

**CITY OF SCHERTZ
POLICE DEPARTMENT**

Policy: 4.17 Title: *Uniform Specifications / Dress Code*

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I. POLICY

Proper uniforms and equipment are necessary to perform our law enforcement duties and present a professional image to the community we serve. It is imperative that we present a professional presence in our community to inspire respect. All department members must strive to present a clean, well-groomed and uniformed image when wearing the department uniform or representing the department in any manner. All personnel of the Schertz Police Department, individually and collectively, will exhibit a uniformed and professional appearance.

II. PURPOSE

The purpose of this policy is to establish standards and specifications of police department uniforms for sworn Officers and uniformed civilian department members. Furthermore, the guidelines set forth in this policy provide for a dress code in the wearing of seasonal, plainclothes, daily and dress uniform assignments.

III. UNIFORM COMPONENTS

A. Uniform Shirts

1. Uniform shirts authorized by the department shall always be worn as part of the regular uniform and will be clean, neatly pressed and in good repair.
2. It shall bear all regular and special insignia items attached in the manner prescribed by this policy.
3. Uniform shirts shall be neatly tucked inside the pants or trousers with no overhang.
4. The cuffs of the long-sleeve uniform shirt shall be buttoned and not rolled-up.
5. Approved midnight blue in color for sworn Officers.
6. Approved light grey in color for Animal Services.
7. No tie will be worn with a short sleeve shirt.
8. Alterations to tighten the sleeve will not be permitted.
9. If applicable, metal buttons with the "Texas Star" design will be worn on the shirt pocket flaps and on the epaulets of each shoulder of the shirt. Officers will wear silver buttons. All supervisors will wear gold buttons.

10. Years of service stars may be affixed to the left sleeve on the long sleeve shirt. One star for every five (5) years of law enforcement service is authorized. No other service marks may be worn. Officers shall wear silver stars, supervisors shall wear gold stars. Service stars shall be worn with the lower edge of the points one-half inch above the sleeve cuff and centered from front center crease of sleeve to border seam of sleeve placket.
11. Approved shoulder patches issued by the Department will be worn on the uniform shirt, sewn to the upper part of both sleeves. The top of each patch shall be one-half inch below the shirt's yoke seam and be centered laterally.
12. The Corporal or Sergeant chevrons approved and issued by the Department will be affixed to the uniform shirts. The chevrons will be sewn on both sleeves with the point of the chevrons one-half inch directly below the shoulder patch and centered laterally with the yoke seam.
13. Insignias for the ranks of Lieutenant and above will be worn on the uniform shirt collar. The rank insignia for Lieutenants and Captains shall be at a 45 degree angle pointing toward and centered on the collar point with the bottom edges one-half inch from the collar stitching on both sewn edges of the collar.
14. The Chief and Assistant Chief will wear a number of stars determined by the Chief. If one star is worn it will be centered similarly to the Lieutenant and Captain bars. The point of the star will be directly opposite to the corner of the collar. If multiple stars are worn, they shall be affixed beginning one-half inch from the front collar stitching, parallel to and one-half inch above the bottom collar stitching.
15. PD insignias shall be worn by all non-command staff sworn department members. PD insignias shall be worn at a 45 degree angle with the bottom edge of the PD insignia toward the point of the collar. Insignias will be centered to the collar vee with the base one and one-half inch from the collar's point. The PD insignias for Officers is silver and gold for supervisors.
16. As appropriate for the uniform shirt, department members shall wear the approved embroidered or metal nametag above the right breast uniform shirt pocket. Officers shall wear silver nametags, while supervisors will wear gold. The metal nametag will be ½ inch by 2 ½ inches. The nametag will, at the member's discretion, include either one or two initials representing the member's first and/or middle names and the full last name. The letters will be in bold all caps.

17. For those wearing the metal nametag, department members with at least five (5) years of experience qualify to wear the special "serving since" nametag, which will include the year the employee was first certified, regardless of the originating certifying agency. The standard nametag will be worn immediately above and centered on the right uniform pocket flap. The "serving since" name tag shall be worn in a similar fashion with the "serving since" tab extending slightly below the top of the flap.
18. Worn, non-repairable shirts shall be replaced.

