1. UNIFORM SPECIFICATIONS

A. For specifications on the various authorized uniforms, follow the links below:

Class A Dress Uniform (mandatory for commanders and above)
Class B Dress Uniform (for officers who do not own the Class A uniform)
Class C Patrol Uniform (mandatory for all sworn personnel)
Class D Patrol Uniform (optional)
Class E Business Attire
Firearms Training Uniform
Motorcycle Officer Uniform
Canine (K9) Handler Uniforms
Public Safety Response Team (PSRT) Uniform
Air Support Unit Uniform
Special Assignments Unit (SAU) Uniform
Bicycle Uniform
Civilian Employee Uniforms
Undercover or Specialty Assignments Uniform
Tactical Training Uniform
Honor Guard Uniform and Equipment
Bomb Squad Uniform

NOTE: Class A through E are authorized patrol/detective uniforms and authorized business attire for all Department personnel working in administrative assignments.

B. Definition:

(1) Uniformed: For the purposes of the uniform policies, “uniformed” refers to employees wearing uniforms with patches, logos, or insignia as outlined in the uniform specifications not including Class E Business Attire and Undercover or Specialty Assignment Uniforms.

2. GENERAL REGULATIONS

A. Employees will wear only those articles of uniform, clothing, and accessories as authorized in this policy.

(1) Uniform regulations are furnished for information and guidance to **all** police personnel.

(2) For purposes of this policy, any reference to right or left will mean the wearer’s right or left.

(3) Any item/s not described as “Department-issued” will be purchased at the employee’s expense.

(4) The wearing of otherwise unapproved uniform items may be approved by the executive assistant chief or his/her designee to address medical conditions or other unusual circumstances.

(a) The employee must submit a memorandum detailing the medical condition or other unusual circumstance through the chain of command to the Department’s industrial hygienist **without delay.**

NOTE: For medical conditions, a physician’s note outlining the employee’s medical restrictions and/or requirements will be attached to the memorandum.

(b) The memorandum will require endorsement by the employee’s commander.

(c) The memorandum and physician’s note will be forwarded to and maintained by the human resource officer of the Fiscal Management Bureau (FMB).

2. A. (5) Exceptions to the established uniform policy may be made for short durations of time to accommodate a temporary condition or situation.

(6) Exemptions for religious purposes (*e.g.,* head covers, clothing, objects, symbols, etc.) may be requested through the employees' chain of command.

(a) The Police Chief or designee shall determine on a case-by-case basis, considering any potential safety issues and operations concerns.

(b) Existing exemptions for sworn employees can be found in this order

(7) When in doubt, the decision of the Police Chief or his/her designee is final.

B. All sworn personnel are required to maintain a Class B dress uniform to be worn when attending formal occasions (funerals, banquets, conferences etc.), if not wearing the Class A dress uniform or a business suit.

C. All sworn personnel are required to maintain a Class C uniform which will be worn at designated events as determined by a precinct/bureau commander/administrator or above.

D. When working off-duty, the Class C and D uniforms are the only authorized uniforms to be worn; specialty detail uniforms (shirts, pants, or any specialty uniform items) are prohibited when working off-duty.

E. The winter period will begin the third Monday in October and the summer period will begin the third Monday in April, unless otherwise specified by the Police Chief or his/her designee.

F. "Boonie" shaped twill hats will not be worn while on duty in public view: for example, while at work sites, crime scenes, or traffic details.

EXCEPTIONS: See Motorcycle Officer Uniform and Crime Scene Response Unit Uniform specifications, for conditions of exception.

- They may be worn during training exercises conducted at the Training Bureau, during extended tactical situations conducted by the Special Assignments Unit (SAU), or while conducting other outside activities out of public view.

3. **CHANGES TO OR NEW UNIFORMS OR EQUIPMENT**

A. Sworn Employee Procedures

(1) Employees proposing new or changes to uniforms or equipment will submit a detailed memorandum through their chain of command to the Uniform Committee chairperson.

(a) The memorandum will require endorsement by the employee's assistant chief and the Uniform Committee chairperson.

(b) Uniform and equipment recommendations are not eligible for consideration through the Employee Suggestion Program.

(2) The Uniform Committee chairperson may forward the proposal to the Uniform Committee for review.

- All proposed new or changes to uniforms or equipment will require the approval of the committee and/or Uniform Committee chairperson.

