

Tom Bean Police Department

Administrative Directive

Number: 102.007	Effective Date: 01/01/2021
Subject: Uniform Standards	Revision Date: N/A
Affected Personnel: Sworn Personnel	Amends/Supersedes: N/A
Reference:	

I. Policy

Law enforcement is a profession. An officer's individual uniform appearance measures part of his or her professionalism. Proper wear of the police uniform is a matter of personal pride for all officers. It is indicative of esprit de corps and morale within the department. Officers have an individual responsibility for ensuring their appearance reflects the highest level of professionalism.

Supervisors at all levels, have a responsibility for implementing and applying the standards contained in this directive to ensure the best interests of the department, including our shared traditions and customs. This directive prescribes the requirements and standards for wearing and appearance of the duty uniform while serving as an officer with the City of Tom Bean.

II. Authority

A. Portions of this directive are punitive. Violation of the specific prohibitions and requirements of specific portions by police personnel may result in adverse corrective action up to and including separation.

III. Police Uniforms

A. General Regulations

1. All personnel will maintain a high standard of professional dress and appearance. Uniforms shall fit properly. Personnel must keep uniforms clean, serviceable, and roll pressed, as necessary. Officers must project a law enforcement image that leaves no doubt that they live by a common standard and uphold police order and discipline.
2. All personnel assigned to patrol duties are required wear a police uniform when on duty, unless granted an exception to wear civilian clothes. Wearing civilian clothing on duty is subject to the discretion of the Chief of Police.
3. Officers may wear optional uniform items with the service uniform as prescribed in this regulation. All uniform combinations are authorized for

year-round wear. However, officers should use appropriate discretion based upon weather conditions and duties. Wearing combinations of uniform items not prescribed in this regulation is prohibited. Seasonal wear dates for uniform items will not be prescribed.

4. Wearing any combination of civilian and police clothing is prohibited, unless prescribed in this regulation or directed by the Chief of Police.
5. Bags, handbags, purses, and backpacks are authorized, but must adhere to the following criteria:
 - Hand carried bags will be conservative and professional in appearance.
 - Bags (to include civilian gym bags, civilian backpacks, or other similar non-law enforcement type bags) must be carried only in the hand.
6. If an officer finds it necessary to wear a shoulder bag while in uniform, the bag must be black or dark navy blue and may not have any commercial logos. The contents of the bag may not be visible; therefore, see-through plastic or mesh bags are not authorized.
7. Wearing department uniforms is prohibited in the following situations:
 - In connection with the furtherance of any political or commercial interests, or when engaged in non-security or traffic control related off-duty civilian employment.
 - When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations not specifically authorized by the Chief of Police
 - When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
 - When wearing the uniform would bring discredit upon the department, as determined by the Chief of Police.
 - When specifically prohibited by department regulations.
8. Officers should wear headgear with the police uniform, except under the following circumstances:
 - While wearing the utility uniform
 - While operating any motor vehicle, or while travelling on public conveyance (such as a subway, train, plane, or bus)
 - While inside of any building or structure
9. When not worn, officers will carry the headgear in their hand opposite their gun side or (when driving) place it in a secure location inside the vehicle.

Attaching the headgear to the uniform or hanging it from the belt or belt attachments is prohibited.

10. Officers should consider the following when wearing certain items on uniforms:
 - Keys or key chains will not be attached to the uniform on the belt, belt loops, or waistband, unless they are not visible (to include making a bulky appearance under the uniform).
 - Officers may wear an electronic device on the belt, belt loops, or waistband of the uniform. Only one electronic device (for example, cell phone) may be worn. The body of the device may not be bulky or of an unreasonable size / proportion, and the device and carrying case must be black; no other colors are authorized. If security cords or chains are attached to the device, Officers will conceal the cord or chain from view.
 - Electronic devices will not be stored in uniform shirt pockets unless the storage of said device can be done in a manner that allows the pocket to fully close and not be of an unusual, saggy, or bulky appearance when stored there.
11. Other types of electronic devices are not authorized for wear on the uniform, unless medically prescribed. If the Chief of Police issues and requires the use of other electronic devices in the performance of duties, the officer will carry them in the hand, pocket, briefcase, purse, bag, or some other carrying container.
12. Officers will not wear keys, key chains, or electronic devices on the uniform when the Chief of Police determines such wear is inappropriate (such as during parades or ceremonies).
13. Officers are not authorized to wear wireless or non-wireless devices/earpieces while wearing police uniforms. Hands-free devices while operating a police vehicle (to include a motorcycle or bicycle) are allowed if not otherwise prohibited by policy or law.
14. While in uniform, personnel will not place their hands in their pockets, except momentarily to place or retrieve objects. Officers will keep uniforms buttoned, zipped, and snapped. They will ensure that metallic devices such as metal insignia, belt buckles, and belt tips are free of scratches and corrosion and properly polished or properly subdued, as applicable.
15. Officers will ensure all medals and ribbons are clean and not in a state of disrepair. Officers will replace badges, nameplates, or other insignia when they become unserviceable or no longer conform to standards.
16. Personnel will keep boots and shoes cleaned and/or shined, as appropriate.

