

DEKALB POLICE DEPARTMENT

Subject: **Uniform Code**

Policy #: **304.4**

Effective Since: 8-21-03

Originally Issued As: General Order # 4 of 2-23-02

Revision Effective: 1-1-19

FTO Training Task: NA

Reference Material: NA

ILEAP Standards Covered: OPR.01.05; PER.03.04

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PURPOSE: The purpose of this policy is to document the department's official uniform and accessory code.

POLICY: DeKalb Police personnel, individually and collectively, will project professionalism, discipline, and efficiency through their uniform accessories and the manner in which these items are worn. Their personal grooming shall reflect a like image. Health, comfort, and appearance of personnel will be the basis for selection and issuance of uniforms, uniform accessories, and uniform regulations.

DEFINITIONS: will be provided as needed throughout the uniform code.

UNIFORM CODE:

Unless directed otherwise by the Chief, a complete uniform with appropriate accessories will be worn while on duty. Command officers may prescribe other clothing as required by the nature of duties assigned to the particular individual.

A. Wearing the Uniform and Accessories

1. Only uniform items and accessories, issued or department approved, will be worn as a part of the police uniform.
2. Uniforms and accessories will fit properly, be clean, neatly pressed, and free of rips, tears, holes, frayed edges, missing buttons and faded colors. Buttons shall be buttoned and pocket flaps in place. Footwear shall be in good repair. Heels and soles shall not show excessive wear.
3. A high polish will be maintained on belts, shoes, holsters, handcuff cases, leather accessories, brass buckles and snaps.
4. A member, when in uniform, shall wear the regulation badge on the outside of the outermost garment over the left breast and always in sight. When off duty, the department badge and identification card shall be possessed at all times, except when engaged in sports or other activities where it would not be practical.
5. A member, when in uniform, shall wear the regulation name plate on his/her uniform, shirt or jacket, whichever is outermost, in accordance with department instruction.
6. While on duty, except when assigned to office duties, members who are required to wear the specified uniform shall always carry, as full equipment, the following:
 - a. Badge
 - b. Department Identification Card
 - c. Gun and Ammunition (department approved)
 - d. Handcuffs (department approved)
 - e. Flashlight (as necessary)A member shall also carry specially used equipment and forms necessary for performing duties.
7. While on duty, members who are required to wear civilian clothes shall carry as full equipment the following:
 - a. Badge
 - b. Gun and Ammunition (department approved)
 - c. Handcuffs (department approved)
 - d. Department Identification CardThe exception to the above may be where the members are assigned to office duties or special duties.

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8. Officers attending training classes or meetings, when not in uniform, are expected to project a professional image. Business casual dress shall be worn (no T-shirt, no jeans) unless the training requires otherwise. (e.g., Physical Encounter or Firearms)
9. In court, officers shall wear complete uniform, dress, or suit or sport jacket - displaying a professional appearance.
10. Carrying a weapon off-duty while consuming intoxicants, is prohibited. When off-duty and while not consuming alcoholic beverages, a sworn member of the department may be armed with a firearm approved by the department.

B. Regulations for Personal Grooming

1. Uniformed officers will pay particular attention to personal cleanliness.
2. Fingernails will be clean, neatly trimmed, and extend no more than 1/4" beyond the finger. If worn, only clear fingernail polish will be permitted during duty hours.
3. Cosmetics, when worn, will be in good taste using conservative, natural looking cosmetics.
4. The face will be clean-shaven except for sideburns and mustaches as defined.
5. Sworn personnel shall not wear earrings. Body piercing jewelry able to be observed by the public is prohibited.
6. Sunglasses and prescription eyeglasses must be of such design and color as to reflect a professional image and compliment the officer's uniform.
7. Acceptable hair styles will be determined by the following guidelines:
 - a. Males -
 - 1) HAIR: Hair will be neatly trimmed and combed. Hair on the side and back of head will present a tapered appearance and will not touch the collar except for the closely cut hair at the back of the neck.
 - 2) SIDEBURNS: Sideburns will not extend below the ear lobe nor exceed 1-1/4" in width, not flare, be of even width, and end with a clean-shaven horizontal line.
 - 3) MUSTACHES: Mustaches will be short and neatly trimmed; shall follow the outline of the upper lip; shall not extend more than 1/4" beyond a vertical line equal to the corners of the upper lip; and shall not extend below a horizontal line equal to the lowest edge of the upper lip. In no instance will the mustache be permitted to cover the vermillion area of the upper lip. The thickness shall not be more than 1/4" in depth and shall not appear bushy.
 - 4) HAIRPIECES/WIGS: Hairpieces or wigs worn on duty must conform to the standards as stipulated for natural hair.
 - 5) HAIR COLORING: Hair coloring, if used, must look natural.
 - b. Females -
 - 1) HAIR: Length, bulk or appearance of the hair will not be excessive, ragged or unkempt. Hair will be neatly groomed and will not extend below the bottom edge of the back collar. Hair worn on the forehead will be groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear.

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- 2) **HAIRPIECES/WIGS:** Hairpieces or wigs worn on duty, must conform to the same standards as stipulated for natural hair.
- 3) **HAIR COLORING:** Hair coloring, if used, must look natural.
- 4) **RIBBONS/ORNAMENTS:** No ribbons or ornaments shall be worn in the hair except for neat and inconspicuous bobby pins or barrettes.
- c. **Exceptions:** Exceptions to these rules shall be allowed only for officers who are working in undercover activity.
8. **TATTOOS:** Tattoos below the shoulder line are permitted to be exposed **except if deemed offensive or unprofessional. Therefore, any post-employment tattoos must be in a location that could be covered by a Class A uniform if needed. This means** tattoos on the face, head, neck or hands will **not be permitted. Offensive or unprofessional tattoos may include** profane/curse words, nudity, swastikas, gang symbols, or any other image or words that can be construed as disrespectful or demeaning to any segment **of the population. If there is any question about whether a tattoo will be** considered offensive or unprofessional, it is strongly advised to seek **permission first. Final rulings on tattoos will be made by the Chief of Police.** Where an employee obtains a tattoo in violation of the terms of this policy, the employee may be required to remove or temporarily or permanently cover such tattoo or may, at the discretion of the Chief of Police, be subject to progressive discipline up to and potentially including termination.

C. Appearance Responsibility

1. Each individual will present a neat appearance. Hair styles worn will be kept within the guidelines established by this order.
2. It is the responsibility of all shift commanders to ensure that officers under their command present a neat appearance and that hair styles are kept within the guidelines established by this policy.
3. Documented inspections will be conducted by shift supervisors on a periodic

basis.

UNIFORM CODE

Class A Uniform - Traditional uniform with long sleeve shirts; tie optional; or turtleneck optional until Class B Uniform change in Spring 2010.

Class B Uniform - Traditional uniform with short sleeve shirts.

Class C Uniform - Sworn officers in administrative or office assignments. Depending on specific assignment, officers may wear the traditional uniform or plain clothes (dress slacks and collared shirt).

Class D Uniform - Plain clothes detective apparel, usually business casual; to be determined and regulated by the Investigations Division Commander depending on the specific assignment.

Class A and Class B Uniforms shall conform to the following items. Specialized uniform apparel is described as listed for specific assignments.

- A. **Cap** - 5 Star model, navy blue serge, drop visor, buttons (color of buttons shall coordinate with rank of officer).
- B. **Trousers** - navy blue color.
 1. Zipper fly

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2. Straight pockets (two back, two front, no flaps)
3. Two-inch belt loops
4. No cuffs or stripes
5. Cut shall not reflect flare or peg appearance
- C. **Optional Cargo Pants**, same as above, uniform quality, with:
 1. Two cargo pockets above the knee (one on each side)
 2. Straight leg only, not flared or pegged
- D. **Uniform Shirt**
 1. Shoulder straps
 2. Badge tabs
 3. Collar stays
 4. Two pleated flap pockets
 5. Pencil pocket (left side)
 6. Uniform shirts will have patches on both sleeves; Corporal shirts and navy blue Sergeant shirts will wear rank stripes on each sleeve below the patch.
 7. Military creases, high quality, perma-press, navy blue
- E. **Undershirts**: Uniform undershirts will be navy blue or black, if visible. No undershirts should have sleeves that are longer than the uniform sleeve.
- F. **Dress Blouse** (Tech Dress Flying Cross) [To be worn for formal events and funerals only]
 1. Single breasted, 100% Dacron serge
 2. Four button front (color of buttons to correspond with rank)
 3. Fully lined with inside cloth, reinforced breast pocket
 4. Style with two pleated breast pockets with flaps and two dummy flaps
 5. Notch lapels
 6. Badge tab
 7. Center vent
 8. Navy blue
 9. A tie will be worn when wearing the dress blouse.
 10. Sergeants wearing a dress blouse will wear a white uniform shirt, not navy blue.
- G. **Squad Jacket** - navy blue
 1. Fur or plain collar
 2. Pockets on front (two only)
 3. Zipper
 4. Buttons with letter the "P" (color shall coordinate with rank of officer)
 5. Elastic waistband
 6. All jackets will have either: police patch on each sleeve, or a police patch on the left sleeve and a 2-1/4" X 3-1/2" American flag on the right sleeve.
- H. **Windbreaker Jacket** - navy blue
 1. Lightweight nylon or fleece or synthetic blend
 2. Styled with self-collar
 3. Shoulder straps
 4. Two pleated flap pockets
 5. Zipper front
 6. Badge holder left side
 7. Elastic waist gussets
- J. **Tie** - black, clip-on
- K. **Turtleneck** - no longer allowed

