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<b>Effective Date: July 1997</b>	<b>Revision Date: August 2018</b>
<b>Amends/Supersedes: 1100.40/ July 2011</b>	<b>Approved by: Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	<b>10.5</b>

## **Section 1100.50 Uniforms and Body Armor**

### **Policy**

It the policy of the Shively Police Department to set forth guidelines for the wearing of uniforms and to address issues concerning acceptable standards of:

- **Uniform setup**
- **Authorized Accessories**
- **Dress Codes**
- **Wearing of body armor.**

### **Uniform Setup Class A**

The following is an illustrated guide for how a uniform should be setup. The guide contains uniform setups from ranks of:

- **Chief/Colonel**
- **Lieutenant Colonel**
- **Sergeant**
- **Officer**

- **Chief or Colonel**

A silver eagle, on each shirt collar, to be worn centered at a 45-degree angle to the collar points. The badge shall be gold in color with rank or title inscribed.



- **Lieutenant Colonel**

A silver oak leaf, on each shirt collar, to be worn centered at a 45-degree angle to the

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collar points. The badge shall be gold in color with rank or title inscribed.



- **Sergeant**

One gold colored "SPD" pin shall be placed on each collar the distance of 3/4 inch from the front edge of collar and the distance of one 1 inch from the top edge of the collar. The "SPD" shall be parallel to the top collar edge. The badge shall be gold in color with rank inscribed.



- **Patrol Officer**

One silver colored "SPD" pin shall be placed on each collar the distance of 3/4 inch from the front edge of collar and the distance of 1 inch from the top edge of the collar.

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The "SPD" shall be parallel to the top collar edge. The badge shall be silver with the rank of "OFFICER" inscribed. (This applies to any new badge after January 1, 1997).



### **Authorized Accessories**

Below are guidelines for authorized uniform accessories that are required or may be optionally worn. For winter apparel additional items may include a black or navy blue scarf, black or navy blue ear muffs, black leather or suede gloves. The Chief of Police must authorize any additional accessories in memorandum form.

- **Buttons/Snaps/Buckle**

All "class A" shirts shall have metal buttons with a letter "P" in the center of the button surrounded by a scroll work on each side. Buttons are to be worn on the shirtfront and epaulets and also on the cuffs of the winter uniform shirt. Sworn personnel will wear gold or brass buttons with the rank of sergeant and above. Patrol officers will wear silver buttons. Buttons will be free of tarnish and polished to a high shine.

If snaps and buckles are worn on leather goods they shall be gold and brass for sergeants and above, and silver for patrol officers. Velcro closures, without gold or silver color may be worn.

- **Socks**

Black socks shall be worn with uniform.

- **Shoes**

Polished black boots or high gloss uniform oxfords

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- **Winter Jackets/Coats**

Department purchased, or authorized jackets/coats are the ONLY approved jackets/coats for wear with the uniform. Jackets shall be kept neat, clean and in good condition with no rips, tears, loose threads or visible repairs. The authorized jacket will contain a cloth badge, name of officer and rank.

Approved jackets are at the discretion of the Chief of Police and jacket specifications shall be maintained with the vending agent.

- **Shoulder Emblems**

A Shively Police Department patch is to be attached to each uniform sleeve (shirt, jacket, coat etc.). The patch is to be affixed 3/8 of an inch below the center of the shoulder seam.

- **Hats/Caps/Toboggan**

The wearing of a uniform hat is optional unless otherwise instructed by a supervisor or Chief of Police for a special assignment or detail. **Class A** - Navy blue style, military, round, removable top, silver metal lace pattern strap around front portion (gold in color lace pattern for sergeant and above). When worn, hat shall be worn squarely on the head in a military fashion. Navy blue or black "baseball" or "toboggan" style hats are authorized for daily wear in any uniform except the class A (unless raining/snowing). Hats must be kept in good condition and have either the Shively Police Patch embroidered on the front or the word "POLICE".

A departmental issued Cap Shield, shall be worn on the Class A police hat with appropriate rank insignia properly affixed.

- **Name Tags**

A metal nametag shall be worn on the Class-A uniform shirt. The nametags shall be brass or gold plated for officers of the rank of sergeant and above and silver for patrol officers. The nametags shall be worn on the left breast pocket, centered 1/4 inch below the top seam of pocket. It shall be 2 1/2 inches in length with either rounded or squared edges. The officers first initial and/or last name is to be stamped on the name tag with 1/4-inch black letters. A "service since" pin is optional, but, shall be engraved with the first year of Shively service. Specialty unit plates may be authorized at the Chiefs discretion. All Tags shall be free of tarnish and shall be polished to a high shine. Plastic nametags are not authorized on Class "A" uniforms.

- **Special Award Ribbons**

Special award ribbons (Merit, Honor, Valor etc.) will be centered on an imaginary line above the uppermost seam of the right breast pocket. Multiple ribbons should be neatly aligned in pairs, with lower ribbons.