NOTE: The Police Chief or his/her designee will have final authority as to whether or not new or changes to uniform or equipment item/s will be approved for wear or use.

3. A. (3) To wear-test any new uniform item/s and/or field test any new equipment, approval must be granted by the Uniform Committee and/or Uniform Committee chairperson prior to being worn and/or tested.

- Uniform item/s worn and/or tested without the Uniform Committee chairperson's approval will be considered unauthorized
- The Uniform Committee chairperson will have final approval whether new uniform or equipment item/s will be wear-tested or field-tested

B. Civilian Employee Procedures

- Prior to changing or modifying uniforms currently worn by civilian employees, the Department will notify AFSCME Local 2960 in writing of its intent.
- AFSCME may, within ten calendar days following receipt of the notice, request a meeting of the Labor Management Committee to discuss the proposed changes or modifications.
- After approval by AFSCME, the procedures listed for sworn employees, section 2. A. of this order, will be followed.

4. **ACCESSORIES**

A. Gloves – Gloves worn by uniformed employees will be plain black leather, cloth, or neoprene.

- Athletic gloves, gloves displaying logos, and gloves without fingers or with mesh material on top are not authorized.
- May only be worn during the winter period (see section 1.B of this order) **with** a long sleeve shirt or jacket
- Approved bicycle gloves may be worn by bicycle officers, **only** while riding their bikes.

B. Sunglasses – Sunglasses worn by uniformed employees will be conservative in style with dark frames.

- Mirror-type or psychedelic/multicolored lenses/frames are prohibited.

C. Traffic Safety Vest – Department-issued traffic safety vests will be worn by employees or volunteers when they are involved in traffic control or accident follow-up in the traffic-way or when directed to do so by a supervisor.

5. **ITEMS OF IDENTIFICATION FOR UNIFORMED EMPLOYEES**

A. Police Badge Specifications

(1) Employees will wear only one badge while in uniform and the badge will either be cloth or metal depending on the uniform requirements.

(2) Only those badges approved by the Police Chief are authorized for uniform wear, carry, or display.

(3) Badges will only be worn and used while On-Duty on in performance of approved City business.

(a) Metal Badges	Types: - The old, small, gold style **or** new, larger, silver style • Breast Badge - Department-issued, pin on reverse side • Belt Badge - Flatter than the breast badge • Wallet/Flat Badge - Department-issued, in a specially designed wallet carried with a Department-issued commission card

(continued on next page)

5. A. (3) Police Badge Specifications (continued)

(a) Metal Badges (continued)	Wear: • Breast badges will be worn centered above the left breast pocket with the bottom tip of the badge from ½ to 1 inch above the top of the pocket. • Belt badges will be worn in a holder next to the gun holster on the belt or in a holder affixed to a lanyard/chain around the neck and only in civilian attire. • Breast badges may be worn on the belt in a holder in the same manner as the belt badge or in a holder affixed to a lanyard around the neck.
(b) Cloth Badges	• The new, large style, gray badge only • Will be worn by all ranks of sworn officers on the jackets, Commercial Vehicle Inspector (CVI) motor utility uniform, Rapid Response outer vest carriers, and other shirts as indicated in the addenda of this order • Will only have the rank of police officer and will not have serial numbers added or be altered in any way • Will be centered 3 ½ inches above the top of the left breast pocket
(c) Outdated Badges	Badges that were previously authorized for wear but are **no longer** authorized for use or wear, which includes: • Metal **or** cloth Millennium • Old, small style, yellow cloth
(d) Specialty Badges	Badges worn to show support for certain causes, purchased by the employee, are permitted to be worn on the following schedule as authorized by the Police Chief: **Camouflage Badge:** Week of Memorial Day, Week of Veterans Day **U.S. Flag Badge:** Week of Independence Day, Week of Labor Day through September 11th **Memorial Badge:** Police Week, Week of notification of a fallen officer in the State of Arizona **Pink Badge:** (Breast Cancer Awareness) Month of October **Blue Badge:** (Autism Awareness) Month of April

B. Employees Authorized to Wear Badges and Authorized Titles – When the employee retires, the addition of "Retired" may be added:

(1) Sworn employees and the following civilian employees will receive both a breast badge and a flat badge.

