



GENERAL ORDERS

Chapter
APPEARANCE, ATTIRE, and EQUIPMENT

Subject
Uniform Regulations

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OVERVIEW

1. Uniform regulations apply to the following personnel who wear a department uniform:
 - Civilian Investigator.
 - Crime Scene Specialists.
 - Detention Officers.
 - Evidence Control Section Technicians.
 - Municipal Security Guards.
 - Parking Control personnel.
 - Police Aides.
 - Police Officers.
 - Police Resource Management (PRM) personnel.

2. Uniformed Personnel
 - a. Employees working in uniform are expected to arrive with a clean, pressed uniform and polished or shined leather.

 - b. Only wear approved, complete uniforms.

 - c. Do not appear in public wearing only partially

identifiable parts of the uniform.

3. PRM issues uniform items unless otherwise noted.
4. In addition to the uniforms, badges, nametags, ribbons, shoulder patches, and rank insignia are provided by and remain the property of the department.
5. The Office of the Chief must approve employee-purchased items before purchase.

**PATCHES, BADGES, METAL
ADORNMENTS, ARTICLES of
FAITH**

SHOULDER PATCH

1. Button-up uniform shirts and jackets will have the department shoulder patch affixed, except for:
 - Property and Evidence.
 - PRM.
 - Special Weapons and Tactics (SWAT).
 - Rain gear.
2. Sewn onto the sleeve one inch below the top shoulder seam and centered on the outer facing of the sleeve.

BADGE

1. Employees who are issued a department badge wear it in the appropriate place based on duty assignment at all times while in uniform and/or on-duty.
2. Sworn personnel are issued a flat badge and case.
3. Detention
 - a. Badges are worn on the Class A uniform shirt.
 - b. Polo shirts have the officer's name embroidered above the right breast and the Detention badge embroidered above the left breast.

METAL ADORNMENTS such as tie clips reflect the employee's position within the organization. Line level employees wear silver, and supervisors or command staff wear gold.

ARTICLES of FAITH such as, but not limited to: head covers, objects, and symbols of religious significance, may be worn if a religious accommodation has been approved by the Chief of Police or designee in consultation with Human Resources (HR) and the City Attorney's Office.

1. A religious accommodation request for an exception to uniform requirements or regulations will be approved when the exception is needed for a sincerely held religious belief or practice unless the requested accommodation poses an undue hardship.

2. A previously approved religious accommodation may be revised or revoked at any time when or if a hardship develops.

INSIGNIA

- Only wear authorized insignia on the uniform.

CHIEF of POLICE

1. Uniform collar insignia of four gold color metal stars worn point side up and in tandem, one-half inch from the front of the collar, centered between the top and bottom of the collar.
2. Blue or black Garrison-style hat with gold color filigree in accordance with rank on the visor, and a gold color hatband with the chief hat badge.
3. Patent dress shoes and glossed gun belt to include: holster, double mag pouch, closed top OC pouch, baton holder, single cuff case, key holder, and keepers.

ASSISTANT CHIEF of POLICE

1. Uniform collar insignia of three gold color metal stars worn point side up, one-half inch from the front of the collar, centered between the top and bottom of the collar.
2. Blue or black Garrison-style hat with gold color filigree in accordance with rank on the visor, and a gold color hatband with the assistant chief hat badge.
3. Patent dress shoes and glossed gun belt to include: holster, double mag pouch, closed top OC pouch, baton holder, single cuff case, key holder, and keepers.

POLICE COMMANDER

1. Uniform collar insignia of two gold color metal stars worn one-half inch from the front of the collar, centered between the top and bottom of the collar.
2. Blue or black Garrison-style hat with gold color filigree in accordance with rank on the visor, and a gold color hatband with the commander hat badge.
3. Patent dress shoes and glossed gun belt to include: holster, double mag pouch, closed top OC pouch, baton holder, single cuff case, key holder, and keepers.

POLICE LIEUTENANT

1. Uniform collar insignia of one gold color bar worn one-half inch from the front of the collar, centered between the top and bottom of the collar.

2. Patent dress shoes and glossed gun belt to include: holster, double mag pouch, closed top OC pouch, baton holder, single cuff case, key holder, and keepers.

