



UNIFORM POLICY

PHOENIX POLICE DEPARTMENT

Rev. 05/11/23

Operations Order

3.15

PAGE 1

1. 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).
 - (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.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 2

1. 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.

EXCEPTION: Motorcycle officers and crime scene response, see Operations Orders [Ops 3.15 Addendum G](#) and [3.15 Addendum M.6](#) 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.

2. 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) 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.

3. **BASIC GROOMING/APPEARANCE** – Good grooming will be maintained while on duty. Uniforms and equipment will be kept clean and serviceable.

- A. Makeup – Face and eye makeup will be neatly and thinly applied and will harmonize with hair color and the color of the uniform or plain clothes.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 3

3. B. Fingernails

- Hands and fingernails will be clean, and nails will be trimmed.
- Fingernail length for on duty officers and uniformed civilian personnel will be no longer than 1/4 inch beyond the fleshy portion of the finger.
- For those uniformed employees who desire to use nail polish, the color will be a conservative shade without decals or ornamentation.

C. Uniforms

- Will be neat in appearance, pressed, and not faded
- Authorized brass metal items will be shined
- Will not be too tight or too loose
- Pockets, sleeves, and shirt fronts of all approved uniform items will be worn buttoned with the exception of the collar button
- Uniform items that require repair or have been patched or repaired will not be worn, unless the patch or repair is inconspicuous
- Alterations to fit body contour are authorized

4. HAIR

A. General Information

- Hair must be neat, combed, clean, and if dyed, must be a natural color of hair.
- Wigs may be worn to comply with this policy.
- Employees assigned to specialty details may deviate from this policy upon the receipt of written approval from their assistant chief.

* The written approval will be placed in the employee's division/bureau/precinct file.

B. Uniformed Employees

- Hair will be worn in a professional, conservative style and in a safe manner.

NOTE: Employees should be aware of the potential risks and hazards of wearing hair in a ponytail.

- Hair (even when in a ponytail) may be worn over the ear but will be no longer than the bottom of the shirt collar at the back of the neck when standing with the head in a normal upright position, and may be tapered along the chin line.
- Hair must not extend more than 1 1/2 inches from the sides of the head.
- Hair accessories will be conservative in color and style to harmonize with hair color and the color of the uniform.

* For safety purposes, chopsticks, pens, pencils, etc., will not be worn in the hair.

C. Non-Uniformed Employees

- Hair will be worn in a professional, **conservative style**.

* Hair may be worn over the ear.

* Hair must not extend more than 1 1/2 inches from the sides of the head.

5. FACIAL HAIR

- ### A. All Sworn Employees and Uniformed Civilian Employees - Facial hair (beard, goatee, and/or mustache) is permitted within the following parameters:



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 4

5. B. (1) When wearing a beard, goatee, and/or mustache, it must be neatly trimmed and groomed to avoid a ragged appearance, and the neck must be clean shaven.
- Mustaches will not be waxed or twisted and will be neatly trimmed.
 - Patchy, spotty clumps of facial hair are not considered beards and are therefore not permitted.
 - Employees not actively attempting to grow a beard or other type of facial hair must report to work with an otherwise cleanly shaven face.
- (2) Sideburns not part of a beard will be no more than 1 1/2 inches wide at the widest point (measured from the natural hairline nearest the ear), will not extend below the bottom of the ear lobes, and will be neatly trimmed.
- (3) Facial hair will be no longer than a quarter (1/4) of an inch in length and no portion of the facial hair may be exceptionally longer than the rest.
- (4) Facial hair will not be worn in an extreme or unconventional style.
- (5) Designs, letters, numbers, or artwork cut into the facial hair is not permitted.
- (6) Facial hair shall neither interfere with the wearing of the required uniform (includes the use of a respirator) nor constitute a safety hazard.
- Employees who wear facial hair must shave the area of the mask sealing surface anytime they don a tight-fitting respirator or for required fit testing (see [Operations Order 9.4. Hazardous Materials Response](#), for more information).
- NOTE:** Employees will maintain a shaving kit along with their respiratory protection equipment to ensure the ability to be clean shaven prior to donning the mask.
- (7) Employees whose job duties require the regular and/or routine usage of respiratory protection, including the N-95, half-face, full-face air-purifying respirator (APR), and self-contained breathing apparatus (SCBA) respirators, will only be authorized to maintain a style of facial hair that does not come into contact with the sealing surface of the facepiece.
- This includes, but is not limited to, employees assigned to the Special Assignments Unit (SAU), Bomb Squad, and Tactical Response Unit (TRU).
- (8) Supervisors will actively direct and supervise subordinates to ensure their appearance is neat and professional in accordance with the facial hair policy. Supervisors will:
- Inspect employees daily for a professional appearance and compliance with the policy.
 - Verify employees who have facial hair have a shaving kit available during monthly inspections.
 - Ensure employees who have facial hair and have not shaved in the areas of the mask sealing surfaces, do not deploy in a tight-fitting respirator until they do shave the appropriate area.
- (9) The final authority for deciding the appropriateness of an employee's facial hair will rest with the employee's chain of command.
- (10) The ability to wear facial hair may be rescinded by the Police Chief at any time.
- B. Non-Uniformed Civilian Employees
- When wearing a beard, goatee, and/or mustache, it must be neatly trimmed and groomed.
 - Sideburns not part of a beard will be no more than 1 1/2 inches wide at the widest point (measured from the natural hairline nearest the ear), will not extend below the bottom of the ear lobes, and will be neatly trimmed.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 5

6. **JEWELRY, TATTOOS, AND BRANDS** – This policy applies to all employees while on duty, in uniform or civilian attire, or anytime while representing the Department.
- A. The final authority for deciding the appropriateness of tattoos, brands, or jewelry rests with the Police Chief or his/her designee.
- An ad hoc committee comprised of a peer representative, labor representative, a first-level supervisor, and a commander may be empaneled to make a determination of appropriateness and provide a recommendation to the Police Chief.
- B. Jewelry – Employees may wear jewelry of a **conservative** style at their discretion.
- (1) Employees are prohibited from wearing any jewelry that is considered inappropriate or offensive to any individual or group.
 - (2) In consideration of officer safety, uniformed employees may wear necklaces and bracelets as long as they are fully concealed by clothing.
 - A wristwatch may be worn without being concealed.
 - (3) All earrings will be attached to the earlobe and will not rise above the ear canal opening.
 - (a) While on duty, uniformed female employees may wear one stud earring per ear.
 - (b) Sworn female employees in business attire and non-uniformed civilian male and female employees may wear one dangling and one stud earring per ear or two stud earrings per ear.
 - (c) Sworn male employees will not wear earrings while on duty unless authorized.
 - (4) Jewelry (or any other items) worn in pierced visible body parts, other than the earlobe as written above in 6.B.(3) of this order, is prohibited.

NOTE: Jewelry (or any other items) worn in tongue piercings is considered visible.
 - (5) The wearing of “gauges” in visible body parts is prohibited.
- C. Tattoos or Brands – Inappropriate or excessive tattoos or brands will be handled on a case-by-case basis.
- (1) While on duty, employees will follow the below guidelines:
 - While in uniform or civilian attire, tattoos or brands may be displayed on the arms or hands.
 - While in uniform, tattoos or brands on the legs will not be visible.
 - While in civilian attire, visible tattoos or brands on the legs may not extend more than six inches above the center of the anklebone.
 - No other visible tattoos or brands are authorized.
 - (2) The display of any unprofessional or offensive tattoo or brand, regardless of its location, while employees are on duty or working off-duty, is prohibited.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 6

6. C. (2) (a) The following list includes, but is not limited to, the types of items prohibited by this policy:

- Depictions of nudity or violence
- Sexually explicit or vulgar art, words, phrases, or profane language
- Symbols likely to incite a strong negative reaction in any group, such as swastikas
- Initials or acronyms that represent criminal or historically oppressive organizations, such as AB, KKK, SS, street gang names, numbers, and/or symbols

(b) Tattoos or brands considered inappropriate or excessive, which are visible in uniform or plain clothes, or not meeting the above guidelines in 6.C.(1), must be suitably covered while on duty.

- Bandages or wraps used to cover unauthorized tattoos or brands will be the flesh color of the wearer.

D. Exceptions

(1) When deemed operationally necessary, employees in undercover assignments may display tattoos, brands, or jewelry otherwise prohibited by this policy with the approval of the unit commander (lieutenant or higher).

- A memo specific to the employee's current assignment will be kept in their division file.

(2) Jewelry, tattoos, or brands that are an integral part of a recognized religious organization or practice.

- Questions by employees or management regarding the validity of an employee's display of a tattoo, brand, or jewelry will be submitted for review and approval by an appropriate religious authority.

(3) Non-offensive tattoos or brands, otherwise prohibited by this policy due to location, may be displayed during Department-sanctioned physical fitness activities and evaluations.

7. RELIGIOUS EXEMPTIONS

A. Exemptions for employees of the Sikh faith

(1) May wear a turban unless not permissible due to their assigned duty (i.e. when wearing a riot helmet).

NOTE: In instances where a Sikh employee is required to wear a riot helmet, a smaller "under turban" may be worn under the helmet.