SWORN	CIVILIAN	
• Police Chief	• Chief of Staff	• Crime Scene Specialist
• Executive Assistant Chief	• Assistant Director	• Court Liaison
• Assistant Chief	• Administrator	• Detention Sergeant
• Commander	• Industrial Hygienist	• Detention Officer
• Lieutenant	• Forensic Scientist	• Police Assistant
• Sergeant	• Forensic Photo Specialist	• Municipal Guard
• Officer/Detective	• Civilian Investigator	• Police Chaplain

C. Phoenix Police Department (PPD) Shoulder Patches

- Shoulder patches will only be the authorized rising Phoenix bird with the top of the patch centered ½ inch below the shoulder seams.
- Shoulder patches will be worn on both sleeves of **all** uniform shirts (including the black T-shirt worn by specialty details) and jackets/coats (except as noted in specific addenda of this order).
- Muted or subdued colored shoulder patches are not authorized.

5. D. Nameplates

- Nameplates will be worn on the right breast pocket flap, with the top of the nameplate flush with the top edge of the pocket.
- Officers will wear a 3/8 inch, clutch-back, brass nameplate with black lettering.
- Authorized civilian employees will wear a 3/8 inch, clutch-back, black plastic nameplate with white lettering, or brass or silver nameplate with black lettering (see the specific uniforms listed in 4.1.M for specifications).
- Nameplates will be maintained in a legible condition.
- Shirts and/or outerwear requiring embroidered names will be 3/8 inch high in **gold block letters** (unless otherwise noted).

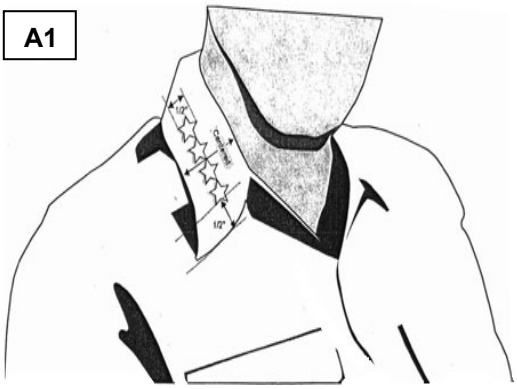
NOTE: Yellow, white, or script lettering is prohibited.

5. **INSIGNIA OF RANK**

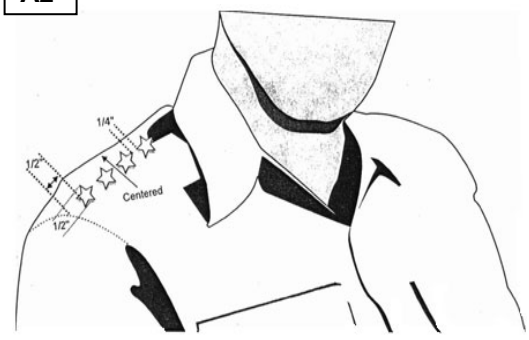
A. Police Chief	• Uniform shirt collar (both sides) will have four, 1/2 inch gold, smooth finish metal stars worn single point up, in tandem, with the closest inside point to the collar, a minimum of 1/2 inch from the front of the collar, parallel to the top of the collar and centered between the top and bottom of the collar (see diagram A1 below). • If wearing the uniform sweater or jacket, each will have four, 1/2 inch gold embroidered stars, 1/4 inch apart, point to point, with the single point to the rear, sewn lengthwise, centered on each shoulder seam with the center inside point of the first star 1/2 inch from the sleeve seam (see diagram A2 below). • When wearing the Class A formal dress coat, each epaulet will have four, 3/4 inch gold, smooth finish metal stars, worn side point to side point in tandem, with the single point to the rear, centered horizontally with the center inside point of the first star approximately 1/4 inch from the sleeve seam (no specific diagram available but similar to A2 below).

5. A. **INSIGNIA OF RANK** - Police Chief

A1



A2



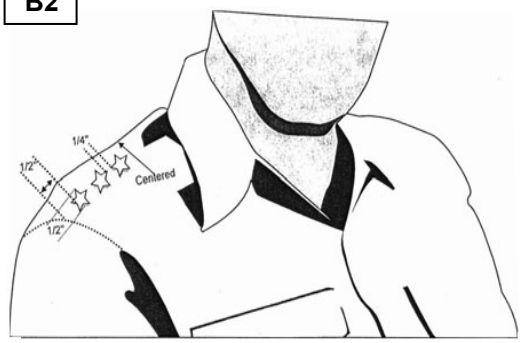
5. A. **INSIGNIA OF RANK** – Executive Assistant Chief/Assistant Chief