B. Undershirts

1. For sworn department members, the undershirt shall be a solid black, navy or white with no other visible markings or designs. A turtleneck undershirt or mock turtleneck may only be worn during inclement weather, but must be solid black or navy only with no other markings or designs.
2. For Animal Services, the undershirt shall be solid black or white with no other visible markings or designs. A turtleneck undershirt or mock turtleneck may only be worn during inclement weather, but must be solid black with no other markings or designs.

C. Trousers and Pants

1. Uniform trousers and pants authorized by the Department shall always be worn as part of the authorized uniform and will be clean, neatly pressed and in good repair.
2. Uniform trousers for sworn department members will be the navy blue four-pocket uniform trouser approved by the Department.
3. Uniform pants for sworn department members will be the navy blue six pocket uniform pant approved by the Department.
4. Uniform pants for Animal Services will be the black tactical style pant approved by the Department.
5. Regulation trousers and pants will be plain, with no stripes down the leg.
6. Specialty assignments uniform trousers or pants will follow those policies that describe their appearance and use.
7. Trousers or pants will not be shorter than 2 inches above the top of the sole of the footwear at the heel and no longer than the top of the heel when standing erect. Will have no more than a ¼ inch break in the front.
8. Alterations to taper or widen the trouser legs will not be permitted unless necessary to create a standard (not tapered or widened) appearance.
9. Worn, non-repairable items shall be replaced.

D. Hats

1. Uniform hats permitted for sworn Officers will be the round military style hat with a black rim and black high gloss bill. There will be no design on the bill of the hat.
2. Hat badges will be affixed to the front of the hat. The color of the badge will be consistent with the rank.
3. Metal hat bands will be gold for supervisors and silver for Officers.
4. The hat cover will be navy blue.
5. No ball caps are permitted to be worn with the standard uniform.
6. Specialty assignments will follow those policies that describe their appearance and use.

E. Uniform footwear

1. Boots or shoes must be black, smooth-grained leather or similar synthetic material with rounded plain toes and rubber soles. There is to be no designs, logos or ornate stitching.
2. Boots or shoes must be clean, polished and shined.
3. Boots or shoes must not have an overly worn or damaged appearance.
4. Socks will be black or navy blue if visible in either standing or sitting positions.

F. Leather gear

1. Only leather gear approved and issued by the Department may be worn.
2. All leather gear will be clean, well maintained and have a polished appearance. Worn non-repairable items shall be replaced.
3. Issued equipment belts will be a Sam Browne style, plain black leather belt without a shoulder strap. Officers shall wear a silver buckle. All supervisors shall wear gold buckles.
4. Approved and issued under belts shall be worn under the equipment belt. The belts shall be snug and keepers will be utilized to assure a professional appearance and proper fit. The under belt should not be visible.

G. Badges

1. Employees shall only wear badges issued by the Department. Officers shall wear silver badges. Supervisors shall wear two-tone or gold badges consistent with their rank.
2. The badge shall be worn on the left breast of the uniform shirt. The tabs on the standard uniform may be used, however it shall present a flush appearance on the uniform shirt. It may be necessary to bypass the tabs to create this appearance.

3. The badge shall either be worn on the outermost garment unless that garment has an approved badge patch or emblem affixed.

H. Foul Weather Gear

1. Department members shall only wear authorized and issued foul weather gear when deemed necessary. Rain gear shall not be worn simply as an alternative to a cold weather jacket.
2. Raincoats will have a reversible high-visibility ANSI approved feature that is to be utilized whenever department members are working a traffic related issue in rainy/wet conditions.
3. At department member's discretion, the black side of the raincoat may be displayed outward for non-traffic related events.
4. At the department member's discretion, the regulation uniform hat should be used in addition to the raincoat. Plastic covers will be provided for the cloth topped hat to create a protective layer.

I. Cold Weather Gear

1. Uniformed department members may only wear the approved and issued cold weather uniform jacket.
2. The uniform jacket will be navy blue, uniform style with the department patches affixed on each sleeve and an embroidered badge patch worn in a manner described in the shirt section of this policy.
3. Corporal, Sergeant and Command Staff rank insignias will be affixed in a manner described in the shirt section of this policy.
4. In cases of extremely cold weather, Officers are permitted to wear solid black or navy blue earmuffs or the department approved and issued watch cap. Other than approved department insignias, no other designs or wordage shall be displayed.
5. Gloves, either solid black or navy may be worn to protect the wearer from the elements or other hazards. Gloves shall not be worn in non-enforcement activities except during cold weather. Rubber or latex gloves shall not be worn in non-enforcement activities unless in the process of handling possible hazardous, dangerous or otherwise unpleasant materials.
6. The Chief of Police may authorize an issued jacket for department members assigned to plain clothes assignments.