(a) Uniformed employees who wear Sikh turbans shall ensure:

- The turban is the same color (navy blue) as uniform requirements for headgear as outlined on Operations Order 3.15 Addendum C
- No logos, symbols, or other emblems are visible.
- The turban will fit snugly on the head with the top peak of the turban facing the front.
- The Phoenix Police cap badge will be pinned to the Sikh turban and centered on the front.
- Hair must be groomed and secured under the turban.

(b) Employees in non-uniformed positions will wear a Sikh turban in a color to correspond with their assigned position's uniform requirements (e.g., recruits, tactical assignments, civilian positions, etc.)



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 7

7. A. (2) May wear a Kara (steel bracelet) so long as the Kara does not interfere with the employee's ability to perform their duties.
- (3) Employees who carry a Kirpan (religious sword/dagger) shall ensure the Kirpan has a blade length no longer than three inches and is worn in a cloth holster (Gatra) under the uniform shirt.
- B. Exemptions for employees of the Muslim faith
- (1) Employees of the Muslim faith may wear a hijab.
- (a) Uniformed employees who wear a hijab will ensure:
- It is the same color (navy blue) as uniform requirements for headgear as outlined on Operations Order 3.15 Addendum C
 - No logos, symbols, or other emblems are visible
 - The material will not cover any part of the face
 - The hijab will fit snugly on the head and will be tucked into the collar of the uniform shirt
- NOTE:** Uniformed employees may elect to wear a specially modified hijab with quick release clasps.
- (b) Employees in non-uniformed positions will wear a hijab in a color to correspond with their assigned position's uniform requirements (e.g., recruits, tactical assignments, civilian positions, etc.)
- C. Sworn employees of the Jewish faith may wear a Kippah/Yarmulke at all times.
- (1) Employees who wear a Kippah/Yarmulke shall ensure that:
- (a) The Kippah/Yarmulke is the same color (navy blue) as the headgear corresponding to Department uniform requirements in Operations Order 3.15 Addendum C. No logos, symbols, or emblems will be displayed.
- (b) Employees in non-uniform positions will wear professional and similar colors to correspond with their assignment functions and clothing/uniform requirements (e.g. recruits, tactical assignments, training positions, etc.)
- (c) Assigned Department headgear can/will be worn on top of the Kippah/Yarmulke, when the employee chooses or is required.
8. **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.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 8

- 8. 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.

9. 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	<p><u>Types:</u> - The old, small, gold style or new, larger, silver style</p> <ul style="list-style-type: none"> • <u>Breast Badge</u> - Department-issued, pin on reverse side • <u>Belt Badge</u> - Flatter than the breast badge • <u>Wallet/Flat Badge</u> - Department-issued, in a specially designed wallet carried with a Department-issued commission card <p><u>Wear:</u></p> <ul style="list-style-type: none"> • Breast badges will be worn centered above the left breast pocket with the bottom tip of the badge from 1/2 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	<ul style="list-style-type: none"> • 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 1/2 inches above the top of the left breast pocket 										
(c) Outdated Badges	<p>Badges that were previously authorized for wear but are no longer authorized for use or wear, which includes:</p> <ul style="list-style-type: none"> • Metal or cloth Millennium • Old, small style, yellow cloth 										
(d) Specialty Badges	<p>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:</p> <table border="0" style="width: 100%;"> <tr> <td style="border-bottom: 1px solid black;">Camouflage Badge:</td> <td>Week of Memorial Day, Week of Veterans Day</td> </tr> <tr> <td style="border-bottom: 1px solid black;">U.S. Flag Badge:</td> <td>Week of Independence Day, Week of Labor Day through September 11th</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Memorial Badge:</td> <td>Police Week, Week of notification of a fallen officer in the State of Arizona</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Pink Badge:</td> <td>(Breast Cancer Awareness) Month of October</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Blue Badge:</td> <td>(Autism Awareness) Month of April</td> </tr> </table>	Camouflage Badge:	Week of Memorial Day, Week of Veterans Day	U.S. Flag Badge:	Week of Independence Day, Week of Labor Day through September 11 th	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
Camouflage Badge:	Week of Memorial Day, Week of Veterans Day										
U.S. Flag Badge:	Week of Independence Day, Week of Labor Day through September 11 th										
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										



9. 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	
<ul style="list-style-type: none"> • Police Chief • Executive Assistant Chief • Assistant Chief • Commander • Lieutenant • Sergeant • Officer/Detective 	<ul style="list-style-type: none"> • Chief of Staff • Assistant Director • Administrator • Industrial Hygienist • Forensic Scientist • Forensic Photo Specialist • Civilian Investigator 	<ul style="list-style-type: none"> • Crime Scene Specialist • Court Liaison • Detention Sergeant • Detention Officer • Police Assistant • Municipal Guard • 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 1/2 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.

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 Addendum M of this order 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).

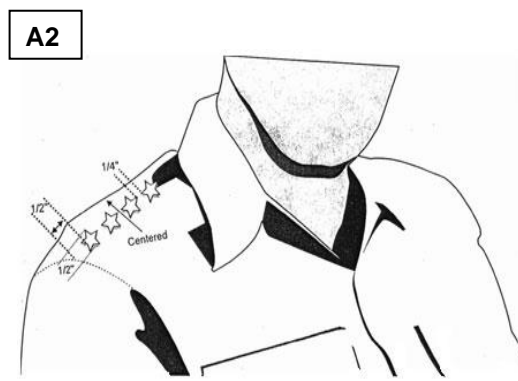
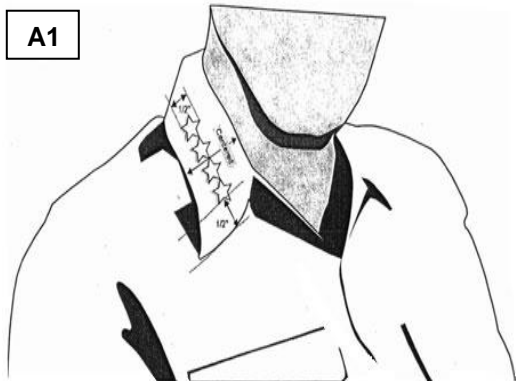
NOTE: Yellow, white, or script lettering is prohibited.

10. INSIGNIA OF RANK

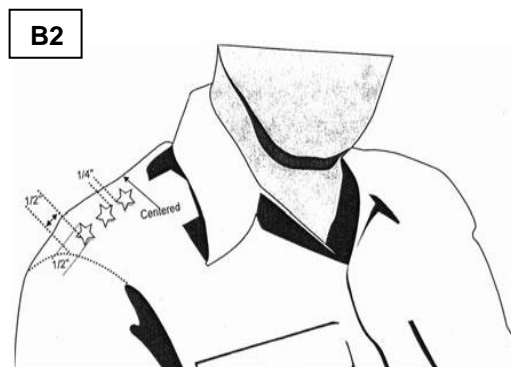
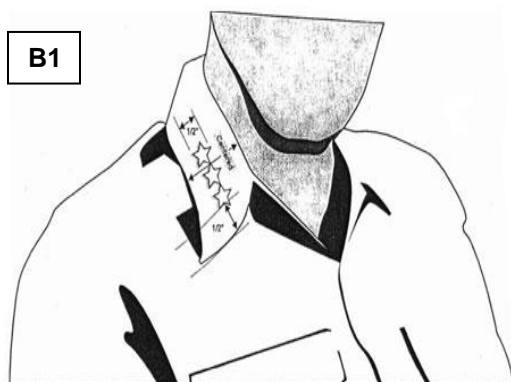
A. Police Chief	<ul style="list-style-type: none"> • Uniform shirt collar (both sides) will have four, 1/2 inch gold, smooth finish metal stars worn single point up, in tandem, with the closest inside point to the collar, a minimum of 1/2 inch from the front of the collar, parallel to the top of the 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).
------------------------	---



10. A. **INSIGNIA OF RANK - Police Chief** (continued)



- 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).





UNIFORM POLICY

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

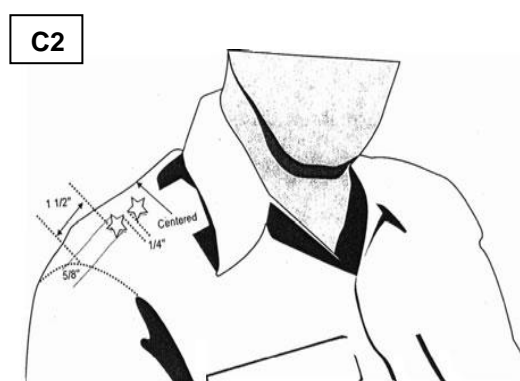
Operations Order

3.15

PAGE 11

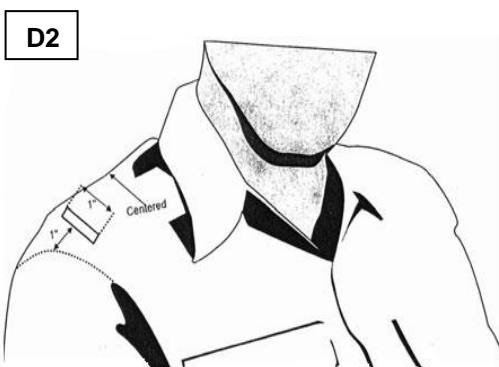
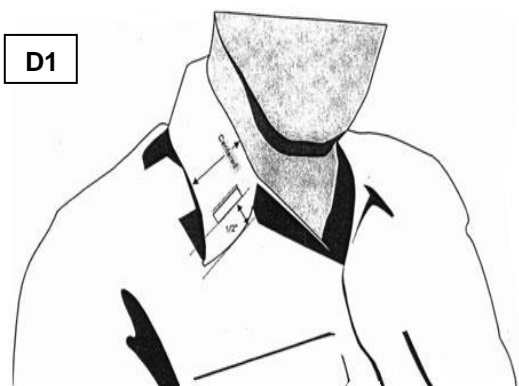
10. INSIGNIA OF RANK (continued)

C. Commander	<ul style="list-style-type: none"> 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).
---------------------	---



10. INSIGNIA OF RANK

D. Lieutenant	<ul style="list-style-type: none"> 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).
----------------------	--



	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 01/31/24 PAGE 12

10. **INSIGNIA OF RANK** (continued)

E. Sergeant	<ul style="list-style-type: none"> 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). <ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Authorized uniform
H. Recruit	<ul style="list-style-type: none"> 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 9 of this order. Any additional insignia of rank may be purchased at the employee's expense.	