B. Executive Assistant Chief/ Assistant Chief	• Uniform shirt collar (both sides) will have three, 1/2 inch gold, smooth finish metal stars worn single point up, in tandem, with the closest inside point on the collar, a minimum of 1/2 inch from the front of the collar parallel to the top of the collar and centered between the top and bottom of the collar (see diagram B1 below). • If wearing the uniform sweater or jacket, each will have three, 1/2 inch gold embroidered stars, 1/4 inch apart, point to point, with the single point to the rear, sewn lengthwise, centered on each shoulder seam with the center inside point of the first star 1/2 inch from the sleeve seam (see diagram B2 below). • When wearing the Class A formal dress coat, each epaulet will have three, 3/4 inch gold, smooth finish metal stars, worn side point to side point in tandem, with the single point to the rear, centered horizontally with the center inside point of the first star approximately 1/4 inch from the sleeve seam (no specific diagram available but similar to B2 below).

B1



B2



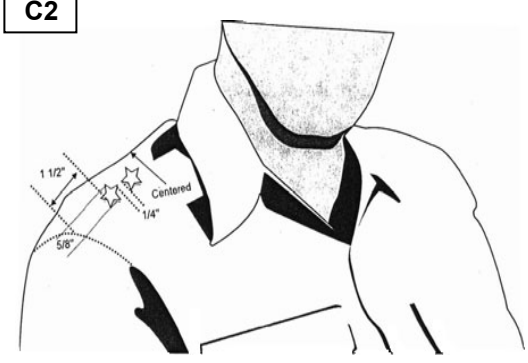
5. **INSIGNIA OF RANK** - Commander

C. Commander	• Uniform shirt collar (both sides) will have two, 1/2 inch gold, smooth finish metal stars worn single point up, in tandem, with the closest inside point on the collar, a minimum of 1/2 inch from the front of the collar parallel to the top of the collar and centered between the top and bottom of the collar (see diagram C1 below). • If wearing the uniform sweater or jacket, each will have two, 1/2 inch gold embroidered stars, 1/4 inch apart, point to point, with the single point to the rear, sewn lengthwise, centered on each shoulder seam with the center inside point of the first star 1 1/2 inches from the sleeve seam (see diagram C2 below). • When wearing the Class A formal dress coat, each epaulet will have two, 3/4 inch gold, smooth finish metal stars, worn side point to side point in tandem, with the single point to the rear, centered horizontally with the center inside point of the first star approximately 1 inch from the sleeve seam (no specific diagram available but similar to C2 below).

C1



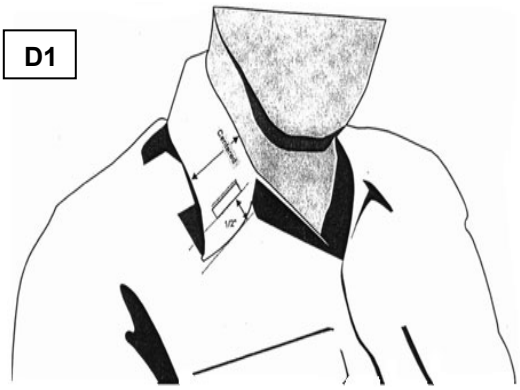
C2



5. A. **INSIGNIA OF RANK** (continued)

D. Lieutenant	• Uniform shirt collar (both sides) will have a single bar of gold metal worn 1/2 inch from the front of the collar, perpendicular to the top of the collar and centered between the top and the bottom of the collar on all shirts (see diagram D1 below). • If wearing the uniform sweater or jacket, each will have a single bar embroidered in gold centered on each shoulder seam parallel to the sleeve seam, with 1 inch between the sleeve seam and the outside edge (see diagram D2 below). • If wearing the Class A formal dress coat, each epaulet will have a single bar of gold metal worn centered on the epaulet and parallel to the sleeve seam, with 1 inch between the sleeve seam and the outside edge (similar to diagram D2 below).