J. Traffic Vest

1. All department members shall wear Department approved and issued ANSI certified high visibility traffic vest when involved in working traffic accidents upon public streets, directing traffic, performing the duties of a crossing guard or similar activities where there is vehicular traffic.

2. The Department approved and issued high visibility ANSI raincoat may be worn in lieu of the ANSI traffic vest if necessary due to rainy/wet conditions. The raincoat shall be worn with the high visibility side turned outward if used under these conditions.

K. Mask

1. Face coverings may be worn by department members for health purposes.
2. Uniformed sworn department members choosing to wear cloth items as face coverings (mask, neck gaiters, etc.), shall wear either solid navy blue or black face coverings. No designs, logos or others colors are authorized.
3. Uniformed members of Animal Services choosing to wear cloth items as face coverings (mask, neck gaiters, etc.), shall wear either solid grey or black face coverings. No designs, logos or others colors are authorized.
4. Plain clothed members of the Department choosing to wear cloth items as face coverings (mask, neck gaiters, etc.), shall wear solid subdue colors. No designs or logos are authorized.
5. Department members choosing to wear face covers may also utilize disposable mask of solid subdue colors. No designs or logos are authorized.

IV. UNIFORM CLASSIFICATIONS:

Uniforms will be classified as Formal, Class A, Class B and Special Duty.

- A. The Formal uniform is primarily reserved for the Command Staff. It may be worn for more formal occasions such as police memorial services, awards ceremonies, academy graduations, or other occasions where deemed appropriate.
 1. The Formal uniform will consist of the following:
 - a. Navy blue dress coat with gold star buttons on epaulets and breast pockets. Gold service stars will be affixed to the left sleeve.
 - b. Navy blue dress trousers.
 - c. White long sleeve shirt (uniform patches are optional).
 - d. Navy blue non-clip-on tie.
 - e. High gloss low quarter dress shoes.
 - f. Black or navy blue socks.
 - g. Rank insignia shall be worn and centered on the epaulets.
 - h. Gold PD pins shall be worn on the upper collar parallel to and ½ inch above with the lower edge.

- i. Serving since name tag shall be worn centered on the right pocket flap with the upper edge adjacent to the pocket flap stitching.
 - j. Commendations shall be worn above the right pocket flap with the lower edge of the commendation bar adjacent to the top of the pocket flap.
 - k. The uniform hat will be worn with the Formal uniform.
 - l. No exposed weapon or leather gear is worn with the formal uniform.
- B. The Class A uniform will be considered the dress uniform for all sworn ranks. It may be worn for formal occasions, court appearances, speaking engagements, funeral, official ceremonies or any other time deemed appropriate.
- 1. The Class A uniform for sworn Officers consist of the following:
 - a. Navy blue regulation long-sleeved uniform shirt with metal star buttons on the epaulets and pockets. Supervisors shall have gold buttons and Officers shall have silver.
 - b. Service stars will be affixed to the left sleeve. Supervisors shall have gold stars while Officers shall have silver stars. No hash marks will be worn.
 - c. Sergeant and Corporal appropriate rank insignia shall be affixed below the uniform patches.
 - d. PD pins shall be worn on the collars. Command staff shall wear their appropriate rank insignia in place of the PD pins.
 - e. The Department issued metal nametag shall be worn.
 - f. Commendations are to be worn immediately above and centered on the name tag
 - g. Navy blue dress trousers. The six-pocket duty pants shall not be worn with the Class A uniform.
 - h. Navy blue clip-on or break-away tie.
 - i. Regulation footwear will be worn with a clean and polished look.
 - j. Socks shall be black or navy blue.
 - k. The regulation uniform hat will be worn with the Class A uniform.
 - l. The regulation leather gear and authorized firearm shall be worn with the Class A uniform.
 - 2. The Class A uniform for Animal Services Officers consist of the following:
 - a. Grey regulation long-sleeved uniform shirt with metal star buttons on the epaulets and pockets. Supervisors shall have gold buttons and Officers shall have silver.
 - b. Service stars will be affixed to the left sleeve. Supervisors shall have gold stars while Officers shall have silver stars. No hash marks will be worn.