11. **AWARDS, IDENTIFIERS, AND PINS** – The following items may be worn on the Class A, B, or C uniform only (unless otherwise noted) and are **optional** unless otherwise noted (see [Operations Order 3.17, Awards Program](#), for criteria of awards/pins):

A. AWARDS/PINS	
(1) Police Shield	<ul style="list-style-type: none"> May only be worn centered and parallel on the left breast pocket flap, from right to left If one pin is worn, it will be centered on the pocket If two pins are worn, they will be centered on the pocket in the order listed If three pins are worn, they will be centered on the pocket in the order listed No more than three pins will be worn on the left pocket at one time The Police Shield is circular, approximately 15/16 inch tall, 13/16 inch wide, polished gold, and has a shield surrounded by leaf borders on the sides and bottom, and a banner above the shield inscribed with POLICE SHIELD in blue. <ul style="list-style-type: none"> The shield has two scroll type banners inscribed with PHOENIX and POLICE, respectively, above a small circle with a firebird, and a scroll type banner inscribed with DEPT below the small circle with AZ below the word "Dept" (all in dark blue lettering) The Medal of Valor is circular, approximately 7/8 inch in diameter, silver with a dark gray background, and has a silver firebird with a silver ribbon at the base of the bird inscribed with the word VALOR in the center of the pin, which is encircled with the words CITY OF PHOENIX POLICE in silver letters. The Medal of Merit is circular, approximately 7/8 inch in diameter, polished gold with a dark gray background, and has a polished gold firebird with a polished gold ribbon at the base of the bird inscribed with the word MERIT in the center of the pin, which is encircled with the words CITY OF PHOENIX POLICE in polished gold letters. The Medal of Lifesaving is diamond shaped, approximately 3/4 inch tall, 3/4 inch wide, bronze in color, and has a raised cross on a recessed lined background in the center of the pin with the word LIFESAVING in raised lettering on top of the cross, with POLICE DEPARTMENT in raised lettering bordering the top of the pin and PHOENIX ARIZONA bordering the bottom of the pin. The Distinguished Service pin is circular, approximately 7/8 inch in diameter, polished gold, and has a firebird in the center with the words PHOENIX above the bird and POLICE below the bird which is encircled with a blue banner inscribed with the words DISTINGUISHED* SERVICE* in raised gold letters.
Medal of Valor	
Medal of Merit	
Medal of Lifesaving	
Distinguished Service Award	

	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 06/28/24 PAGE 13

11. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

A. AWARDS/PINS (Continued)	
<p>(2) IACP/DuPont Kevlar Survivors' Club Pin</p> <p>NAPO Top Cop Award Pin</p>	<ul style="list-style-type: none"> • May only be worn centered on the left breast pocket flap, with the top edge of the pin flush with the top edge of the pocket (only one pin may be worn at this location) • The IACP (International Association of Chiefs of Police)/DuPont Kevlar Survivors' Club pin is rectangular, approximately 1/4 inch tall, 1 1/4 inches wide, and is gold in color with red, white, and blue panels (from right to left) with the Survivors' Club emblem in the middle white panel. • The NAPO (National Association of Police Organizations) Top Cop Award pin is rectangular, approximately 1/2 inch tall, 1 7/8 inches wide, gold in color with a blue, white, and red stripe, a blue panel on the right (with nine (9) gold stars) connected to the blue stripe, and NAPO TOP COP in gold in the middle white stripe.
<p>(3) Expert Shooter</p> <p>Years of Service</p> <p>Physical Fitness Pin</p>	<ul style="list-style-type: none"> • May only be worn centered and parallel on the right breast pocket flap, under the name plate, from left to right • Only current pins may be worn • If one pin is worn, it will be centered on the pocket • If two pins are worn, they will be centered on the pocket in the order listed • If three pins are worn, they will be centered on the pocket in the order listed • No more than three pins will be worn on the right pocket at one time • The Expert Shooter pin is a gold shield, approximately 1 inch tall, 3/4 inch wide with two scroll type banners inscribed with EXPERT and PISTOL, respectively, above two Glocks, barrels touching, over a blue target, a scroll type banner inscribed with PHOENIX below the Glocks, and P.D. is inscribed below the word "Phoenix" (all in dark blue lettering). • The Years of Service pin is rectangular, approximately 3/4 inch tall, 5/8 inch wide, all gold with a black City of Phoenix bird centered above rubies and/or diamonds, depending on the years of service. • The Physical Fitness pin is a gold shield, approximately 1 inch tall, 5/8 inch wide with two dark blue scroll type banners inscribed with PHOENIX POLICE and PHYSICAL, respectively, above a small light blue circle with a dark blue border inscribed with CITY OF PHOENIX ARIZONA, a dark blue scroll type banner inscribed with EXCELLENCE below the circle, and the year awarded below the word "excellence".
<p>(4) Crisis Intervention Team (CIT) Pin</p>	<ul style="list-style-type: none"> • May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is circular, approximately 1 inch in diameter, has a yellow center which depicts the Arizona state flag in the shape of the State, and is inscribed with CIT in gold lettering on the bottom dark blue half of the State flag • A dark blue outer circle, bordered in gold and red, is inscribed in gold lettering with CRISIS INTERVENTION TEAM at the top, and **ARIZONA** at the bottom • Will only be worn by officers who have completed CIT training
<p>(5) Defensive Tactics Proficiency Pin</p>	<ul style="list-style-type: none"> • May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is approximately 3/4 inch by 3/4 inch in size • Is a black shield with red and gold borders and a red phoenix bird in front with wings extending beyond the shield • Below the bird is a black banner reading PHOENIX POLICE DEFENSIVE TACTICS • Above the banner is a triangle in the following colors to reflect levels of proficiency: <ul style="list-style-type: none"> * White – 100 hours * Purple – 300 hours * Blue – 200 hours * Black – 400 hours
<p>(6) Dive Team Award Pin</p>	<ul style="list-style-type: none"> • May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • Is an oxidized silver diver's helmet, approximately 3/4 inch in diameter
<p>(7) Emergency Medical Technician (EMT) Pin</p> <p>Paramedic Pin</p>	<ul style="list-style-type: none"> • Only one EMT or Paramedic pin may be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin • The EMT pin is a red in color, outlined in gold, rectangular shape with a rounded top, approximately 7/8 inch tall and 1/2 inch wide, with white at the top outlined in gold, gold sun beams and a gold Star of Life in the middle, and in black outlined in gold, E.M.T is in the top white portion, and in gold, ARIZONA is at the bottom of the pin. • The Paramedic pin is outlined in gold, approximately 7/8 inch tall and 1/2 inch wide at the top/middle and narrows to a point at the bottom, is white at the top, has a red half circle with yellow sun beams and a yellow Star of Life in the middle, is blue at the bottom, and in gold, PARAMEDIC is in the top white portion, and ARIZONA is in the bottom blue portion. • Will only be worn by certified EMTs/paramedics

