8350XP – Dark Navy or Style #8360XP – Ripstop Dark Navy). If a sworn employee chooses to wear the Armorskin external carrier, only the Blauer Armorskin Short Sleeve Base Shirt (Style #8472 – Dark Navy) or Blauer Armorskin Long Sleeve Base Shirt (Style#8471 – Dark Navy) is approved to wear with the Armorskin.
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4. Officers choosing to wear the WRC must wear a combination of the following approved items so that all Molle webbing is covered by an attachment. Officers that choose to wear the WRC are required to carry their radio, pistol magazines, and handcuffs on the carrier. Officers are authorized to carry the following attachments on the Molle webbing of the Armorskin external carrier in an authorized carrier pouch:
 - a. Police Radio
 - b. Handcuffs (single or double pouch)
 - c. OC Spray

ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
AFFECTS: All Personnel

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- d. Duty Pistol Magazines
 - e. Baton (only in pocket on sides of vest)
 - f. Stinger Flashlight
5. Officers shall not attach, mount, or hang any unauthorized equipment from any part of the vest or the attached Molle webbing. Officers are prohibited from wearing this carrier without all required attachments.
6. The following are approved carrier pouches:
- a. Radio Pouch (Zero 9 Holsters Basketweave APX6000/8000 Z9-5001-BW-MLK)
 - b. Handcuff Case (Zero 9 Holsters Basketweave Z9-4001-BW-MLK)
 - c. OC Spray (Zero 9 Holsters Mk 3 Basketweave Z9-4009-BW-MLK)
 - d. Duty Pistol Magazine Pouch (Zero 9 Holsters Basketweave Z9-4005-BW-MLK)
 - e. Stinger Flashlight Case (Zero 9 Holsters Basketweave Z9-4012-BW-MLK or Z9-4028-BW-MLK).
 - f. Stinger Flashlight Case (Zero 9 Holsters Basketweave Z9-4012-BW-MLK)
7. When wearing the Armorskin Weight Redistribution Carrier option, officers are prohibited from mounting either their duty weapon or their TASER to the vest in any manner. Both the duty weapon and TASER must remain attached to the duty belt at all times, and must be worn on opposite sides from the other. No other equipment may be worn on the belt other than approved items that are not required to be worn on the carrier.
- G. Personal Appearance While in Uniform
- 1. Jewelry
 - a. Earrings
 - (1) Female Officers will be allowed to wear earrings of a conservative style. They should not be of a style which would likely cause injury to the officer should the officer attempt to subdue an unruly prisoner.
 - (2) Male employees will not be allowed to wear earrings while in uniform, on-duty, or while representing the department in any capacity, unless on undercover assignment.
 - b. No officer will wear necklaces or other neck jewelry that is visible while in uniform.
 - c. Rings will not be outlandish or gaudy in appearance while in uniform.
 - d. Excessive jewelry will not be worn while in uniform. "Excessive" will be determined by the employee's immediate supervisor.
 - 2. Cosmetics
 - Makeup shall be conservative and shall not present a gaudy appearance.
- H. Personal Appearance for all Department Personnel both uniformed and in plain clothes
- 1. Body Piercing
 - Body piercing of the face, head, and mouth not only detracts from a professional appearance, but also poses a serious risk and potential for injury in a confrontational situation and shall not be worn by any member of the Department when representing the Department.