- c. ACO pins shall be worn on the collars. Pins will be worn centered to the collar vee with the base one and one-half inch from the collar's point.
 - d. The Department issued metal name tag shall be worn affixed above
 - e. Black uniform pants.
 - f. Black clip-on or break-away tie.
 - g. Regulation footwear will be worn with a clean and polished look.
 - h. Socks shall be black.
- C. The Class B uniform will be considered the normal, daily wear uniform for all sworn ranks. It is to be worn for regular duty assignments, most special duty assignments such as parades, special events, security assignments, approved extra-employment or any other time deemed appropriate.
- 1. The Class B uniform will consist of the following:
 - a. The Class B uniform is the approved and issued navy blue regulation short or long-sleeved uniform shirt with no metal buttons and embroidered badge, insignias and nametag.
 - b. At the Officer's discretion, the long or short sleeve shirt may be worn.
 - c. Sergeant and Corporal appropriate rank insignias shall be affixed to the sleeves.
 - d. Embroidered PD insignias shall be worn on the collars. Command staff shall wear their appropriate rank insignia in place of the PD insignia.
 - e. The Officers name shall be embroidered on the shirt.
 - f. Commendations or ties are not to be worn with the Class B uniform.
 - g. At the Officer's discretion, the regulation four pocket uniform trouser or six pocket pants may be worn.
 - h. The regulation leather gear and authorized firearm shall be worn with the Class B uniform.
 - 2. Officers may wear the approved and issued outer shell vest carrier. The outer shell shall follow the same standards as the Class B shirt.
 - 3. The Department is transitioning from a previously approved style of Class B uniform shirt and outer shell. Replacements of the previously approved uniform shirt and outer shell will be done through attrition. This policy does not authorize the immediate replacement or destruction of the previously approved Class B uniform.
- D. The Class B uniform for Animal Services Officers is considered the normal, daily wear uniform.
- 1. The Class B uniform will consist of the following:
 - a. The approved and issued grey regulation short or long-sleeved uniform shirt with no metal buttons.

- b. At the Officer's discretion, the long or short sleeve shirt may be worn.
 - c. The metal badge and nametag shall be worn.
 - d. Commendations or ties are not to be worn with the Class B uniform.
 - e. The regulation tactical pant shall be worn.
 - f. The regulation leather belt shall be worn.
 - g. The approved and issued solid black boot shall be worn with this uniform.
- 2. The standard daily uniform for Animal Services Kennel Technicians is:
 - a. The approved and issued grey regulation short or long-sleeved scrub top.
 - b. At the member's discretion, the long or short sleeve shirt may be worn.
 - c. The regulation tactical pant shall be worn.
 - d. The regulation leather belt shall be worn.
 - e. The approved and issued solid black boot shall be worn with this uniform.
- E. The soft uniform for sworn department members will consist of the following:
 - 1. The soft uniform shirt is the approved and issued black short sleeved collared pullover shirt with embroidered badge and Officer name.
 - 2. The soft uniform pant is the approved and issued tan tactical style pant and shall be worn with a black belt.
 - 3. A solid black boot or similar styled solid black shoe shall be worn with this uniform.
 - 4. The wearing of the soft uniform can be authorized by the Division Lieutenant for specific events, task or assignments.
- F. The soft uniform for Animal Services will consist of the following:
 - 1. The soft uniform shirt is the approved and issued grey short sleeved collared pullover shirt with embroidered Animal Services insignia and members name.
 - 2. The soft uniform pant is the approved and issued black tactical style pant and shall be worn with a black belt.
 - 3. The approved and issued solid black boot shall be worn with this uniform.
 - 4. The wearing of the soft uniform can be authorized by the Animal Services Manager for specific events, such as adoption events or other specific city functions.