	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 06/28/24

11. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

A. AWARDS/PINS (Continued)	
(8) Expert Rifle Shooter Pin	<ul style="list-style-type: none"> May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin Is a gold beveled edged (blue) shield, approximately 1 inch tall, 1 inch wide, and has a black rifle between the words PHOENIX and POLICE (in black), and a blue recessed banner, bordered in gold, inscribed with RIFLE EXPERT in gold, across the bottom of the shield with a recessed sunburst behind the banner and word "police" Current and previously awarded expert rifle shooters may wear the pin
(9) Federal Bureau of Investigation (FBI) National Academy Pin	<ul style="list-style-type: none"> May be worn in place of the Expert Shooter, Years of Service, or Physical Fitness pin Is circular, approximately 1 inch in diameter, gold with a dark blue boarder, and has a light blue center with an eagle, American shield, and the words KNOWLEDGE, COURAGE, and INTEGRITY The initials NA, in dark blue, sit at the top of the pin on a white background and a gold rippled border encircles the pin and initials
(10) HAZMAT Technician Pin	<ul style="list-style-type: none"> May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin Is diamond shaped, approximately 3/4 inch tall by 3/4 inch wide, displays the HAZMAT symbols in gold and HAZMAT colors of red, yellow, white, and blue bordered in gold, with the words HAZARDOUS MAERTIALS inscribed in gold on the bottom half of the white portion A white banner bordered in gold with the word TECHNICIAN inscribed in gold, is under the words "hazardous materials"
(11) Memorial Pin	<ul style="list-style-type: none"> Designed to commemorate officers killed in the line of duty May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin Is a gold starburst with an eagle on top, approximately 1 inch tall by 3/4 inch wide, containing a blue circle with a silver eagle in the center, bordered by a black circle inscribed with CITY OF PHOENIX ARIZONA in silver, which is bordered by a silver circle inscribed with * PHOENIX * POLICE DEPT in black A silver banner is below the eagle on top and is inscribed with the fallen officer's name Only one Memorial pin may be worn at a time.
(12) Public Safety Bomb Technician (PSBT) Pin	<ul style="list-style-type: none"> May only be worn centered over the right breast pocket approximately 2 inches above the nameplate (only one Department approved pin may be worn in this location) Is approximately 1 inch tall and 1 3/4 inches wide, and is brushed nickel depicting a Federal Bureau of Investigation (FBI) shield with scales of justice at the top of the shield and at the bottom of the shield, a half wreath extends on each side In front of the shield/half wreath is a bomb with lightning bolts coming out of each side
(13) Safe Driving Award/Pin	<ul style="list-style-type: none"> May only be worn on the right portion of the right breast pocket flap Is circular, approximately 3/4 inch in diameter, gold leaves on both sides of a dark blue border with CITY OF PHOENIX ARIZONA inscribed in gold, encircling a light blue center with a gold City of Phoenix bird in the middle, and a dark blue scroll type banner, with the words SAFE DRIVER, at the bottom of the pin
B. IDENTIFIERS - PINS/PATCHES	
(1) Field Training Officer (FTO) Identifier/Patch	<ul style="list-style-type: none"> Will be worn on each shirt sleeve, 3/4 inch below the shoulder patch * Train-in-place FTOs will wear the patches while assigned to train an officer-in-training (OIT) and may wear the patches when not training an OIT
(2) Police Firearms Instructor Identifier/Pin	<ul style="list-style-type: none"> May only be worn centered on the left breast pocket, with the top edge of the identifier flush with the top edge of the pocket flap (only one pin may be worn at this location) Is rectangular, approximately 3/8 inch tall, 2 1/4 inches wide in polished brass with a raised City of Phoenix bird, the words POLICE FIREARMS atop INSTRUCTOR, and a Glock handgun from right to left Will only be worn by certified police firearms instructors
(3) Police Recruit Identifier/Pin	<ul style="list-style-type: none"> Will be worn centered on the left breast pocket, with the top edge of the identifier flush with the top edge of the pocket flap (only one pin may be worn at this location) Is rectangular, approximately 3/8 inch tall, 2 1/4 inches wide in polished brass, and is inscribed with the words POLICE RECRUIT in black A rocker-style identifier will be worn on both sleeves of shirts and jackets.

	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 06/28/24 PAGE 15

11. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

A. IDENTIFIERS - PINS/PATCHES (Continued)	
(4) Lead Recruit Training Officer/ Training Staff Identifier/Pin	<ul style="list-style-type: none"> Will be worn centered on the left breast pocket, with the top edge of the identifier flush with the top edge of the pocket flap (only one pin may be worn at this location) Is rectangular, approximately 3/8 inch tall, 2 1/4 inches wide in polished brass and is inscribed with the words TRAINING STAFF in black Only employees assigned to the Training Bureau full-time may wear these identifiers
(5) Rifle Instructor Pin	<ul style="list-style-type: none"> May be worn in place of the Physical Fitness, Years of Service, or Expert Shooter pin Is a gold shield with a blue center and a gold City of Phoenix bird in the middle of the blue center, with two blue scroll type banners, border in gold; one above the shield (inscribed with RIFLE in gold), one below the shield (inscribed with INSTRUCTOR in gold), and is approximately 1 1/4 inches tall and 1 1/16 inches wide Will only be worn by certified police rifle instructors
(6) Service Stripes	<ul style="list-style-type: none"> May be worn on the jacket, sweater, and long-sleeved shirt to denote length of service as a sworn officer Each stripe will represent four years of service with the Department or another sanctioned law enforcement agency. <p>NOTE: Service stripes representing length of service from another law enforcement agency may only be worn once off probation with the Department.</p> <ul style="list-style-type: none"> Will be worn on the left sleeve, 1 inch above the cuff, along the inside of the center crease Will be 2 inches wide, with a rolled edge and plastic backing The inside royal blue band will be 1/4 inch wide and 1 1/4 inches long and will be bordered in gold, 1 1/2 inches long and 1/16 inch wide The gold border will be bordered in black, 3/16 inch wide
C. SPECIALTY DETAIL PINS	
(1) Basic Guidelines	<ul style="list-style-type: none"> The pins listed below in this table, unless otherwise noted, may only be worn centered over the right breast pocket approximately 2 inches above the nameplate. While assigned to a specialty detail that has its own authorized pin, an employee may only wear the pin associated with that detail. When an employee leaves a detail that has an authorized pin and goes to a detail which does not, the employee may wear one pin of their choosing from a previous detail worked. Patrol officers may wear the patrol pin or authorized pin from a previous detail worked. Only <u>one</u> authorized patrol or specialty detail pin may be worn on the uniform at any time. <p>NOTE: Temporary authorized pins for memorial or major events, such as 9-11 or Super Bowl, will not be worn after the expiration date.</p>
(2) Active Bystandership for Law Enforcement (ABLE) Pin	<ul style="list-style-type: none"> To be worn by any ABLE certified law enforcement agency member who is ABLE trained. Is approximately 1" in diameter. Is gold in color with a black outer ring with a gold border and the words ACTIVE BYSTANDERSHIP around the top and FOR LAW ENFORCEMENT around the bottom in gold with 3 gold stars each on the left and right sides. Center of the pin has the outlines of three figures, one green, one yellow, and one blue. The figures are touching arm to arm in a circle. In the center of the circle is the word ABLE in blue lettering.
(3) Airport Bureau Pin	<ul style="list-style-type: none"> Polished silver wings divided by a blue City of Phoenix bird, with a white background and a white airplane in the middle of the bird, approximately 1 inch tall, and 2 inches wide Connecting the wings are polished silver arches with the words PHOENIX POLICE inscribed above the bird and AIRPORT BUREAU below the bird
(4) Airport Bureau K9 Unit Pin	<ul style="list-style-type: none"> To be worn by current and previously assigned Airport Bureau K9 officers. Antique silver wings with a silver sword and gold lightning bolt crossed behind a silver shield. On the shield is written PHOENIX POLICE across the top, in the center of the shield is a dog paw print with K and 9 on each side of the paw print, EDC is written across the bottom of the shield. All design on the shield is in black Width is approximately 2" by 1 1/4" tall.
(5) Assaults Unit Pin	<ul style="list-style-type: none"> Is a shield in black approximately 1.5" tall and 1" wide with a gold and gray phoenix centered within the shield. The bird's eye will have the number 245 within it in gold and the words ASSAULTS will be centered at the top with PHOENIX POLICE centered below in gold.