D1



D2



E. Sergeant	• Authorized uniform with embroidered sergeant's chevrons on each sleeve of all shirts and jackets, centered on and 1/2 inch below the shoulder patch (no diagram available) • If wearing the Class A formal dress coat or uniform sweater, each epaulet will have a gold metal chevron worn centered on the epaulet/shoulder seam and secured 1/2 inch above the sleeve seam, with the center point of the chevrons toward the head of the wearer (no diagram available). ∗ Upon completion of 10 years as a sergeant, one rocker may be added to the bottom of the chevrons. ∗ Upon completion of 15 years as a sergeant, two rockers may be added to the bottom of the chevrons. ∗ Upon completion of 20 years as a sergeant, three rockers may be added to the bottom of the chevrons.
F. Sergeant-In-Training (SIT)	• Authorized uniform with embroidered SIT chevrons (2 stripes) on each sleeve of all shirts and jackets, centered on and 1/2 inch below the shoulder patch
G. Officer	• Authorized uniform
H. Recruit	• Authorized uniform with a police recruit identifier to be worn on shirts and jackets
NOTE: If promoted, officers will receive one set of Department-issued insignia of rank for each rank they are promoted to, which will be worn as described in section 5 of this order. Any additional insignia of rank may be purchased at the employee's expense.	

6. **ORDERING POLICE BADGES**

A. Employees are reminded to keep any issued or personally owned badges secure at all times.

B. Private Purchase of Currently Authorized Badges

(1) Sworn personnel and authorized civilian employees (see section 5.B.(1) of this policy) may purchase one additional standard issue badge and one each authorized specialty badge (see 5.A.(3)(d) above) through the Phoenix Police Museum.

6. B. (1) (a) Museum personnel will consult with the Policy Unit to review any questionable purchase requests that do not appear to conform to this policy.

(b) The Policy Unit will work with the Chief's Office for final approval or denial of any purchase requests outside of current policy.

C. Purchase of Department-Issued Currently Authorized or Outdated Badges

(1) Employees authorized to wear badges may, upon promotion or retirement, purchase an additional breast badge for each rank held and will only use them for the following:

- Displayed as part of a collection or kept as memorabilia
- Stored in a secure place for eventual mounting on a plaque or a shadow box, etc.

(2) The breast badge will only be the style authorized for wear at the time of promotion or retirement.

(3) Procedures

(a) Employees will author a memorandum to the PMU commander requesting authorization to purchase the badge.

- Once authorized, the cost of the badge/s will be the replacement value as determined by Police Supply.
- Employees will contact FMB to purchase the badge.
- Once the badge is paid for, the receipt will be taken to Police Supply where the badge will be given to the employee.

(b) A record of the badge purchase will be maintained at PMU and a copy of the memorandum will be retained in the employee's Department file.

(c) See Operations Order 4.2.00, Employee Benefits, for further information on retirement procedures.

D. Badge Purchase for Sworn and Civilian Employees Resigning from Service

(1) Employees with five or more years of service who resign from the Department under **honorable** conditions may retain their breast badge (see Operations Order 4.2.00, Employee Benefits, for further information on resignation procedures).

(2) The request to purchase the breast badge must be listed in the resignation memorandum.

E. Privately purchased badges obtained in conformance with this policy will not be traded, sold, transferred, assigned, or in any way disposed of without the express written permission of the Police Chief or his/her designee.

F. Sworn officers demoted to detention officer/other, will **not** be permitted to purchase their sworn badge. Sworn personnel demoted from higher-ranking positions will **not** be permitted to purchase the higher-ranking badge.

6. G. Exceptions to this policy will require the approval of the Uniform Committee chairperson.

7. UNIFORM ALLOWANCE

A. Annual Uniform Allowance

(1) Employees of the Department who are required to maintain a uniform will be entitled to an annual uniform allowance.

7. A. (2) The amount and payment date are specifically determined in the Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), and Administrative Regulation (AR) 2.26, Clothing Allowance for Certain Employees of the Police and Fire Departments, and AR 2.261, Clothing Allowance for Certain Civilian Employees.

(3) New employees will receive an initial uniform allowance equal to 1/12 of a full-year allowance for every month remaining in the fiscal year; payment will be made in a lump sum during the first 60 days of employment.

(4) Employees who Leave Employment with the Department – See the current MOU/MOA for repayment procedures.

(5) Change in Job Classification – See the current MOU/MOA, AR 2.26, and AR 2.261 for repayment procedures.

B. Reserve Program Uniform Allowance – See Operations Order 6.4.00, Police Reserve Division for information.

C. Specialty Assignments Uniform Allowance and Maintenance Allowance for Sworn Employees

(1) An employee who is assigned to a qualifying specialty detail, squad, or unit is entitled to receive a one-time payment upon initial transfer and an annual specialty payment.

(a) To receive the one-time payment upon initial transfer, the employee must submit a memorandum through the chain of command to the commander/administrator level requesting the one-time specialty payment.