- G. Special Duty uniforms are those authorized through the Chief of Police. Some examples would include the civilian uniforms, Motorcycle Unit, SWAT and Bicycle Officer uniforms. Specific uniform regulations will be found in the policies that address the specific duty or assignment.
- H. Special Event uniforms consisting of an approved short pants and an issued Department ball cap may be worn only when specifically authorized by the Chief of Police.
 - 1. The approved short pants and ball cap are the only exceptions authorized to the Class B uniform
 - 2. Visible compression shorts, knee support, etc., must be navy blue or black in color
 - 3. When wearing the short pants, the shoe must be black and of a low or medium quarter style. No boot is authorized with the short pants. The shoes must otherwise conform to policy.
 - 4. Socks must be black or navy blue in color. They may be low to medium calf only.
 - 5. This policy does not supersede or authorize any variances to other policies such as 4.19 Personal Appearance.
- I. The wearing of commendations, ribbons, medals, etc. is covered under the specific policy that address the earning, awarding and issuance of such recognitions.
- J. With approval from the Chief of Police, Division Lieutenants may approve a temporary alternate clothing assignment for special assignments, as a reward or to boost morale and team building. These will typically last no more than a single shift/day and will not occur on a regular basis.

IV. UNIFORM REGULATIONS:

- A. All uniforms and accessories will be furnished by the Department.
- B. Each department member shall sign an inventory sheet listing all uniforms and equipment issued to them. The inventory sheet will be maintained in the member's personnel file. A list of issued items shall be maintained by the Department's Quartermaster.
- C. All uniforms, equipment and items issued to department members shall be returned to the Department when employment is terminated for any reason.

- D. All uniforms or equipment that are purchased by the department member that displays a patch, sticker, engraving or by any means of affiliation with the Schertz Police Department or the City of Schertz shall be returned to the Department when employment is terminated for any reason. An exception may be authorized by the Chief of Police for an honorably discharged department member. In such case, the member may be authorized to retain uniforms/accessories for sentimental or ornamental purposes.
- E. Special assignment uniforms may be worn in lieu of the official uniform, as authorized by the Chief of Police. Uniformed personnel will wear the applicable uniform for their assigned function and may not vary the parts of the uniform without specific permission from the Chief of Police.
- F. All Officers will have a serviceable uniform in good repair available at all times to perform uniformed duty regardless of the nature of their normal assignment.
- G. All portions of the uniform must conform to the standards authorized by the Department. Nothing may be added, deleted or modified without prior approval from the Chief of Police.
- H. Uniforms and accessories will fit properly, will be clean and neatly pressed, and will be free of rips, tears, holes, frayed edges, missing buttons, scuffs and faded colors. Cloth parts of the uniform will not be patched.
- I. Pockets will not have a bulging appearance and no more than two pens will be kept in the left uniform shirt pocket.
- J. No insignia, medal, patch or ribbon, other than that which is specifically approved in this or another department procedure, will be worn on any portion of a department member's uniform without written permission from the Chief of Police or designee.
- K. All leather gear will be kept clean and give the appearance of being new. Leather articles will appear polished. Nylon gear, clarino or basket weave is not permitted, unless approved by the Chief of Police for special assignment or detail.
- L. It will be the responsibility of all department members to notify the Department Quartermaster that any part of their uniform or duty gear has been lost, destroyed, stolen or is unfit for use.

M. Department members may only wear a Department uniform when acting in an official capacity.

N. Department members may not affix any City or Department insignias or patches on personally owned clothing items.

V. PLAIN CLOTHES OFFICER / DEPARTMENT MEMBERS

Members of the department, both sworn and non-sworn, within plain clothes assignments shall report for duty in conservative business apparel appropriate to a professional setting. Members of the police department should recognize that their appearance and dress reflect upon the Department in a manner similar to that of uniformed members. This section shall also apply to those assigned to light duty assignments.

A. Authorized plain clothes dress code – Male department members.

1. Full length dress slacks, business styled dress pants, business suits or the combination of dress slacks and sport coat.
2. Short or long sleeve button up dress shirts or pullover collared shirts.
3. Shirts designed to be tucked in, shall be.
4. Sweaters or sweater vest of subdued design and color may be worn.
5. The wearing of a tie is encouraged with a long sleeve button up shirt. A tie shall be worn when the member is appearing in court, City Council, or otherwise representing the Department in a public event.
6. No clothing with sports team insignias is allowed.