UNIFORM POLICY

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

Operations Order

3.15

PAGE 16

11. AWARDS, IDENTIFIERS, AND PINS (Continued)

C. SPECIALTY DETAIL PINS	
(6) Aviator Wings	<ul style="list-style-type: none"> Army aviator wings divided by a round center, approximately 1 inch tall, 2 1/2 inches wide, in silver for Pilot in Command, or gold for Certified Flight Instructor CITY OF PHOENIX POLICE PILOT, in raised lettering, encircles a City of Phoenix bird in the round center A star may be added to the top of the round center for Senior pilot or a star and wreath for Master pilot May be worn by pilots currently and previously assigned to the Air Support Unit (ASU) on a full-time basis
(7) Bicycle Patrol Pin	<ul style="list-style-type: none"> Is multicolored with a light blue/gold background and is 3/4 inch wide Depicts a uniformed police officer riding a mountain bike and is inscribed with PHOENIX POLICE BICYCLE PATROL Current and previously assigned Bicycle Detail officers may wear the pin when in uniform
(8) Canine (K-9) Pin	<ul style="list-style-type: none"> Is silver, approximately 1 1/2 inches tall and 1 1/4 inches wide at the top, narrowing to a point at the bottom In black, depicts the profile of a German shepherd and is inscribed with PHOENIX POLICE K-9 UNIT Current and previously assigned canine officers may wear the pin when in uniform
(9) Commercial Narcotic Interdiction Unit (CNIU) Pin	<ul style="list-style-type: none"> Is circular, 1 1/4 inches in diameter, antique-silver in color, with an inner ring bordered in one silver line, an outer ring bordered in two silver lines, with DRUG ENFORCEMENT BUREAU (in silver) in the top portion of the outer ring, COMMERCIAL NARCOTIC INTERDICTION UNIT (in silver) in the bottom portion of the outer ring, and a navy blue canine paw print separates each set of words In the center of the pin is a shield outlined in silver, with a navy blue City of Phoenix bird, outlined in silver, in the middle of the shield, and a silver drug syringe and femur bone are crossed behind the shield Around the shield is an aircraft above, "K9" below, a scale of justice to the left, and a currency bundle with handcuffs to the right, all in silver
(10) Community Action Officer	<ul style="list-style-type: none"> Is a City of Phoenix bird in silver with a gold banner outlined in black above and below. Gold banner above is inscribed with CAO in black and PHOENIX on the banner below. In the center is a gold and black star with 2-9 precinct identifier in black in the center of the star. Is approximately 1 3/4 inches tall by 1 1/2 inches wide.
(11) Community Engagement Bureau (CEB) Pin	<ul style="list-style-type: none"> Resembles a shield, gold in color, approximately 1 1/4 inches tall, and 1 1/4 inches wide In the middle of the pin is an American eagle with a dark blue background, and the border of the pin is inscribed with, in dark blue, COMMUNITY, at the top, ENGAGEMENT on the right, and BUREAU on the left
(12) Court Services Detail Pin	<ul style="list-style-type: none"> Is oblong, approximately 1 5/8 inches tall, 1 5/16 inches wide, gold in color, depicts the Phoenix Municipal Court building, in recessed gold, in the center of pin, and, in black, PHOENIX POLICE DEPARTMENT is at the top of the pin and COURT SERVICES DETAIL is at the bottom of the pin At the bottom of the courthouse is a black circle with a gold gavel
(13) Crime Impact Unit (CIU) Pin	<ul style="list-style-type: none"> Is circular, approximately 1 1/2 inches in diameter, black in color with an inner ring, gold in color, with the words PHOENIX POLICE around the top of the inner ring and CRIME IMPACT UNIT around the bottom of the inner ring in black. Four daggers, with silver blades, divide the circle in quarters with the cross guards, in gold, connecting to form a square. The interior of the square is burgundy in color and contains another inner ring in gold with a black center circle. The words SEMPER, around to top of the inner gold ring, and OCCULUS, around the bottom, in black.
(14) Defensive Tactics Detail Pin	<ul style="list-style-type: none"> Is approximately 1.75" by 1.75", a black shield with red and gold borders and has a phoenix bird in red with gold detail centered on it with wings extending outward beyond borders of the shield. Has a red and gold triangle centered on the phoenix with a black banner below. The banner is outlined in gold and PHOENIX POLICE centered on banner and DEFENSIVE TACTICS centered below.

	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 01/31/24 PAGE 17

11. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

C. SPECIALTY DETAIL PINS (Continued)	
(15) Digital Forensics Investigative Unit (DFIU) Pin	<ul style="list-style-type: none"> Is circular, 1 1/4 inches in diameter, gold in color, with an inner ring bordered in two black lines, and an outer ring bordered in one black line with the words DIGITAL FORENSICS in the top portion, INVESTIGATIVE UNIT in the bottom portion, and one star centered between each set of words, all in black The inner ring depicts an electric circuit with a City of Phoenix bird in the middle, all in black
(16) Dive Team Pin	<ul style="list-style-type: none"> Is a blue and white international dive flag bordered in gold, approximately 1 inch wide, 1 3/4 inches tall with a gold trident running up the center, a gold diver in the middle of the flag, and the words SEARCH and RECOVERY in raised gold lettering below the diver At the bottom of the pin is a gold banner inscribed with the words DIVE TEAM in blue
(17) Drug Enforcement Bureau (DEB) Pin	<ul style="list-style-type: none"> Is circular, 1 1/2 inches in diameter, gold in color with a dark blue border inscribed, in gold, with • DRUG ENFORCEMENT BUREAU • at the top and PHOENIX POLICE DEPARTMENT at the bottom In the middle of the pin is a Phoenix bird rising from the outline of a spartan helmet with four red stars below and to the left of the helmet, and encircling the bird, helmet, and stars is a Greek ornamental font in black bordered in gold
(18) Employee Assistant Unit (EAU) Pin	<ul style="list-style-type: none"> Polished gold wings with black details, divided by a royal blue shield with a gold border and silver embellishments on the top and bottom sides of the shield, approximately 1 1/2 inches tall, and 1 1/4 inches wide EAU in gold, surrounded by a gold and silver laurel wreath, is in the middle of the shield
(19) Employment Services Bureau (ESB) Pin	<ul style="list-style-type: none"> Is silver with a gold scroll style banner inscribed with the word EMPLOYMENT near the top of the pin, a gold scroll style banner inscribed with the words SERVICES BUREAU at the bottom of the pin, a gold City of Phoenix bird below the top banner, a Phoenix cityscape, etched in the silver, above the bottom banner, and is approximately 1 3/8 inches tall and 1 1/2 inches wide The lettering and outlines will be in blue, and a crossed gold spear and gold key extend beyond the corners of the pin
(20) Family Investigations Bureau (FIB) Pin	<ul style="list-style-type: none"> Is circular, 1 inch in diameter, gold with a black border inscribed in gold with the words FAMILY INVESTIGATIONS BUREAU at the top and PHOENIX POLICE DEPARTMENT at the bottom Lady Justice (in black) is in the middle of the pin with a black leaf border surrounding the lower half of Lady Justice
(21) Force Evaluation and Review Unit Pin	<ul style="list-style-type: none"> Is black with gold writing and design, circular, 1.25" in diameter and contains the words FORCE EVALUATION AND REVIEW UNIT along the top outer ring and PHOENIX POLICE DEPARTMENT along the bottom outer ring. In the lower center the latin word TEMPERANTIA below three pillars. Laurels curve up either side of the pin surrounding the pillars
(22) Fiscal Management Bureau Pin	<ul style="list-style-type: none"> Is circular, approximately 1 1/4 inches in diameter, with a gold outer ring bordered in black, and, in black, FACILITIES and SAFETY (separated by a small black square), are inscribed in the top portion of the outer ring, and, in black, HR, GRANTS, and BUDGET (each separated by a small black square), are inscribed in the bottom portion of the outer ring The inner circle is silver with a dark blue shield (bordered in black then white) in the middle, with a partial rising Phoenix bird at the top of the shield and a black Cityscape at the bottom of the shield A white banner ribbon bordered in black, with FISCAL MGMT (in black), goes across the middle of the pin/shield and a black rocker, with BUREAU (in white), is beneath the ribbon
(23) Fugitive Apprehension and Investigation Detail (FAID) Pin	<ul style="list-style-type: none"> Is a black shield, approximately 1 1/2 inches tall, 1 inch wide, with PHOENIX POLICE in silver across the top, and FAID in silver diagonally across the center of the shield A silver pike with a black and silver tip is going down the center of the word FAID with blue bolts of energy at the impact point of the pike (bottom of the pin)
(24) Gang Unit Pin	<ul style="list-style-type: none"> Is a 1 1/4" in diameter, circular on top with 3 points on the bottom, black and red background, chrome borders, a chrome and black rattlesnake in the center, and the words Phoenix Police on top and Gang Squad EST. 1983 on the bottom.