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- L. **Winter Caps:**
 - 1. Fur cap - navy blue
 - 2. Winter watch cap - **Black stocking cap, with 1¼" "POLICE" embroidered on front in white lettering**
- M. **Traffic Vest** : as currently issued or supplied by the department with ANSI certification
- N. **Footwear** - Black leather, plain toe (no welt on top of toe). Boots (optional) may be round toe Wellingtons or "Rocky" style. Black galoshes or rubbers optional. As part of the Class B uniforms, all-black sneakers may be worn, and must be leather or have a leather appearance. No non-black tags, logos, or insignias can show.
- O. **Sweater**
 - 1. navy blue, ribbed, v-neck
 - 2. name plate
 - 3. badge holders
 - 4. Uniform patches on both sleeves OR shoulder patch on left sleeve and American flag on right sleeve
- P. **Scarves and gloves** shall be black or navy blue.
- Q. **Whistle**, silver or black with white or black lanyard
- R. **Handcuffs**: silver double-locking (Smith & Wesson 100 or similar)
- S. **Raincoat** - as currently issued or supplied by the department:
 - 1. The traditional long yellow coat is as follows: Nylonair, regulation police coat, yellow. Nylon twill (1.6 oz); single-breasted; snap fasteners front (storm fly); cape ventilated underarms; slash pockets (inside hanging pocket with slash through welts)
 - 2. The black with reversible color department-issue raincoat is Blauer 26990 or 26991
 - 3. All raincoats must have badge holder (left side)
- T. **Leather** - Uniform patrol personnel; All leather shall be black and plain (not basket weave and not high shine), and all metal shall be nickel chrome:
 - 1. Uniform belt (1-3/4" with Velcro closure) (Bianchi B8V)
 - 2. Sam Browne belt (2-1/4") (Bianchi B2PBC)
 - 3. Handcuff case, nickel chrome or hidden snap (Safariland 190H-2HS); can be double pouch or open-top style
 - 4. Double speed loader case (revolvers) and/or double magazine pouch (semi-automatics) for duty weapon of choice
 - 5. Holster - thumb break or security for duty weapon of choice (Safariland Level 1 holster, plain black finish)
 - 6. Baton ring
 - 7. Collapsible asp holder (ASP 2434)
 - 8. Belt keepers, nickel chrome or hidden snaps (Bianchi 7906)
 - 9. Surgical glove pouch (Model 33)
 - NOTE:** Items which are not identical as listed items, shall be similar in appearance. Final decision as to "similar in appearance" to listed items rests with the Chief of Police.
 - 10. Additional leather equipment (optional):
 - a. Key strap
 - b. Pouch-style sheath for pocket knife with cover - knife blade cannot be larger than 2-1/2" wide and 6" long
 - c. Flashlight holder, ring or plain black leather
 - d. Cap-Stun carrier - may be black nylon
 - 11. Administrative and Class C or D Personnel

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- a. Plain black finish holster for duty weapon of choice
- b. Department approved shoulder holster may be worn by plain clothes personnel.