- The approved memo must be forwarded to the FMB/Police HR Unit for processing.

(b) To receive the annual specialty payment, the employee must complete the appropriate Request for Uniform Allowance Above the Basic Annual Amount Form 80-590D (officers) or 81-591D (sergeants and lieutenants) and submit the signed form to the FMB/Police HR Unit when requested by FMB in May/June of each year and within established deadlines.

- The form must be signed by the employee and the employee's commander/ administrator.
- Employees who do not submit a completed form within the established deadlines will only receive the basic annual uniform allowance until a completed form is submitted.

(2) See the appropriate MOU/MOA for qualifying specialty assignments and allowance amounts.

D. Damaged or Lost Personally Owned Clothing and Equipment

(1) Uniforms, equipment, and a limited amount of civilian clothing and personal items, as specified within the current MOU/MOA, may be replaced at City expense upon approval of appropriate supervisors.

(2) Reimbursement Amounts

(a) Sworn employees will be reimbursed for repair or replacement of uniform items and other personal property damaged in the performance of assigned duties when there is no negligence on the part of the employee.

- The dollar amounts listed in the appropriate MOU are the maximums that would be paid even if a recommendation were made to reimburse an employee for the full value of an item.
- "All" refers to the total cost of an item if a recommendation is made to reimburse the full value of an ite

7. D. (2) (b) Reimbursement policy for civilian unit employees is contained in the appropriate MOU/MOA.

(3) Procedures for Approval - The option to repair or replace damaged items and to determine whether or not damaged items will be returned to the employee, rests with the approving authority.

(a) To replace lost or damaged items, employees will forward a memorandum through the chain of command stating the circumstances.

(b) Supervisors will examine damaged items and make written recommendations as to a full, three-quarter, one-half, or one-quarter value of the item, based on its age and serviceability.

(c) Upon approval by the employee's second-level supervisor, employees will replace the item at their expense from the supplier of their choice and will submit the below listed paperwork to FMB for reimbursement by the City Treasurer.

- The approved memorandum
- The original receipt marked paid
- A signed Employee Expense Reimbursement Form 150-11D

(d) When completing the Employee Expense Reimbursement form, employees only need to print their name and sign the form.

- FMB will fill in the appropriate data.

(e) Reimbursement for business attire and personal items must first be approved by an assistant chief.

(4) Reimbursement Procedures for Authorized Optional Holster/Motor Helmet

(a) Reimbursement for replacement or repair of an authorized optional holster or motor helmet damaged during the performance of a police action will be subject to examination and approval of a supervisor.

(b) In accordance with the provisions of this policy, reimbursement will be an amount equal to the cost for repair or replacement of a Department-issued holster or motor helmet.

(5) Lost, Stolen, or Missing Department-Issued Equipment

(a) Employees **will not** misuse or abuse City equipment and will immediately report **all** damage or loss of City equipment to their supervisor (see Operations Order 4.7.00, Rules and Regulations for more information).

(b) A memorandum stating the circumstances, and any related Case Report (CR), will be completed and forwarded to Police Supply through the chain of command.

7. D. (5) (c) Upon approval of a supervisor, the rank of lieutenant or above, the item may be replaced by completing a requisition form.

(d) See Communications Procedures regarding lost, stolen or missing portable radios, radar units, tuning forks, and cellular equipment.

8. RETURN OF CITY-OWNED/DEPARTMENT-ISSUED POLICE EQUIPMENT

A. Supervisor's Responsibilities

(1) Supervisors will ensure employees who terminate employment with the Department turn in all City-owned equipment to Police Supply as soon as possible.

8. A. (2) The supervisor and employee will check the property turned in against the equipment receipt maintained in the employee's division file.

- At the completion of the inventory, both the supervisor and the employee will sign the equipment receipt.

(3) Equipment will be taken directly to Police Supply during their operating hours by either the terminating employee or the supervisor.

B. Police Supply Responsibilities

(1) Police Supply personnel will compare their records with the equipment and the signed receipt turned in by the employee or supervisor.

(2) Police Supply personnel will notify FMB when terminating employees have turned in their City-owned equipment.

C. Turn-In of Rank Insignia

(1) Employees will turn in any Department-issued insignia of rank which was replaced with new ones as a result of a promotion or retirement.

(2) These items will be returned to Police Supply within five business days after the effective date of promotion.

Last Organizational Review: