

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 1 - ADMINISTRATIVE
GENERAL ORDER

March 21, 2019
INDEX NO. 1.6

UNIFORM AND PERSONAL APPEARANCE STANDARDS

I. PURPOSE

The purpose of this policy is to provide a standardized code of dress for all employees representing the Bay City Department of Public Safety. An employee is representing the Bay City Department of Public Safety when they report for scheduled duty, court appearances, overtime duty, scheduled details, and media events.

II. POLICY

The overall appearance of Department members has a significant impact upon the impression the public has of its public safety agency. The uniform is the symbol by which our agency is visibly recognized; it should be worn with pride and displayed in a professional manner. Therefore, while on duty, uniforms and non-uniform attire are to be kept clean, orderly, and consistent with this General Order at all times.

III. BASIC GROOMING AND APPEARANCE

- A. General - Employees shall be clean and showered when reporting for duty.
- B. Makeup - Face and eye makeup will be neatly and thinly applied. Uniformed employees using nail polish shall use a conservative shade without decals or ornamentation. Male employees will not wear makeup or nail polish while on duty.
- C. Fingernails - Hands and fingernails will be clean, and nails will be trimmed. For uniformed employees, fingernails will be no longer than ¼ inch beyond the fleshy portion of the finger.

IV. HAIR

- A. General - Hair will be neat, clean, and well groomed. Hair shall not be of a style that interferes with the wearing of the uniform hat, helmet, or SCBA/gas mask. If hair is dyed, it must be of a naturally occurring color.

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- B. Males - The hair on top of the head will be neatly groomed. Hair will be no longer than the top of the shirt collar at the back of the neck when standing with the head in a normal upright position. Hair will not cover the ears or touch the eyebrows.
1. Sideburns - If an employee desires to wear sideburns, they will be neatly trimmed. The base will be a clean shaven horizontal line. Sideburns shall not exceed below the bottom of the earlobe. They will not be wider than one (1) inch.
 2. Facial hair
 - a. Law Enforcement Personnel - The face shall be clean shaven except that mustaches shall be permitted. Mustaches may extend no further than $\frac{1}{4}$ inch beyond the corner of the mouth and cannot extend below the corner of the mouth. Hair will not be permitted to grow over the upper lip. Mustaches will not be waxed or twisted.
 - b. Fire Operations Personnel - The face shall be clean shaven except that mustaches shall be permitted. Mustaches may extend no further than $\frac{1}{4}$ inch beyond the corner of the mouth and may extend no further than $\frac{1}{4}$ inch below the corner of the mouth. Hair will not be permitted to grow over the upper lip. Mustaches will not be waxed or twisted.
- C. Females - Long hair shall be secured so as to not cover the eyes, eyebrows, or shirt collar. Long hair shall be secured in a conservative and safe manner so as not to appear unkempt. Decorative ribbons or barrettes are not permitted. Long hair, when secured, 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. Hair may be worn over the ears.
- D. Exceptions - Officers assigned to plainclothes duties involving undercover or covert operations, i.e., VIPER, may be exempt from the Hair standards when approved by the Public Safety Director or their designee.

V. JEWELRY/TATTOOS

- A. General - The final authority for deciding the appropriateness of tattoos or jewelry rests with the Public Safety Director or their designee.

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- B. Uniformed employees may wear no more than one (1) ring on each hand, one (1) watch on one (1) wrist, and one (1) bracelet on one (1) wrist.
- C. Necklaces - Necklaces, if worn, must be concealed beneath the uniform.
- D. Earrings - All earrings will be attached to the ear lobe and will not rise above the ear canal opening.
 - 1. While on duty, uniformed female personnel may wear one stud earring per ear.
 - 2. Male employees will not wear earrings while on duty unless authorized.
- E. Body Piercing - Piercing of visible body parts other than those written in this policy are prohibited.
- F. Tattoos - Tattoos that are visible while in uniform will not be of an unprofessional or offensive nature. This includes, but is not limited to the following:
 - 1. Depictions of nudity or violence.
 - 2. Profane language.
 - 3. Symbols likely to incite a strong negative reaction in any group, i.e., swastikas, pentagrams, etc.
 - 4. Initials or acronyms that represent criminal or historically oppressive organizations, i.e., KKK, SS, street gang names or symbols.Unprofessional or offensive tattoos shall be covered at all times while on duty.
- G. Exceptions - Officers assigned to plainclothes duties involving undercover or covert operations, i.e., VIPER, may be exempt from the Jewelry/Tattoo standards when approved by the Public Safety Director or their designee.