U. Weapons

1. **On Duty Sidearms** : Officer's choice of Glock 9mm, .40, or .45. Effective 3-1-09, these will be the only sidearms issued and approved by the department for newly-hired officers.
2. **On Duty Sidearms approved for officers beginning employment prior to 3-1-09 only**: any double-action semiautomatic with an internal hammer block safety: 9 mm, .40, .45, or .45 GAP, with a barrel 4" or greater; any double-action Smith & Wesson revolver, .38 or .357 caliber, with a barrel 4" or 6". This approval applies to officers who were actually carrying one of these sidearms prior to 3-1-09.
4. **On Duty Sidearms for Class C Uniforms only**: same as above, except barrel length of 2" to 6" allowed.
5. Effective 3-1-09, any officers who are carrying non-Glock firearms as allowed above who must or choose to change firearms MUST change to a Glock only and may not change back to another type of weapon.
6. Effective 3-1-09, any officers carrying a firearm other than a Glock are responsible for the maintenance, repair, and cleaning of the firearm.
7. The department only provides Glock armors.
8. **Backup or Off-Duty Weapons** : Any of the weapons enumerated above may also be carried as a backup weapon or an off-duty weapon.
 1. Prior to carrying any weapon as a backup or as an off-duty weapon, the officer will have qualified with it, using authorized ammunition and the same course of fire used for duty weapons. Qualification shall be conducted at the convenience of the range officer and shift supervisor. This qualification shall be on an annual basis and from the officer's usual mode of carry.
 2. Backup weapons will be carried in a vest holster both concealed and secured.
 3. Off-duty weapons will be carried in a manner in which they are both concealed and secure. Final determination as to security and concealment will reside with the Chief of Police or his designee.
9. **Semi-automatic weapons** will be authorized only for those officers who have successfully completed one of the following:
 - a. State Certified Basic Firearms Course (40 Hours) completed with a semi-automatic.
 - b. Department-approved 24-hour transition course.
 - c. Department-approved 40-hour Police Firearms Instructor Course completed with a semi-automatic.
10. **Carry Requirements** : While on duty and in uniform, officers must carry their sidearm. Plain-clothes detectives, while on duty, must carry their sidearm. Officers driving a marked police vehicle, while on or off duty, in or out of uniform, must carry a firearm on their person or in the vehicle. Officers on duty in plain clothes attending training or court, or while assigned to administrative or office duties only, may, but are not required to, wear their sidearm.

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11. **Approved ammunition**: Officers are allowed to carry department-issued ammunition in any on-duty, backup, or off-duty weapon.
 - a. Revolvers; will be factory loaded ball or hollow point, full or semi jacketed:
 - .38 SPL
 - .357 MAGOfficers qualifying with .38 SPL rounds shall not carry the .357 round.
 - b. Semiautomatics; will be factory loaded ball or hollow point, full or semi jacketed:
 - 9mm
 - .40
 - .45
 - c. Practice ammunition will be of the type approved or issued by the department.
12. **Patrol Shotgun**: Remington 12 gauge; duty ammunition is the rifled slug.
13. **Patrol Rifle**: see Policy 304.8, Patrol Rifle
14. **Sniper Rifle**: .308 Winchester, to be used only by department-approved and duty trained officers for authorized sniper duties.
15. **Any other firearms** to be used must be approved by the Chief of Police, or under emergency exigent circumstances. Officers assigned to specialized units of outside agencies are authorized to use weapons designated by those agencies after completing requisite training and qualification.
16. **For additional information regarding firearms regulation, inspection, training, qualification, and safety, see Policy 304.7, Firearms.**
17. **Approved Less Lethal Weapons**:
 - a. The following are other weapons approved for carry and use by the department:
 1. Approved straight stick or collapsible asp; 21" to 26" black expandable baton
 2. CAPSTUN or OC spray (see Policy 406.3, CAPSTUN Use)
 3. Tasers (see Policy 304.9, Taser Use)
 4. Less lethal shotgun with related ammunition
 5. Crowd control batons; may be carried or used only when authorized by a supervisor.
 - b. Officers carrying these weapons must have received the requisite training for their use. Officers will receive instruction and certification as necessary by a certified weapons instructor, and must demonstrate proficiency in the weapon's use and safe handling. Weapons must be used in the capacity for which they were intended except in emergency exigent circumstances.
 - c. Officers will receive initial training, and whenever possible, biennial refresher training by a certified instructor in the use of the less lethal weapon. Initial and refresher training will include information about applicable laws, use of force guidelines, and department policy. Remedial training will be provided for officers not meeting initial training requirements. Officers who choose not to or cannot complete the requisite training for any weapon shall not carry or use that weapon until training is completed. All training will be documented and records maintained by the officer's Division Commander.

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- d. **Duty knife**, up to 6" blade, foldable and locking blade. No switchblades, double-edged, or butterfly knives. Knives are to be used for general or emergency purposes, not as a primary weapon.