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- **Handcuffs-Handcuff case**

All handcuffs will be carried in a handcuff case equipped with a Velcro fastener or snaps matching the silver or gold colored metal parts of the uniform.

- **Leather goods**

All leather goods such as; gun belts, holsters, ammo carriers, keepers, handcuff cases, etc. will have the high gloss finish.

### **Seasonal Uniform Changes**

Long or short sleeve shirts are optional year-round.

### **Dress Codes**

- **Detectives**

All members assigned to the Criminal Investigation Division (CID) may wear slacks and a Shively Police Polo, “BDU” style tactical pants and a Shively Police T-shirt as appropriate for the day’s activity. Clothing must be neat, clean and in good condition. A minimum of shirt, tie and slacks are required for court appearances when it is likely you will testify. Suits and sports coats are optional but recommended for trials. Members of the Special Investigations Unit (SIU) may wear whatever clothing is necessary to maintain their clandestine appearance. Members of SIU will adhere to the same provisions as CID for court appearances.

The Chief of Police as directed by assignment may authorize other apparel.

### **Body Armor**

Body armor will be supplied to all sworn police personnel with the Shively Police Department. Body armor will be required to be worn at all times when on duty, in uniform for persons working in a patrol capacity. Detectives should have their issued body armor readily available or worn anytime police action is taken when forethought is reasonable to do so.

### **Personnel may be exempt under the following guidelines:**

- If a physician recommends otherwise (The department may seek a second opinion).
  - A Vest may place undercover or plainclothes detectives in jeopardy.
    - The Chief of Police may grant temporary exceptions on a case by case basis.
- A member may face progressive disciplinary action if found to be in violation of this policy. All Commanding officers are to inspect daily for violations of this policy.



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Body armor may be worn under the uniform or over the uniform in one of two approved outer carriers.

- **Non “Molle” Uniform style outer carrier** - can be worn with any variation of uniform except the Class A and will have a cloth badge and name strip of appropriate rank color. No additional insignia, patches, or other items are approved on this carrier.
- **Police “raid” outer vest** – is approved to be worn for detectives.
- **“Molle” style carrier** – can be worn with any variation of the uniform except the Class A. The molle carrier will require a cloth badge and name strip. “Police” strips are to be affixed to the front and back, with the appropriate rank color at all times. Sergeants and above will wear a single small cloth “collar” type rank insignia next to the cloth badge closer to the middle (see below image). No additional insignia, patches, or other items are approved on this carrier except an optional small blood type patch. Molle equipment items that are permitted should be mounted in a manner that ensures their immediate accessibility without overlapping items. Items approved to be mounted are:



- **Taser carrier** – Approved navy-blue cloth or hard-shell holsters.
- **Radio Holder** – Approved navy-blue cloth.
- **Handcuff case** - Approved navy-blue cloth.
- **Pistol magazine holder** - Approved navy-blue cloth.
- **Flashlight holder** - Approved navy-blue cloth.
- **Pepper spray holder** - Approved navy-blue cloth.
- **Tourniquet holder** - Must be approved by Senior command.
- **Handguns are to be worn on the strong hand side of the gun belt.** Only mid-rise, low rise or high-rise double or triple retention holsters are approved. No “drop holsters” or “thigh rigs” are to be worn.

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### **Alternative Class “B” Uniforms:**

- The Class “B” uniform shirt shall consist of a long or short sleeve dark navy-blue “Polo” style shirt, or the “cotton” style button up shirt with the black plastic buttons. Either shirt must have the Shively Police Patch affixed to both shoulders (shirts with no shoulder patches and the word police on the sleeve are no longer authorized). Cloth badge and name strip or embroidered name, of appropriate rank color will be worn if the shirt is worn on top of the body armor. The “Shively Police” heat transfer on the back of the shirt is optional but must be of the appropriate rank color if worn.
- The Class “B” uniform pant will be a dark navy-blue “BDU/Tactical” style pants. Dark navy-blue “BDU/Tactical” shorts may be worn in the summer.
- Footwear will consist of either solid black boots, or solid black tennis shoes with pants and tennis shoes only with shorts. Shoes that are “mostly black” are not acceptable.
- Black socks or ankle socks (footies) are to be worn in any uniform. (footies only for shorts, long socks only for Class A).

The Class A uniform or slacks, shirt and tie are the only approved items to be worn when testifying in or attending a trial.

All members are required to maintain a serviceable Class A long sleeve and Short Sleeve uniform, as well as a Class A hat/hat badge at all times. Situations that require the wearing of a Class A uniform often arise with little notice. Disciplinary action may be warranted for failure to have these items available.

### **T-shirts**

Black or white crew neck t-shirts must be worn under all uniforms at all times.

### **OSHA**

Officers will be issued an OSHA approved reflective vest and/or jacket. These items are to be worn on traffic accidents and other scenes where visibility for officer safety is necessary.