VI. UNIFORMS

- A. General - Unless otherwise stated in this policy or directed by the Public Safety Director or their designee, the Class B or Class C uniforms shall generally be considered the uniform of the day for Patrol Operations and the Class D and Class E uniforms shall be the uniform of the day for Fire Operations. Department personnel may choose to wear either short or long sleeved shirts with the Class B, Class C, Class D or Class E uniforms at their discretion. The

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uniform trousers and pants will be worn in a manner that allows the bottom edge of the cuff to touch the top of the foot. Trousers and pants shall not be excessively long or short. The exception to this is the side pocket trousers when worn bloused and the bicycle uniform pants. When a uniform allows for the wearing of a visible tee shirt underneath, the tee shirt shall be black, white or blue and be a crew neck style. V-neck style tee shirts are not authorized for wear. The tee shirt shall be in good condition and shall not be faded. The collar shall not be frayed and the sleeves shall not extend past the bottom of the sleeve of the uniform shirt.

- B. Class A Uniform - The Class A uniform is authorized for use by law enforcement personnel. It will consist of French blue trousers with one and one half inch navy cloth stripe, LAPD blue long sleeve shirt, dark navy tie, Lancaster saucer hat and black leather uniform duty belt. The Class A uniform shall be worn for formal occasions or duty related functions at the discretion of the Public Safety Director or their designee.

- C. Class A Summer Uniform - The Class A summer uniform is authorized for use by law enforcement personnel. It will consist of French blue trousers with one and one half inch navy cloth stripe, LAPD blue short sleeve shirt with a crew neck style white tee shirt underneath and black leather uniform duty belt. The Class A uniform shall be worn for formal occasions or duty related functions during the summer months at the discretion of the Public Safety Director or their designee.

- D. Class B Uniform - The Class B uniform is authorized for use by law enforcement personnel. It will consist of dark navy side pocket trousers and LAPD blue shirt. The short sleeve shirt will be worn with either a black or white tee shirt underneath. The long sleeve shirt may be worn with either a black or white tee shirt underneath or with a black turtleneck or dickie with BCDPS embroidered on the neck. The embroidering will be silver in color for the rank of Sergeant and below and gold in color for the rank of Lieutenant and above. The side pocket trousers may be worn bloused if the officer so desires. If bloused, the trousers shall be bloused at the boot top using boot blousers and not tucked into the top of the boot. Trousers shall not be bloused if shoes are worn. Body armor shall be worn under the uniform shirt with the Class B uniform. During cold weather, a winter jacket may be worn. During mild weather a spring jacket may be worn.

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- E. Class C Uniform - The Class C uniform is authorized for use by law enforcement personnel. It will consist of dark navy side pocket trousers and LAPD blue shirt. The short sleeve shirt will be worn with either a black or white tee shirt underneath. The long sleeve shirt may be worn with either a black or white tee shirt underneath or with a black turtleneck or dickie with BCDPS embroidered on the neck. The embroidering will be silver in color for the rank of Sergeant and below and gold in color for the rank of Lieutenant and above. The side pocket trousers may be worn bloused if the officer so desires. If bloused, the trousers shall be bloused at the boot top using boot blousers and not tucked into the top of the boot. Trousers shall not be bloused if shoes are worn. Body armor shall be worn in an external body armor carrier with the Class C uniform. During cold weather, a winter jacket may be worn. During mild weather, a spring jacket may be worn.

- F. Class D Uniform - The Class D uniform is authorized for use by the Fire Chief. It will consist of dark blue uniform pants and white shirt. Both the short sleeve shirt and the long sleeve shirt will be worn with a white tee shirt underneath. During cold weather, a winter jacket may be worn. During mild weather, a spring jacket may be worn.