17. Although some uniform items may be made of wash-and-wear materials, or have been treated with a permanent-press finish, Officers may find need to press these items to maintain a neat, professional appearance. However, before pressing or roll pressing uniform items, Officers should read and comply with care instruction labels attached to the items. Using starch, sizing, and any process that involves dry-cleaning or steam pressing will adversely affect the treatments and durability of some uniform items and is not authorized.
18. Only uniforms, accessories, and insignia prescribed in this regulation, or as approved by the Chief of Police, will be worn by personnel in the Tom Bean Police Department.
19. Unless specified in this directive, the Chief of Police will establish wear policies for organizational clothing and individual equipment.
20. No item governed by this directive will be altered in any way that changes the basic design, or the intended concept of fit, including plating, smoothing, or removing detailed features of metal items, or otherwise altering the color or appearance by which all clothing and individual equipment used by Police personnel is initiated, designed, developed, tested, approved for acquisition, fielded, or modified.
21. No person except a member of the Tom Bean Police Department may wear the uniform, a distinctive part of the uniform, or any part of which is similar to a distinctive part of the Tom Bean Police uniform, unless otherwise authorized by the Chief of Police.
22. Officers are not authorized to wear distinctive uniforms or uniform items of the Tom Bean Police Department with or on civilian clothes, except as authorized by this directive.
23. Sworn personnel other than those authorized to wear civilian attire are required to wear the Department uniform and accessories issued or authorized by this Directive.
24. No substitutions for uniform equipment shall be allowed unless specifically approved by the Chief of Police.
25. No combinations of uniform classes (ex. Utility uniform pants with Service Uniform Shirt, vice versa) shall be allowed unless specifically authorized by the Chief of Police.
26. Officers may only wear their uniforms while en-route to or from or during any scheduled on-duty assignment, specifically authorized off-duty employment, subpoenaed court appearances in which an officer expects to testify on behalf of the City or prosecution for criminal cases, or where such uniform is otherwise authorized by the Chief of Police.
27. Items of clothing which do not form part of an official Tom Bean Police Uniform and which display the Tom Bean badge or other specific TBPB

identifying logo or feature must, be approved by the Chief of Police prior to production, purchase or supply.

28. Official department uniforms shall not be worn for off-duty security or traffic control employment occurring outside of Grayson County. The authorized out of county generic uniform standards are detailed in this directive.
29. Any damage, theft, or loss of any uniform item shall be reported to the Chief of Police immediately.
30. Officers who have lost, damaged, or destroyed any uniform apparel or related item issued to them by the Department may be required to reimburse the City of Tom Bean at current replacement value if the loss or damage is the result of negligence on their part.
31. Officers attending training shall wear the Department uniform or collared shirt and dress slacks or jeans. Shorts, T-shirts, and tank tops are not permitted to be worn while attending training unless under the context of accepted protocol for said training. Some training may require special clothing, which will be authorized at the time of the officer's assignment to the specific training course.
32. When police department participation in a public event has been required or is requested, the Chief of Police is responsible for determining the appropriate uniform for the event. Generally, protocol standards dictate standards of dress. For instance, when an invitation calls for business attire, the appropriate police uniform is the service or dress uniform. However, in some instances, the utility uniform may be appropriate.
33. The Chief of Police may use his/her discretion and consider the following when determining the appropriate uniform for the event:
 - The nature and location of the event (for example, in or out of town).
 - Whether the event is open to the public or not.
 - The solemnity of the event.
 - Who is being recognized at or by the event (is the event recognizing current / former officers or military veterans)
 - Who is hosting the event.
 - Who is attending the event.
 - Whether the media will be present.
34. If an event recognizes the service and sacrifice of police officers during National Police Week, or the shared sacrifice of our veterans on Veteran's Day or Memorial Day, then the service uniform is appropriate. In all cases, the police department is on display.