V. UNIFORM ACCESSORIES

1. Cap badge
2. Star
3. Name plate/service plate - worn centered with bottom edge on top seam of right pocket of shirt
4. Tie clasp - worn in line with top seam of pockets
5. Pins (optional-two maximum)
 - a. Shooting award - worn centered just above name plate
 - b. FTO plate - worn centered just above name plate (and shooting award, if worn)
 - c. Service pin - worn centered above name plate (and shooting award/FTO plate, if worn)
 - d. Motor officer pin - worn centered above name plate (and shooting award/FTO plate, if worn)
 - e. D.A.R.E. pin - worn left of center of right pocket flap of uniform shirt midway between the pocket flap button and the left edge of pocket flap
 - f. Military pin - **no larger than ¾"** diameter unless otherwise approved by the Chief of Police and worn center of right pocket flap of uniform shirt midway between the pocket flap button and the name plate.
 - g. Honor guard pin - can be worn on dress blouse centered above the name plate.
 - h. Other special duty or service pins as authorized by the Chief.
6. U.S. Flag patch (optional) 2-1/4" X 3-1/2", right shoulder of jacket or sweater.

W. BIKE PATROL UNIFORM

1. Barrier Jacket, navy blue
2. Allita bike shorts, black
3. Allita bike pants, black
4. Accumold nylon key holder
5. Accumold nylon ASP holder
6. Nylon pants belt
7. Nylon duty belt
8. Nylon double cuff case
9. Nylon magazine holder
10. Holster
11. Radio holder
12. Glove holder
13. Vapor Polo Class A shirt
14. Liner for bike pants
15. Trek bike helmet
16. Black bike/basketball shoes
17. Socks, white/black
18. Bike gloves, black
19. Safety sunglasses

X. MOTOR OFFICER UNIFORM - Additional uniform accessories

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1. Leather jacket, "Chicago" style
2. Chippewa #71418, 17" two-buckle boot
3. United Uniform breeches, navy
4. Leather gloves, black (not fingerless)
5. Police motorcycle helmet
 - a. Patrol officer: dark blue/light blue
 - b. Sergeant, Lieutenant, Chief: dark blue/white
 - c. $\frac{1}{2}$ or $\frac{3}{4}$ DOT-approved shell
6. Bannered metal helmet badge
7. Safety sunglasses
8. Parade uniform: wear mock turtleneck and items 2-7.
9. Black cargo pants
10. Black 11" jump boots

Y. TARGETED RESPONSE UNIT APPAREL

1. Approved black T-shirt or collared shirt with DeKalb Police star logo on the upper left front.
2. Approved black tactical pants with outside pockets.
3. Nylon gun belt and nylon belt gear.

Z. PROTECTIVE VESTS :

1. For officers belonging to the union, this is addressed in the Union Contract. The same applies to any non-union sworn officers: "The City shall provide to each Member a protective vest which is manufactured in compliance with the standards established by the National Institute of Justice with regard to such vests up to a protective level of 3A. The choice of vest shall be at the option of the member. The City shall maintain and replace the protective vests according to established standards. Members covered by this agreement shall be required to wear the vests at all times while on duty except as may otherwise be directed by the Employer." The vest provided by the city will include an under-uniform vest carrier. [OPR.01.05]
2. **Wear Requirement:** The wear requirement applies to officers working in uniform; officers assigned in non-uniform capacities are not required to wear the vest unless directed to do so by their supervisor.
3. **Outside Vest Carrier:** Officers may, at their own expense, purchase an outside vest carrier that is designed to be worn over the uniform shirt.
 - a. A uniformed officer must wear the vest while on patrol or investigating an incident outside of the police department.
 - b. The outside protective vest may be taken off when the officer is at the police department; when at an officer's home while on break; or as otherwise approved by the shift supervisor.
 - c. The supervisor will generally approve of taking off the vest away from the police department only at locations that have been secured, or during public presentations, classroom training, etc.
 - d. Officers will need to replace the outside vest carrier, at their own expense, when it begins to show obvious signs of wear. Vest carriers sustaining actual damage during the performance of duty will be replaced by the City.

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4. Outside Vest Carrier Specifications :

- a. Manufactured by J & G Uniforms, or other manufacturer of a substantially similar product after approval by the Chief.
- b. navy blue
- c. breast pockets only
- d. may have department badge logo and officer name embroidered on the front
- e. Detective and Gang Unit outside vest carriers may have tactical magazine and gear pouches; shall be lettered POLICE on the back and on the right upper front; shall have the department patch/logo on the left upper front.

- 5. Additional Protective Vest Requirement :** Personnel engaged in pre-planned high-risk situations must wear a protective vest during such activity, regardless of any exceptions noted above. Such situations include, but are not limited to: search warrant execution, drug raids, riot control, etc.

[ILEAP PER.03.04]

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.