- G. Class E Uniform - The Class E uniform is authorized for use by fire operations personnel. It will consist of dark blue uniform pants and dark blue shirt. Both the short sleeve shirt and the long sleeve shirt will be worn with a white, blue, or black tee shirt underneath. During cold or mild weather a blue job shirt or EMS jacket may be worn.

- H. General - It shall be left to the individual employee's discretion as to what constitutes cold or mild weather.

- I. Non-Uniformed Employees - Non-uniformed employees shall wear standard business attire as their uniform of the day unless otherwise directed by the Public Safety Director or their designee. Standard business attire shall include but not be limited to dress slacks, dress shirt or blouse, tie, dress shoes, sports coat, pants suit or business suit.

- J. Court Appearances - Law enforcement officers may wear the Class A or Class B uniform for court appearances. Additionally, employees may opt to follow the standards set forth for non-uniformed employees for court appearances.

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- K. Fire Operations Personnel - Fire operations personnel shall wear the Class D or Class E uniform from 0700 hours to 1700 hours. Department approved tee shirts and sweatshirts may be worn after 1700 hours or when engaged in physical activity within the station.
- L. Public Appearances - Any personnel making public appearances or teaching classes to any public group shall wear the appropriate uniform with a badge. No classes or public programs will be taught by personnel in a tee shirt or collarless sweatshirt.
- M. Bicycle Uniform - Refer to General Order Index No. 3.3 "Police Bicyclist" for uniform information.
- N. Exceptions - Law enforcement personnel assigned to plainclothes duties involving undercover or covert operations, i.e., VIPER, may be exempt from the uniform standards when approved by the Public Safety Director or their designee.

Administrative Captains, the Fire Chief and above shall be allowed to exercise discretion in modifying their Class A, Class B, Class C, and Class D uniform as they deem necessary to accommodate their duties.

VII. EXTERNAL BODY ARMOR CARRIERS

- A. General - Law enforcement personnel shall only wear Department approved external body armor carriers. External body armor carriers shall have "Police" clearly displayed across the back of the carrier and a name tape shall be affixed to the proscribed location on the front of the carrier. A Department issued badge shall be affixed to proscribed location on the front of the carrier. The carrier shall be kept clean and serviceable and present an orderly appearance when worn. External body armor carriers are only authorized for wear with the Class C uniform unless otherwise authorized by the Public Safety Director or their designee.
- B. MOLLE Pouches - Law enforcement personnel may opt to attach Department approved MOLLE pouches to the external body armor carrier. All attached MOLLE pouches shall be black in color. The following items may be attached to the external body armor carrier:
 - 1. Department issued radio
 - 2. Handcuffs

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3. Baton
4. Pepper Spray
5. First aid kit
6. Spare Taser cartridges
7. Spare pistol magazines
8. Flashlights
9. Taser
10. Leatherman tool
11. Tourniquet
12. Body Camera

C. Prohibited Items - Unless otherwise authorized by the Public Safety Director or their designee, the following items shall not be attached to the external body armor carrier:

1. Duty weapons
2. Back up weapons
3. Knives
4. Rifle magazines
5. Morale patches

Additional items not specifically listed in this policy shall not be attached to the external body armor carrier without permission from the Public Safety Director or their designee.

VIII. DUTY BELTS

- A. Leather Duty Belts - Plain black leather duty belts will be worn with the Class A and Class B uniforms by law enforcement personnel. Leather duty belts will be kept clean, black, and in good repair. Any duty belt that has become so damaged as to become unserviceable shall be submitted to the Support Operations Captain for inspection and replacement.
- B. Nylon Duty Belts - Nylon duty belts will only be authorized for wear with the Class C uniform. Nylon duty belts are not authorized for wear with the Class A or Class B uniforms. Nylon duty belts will be kept clean and in good repair. Any duty belt that has become so damaged as to become unserviceable shall be submitted to the Support Operations Captain for inspection and replacement.

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- C. General - Leather duty belts shall not be mixed with nylon accessories. Conversely, nylon duty belts shall not be mixed with leather accessories.
- D. Fire Suppression Personnel - Duty belts for fire suppression personnel will be kept clean, black, and in good repair.
- E. Handcuffs - Law enforcement personnel will carry at least one set of handcuffs. Additional sets of handcuffs may be carried at their discretion. Handcuffs may be either linked or hinged. If worn on the leather duty belt, handcuffs will be carried in either one (1) plain black leather handcuff case, two (2) single plain black leather handcuff cases, or one (1) double plain black leather handcuff case. Handcuffs may additionally be worn attached to a handcuff “strap”. If worn on the nylon duty belt or molle vest, handcuffs will be carried in either one (1) plain black nylon handcuff case, two (2) single plain black nylon handcuff cases, or one (1) double plain black nylon handcuff case. Handcuffs will not be carried tucked into the back of the uniform trousers or in uniform pockets.
- F. Pepper Spray - If worn on the leather duty belt, pepper spray will be worn on the duty belt in a plain black leather holder. If worn on the nylon duty belt or molle vest, pepper spray will be worn on the duty belt or molle vest in a plain black nylon holder.
- G. Batons - If worn on the leather duty belt, collapsible batons will be worn in a plain black leather baton holder. If worn on the nylon duty belt or molle vest, collapsible batons will be worn in a plain black nylon baton holder.
- H. Magazine Holders - Department supplied plain, black leather dual or triple magazine holders will be worn in either a vertical or horizontal position on the leather duty belt. Department approved plain, black nylon dual or triple magazine holders will be worn in either a vertical or horizontal position on the nylon duty belt or molle vest.
- I. Taser Holsters - Taser holsters will be worn on the duty belt or on the molle vest. Taser holsters will be worn on the opposite side of the body as the duty holster. This includes Tasers worn on the molle vest.

If an officer is unable to position their Taser so as to place it on the opposite side of the center line of the carrier from their duty weapon; the Taser shall be worn on the duty belt. Holsters other than those provided by the department

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must be at least level one retention and be submitted to the supervisor in charge of Tasers for approval.

- J. Knives - Knives may be worn clipped to the inside of one of the front trouser pockets, clipped to the inside of the Class B or Class C uniform cargo pockets, or securely attached to the duty or garrison belt. Fire suppression personnel may carry knives clipped to their duty belt or in their front pockets. Knife blades will not exceed four (4) inches in length. Knives will not be clipped to back pockets. It is the general policy of the Bay City Department of Public Safety that knives be carried for utility purposes only. However, knives may be used as weapons in situations as defined in "Last resort situations" of General Order Index No. 3.15 "Response to Resistance".

- K. Additional Items - Other additional items i.e., rubber glove holders, flashlight holders, that are worn on the leather duty belt must be of a plain black leather style. Other additional items that are worn on the nylon duty belt or molle vest must be of a plain black nylon style. If carried, cell phones will be carried in an inconspicuous location that does not interfere with standard issue items on the duty belt. Cell phones will not be attached to areas such as magazine holders or epaulets of the uniform shirt. Blue tooth devices will not be worn while on duty.

- L. Exceptions - Uniformed Law Enforcement Lieutenants and Captains will not be required to wear duty belts while performing administrative office duties. They may instead opt to wear a plain black leather garrison belt and duty weapon.

IX. FOOTWEAR

General - Make and manufacture of shoes and boots shall be left to the individual employee's discretion. Boots shall be of a military style and shall be black in color. $\frac{3}{4}$ or $\frac{1}{2}$ boots are permitted for wear. Boots shall be maintained in a serviceable condition and present a neat and clean appearance. Shoes shall be made of leather and be of a plain black style. Shoes shall be kept polished and present a neat and clean appearance. Tennis shoes shall not be worn with the Class A, Class B, Class C, Class D or Class E uniform. Black leather boots or shoes shall be worn with the Class A, Class B, Class C, Class D, and Class E uniforms. If eight inch or higher boots are worn with the Class B or Class C uniform, the employee has the option of blousing the side pocket trousers at the top of the boot utilizing boot blousers.

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X. BODY ARMOR

- A. Issuance of Soft Body Armor - Soft body armor will be issued to each law enforcement officer in the Bay City Department of Public Safety. Armor will be of at least an NIJ Level II rating. Individual officers will have the opportunity to upgrade their armor at time of issuance to NIJ Level IIIa at the officer's expense. Issued body armor remains the property of the Bay City Department of Public Safety and must be returned in clean serviceable condition upon termination or retirement from service with the department. Non-issued additional trauma or ballistic plates may be utilized by individual officers with the approval of the Public Safety Director or their designee.
- B. Care and Maintenance - Each officer will be responsible for the care and maintenance of his/her assigned soft body armor. Officers will follow manufacturer's guidelines in caring for their armor. Any damage or defects will be reported by the officer to their supervisor, and forwarded to the Support Operations Captain. Officers assigned to Support Operations, and utilizing an external vest carrier will be responsible for ensuring their current issued body armor is used in the external vest carrier.
- C. Required Use of Soft Body Armor
1. Patrol Operations - All sworn officers will wear their issued soft body armor while on duty and in uniform. Required use in uniform extends to Class A, Class B, and Class C uniforms, bike uniforms, and officers assigned to regular police duties which allow for a modified uniform such as department polo shirts, and any other issued clothing which makes the wearer recognizable as a police officer.
 2. Support Operations - All sworn officers assigned to Support Operations will have their issued soft body armor readily available while on duty. Officers leaving the station to perform their duties will have their body armor in the vehicle available for deployment. Support Operations officers will be required to wear their issued body armor when participating in a raid or serving a felony warrant, or when the officer believes, or has reason to believe their assignment may involve an encounter with an armed subject.
- D. Firearms Training - All sworn officers participating in, or conducting firearms training/qualifications will wear their soft body armor during training. Classroom exercises may be exempt from this requirement as determined by the

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Firearms Training Supervisor or his/her designee.

- E. Exceptions - Sworn officers may be exempt from wearing soft body armor during the following conditions:
1. Officers are not required to wear their body armor when wearing such equipment would endanger or compromise the officer's undercover operation, such as VIPER or sting operations.
 2. Officers engaged in public speaking assignments not in conjunction with normal police duties.
 3. Officers participating in or conducting training classes, unless required as part of the training.
 4. Officers detailed to special ceremonial assignments not in conjunction with normal duties.
 5. Administrative officers and supervisors conducting uniformed duties which do not include normal patrol duties. Administrative officers and supervisors will have their issued body armor readily available to them under the same guidelines as Support Operations officers.
 6. A supervisor in charge of a detail or event, where conditions such as temperature, duration of detail or event, or lack of air conditioning pose a significant potential for heat related illness, may make the wearing of body armor optional for officers assigned to the detail or event.
 7. The Public Safety Director may exempt a sworn officer from wearing body armor upon the recommendation of a licensed physician for a specific reason and length of time. The Public Safety Director may require an examination by the City Physician before granting such a request.
- F. Hard Body Armor and Helmets - Law enforcement officers will make use of departmental hard body armor and helmets when involved in special threat situations. Hard body armor is designed to stop higher threat level projectiles which are capable of defeating soft body armor (rifle ammunition). Although ballistic helmets will not stop rifle bullets, a ballistic helmet will offer extra protection to the officer.

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- G. Black ballistic helmets and tactical vests with hard armor plates shall be carried in each patrol unit. Helmets and armor plates are not to be retained by any individual officer for their sole use. Individual officers wishing to have a helmet or hard armor for their personal use may utilize non-issued armor after it has been approved for use by the Public Safety Director or their designee. Such armor must be rated for equal or better threat level than departmental armor. Items must have a similar, uniform appearance to departmental equipment.

XI. TURN-OUT STRUCTURAL FIREFIGHTING GEAR

- A. Full turn-out structural firefighting gear shall include the following:
1. Turn-out coat
 2. Turn-out pants
 3. Firefighting Gloves
 4. Nomex Hood
 5. Helmet
 6. Firefighting Boots
- B. Department personnel are required to dress according to the nature of the hazard which may be encountered and in accordance with good safety practices. Fire Operations Officers shall be responsible for personnel operating under their command. The requirements are described as follows.
1. Fire Suppression - Full turn-out structural firefighting gear and SCBA shall be worn during entry into buildings where a fire is or may be in progress (this includes entering into buildings to check on fire alarms where fire suppression personnel have not determined the cause of the alarm), vehicle fires, CO detector response with reported illness, gas main breaks, and any response where the possibility of a hazardous atmosphere exists.
 2. Vehicle Accidents - Fire Operations personnel and public safety officers acting in the capacity of firefighters shall wear full turn-out gear and traffic vest. SCBA's shall be required for fires or large fuel spills. Vests are not worn with SCBA's.
 3. All Other Circumstances - The selection of clothing shall be made to provide sufficient and appropriate protection for personnel.

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- C. Fire suppression personnel are to be dressed in full required turn-out structural firefighting gear and SCBA while in the hot zone or in areas of possible danger. It shall be the responsibility of the Incident Commander and/or the Safety Officer to determine the safe area.
- D. Fire Operations personnel responding to fire and other calls where turn-out gear is required shall don turn-out pants prior to responding (this includes vehicle operators). See General Order Index No. 2.1 for “Public Safety Officer Response”.

XII. BADGES, CITATIONS, IDENTIFIERS, AND PINS

- A. Uniform Shirt Badges - Only Department issued badges are to be worn. Badges will be worn at all times when in uniform. The shirt badge may be mounted on an approved leather backer. The badge shall be worn in the spot provided by the shirt or external body armor manufacturer. Hat badges will be mounted in the spot provided by the hat manufacturer. Non-uniform personnel will display badges from their trouser belt or in some similar fashion using issued badge backers or neck chains.
- B. Jacket Badges - Cloth badges will be sewn onto winter and spring jackets in the manufacturers specified location.
- C. Citations - Department authorized citation bars are to be worn at the discretion of the employee unless otherwise directed by the Public Safety Director or their designee. Citation bars will be worn centered directly above the right breast pocket of the Class A or Class B uniform shirt. Citation bars shall not be worn with the Class C uniform. The bottom edge of the citation bars should rest upon the top edge of the pocket. Citations will be worn in order of precedence from left to right in a horizontal row no more than three (3) across. If an employee has more than three (3) citation bars, the additional citation bars shall be centered above the middle citation bar of the bottom row and spread out horizontally from the middle.
- D. Uniform Shirt Name Tags - All uniformed employees shall wear a department issued name tag when wearing the Class A, Class B, Class D, or Class E uniform. The name tag will be worn centered on the right breast pocket directly below the top edge of the pocket. In the case of the Class C uniform, the name tape shall be worn in the provided location on the external body armor carrier.

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For law enforcement personnel name tags for the rank of Sergeant and below shall be silver in color. Lieutenants and above shall be issued a gold in color name tag. For fire operations personnel name tags for the rank of Captain and below shall be silver in color. Battalion Chiefs and above shall be issued a gold in color name tag.

- E. Jacket/External Body Armor Name Tapes - For law enforcement personnel name tapes for jackets will be black with LAPD silver lettering for Sergeants and below. Lieutenants and above will have a black name tape with gold lettering. Name tapes will be sewn centered onto the right side of the jacket. Name tapes are not required on jackets worn underneath external body armor carriers. The top of the name tape will be in a line parallel with the top of the cloth badge sewn onto the left side of the jacket. Name tapes for external body armor carriers will be black with LAPD silver lettering for Sergeant and below. Lieutenants and above will have black name tapes with gold lettering.
- F. Pins - EMT pins may be worn by fire operations personnel. Other pins or any other devices not mentioned in this or other sections will not be worn without the approval of the Public Safety Director or their designee.
- G. Whistle Chains - Whistle chains may be worn with the Class A or Class B uniforms. Whistle chains are not authorized for wear with the Class C uniform. Whistle chains for Sergeants and below shall be silver in color. Whistle chains for Lieutenants and above shall be gold in color.
- H. Rank - Rank will be displayed on uniform shirts and jackets as described below:
 - 1. Sergeant FTO Supervisor, Sergeant, Corporal FTO, Corporal and Officer FTO Chevrons will be black and LAPD silver. They are to be sewn on uniform shirts and jackets centered on the sleeve between the shoulder and elbow. Public Safety Director eagles, Deputy Public Safety Director oak leaves, Fire Chief's five bugles, Law Enforcement Captain's double bars, Assistant Fire Chief's three bugles, and Law Enforcement Lieutenant's single bars will be gold in color. Fire Operations Captain's double bars and Fire Operations Lieutenant's single bars will be silver in color. They are to be worn on both collars of the uniform shirt. Insignia should be centered on the collar, one (1) inch from the point of the collar.