POLICE SERGEANT

1. Uniform with issued sergeant chevrons sewn one inch below the shoulder patch and centered or adjusted so they do not extend beyond the bottom edge of a short-sleeve shirt.
2. Standard issue sworn jacket with issued sergeant chevrons sewn one inch below the shoulder patch.

LONGEVITY STRIPES

1. For uniformed personnel, a single stripe is approved for every four years of:
 - Continuous service with the department.
 - Continuous prior sworn service.
2. Stripes are worn in a diagonal position on the left sleeve of long sleeve shirts and/or jackets and are sewn vertically up the sleeve, starting one and one-half inches above the cuff.
3. Longevity stripes are required on Class A uniforms but are optional for all other long sleeve shirts and/or jackets.
4. Prior service longevity stripes are given to uniformed personnel for uniformed service only.

OTHER ITEMS

PROFESSIONAL STAFF MEMORIAL RIBBON

1. Worn, when approved by command staff, above the left breast pocket while on-duty until after the funeral services.
2. Is not mandatory for professional personnel and is not authorized for sworn personnel.

JACKETS

1. Fabric nametag is sewn on the right breast.
2. Sworn personnel also have a badge patch on the left breast.

MEMORIAL BADGE SHROUD

1. Worn when approved by command staff.
2. Uniformed employees wear their issued memorial badge shroud while in uniform until after the funeral services.

NAMETAG – The issued nametag is worn horizontally and placed so the top edge of the nametag is aligned and centered with the top edge of the pocket on the right breast of the uniform shirt.

PINS

1. A single law enforcement-related pin (including the Accreditation pin) may be worn on the uniform shirt above the nametag and any uniform ribbons.
2. **SERVING SINCE PINS** – For continuous years of service with the Scottsdale Police Department.
3. The employee's supervisor must approve wearing other pins.

RIBBONS – Personnel may wear approved and issued ribbons. Ribbons are worn in the correct order on issued bars prepared by the Training Section.

1. Uniformed personnel wear ribbons earned while serving the Scottsdale Police Department above their nametags.
2. Non-uniformed personnel wear ribbons earned while serving the Scottsdale Police Department on clothing lapels or plastic ID cardholders.

GENERAL CLOTHING ITEMS**UNIFORM HEADGEAR**

1. **Ballistic Helmet** – With face shield, worn when directed by a supervisor or to increase safety in unusual circumstances.
2. **Baseball Cap (blue/black) or Beanie Hat** with an embroidered badge for sworn or Detention personnel, or embroidered SPD letters for professional personnel. Worn at personal discretion.
3. **Commemorative Headgear** – Optional item employees may purchase and wear when authorized for a specific event or time period.
4. **Stratton Montana Peak Style Straw Hat (blue)** may be purchased and worn at the officer's discretion. The hat includes a black leather belt, hat strap, and position-appropriate gold or silver color acorns.
5. **Religious Head Covers**, if approved by the Chief of Police or designee, may be purchased and maintained at the employee's expense.
6. **Cowboy Hat (white)** – Straw Resistol 8x Palo Duro hat worn by grandfathered personnel only.
7. **Boonie Hat** – Optional for field personnel.

DUTY BELT

1. **Smooth Finish** – Uniform leather gear is a black smooth design that will be maintained in good repair and polished or

shined.

2. **Required Leather Gear** – Items include:
 - Ammunition case.
 - Baton holder.
 - Firearm holster (approved makes only).
 - Four keepers.
 - Handcuff case.
 - OC spray (optional if carrying a Taser).
 - Outer gun belt with or without a buckle.
 - Trouser under belt.
 - Taser holster (approved by the Taser Program Manager).

Detention Personnel wear a holster and ammunition case.

3. **Optional Leather Gear** – Items include:
 - Flashlight ring.
 - Folding knife holder.
 - Glove holder or case.
 - Keyholder.
 - Knife/tool holder.
 - Mini flashlight holder.
 - Portable radio mount.

Professional Personnel may wear OC Spray or any optional gear listed above on their utility belts.

4. **Nylon Web Gear** – The following personnel are issued nylon web gear for use while on-duty:
 - Bicycle Officers.
 - Canine Officers.
 - Motor Officers.
 - Mounted Officers.
 - Traffic Enforcement Section (TES)/Vehicular Crimes and Reconstruction Unit (VCRU) Officers.

Required and optional nylon gear to be worn is the same as listed above in #2. and #3.

5. **Tactical Belt** – Optional additional patrol duty belt for employee purchase only (Lead Devil USA). PRM will not purchase or replace. Options include:
 - 1.75” without an inner belt.
 - 1.75” with an inner base belt.
 - 1.75” with predator inner belt combo.
6. **Black Utility Belt** – Issued to:
 - Crime Scene Specialists.

- Detention Officers.
- Police Aides (PAs).
- Volunteers.
- PRM staff.

7. **Nylon Utility Belt** – Issued to PRM personnel.

UNIFORM FOOTWEAR – Must be black, well maintained, clean, waxed, and polished. Other approved footwear includes:

- Three-quarter to full-height black boots capable of maintaining a shine or polish.
- Leather athletic shoes worn with uniform shorts (shorts approved for grandfathered personnel only).
- Optional employee purchased black rubber galoshes or boots for rainy weather.

BLACK SOCKS – Are the preferred color. Other colors may be worn with boots only if they are not visible from the outside.

SPECIALTY UNITS wear the standard footwear except for:

- **Bike Unit Officers** who wear mountain bike low shoes in gray/black with black ankle socks.
- **CSS personnel** who wear black leather athletic shoes only.
- **Mounted Officers** who wear approved riding boots.
- **Motor Officers** who wear black, knee-high motorcycle riding boots or approved standard black boots.
- **Property and Evidence Technicians** who wear three-quarter to full-height black boots with safety toes.
- **SWAT Officers** who wear tan desert-style combat boots or black boots.

OUTERWEAR

1. **Jackets** – Approved by command staff. Black nylon fabric, long sleeve, with black color buttons, shoulder patches, a badge patch, and an embroidered nametag.
2. **Black Jackets or Coats**
 - a. Worn by Motor Officers and Mounted Officers. The jacket may be worn without a uniform shirt underneath when the jacket will not be removed and the metal badge is attached.
 - b. All personnel may purchase authorized alternate outerwear.

3. **Uniform Sweaters** – Optional purchase, black for officers and PAs, worn over the uniform as outerwear.
 - a. Wear the sweater folded under at the waist, not to extend over the outer utility belt or gun belt.
 - b. V-neck sweaters have epaulets on the shoulder and reinforced fabric patches on the elbows.
 - c. Sweaters must have department-issued shoulder patches, a badge patch (sworn personnel only), and an embroidered nametag.
 - d. Sergeants are required to purchase and wear gold on black rank insignia sleeves made of cloth over the epaulets.
 - e. The authorized sweaters for Patrol personnel are:
 - Blauer Sweater, 100% wool.
 - Horace Small New Generation Sweater, Low pill 80/20 acrylic/wool blend.
 - Mansanto “Commando” Sweater, 100% pil-trol acrylic (cotton).
4. **Raincoats** – Only wear department-issued or approved raincoats.
5. **Special Jackets**
 - a. Officers assigned to specialty units may wear approved special jackets for identification purposes when on callouts or during specific duty assignments.
 - 1) Jackets display the department-issued shoulder patches and will clearly identify the employee as a police officer.
 - 2) Identifying patches and other markings may be permanent or may be affixed with Velcro for easy removal during clandestine operations.
 - b. Motor and Bike Officers may wear water-resistant jackets and pants as approved.

NECKWEAR

1. Uniformed personnel may wear black dickeys or full turtlenecks during cold weather.
2. A black clip-on necktie with a tie bar is worn at the direction of a supervisor.

GLOVES

1. Professional-looking black gloves may be worn for warmth or safety.
2. Gloves modified as a weapon or with metal inserts are prohibited.
3. Except for the Bike Units, fingerless gloves are prohibited.

EYEWEAR

1. Must be conservative.
2. Mirrored lenses are prohibited.