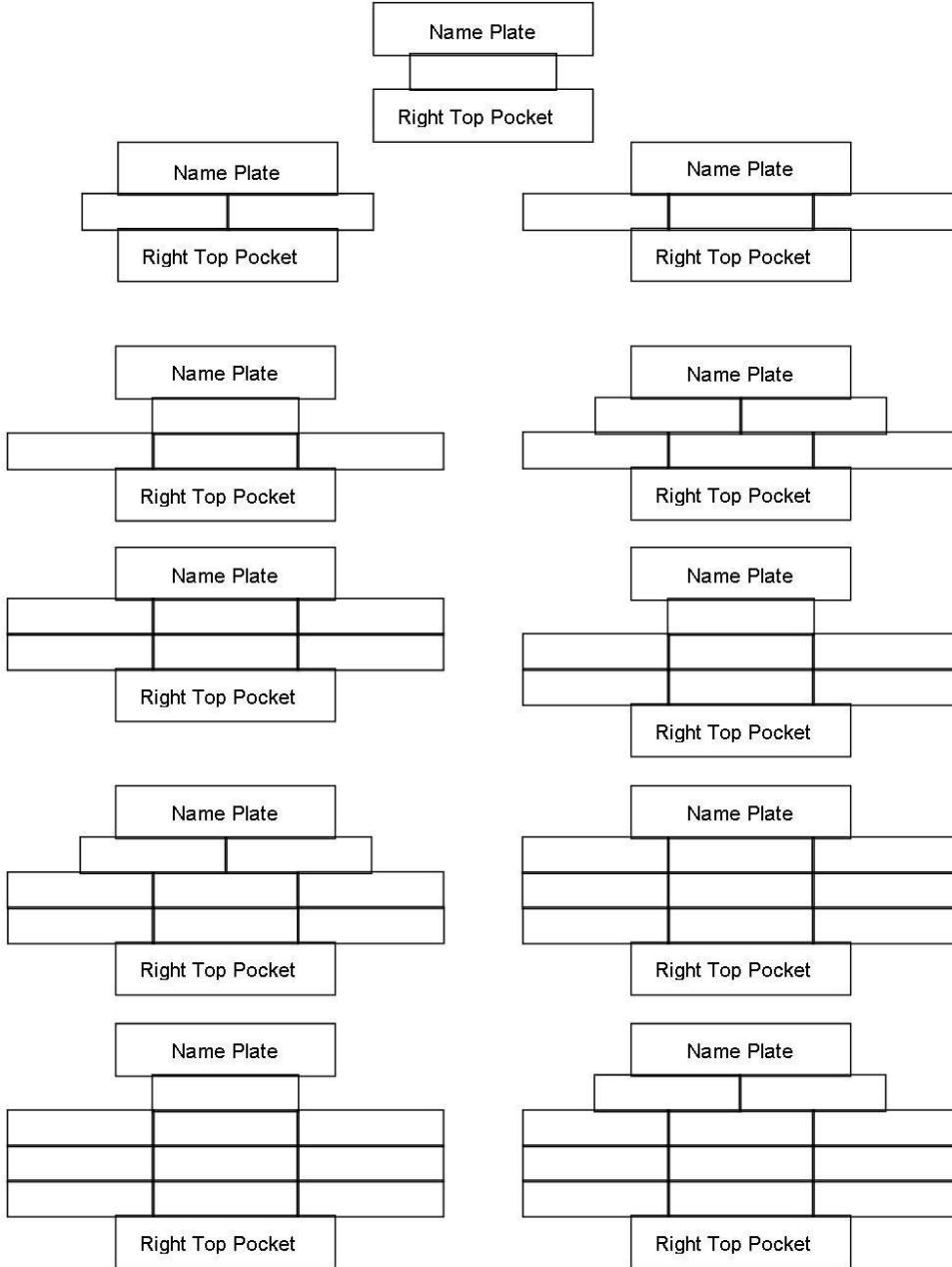
ADMINISTRATIVE DIRECTIVE – 106.011
WEARING DEPARTMENTAL UNIFORMS

EFFECTIVE DATE: November 3, 1995
AFFECTS: All Personnel

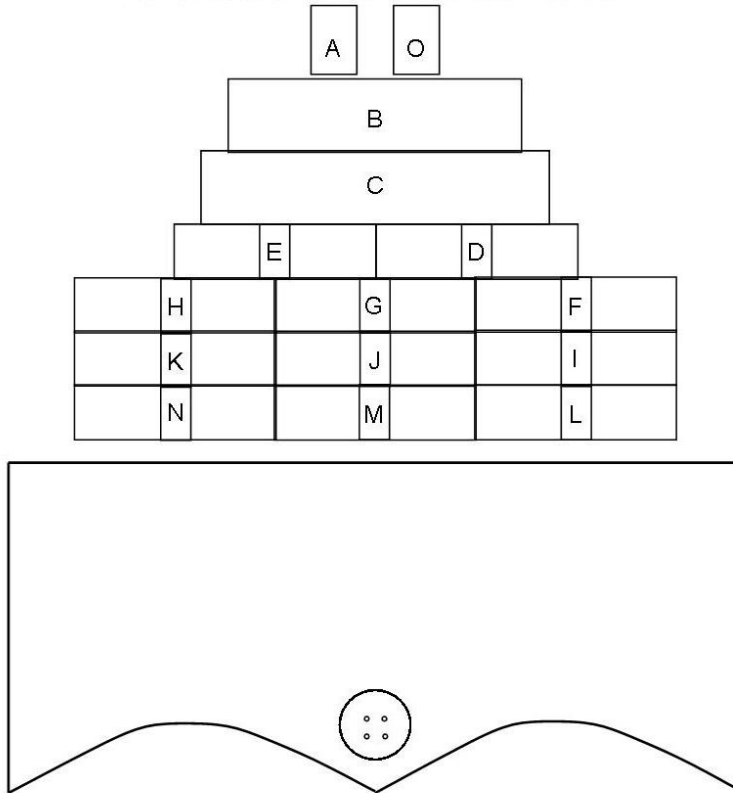
REVISION DATE: September 29, 2023

- a. Gauges (or large holes in the ears), body piercing of the face (other than ears), head, and mouth is not authorized for wear by any personnel when representing the department.
 - b. Any other body piercing, which is not concealed by the authorized uniform or plainclothes, is prohibited for wear by any personnel when representing the department.
2. Tattoos/ Body Art
- a. Tattoos, body art, branding, intentional scarring, or body mutilation are prohibited on the hands, neck, face, or head. This includes, but is not limited to pierced, split, or forked tongue. Foreign objects inserted under the skin are prohibited on the hands, neck, face, or head unless otherwise approved by the Chief of Police or his designee. Any and all markings shall not be visible while on duty or representing the Department. Any type of covering or concealment may not interfere or impede the employee's ability to perform his or her job.
 - b. Cosmetic tattoos are excluded from this policy.
 - c. Employees participating in an undercover capacity or physical fitness program are exempt from this policy.
 - d. Only existing tattoos previously approved by the Chief of Police may be visible.
3. Dental Ornamentation
- a. The use of gold, platinum, silver, or other veneer caps for the purpose of dental ornamentation are prohibited. Teeth, whether natural, capped, or veneered shall not be ornamented with designs, jewels, initials, etc.

PLACEMENT OF AWARD BARS



PLACEMENT OF AWARD BARS



- A — City Service Pin
- B — Master Peace Officer
- C — Name Plate
- D — Medal of Honor
- E — Medal of Valor
- F — Purple Heart
- G — Life Saving Award
- H — Supervisor /Officer / Rookie of the Year
- I — Meritorious Service Award
- J — Excellence in Problem Solving
- K — Proficiency Award (Marksmanship / Physical Fitness / Safe Driving)
- L — Civic Achievement
- M / N— Other Awards (All American City / SWLI / Management College / Police Supervision)
- O — Accreditation Pin

* This attachment is to scale. There should be no space between award bars. Proper wearing of the award bars and authorized pins should be spaced as close together as possible.