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2. Jacket rank insignia for Lieutenants and above for law enforcement personnel shall be placed centered on the outward edge of the epaulets. On jackets without epaulets, rank insignia for Lieutenants and above will be centered directly above the name tape sewn on the jacket.
- I. Service Stripes - Service stripes shall be worn on uniform long sleeve shirts and jackets. One service stripe shall be awarded for every four years of service a sworn employee has acquired. Service stripes shall be affixed ½ inch from the top of the left sleeve cuff in line with the shirt epaulet. Service stripes shall be LAPD silver in color.
- J. Exceptions - Officers assigned to plainclothes duties, undercover or covert operations, i.e., VIPER, may be exempt from the Badges, Citations, Identifiers, and Pins standards when approved by the Public Safety Director or their designee.

XIII. HEADGEAR

- A. General - Headgear shall be worn at the discretion of the individual employee or by order of the Public Safety Director or their designee.
- B. Saucer Hat - The saucer hat may be worn with the Class A or Class B uniforms. The saucer hat shall be worn centered on the head with the bottom edge of the hat parallel to the ground. The visor of the hat should rest approximately two finger widths above the bridge of the nose. The bill of the saucer hat shall be kept clean and polished.
- C. Watch Cap - During inclement/cold weather a black watch cap may be worn. The cap will be worn neatly and tightly against the head.
- D. Pile Cap - During inclement/cold weather a pile cap may be worn in place of a watch cap. The pile cap shall have a departmental hat badge affixed in the manufacturer's specified location.
- E. Ball Caps - For Law Enforcement personnel, department issued ball caps may only be worn with the Class C uniform during special events, training, inclement weather or at the discretion of the Public Safety Director or their designee. Ball Caps shall not be worn as a standard uniform item and may only be worn according to the exceptions listed above.

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Fire Division personnel may wear department issued ball caps with the Class E uniform at their discretion.

XIV. DUTY HOLSTERS

- A. General - All sworn personnel shall utilize a holster for carrying their department issued side arms. Holster shall be worn on the duty belt. Holsters shall not be worn on the external body armor carrier unless otherwise authorized by the Public Safety Director or their designee. All holsters shall be maintained in good working condition with all factory installed safety features intact. No modifications to any duty holsters are permitted. Any damage to, or failure of a holster, shall be reported immediately to a supervisor. The holster shall then be either repaired or replaced. Supervisors informed of a failure of or damage to a holster shall notify the Firearms Training Supervisor.
- B. Patrol Operations Duty Holsters - Uniformed officers shall utilize Department supplied duty holsters. Uniformed officers choosing to utilize a weapon mounted light shall be supplied with an appropriate Department approved holster. Any other holster for uniformed wear shall require the approval of the Firearms Training Supervisor prior to use. Officers transitioning to a different holster shall demonstrate proficiency in the use of the holster to a Firearms Instructor prior to use.
- C. Support Operations Duty Holsters - Special Duty Officers and any Officer participating in plain clothes duty, shall use a holster which has been pre-approved by the Firearms Training Supervisor.
- D. Exceptions - Officers assigned to plainclothes duties, undercover or covert operations, i.e., VIPER, may be exempt from the Duty Holsters standards when approved by the Public Safety Director or their designee.

By order of:


Michael J. Cecchini
Public Safety Director