	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 04/19/24

11. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

C. SPECIALTY DETAIL PINS (Continued)	
(25) Homeland Defense Bureau (HDB) Pin	<ul style="list-style-type: none"> Is circular, approximately 1 1/2 inches tall, 1 1/4 inches wide, and polished gold in color Depicts a polished gold downward slanted (to the right) American eagle with four (4) stars (from right to left: dark blue for police, red for fire, light blue for public health, and green for emergency management) under the right wing of the bird which protrudes from the bottom right of the pin
(26) Homicide Unit Pin	<ul style="list-style-type: none"> Is rectangular, 1 inch tall, 2 inches wide, gold in color with the words VERITAS ET AEQUITAS inscribed above a picture of the Egyptian goddess Ma'at and the word HOMICIDE inscribed below the picture
(27) Honor Guard Pin	<ul style="list-style-type: none"> Is triangular with a gold border, approximately 3/4 inch tall, 1 1/16 inches wide, depicting a folded American Flag (dark blue background with six (6) white stars) May not be worn on the Honor Guard Uniform (see Operations Order 3.15 Addendum P, Uniform Policy – Honor Guard Uniform, for the Honor Guard Uniform pin specifications)
(28) Legal Unit Pin	<ul style="list-style-type: none"> Is the scales of justice, 3/4 inch tall, 3/4 inch wide, and all gold in color
(29) Neighborhood Enforcement Team (NET) Pin	<ul style="list-style-type: none"> Is a pair of silver colored wings with black details, connected by a gold arc (bordered in black and inscribed with NET in blue) near the top of the pin, is approximately 1 3/4 inches tall, and 1 1/2 inches wide A gold star is in the middle inscribed with a precinct identifier (2-9) in black, and a gold banner (border in black and inscribed with the word PHOENIX in blue) is at the bottom of the pin
(30) Night Detective Pin	<ul style="list-style-type: none"> Is circular, approximately 1 3/8 inches in diameter, and is gold with a blue border inscribed with NIGHT DETECTIVES PHOENIX POLICE in gold A gold firebird with a gold shield, containing a red biohazard symbol at the base of the bird, is centered in a gray background
(31) Patrol Pin	<ul style="list-style-type: none"> Is the City of Phoenix bird with a banner on the top inscribed with the words COURAGE, HONOR, and INTEGRITY, approximately 1 1/4 inches tall, 3/4 inch wide, blue and gold in color, and the middle of the pin is inscribed with a precinct identifier, 2-9 or P, with the word PATROL Current and previously assigned patrol officers may wear the patrol pin when in uniform
(32) Phoenix Regional Police Academy (PRPA) Pin	<ul style="list-style-type: none"> Is approximately 1 inch high by 1 1/4 inches wide depicting a campaign hat in blue below a gold phoenix bird with its wings outspread. A silver banner above the bird is inscribed in black with PHOENIX in the center panel, POLICE in the left panel, and ACADEMY in the right panel. Another silver banner below the campaign hat, at the bottom of the pin, is inscribed BASIC TRAINING in black
(33) Professional Standards Bureau (PSB) Pin	<ul style="list-style-type: none"> A gold torch with recessed and sandblasted gold metal for flames, divided by a gold circle with a blue border inscribed with PROFESSIONAL STANDARDS BUREAU in gold, approximately 1 1/2 inches tall, and 13/16 inch wide A blue City of Phoenix bird is in the middle of the circle with a recessed and sandblasted gold background
(34) Property Crimes Bureau (PCB) Pin	<ul style="list-style-type: none"> Is a polished gold City of Phoenix bird with a tail, approximately 1 3/4 inches tall and 1 1/2 inches wide, with a black banner, inscribed with the words PHOENIX POLICE, between the wings, and a gold banner ribbon, inscribed with the words PROPERTY CRIMES BUREAU, across the tail, all bordered in recessed gold In the middle of the bird is a light gold circle, bordered in black, with a black PCB inscribed in the middle of the circle
(35) Public Affairs Bureau (PAB) Pin	<ul style="list-style-type: none"> Is a blue shield with a gold scroll on the top inscribed with a star, PUBLIC AFFAIRS, and another star all in blue, has a gold rocker at the bottom inscribed with BUREAU in blue, is 1 1/4 inches tall, approximately 1 inch wide, has a gold rising Phoenix bird in the middle of the shield, and a sword and quill are crossed across the bird
(36) Public Records and Services Bureau	<ul style="list-style-type: none"> Is circular, approximately 1 inch in diameter, divided in three rings/sections The outer ring, bordered in orange, is navy blue, with • CITY OF PHOENIX • (in yellow) at the top of the ring, and PUBLIC RECORDS • VEHICLE IMPOUND • ALARMS • LOUD PARTY (in yellow), encircles the rest of the ring The middle ring, bordered in gray, is black, with PUBLIC RECORDS (in orange) at the top of the ring, and AND SERVICES UNIT (in orange) at the bottom of the ring The center section, bordered in yellow, is multicolored resembling a sunset (mostly red with purple and orange), and has a yellow, blue, and red Phoenix police identifier (rising Phoenix bird) in the middle

	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 04/19/24

11. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

C. SPECIALTY DETAIL PINS (Continued)	
(37) Reserve Bureau Pin	<ul style="list-style-type: none"> Is multicolored, depicting a gold leaf background with a crossed silver sword and quill, covered by the American flag, 1 inch tall, and 1 1/2 inches wide A City of Phoenix police badge, with the words RESERVE DIVISION PHOENIX POLICE 1951, sits atop the American flag
(38) Robbery Unit Pin	<ul style="list-style-type: none"> Is a polished gold (with black details) shield, approximately 1 3/4 inches tall and 1 5/8 inches wide, with a gold rising firebird wearing a black mask at the top of the shield, a black Cityscape in the middle, a blue banner ribbon under the Cityscape, and under the blue banner is a gold star with black and gold rays coming out the top of the star and the roman numeral CCXI under the star The blue banner ribbon is inscribed with ROBBERY with a smaller PHOENIX POLICE underneath, all in gold
(39) Safety Unit Pin	<ul style="list-style-type: none"> Is three white ovals on a dark blue background depicting an electron orbital shell, with a hazmat placard in the center and a dark blue banner at the bottom with SAFETY UNIT in yellow, is outlined in silver, and is approximately 1 1/4 inches tall and 1 1/4 inches wide On the top right portion of the "electron" is a red biohazard symbol, on the top left is a light blue star of life with a red full-face diving mask, on the bottom right is a dark blue gas mask, and on the bottom left is a white skull and crossbones
(40) School Resource Officer Pin	<ul style="list-style-type: none"> Is circular, approximately 1 inch in diameter, gold with a dark blue border inscribed with the words PHOENIX POLICE DEPARTMENT and SCHOOL RESOURCE OFFICER in gold, and the center of the pin is divided with blue, white, yellow, and red insets A gold leaf border encircles the bottom 3/4 of the pin and in the middle of each inset is a gold Lady Justice in the blue inset, gold torch in the white inset, white open book in the yellow inset, and gold City of Phoenix bird in the red inset
(41) Solo Motor Wings	<ul style="list-style-type: none"> Gold wings divided by the front of a gold motorcycle (BMW, Kawasaki, Harley Davidson, or Honda), approximately 1 1/2 inches tall, and 2 1/4 inches wide The word PHOENIX is inscribed in the motorcycle windshield with the appropriate red, blue, and white shapes situated to resemble the lighting system unique to each make of motorcycle. A gold banner may be added above the windshield, connecting the wings, and may be inscribed with one of the below: <ul style="list-style-type: none"> * CVI * DRE * DUI * INSTRUCTOR * Supervisor rank (SERGEANT, LIEUTENANT, COMMANDER) * TESS * TRAFFIC BUREAU * TRAFFIC ENFORCEMENT * Year the officer became a motor Current and previously assigned solo motor officers may wear the wings when in uniform. <p>NOTE: Solo motor wings, embroidered or sewn on a patch, are authorized for wear on the cloth jacket and utility shirt, only while assigned to the Traffic Bureau.</p>
(42) Special Assignments Unit (SAU) Pin	<ul style="list-style-type: none"> Gold wings divided by a silver sword, approximately 1 3/4 inches tall, and 1 3/4 inches wide Current and previously assigned SAU officers may wear the pin when in uniform.
(43) Special Assignments Unit (SAU) Negotiator Pin	<ul style="list-style-type: none"> Is circular, approximately 1 inch in diameter, silver in color with a black border, and ●● PHOENIX POLICE ●● SPECIAL ASSIGNMENTS UNIT ●●, in silver, encircles the upper 3/4 of the pin Over the very bottom of the circle is a black rectangle, bordered in silver, with NEGOTIATOR in silver. In the center of the pin is the black outline of a horse (chess knight) over a black backdrop, a silver sword with a black handle is behind the horse and backdrop, a black lightning bolt is beneath the horse, and black laurel leaves encircle the horse and backdrop.
(44) Specialty Vehicle Detail (SVD) Pin	<ul style="list-style-type: none"> Is approximately 1 1/2 x 1 1/2 inches depicting the front of a Personal Recovery Vehicle cutout and is black in color with silver details. A trident and a sword are crossed in the background. a ribbon style banner is below the vehicle with SVD in silver.

	UNIFORM POLICY	Operations Order 3.15
	PHOENIX POLICE DEPARTMENT	Rev. 04/19/24 PAGE 20

11. **AWARDS, IDENTIFIERS, AND PINS** (Continued)

C. SPECIALTY DETAIL PINS (Continued)	
(45) Street Crimes Unit Pin	<ul style="list-style-type: none"> Is circular, approximately 1 ½ inches by 1 ½ inches, has a white banner around the outside of the circle with STREET CRIMES written around the top third and IDENTICUS LOCATUS SEQUOR around the bottom third in black A gray banner is outside the circle around the top quarter and has the words PHOENIX POLICE in black The circle is crossed by 3 blades in gray with a black background
(46) Tactical Training Pin	<ul style="list-style-type: none"> Is in the shape of a shield, approximately 1 1/4 inches tall, and 2 inches wide, consisting of two blue and two yellow alternating panels Upon the blue and yellow panels are two crossed swords, and a black City of Phoenix bird sits between the top of the crossed swords A gray scroll style banner with the words TACTICAL TRAINING is at the base of the shield with PHOENIX POLICE above the shield
(47) Transit Unit Pin	<ul style="list-style-type: none"> Is a polished silver shield, approximately 1 1/2 inches tall and 1 1/4 inches wide, with a gold Phoenix City Hall in the center and behind the top of City Hall is the United States flag pointing to the right and the Arizona State flag pointing to the left, and above the flags is a dark blue ribbon banner inscribed with TRANSIT, in gold At the bottom of City Hall is a light rail vehicle pointing to the right, a City bus pointing to the left, and between the two vehicles is a dark blue circle with TU in gold, in the middle, which is encircled with a thin gold line, encircled with PHOENIX POLICE DEPARTMENT • PHOENIX, ARIZONA • in gold, which is encircled with a thick gold line The bottom of the pin has gold leaf borders to the left and right with three dark blue stars between the leaf borders
(48) Vehicular Crimes Unit (VCU) Pin	<ul style="list-style-type: none"> Polished silver wings with dark blue details divided by a dark blue circle with a black border, approximately 1 inch tall, and 2 1/4 inches wide, with VCU in black inscribed above the circle The words PRO OMNIBUS IUSTITA, in white, are inscribed in the black border and in the middle of the dark blue circle is a single black fist holding a gray sword with yellow scales hanging from the sword
(49) Walking Beat Pin	<ul style="list-style-type: none"> Is a gold rising firebird, a silver Phoenix cityscape in the middle of the bird with a cutout background, approximately 1 3/8 inches tall, and 1 1/2 inches wide A gold ribbon above the cityscape is cast with PHOENIX POLICE and a gold ribbon below the cityscape is cast with WALKING BEAT

12. **BODY ARMOR**

A. General Specifications

- Body armor will be a flexible type.