B. Authorized plain clothes dress code – Female department members.

1. Dresses, suits, skirts, or tailored loose fitting full length slacks.
2. Dress shirts, blouses, sweaters, long or short sleeve button up shirts or pullover collared shirts.
3. Shirts designed to be tucked in, shall be.
4. Female department members wearing skirts should keep skirt length modest and in good taste, being no shorter than one inch above the knee while standing or sitting, with no excessive slits. Low cut blouses/shirts or tops that expose the midriff are not allowed.
5. Female department members may wear leggings under their dresses. The leggings shall be solid subdued colors and dresses/skirts shall still follow the department regulations on length.
6. No clothing with sports team insignias is allowed.

C. Field Dress Code

1. Division Lieutenants may authorize department members to wear field apparel that consist of any and all clothing appropriate and necessary to perform any of the below listed job functions.
 - a. Maintenance or inspection of equipment.
 - b. Surveillance.
 - c. Execution of arrest or search warrants.
 - d. Duties involving strong physical exertion or activities.
 - e. Any undercover assignment.

D. Tactical Pants and Jeans

1. Tactical pants
 - a. Sworn department members assigned to plain clothed positions may only wear department approved and issued tactical pants on their Friday each week.
 - b. The tactical pants shall be worn with button up or pullover collared shirts.
 - c. The Division Lieutenant may allow the wearing of the tactical pants for short term special assignments or specific task.
 - d. Tactical pants shall be a solid subdued color.
2. Jeans
 - a. Department members may wear denim jeans on Friday of each week.
 - b. Jeans shall be of a solid subdued color with no rips, tears or signs of aging. Metal studs, excessive stitching, or other adornments are prohibited.

E. Belts

1. Belts shall be without metal studs, excessive stitching, or other adornments. Belt buckles shall be professional looking and in proportion with the width of the belt.

F. Footwear

1. Footwear will be polished dress shoes or boots. No flip flops or recreational type sandals are authorized.
2. An athletic shoe that is professional in appearance may be substituted when wearing plainclothes or specialty uniforms. Athletic shoes shall be solid subdue colors.
3. Dress shoes or boots shall not have metal tips or stitching of an unusual design or color on the toe.

4. Due to the nature of the work performed by department members, footwear shall be made of non-slip soles with heels that do not extend more than 2". They shall be designed in a manner that allows department members to stand for long periods of time, walk and run on even or uneven surfaces. Shoes shall produce little to no noise when walking on a hard surface.

VI. STATION DUTY AND COURT APPEARANCE

- A. All uniformed Officers assigned to duty inside the police station, whether on a permanent or temporary basis, or attending court in uniform are required to dress in accordance with the uniform regulations.
- B. Uniformed male department members attending court in civilian attire will wear dress slacks, dress shirt, suit coat or sport coat and tie. Uniformed female department members attending court in civilian attire will wear a pants suit, skirt and blouse or other business attire.
- C. Officers appearing in court in civilian attire will ensure that their weapon is concealed.

VII. OFF-DUTY EMPLOYMENT

- A. Sworn department members working secondary law enforcement employment are authorized to wear either the Class A or Class B uniform. Exceptions to the uniform policy may be made, but must be authorized by the Chief of Police.

VIII. TRAINING AND MEETING APPEARANCE

- A. All sworn department members attending training or meetings on behalf of the City or Department may wear civilian attire as long as it conforms to the plain clothes policy.
- B. Civilian department members attending training or meetings on behalf of the City or Department shall conform to the plain clothes policy.
- C. Department members will not wear shorts, jeans, tee shirts, ball caps or sandals to any training or meetings unless the school or meeting curriculum calls for such clothing.
- B. Specialty schools such as SWAT or Bicycle Patrol may call for a different type of clothing for that specific class.

- C. Cell phones, pagers, tablets, laptops and other electronic devices will be placed into a silent mode during any classes or meetings.

IX. CALLOUTS – ALL DEPARTMENT MEMBERS

- A. Uniformed department members who are called back to duty are required to report in their normal uniform or attire as if they were reporting for regularly assigned duties.
- B. Plain clothes sworn staff called back in for patrol operations shall report in their issued Class B uniform.
- C. Investigators who are called back for an afterhours call-out are authorized to wear their soft uniform.
- D. Division Lieutenants may regulate which uniform is appropriate for the nature of the call back.

By order of

Marc Bane
Interim Chief of Police