
ADMINISTRATIVE DIRECTIVE – 106.013
ISSUANCE OF CIVILIAN UNIFORMS

EFFECTIVE DATE: November 3, 1995
AFFECTS: Civilian Personnel

REVISION DATE: October 15, 2019

I. PURPOSE

The purpose of this administrative directive is to establish a list of required uniforms and equipment for uniformed civilian members of the department.

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. Uniformed 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 non-sworn employees upon assignment to a specific position and are replaced on an as-needed basis.

1. Detention Officers

a. Clothing

- (1) 2 short sleeve shirts
- (2) 1 long sleeve shirt
- (3) 3 pair of pants
- (4) 1 inner belt
- (5) 1 duty belt
- (6) 1 jacket

- (5) After 6 months with department, each Detention Officer will be issued the following items:

- (a) 5 short sleeve shirts,
- (b) 3 long sleeve shirts, and
- (c) 2 pair of pants

b. Equipment

- (1) 2 single belt keepers
- (2) 2 double belt keepers
- (3) 1 pair handcuffs
- (4) 1 handcuff case
- (5) 1 O.C. spray canister holster, and
- (6) 1 radio holster

2. Public Safety Officers

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- a. Clothing
 - (1) 3 shirts
 - (2) 3 pair of pants
 - (3) 1 reversible jacket
 - (4) 1 raincoat & pants
 - (5) 1 traffic vest
 - (6) After 6 months with department each Public Safety Officer will be issued the following items:
 - (a) 5 short sleeve shirts
 - (b) 3 long sleeve shirts and,
 - (c) 5 pair of pants.
- b. Equipment
 - (1) 2 Nametags
 - (2) 1 Dimple key
 - (3) 1 inner belt
 - (4) 1 duty belt
 - (5) 2 single belt keepers
 - (6) 2 double belt keepers
 - (7) 1 O.C. spray canister
 - (8) 1 O.C. spray canister holster
 - (9) 1 radio holster
 - (10) 1 cap
 - (11) 1 cap badge
 - (12) 1 cap cover
 - (13) 1 watch cap
 - (14) 1 small flashlight cone
 - (15) 1 small flashlight
 - (16) 1 flashlight holder
 - (17) 1 portable handheld radio with charger, batteries
 - (18) 1 transmitter microphone, pouch, and charger
 - (19) Map Books, and
 - (20) Texas Criminal and Traffic Law Manual
- 3. Crime Scene Personnel
 - a. Clothing

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- (1) 8 shirts,
 - (2) 5 pair of pants,
 - (3) 1 rain coat & pants,
 - (4) 1 traffic vest,
 - (5) 1 ID jacket, and
 - (6) 1 ID vest
- b. Equipment
 - (1) 1 small flashlight with charger,
 - (2) 1 large flashlight with charger,
 - (3) 1 portable handheld radio with charger, batteries,
 - (4) 1 fingerprint kit/supplies,
 - (5) 1 air mask/PPE, and
 - (6) 1 set of eye protection
- 4. Property/Evidence Personnel
 - a. Clothing
 - (1) 8 shirts,
 - (2) 5 pair of pants,
 - (3) 3 pair of shorts, and
 - (4) 1 winter jacket with liner
- 5. Quartermaster Specialists
 - a. Clothing
 - (1) 3 shirts,
 - (2) 3 pair of pants,
 - (3) 4 pair of shorts,
 - (4) 1 jacket,
 - (5) 1 inner belt, and
 - b. After 6 months with department, each Quartermaster Specialist will be issued the following items:
 - (1) 5 short sleeve Shirts,
 - (2) 3 long sleeve shirts, and
 - (3) 5 pair of pants
- 6. Explorers Post 911
 - a. Clothing
 - (1) 2 t-shirts,

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- (2) 1 pair of BDU Pants,
 - (3) 1 inner belt, and
 - (4) 1 belt buckle
 - b. Equipment
 - (1) 4 single belt keepers,
 - (2) 1 flashlight ring,
 - (3) 1 handcuff case,
 - (4) 1 pair of handcuffs, and
 - (5) 1 handcuff key
 - c. After 6 months with department each Explorer will be issued the following items:
 - (1) 1 short sleeve shirt,
 - (2) 1 long sleeve shirt,
 - (3) 1 pair of pants,
 - (4) 1 coat,
 - (5) 1 tie, black, and
 - (6) 2 epaulets
7. CAPP Volunteers
- a. After achieving CAPP certification, volunteers will be issued the following items:
 - (1) Up to 2 shirts, either long sleeve or short sleeve per request. The CPU sergeant may approve a reflective bike patrol style shirt in lieu of the uniform shirt.
 - (2) 2 BDU pants or short and,
 - (3) FTO pins (for field trainers only)
8. Police Community Liaison
- a. Clothing
 - (1) 5 short sleeve shirts
 - (2) 3 long sleeve shirts
 - (3) 5 active duty trousers
 - (4) 3 in 1 jacket with CPU on the back
 - (5) 2 patrol short pants
 - (6) 1 inner belt
 - b. Equipment
 - (1) 1 flashlight
 - (2) 1 flashlight holder
- C. Alternate Items Approved for Uniform Wear

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1. Uniformed 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 within this directive.
2. The purchase, maintenance and replacement of such items are the sole responsibility of the employee choosing to utilize these items.

D. Replacement Uniforms/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 may be required to reimburse the department for issued items that are replaced due to loss or negligence.
4. 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.

E. 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.

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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APPROVED ALTERNATE UNIFORM ITEMS

ITEM	DESCRIPTION	SPECIFICATIONS	POSSIBLE VENDOR
UNIFORM SHORTS NOT approved for wear in court, Grand Jury or other formal occasion. Only Authorized for wear May 1 – October 31	Shorts must be worn with a "Reebok" style sport shoe (black leather tops and black leather soles) and a white sports style ankle sock.	Blauer Street Gear Style 8840, Color Police Blue #04	Blauer Uniform Company