EXCEPTION: See section 11.C below.

- The body armor will include both a front and back panel.
- Employees may purchase any level of body armor sold.
- Employees will wear body armor as outlined in section 11.B of this order and/or any time they are involved in a tactical incident, such as a search warrant, barricaded suspect, or at the direction of a supervisor.

B. Flexible Body Armor

- Uniformed employees assigned to routine patrol in a marked vehicle who have accepted reimbursement for the purchase of body armor must wear the flexible body armor while on duty or have it immediately accessible, regardless of outside temperature.
- Uniformed employees who wear the Class D uniform **must wear** flexible body armor; otherwise the Class C uniform must be worn.
- Flexible body armor may be worn concealed or in an outer vest carrier as specified within this order or addenda.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 04/19/24

PAGE 21

12. C. Type III Hard Armor Plates – May **only** be worn in an active shooter incident or when a threat of a rifle is suspected or known and must be removed and secured after the scene is rendered safe.

(1) The plates must be worn in a black, AR500 Armor Testudo Gen2 plate carrier **with** a Phoenix PD cloth badge on the upper left chest area, and the carrier may have the below optional items attached:

- Conducted Energy Weapon (CEW) pocket/pouch (worn on the opposite side of the duty weapon)
- Radio pocket/pouch [worn on the opposite side of the CEW (if the CEW option is not utilized, will be worn on the opposite side of the duty weapon)]
- Tourniquet pocket/pouch
- Individual first aid kit (IFAK) [if trained in the emergency medical equipment carried in the IFAK (see [Operations Order 3.23, Department Training](#), for information on required training)]
- POLICE in 4 inch gold block letters on a black placard, centered across the upper back

NOTE: The above optional pockets/pouches must be mounted so as to not interfere with the “draw” of the duty weapon.

(2) **NO** pockets/pouches other than those listed are authorized.

D. Class C and D Outer Vest Carriers – Officers working on duty or off-duty may wear their flexible body armor in an outer vest carrier.

- The Class C and D outer vest carriers will only be worn with an authorized class specific uniform shirt **with** authorized Phoenix PD shoulder patches (shirt collar will not be tucked under the vest carrier), and pants (see the appropriate Addendum C or Addendum D of this order for outer vest carrier specifications).

E. Rapid Response Outer Vest Carrier

(1) The Rapid Response outer vest carrier may **only** be worn with flexible armor and by:

(a) Officers/detectives who are:

- Serving a search warrant
- Performing special operations with the permission of a supervisor
- In plainclothes and the need for ballistic protection and/or police identification arises

(b) Specialty details as part of their everyday uniform; a shirt **with** authorized Phoenix PD shoulder patches must be worn (except as noted in specific addenda of this order).

(2) The Rapid Response outer vest carrier **will not** be worn:

- With the Class A, B, C, or D uniform
- While working off-duty
- While attending court or other special events involving City departments or the community

(3) Specifications:

(a) Rapid Response Outer Vest Carrier	<ul style="list-style-type: none"> • Made of black nylon • Name (with rank if a supervisor), embroidered or sewn on patch, 3/8 inch, in gold block letters on right upper right chest area • Phoenix PD cloth badge on upper left chest • POLICE in 4 inch gold block letters on a placard, centered across the chest <p style="text-align: right;">(continued on next page)</p>
--	--

12. E. (3) Specifications: (continued)

<p>(a) Rapid Response Outer Vest Carrier (continued)</p>	<ul style="list-style-type: none"> • One standard Phoenix PD shoulder patch sewn onto a pocket flap in the lower right-hand portion of the vest • Various utility pockets may be aligned under the front POLICE placard • Extra ammunition/magazines will not be carried on the vest • Optional Conducted Energy Weapon (CEW) Pocket/Authorized Holster – worn on the opposite side of the duty weapon • <u>Optional Radio Pocket</u> - Worn on the opposite side of the CEW (if the CEW option is not utilized, will be worn on the opposite side of the duty weapon) <ul style="list-style-type: none"> * The standard issue antenna is the only antenna authorized for use and must remain in place and unaltered. * An “antenna tab” may be utilized to keep the standard issued antenna secure. It should be noted, if the operator is equipped with a pacemaker, the manufacturer recommends the radio antenna be approximately six inches from the pacemaker as the slight possibility exists that under extreme transmissions, the radio frequencies could have ill effects on the pacemaker. • In gold block letters, 1 inch PHOENIX, centered above 4 inch POLICE, with either 1 inch DEPARTMENT or an approved unit name or designator, such as DRUG ENFORCEMENT BUREAU or NEIGHBORHOOD ENFORCEMENT TEAM, centered below POLICE on a placard, centered on the upper back • Will not be removed in public
---	--

F. Reimbursement for Body Armor

- (1) Amount of Reimbursement – Employees authorized by a MOU/MOA for flexible body armor reimbursement, must provide proof of purchase before being reimbursed an amount up to, but not to exceed the current contracted amount. The reimbursement is entitled every five (5) years after the initial purchase to replace the flexible body armor.
 - (a) Refer to the current MOU/MOA for units [3](#), [4](#) and [6](#) for current reimbursement amounts.
- (2) Authorized Purchases of Flexible Body Armor
 - (a) Reimbursement is authorized for new flexible body armor purchased from a recognized retailer or body armor factory representative.
 - (b) The Department will not reimburse for flexible body armor previously owned by a private individual or those that are used or worn.
- (3) Submitting Receipts for Reimbursement – The endorsed sales receipt will be submitted in person to FMB for reimbursement processing.
 - Reimbursement checks will normally take 10 days to prepare.

13. **GUN BELT AND ACCESSORIES**

A. General Specifications

- (1) While wearing the Class A, B, C, or D uniform, gun belts and/or accessories may be:

GUN BELT	ACCESSORIES
<ul style="list-style-type: none"> • Department-issued or equivalent, constructed of black leather, Corfam (Class A and B uniforms only), or Porvair [textured or high gloss (Class A and B uniforms only)], with a plain, smooth appearance (continued on next page) 	<ul style="list-style-type: none"> • Department-issued or equivalent, constructed of black leather, Corfam (Class A and B uniforms only), or Porvair [textured or high gloss (Class A and B uniforms only)], with a plain, smooth appearance



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 04/19/24

PAGE 23

13. A. (1) Gun belts and/or accessories (continued)

GUN BELT	ACCESSORIES
<ul style="list-style-type: none"> Bianchi Accumold Elite, plain black finish, Model 7970 (buckleless) or Model 7950 (three point release polymer buckle) Gould & Goodrich (G&G) Ergonomic Belt System in plain black leather (lumbar support belt) 	<ul style="list-style-type: none"> Bianchi Accumold Elite, plain black finish Safariland STX, plain black finish

- (2) While wearing uniforms other than the Class A, B, C, or D, see the specific addendum of this order for authorized gun belts and accessories.
- (3) Gun Belt Accessories – All gun belt accessories worn on the same belt will be made of the same basic material, such as, leather, Accumold, Corfam, or Porvair.
 - Name-brand equipment cases such as, Leatherman or Buck knife, are prohibited. These items must be carried in cases matching the finish of the gun belt
- (4) All snap closures visible on outside flaps must be naturally black (not painted) in color.
- (5) Gun belts will be worn so the Velcro under belt is not exposed.
- (6) Belt keepers should be utilized to help secure the gun belt to the Velcro under belt for stability and to lessen the chances of a suspect obtaining the gun belt.
- (7) Solo motor officers will wear the gun belt outside the motorcycle jacket waist.

B. Holsters

- (1) Officers/detention officers will wear either the Department-issued holster or an optional holster meeting the specifications listed below:
 - (a) All holsters must have a restraining device capable of holding the weapon securely in the holster.
 - (b) Holsters that use friction as the only restraining device are prohibited for uniformed officers/detention officers.
 - (c) Holsters used by uniformed officers/detention officers must be capable of retaining the weapon when inverted and shaken while the restraining device is disengaged.
 - (d) Holsters used by plain-clothed officers and detectives must be capable of retaining the weapon when inverted and shaken.
 - (e) Holsters will be worn strong side (no cross draws).
 - (f) All holsters must be form fitted to the weapon and provide a snug fit; they will be designed in such a manner as to preclude the firing of the weapon while properly holstered.
 - (g) Only holsters worn directly on the belt (no thigh holsters) are authorized for uniformed officers/detention officers unless otherwise approved by the executive assistant chief or designee.
 - (h) Any individual holster, because of age, abuse, or faulty design, deemed unserviceable by the Firearms Training Detail supervisor is prohibited.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 04/19/24

PAGE 24

13. B. (2) All handguns carried by uniformed officers/detention officers or plainclothes officers will be in a holster.
- Undercover officers are exempt from this rule.
- (3) Semiautomatic holsters must be capable of preventing the insertion of the finger into the trigger guard and contact with the magazine release when the weapon is holstered.
- (4) Conducted Energy Weapon (CEW) Holsters
- Officers/detention officers will wear either the Department-issued CEW holster or the below listed optional CEW thigh holster.
 - * Safariland SLS™ (self-locking system) Tactical Holster, Model 6005-264, black finish
- NOTE:** Employee must attend Department training prior to wearing the thigh holster.
- C. Ammunition Carriers
- (1) Semiautomatic Ammunition Carriers
- (a) Any double-pouch ammunition carrier with flaps that secure over the tops of the magazines by snaps or Velcro closures, is authorized (all snap closures which are visible on outside flaps must be naturally black in color).
 - (b) Any open-top double-pouch ammunition carrier that is capable of retaining the magazines when inverted.
 - (c) Carriers must contain two loaded magazines compatible with the brand and model of the weapon carried.
 - (d) Open-top carriers and carriers for other than Glock magazines will be purchased at the officer's expense.
 - (e) Ammunition or magazines **will not** be carried on the Class C, D, or Rapid Response outer vest carriers.
- (2) Rifle Ammunition Carriers (optional)
- (a) Center Mass Patrol Rifle Integrated Magazine Pouch – Model IMP-BK, only worn behind the officer's semiautomatic ammunition carrier with a **20**-round rifle magazine.
 - (b) Detachable rifle magazine leg shroud – Only worn when deploying with the rifle **and** removed and secured after deployment.
 - The magazine leg shroud will be/have:
 - * Black
 - * A quick detach buckle
 - * A leg strap
 - * Designed to carry two 20-round or 30-round magazines
 - * Approved by the Firearms Training Detail Rifle Squad prior to use
- D. Handcuff Cases and Handcuffs (Department-Issued or Personally Purchased)
- Handcuff cases will be the same material as the gun belt.
 - The positioning of the handcuff case will be at the officer's preference.
 - While in uniform, handcuffs will be contained in an appropriate fully enclosed case and will not be draped over the gun-belt or waistband



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 04/19/24

PAGE 25

13. E. Portable Radio Cases

- (1) Portable radios will be worn in a Department-issued or other authorized protective radio case (see section 12.A.(1) of this order for specifications), or in a pocket on the outer vest carrier.
- (2) While in plainclothes or civilian attire, portable radios will only be carried using the optional belt clip or in a pocket on the Rapid Response outer vest carrier when authorized to wear the Rapid Response outer vest carrier (see section 11.D of this order).
- (3) The use of metal D-Rings attached to the original batteries is not permitted

F. Oleoresin Capsicum (OC) Spray

- Water-based, nonflammable OC spray is a mandatory Department-issued equipment item for uniformed employees and will be worn on the gun belt opposite the holster.
- See [Operations Order 4.55, Less Lethal Tools and Regulations](#), for more information

G. Knife - Carrying a knife, with or without a case, is optional.

- Must be a folding type (locking preferred) with a blade not exceeding 4 inches long
- Not intended for use as a weapon
- When worn on the gun belt, knife cases must be black and have the same finish as the rest of the gun belt and accessories

H. Expandable Batons - Expandable batons are optional for wear and must follow the below guidelines:

- All batons and holders will be black and worn on the gun belt opposite the duty weapon.
- Officers in uniform carrying batons will carry them in a holder designed for that purpose, made from the same material as their gun belt.
- Batons will not be carried in back pockets or stuck in the waist of pants.

(1) Baton Specifications:

(a) Expandable Batons	<ul style="list-style-type: none"> • Consist of two telescoping steel alloy parts that taper-lock in the open mode and collapse into the handle in the closed mode • Be a minimum of 16 inches and a maximum of 26 inches in the open mode and 6 to 9 inches in the closed mode • Weigh a maximum of 24 ounces • Not to exceed 1 1/2 inches in diameter
(b) Authorized Batons and Holders	<p>Any other brands must be evaluated by the less-lethal force supervisor at the academy for authorization:</p> <ul style="list-style-type: none"> • Armament Systems and Procedures (ASP), Inc. (with optional Hindi cap) • Pressure Point Control Tactics Management Systems (PPCT), Inc. • <u>Monadnock</u> – expandable auto-lock batons and friction lock batons <ul style="list-style-type: none"> * 21-inch baton with safety tip, model 9020 with baton holder models 3030 or 3027 * 21-inch baton with power safety tip, model 9030 with baton holder model 3034 * 26-inch baton with power safety tip, model 9021 with baton holder model 3032 * Monadnock baton holder model 3024 * Hindi Baton cap – for ASP and Monadnock expandable baton

I. Key Strap and Key Ring (uniformed employees) – The key strap and key ring must be 3/4 inch wide and not more than 7 inches long, and if worn, will be between the OC spray and handcuff case.

J. Tourniquet Holster (optional) - Employees may carry their Department-issued combat application tourniquet (CAT) in a black Eleven 10® Rigid TQ case with a medical identifying cross patch (Model E10-3001X-BLK) or with a slick front (Model E10-3002X-BLK).



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 26

13. K. Individual First Aid Kit (IFAK) (optional) - Employees may carry a black Curaplex MOLLE pouch or comparable pouch (approximately 7 1/4 inches x 6 inches x 2 3/4 inches), and must be trained in the emergency medical equipment carried in the IFAK (see Operations Order 3.23, Department Training, for information on required training).
- (1) For employees in uniformed positions, an IFAK will only be worn on the gun belt and only when circumstances dictate (not to be worn all the time).
- EXCEPTION:** If deploying with type III hard armor plates (see section 11.C of this order), the IFAK may be worn on the hard armor plate carrier.
- (2) For employees authorized to wear a rapid response outer vest carrier, an IFAK may be worn on the rapid response outer vest carrier.
14. **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) In addition to the Department-issued breast badge with current rank, employees may additionally purchase one breast badge with current rank title, one belt badge with current rank title, and one belt badge with detective title (if detective eligible or certified).
- Breast badges will **only** have Department-approved rank titles.
 - Detective badges will **never** be worn as breast badges.
 - Belt badges will **not** be provided by the Department.
- (2) Procedures
- (a) A form is available from Police Supply to order badges from the Department-authorized vendor.
- Badges will **only** be purchased from Department-authorized vendors.
- (b) The completed form will be signed by the employee's supervisor and forwarded to the Property Management Unit (PMU) commander with the payment method attached.
- (c) The request will be reviewed by the PMU commander for approval.
- The PMB commander may confer with the Uniform Committee chairperson regarding authorizations for purchasing badges.
- (d) Once approved by the PMU commander, the order form and payment will be forwarded to the vendor for purchase.
- (e) Once the badge is received in Police Supply, the requesting employee will be notified.
- A record of the badge purchase will be maintained at PMB and a copy of the badge form will be retained in the employee's Department file.
- (f) If the badge order is denied, the requesting employee may appeal the decision to the Uniform Committee and/or Uniform Committee chairperson.
- 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.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 27

14. C. (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.
- 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 purchase their breast badge.
- (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. Exceptions to this policy will require the approval of the Uniform Committee chairperson.
15. **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.
- (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 3.3, Police Reserve Program](#) 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.



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 28

15. C. (1) (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 item.
- (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](#)



UNIFORM POLICY

Operations Order

3.15

PHOENIX POLICE DEPARTMENT

Rev. 01/31/24

PAGE 29

15. D. (3) (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 3.13, Rules and Regulations](#) for more information).
- (b) A memorandum stating the circumstances, and any Incident Report (IR), will be completed and forwarded to Police Supply through the chain of command.
- (c) Upon approval of a supervisor, the rank of lieutenant or above, the item may be replaced by completing a requisition form.
- (d) See [Operations Order 8.3, Communications Procedures](#), regarding lost, stolen or missing portable radios, radar units, tuning forks, and cellular equipment.
16. **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.
- (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.



16. 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.

17. TABLE OF CONTENTS FOR ADDENDA

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

Class A Dress Uniform (mandatory for commanders and above)	Addendum A
Class B Dress Uniform (for officers who do not own the Class A uniform)	Addendum B
Class C Patrol Uniform (mandatory for all sworn personnel)	Addendum C
Class D Patrol Uniform (optional)	Addendum D
Class E Business Attire	Addendum E
Firearms Training Uniform	Addendum F
Motorcycle Officer Uniform	Addendum G
Canine (K9) Handler Uniforms	Addendum H
Tactical Response Unit (TRU) Uniform	Addendum I
Air Support Unit Uniform	Addendum J
Special Assignments Unit (SAU) Uniform	Addendum K
Bicycle Uniform	Addendum L
Civilian Employee Uniforms	Addendum M
Undercover or Specialty Assignments Uniform	Addendum N
Tactical Training Uniform	Addendum O
Honor Guard Uniform and Equipment	Addendum P
Unassigned	Addendum Q
Bomb Squad Uniform	Addendum R