B. Distinctive Uniform Items

1. The following uniform items are distinctive and will not be sold to or worn by unauthorized personnel:

- All department issued headgear, (excluding ball caps) when insignia has been affixed.
- Badges and tabs (authoritative, service, and special skill).
- Decorations, service medals, service and training ribbons, and other awards and their appurtenances.
- Insignia of any design or color that the department has adopted.

C. Individuals will remove all distinctive items before disposing of unserviceable uniform items.

D. Dress Blue Uniform

1. The dress blue uniform is issued to Administrative Unit staff only and is optional (personal purchase) for other supervisory personnel.
2. The dress blue uniform is the prescribed uniform when:
 - Attending a public safety (police, fire, ems), military or public official (Mayor, Commissioner, Council Person, etc.) funeral
 - Meeting with a dignitary (President, Senator, Governor, etc.)
 - Attending an awards banquet, fundraiser, or promotional ceremony
 - Appearing in a parade or other memorial / commemorative celebration
 - Appearing for a media interview or other event that is nationally televised
3. The dress uniform has two designations
 - a. Dress "A" is the primary dress blue uniform. It consists of a full-length dark navy blue "four-pocket" uniform blazer, dark navy-blue trousers, and a white long-sleeve shirt with a silk black tie, Ribbons worn on the blazer, 1x3 black plastic name plate with white lettering worn on the right-side upper pocket flap, and black finish leader shoes or boots.
 - b. Dress "B" is the secondary dress blue uniform. It consists of a short-length "Ike" style dark navy-blue uniform blazer, dark navy-blue trousers, and a white long-sleeve shirt with silk black bow tie, Ribbons worn on the blazer, 1x3 black plastic name plate with white lettering worn on the right-side upper pocket flap, and black finish leader shoes or boots.

Dress Uniform Blazers



Long “four pockets” style



Short “Ike” style

E. Service Uniform

A. The service uniform is issued to all sworn personnel.

1. The service uniform is the prescribed uniform when:
 - Attending appearance in court
 - Serving as security / bailiff for court
 - Attending special functions or ceremonies where city officials, other dignitaries, or members of the local media are present
 - Appearing for a media interview or other event televised locally
 - Attending funerals
 - Petitioning a governing body for grant funding
 - Any other time as prescribed by the Chief of Police
2. The service uniforms are designated:
 - a. Service “A” is the base uniform. It consists of dark navy-blue trousers, and a dark navy blue long-sleeve uniform shirt, Ribbons are worn on the shirt, metal name plate (gold or silver depending upon rank), polyester black clip on tie, tie clasp, and black leather shoes or boots.
 - b. Service “B” is identical to “A” except with no tie or tie clasp.
 - c. Service “C” is identical to “B” except with a short sleeve shirt.
3. All service uniform shirts shall have the service uniform patch affixed on the upper part of the left sleeve just below the shoulder seam, and a reverse American flag patch affixed on the upper part of the right sleeve just below the shoulder seam.

1. Administrative Unit and other ranking supervisory personnel shall have gold “star” buttons on the uniform shirt.
2. Line personnel shall have silver “P” buttons on the uniform shirt.

Service Uniform Shirts



Long sleeve shirt



Short sleeve shirt

F. Utility Uniform

1. The Utility Uniform is the working uniform for all personnel assigned to patrol duties.
2. The Utility Uniform is the prescribed uniform when:
 - Working a regular tour of duty
 - Any other time as prescribed by the Chief of Police
3. All utility uniform shirts shall have the utility uniform patch affixed on the upper part of the left sleeve just below the shoulder seam, and a reverse American flag patch affixed on the upper part of the right sleeve just below the shoulder seam.
4. The Utility Uniform is not to be worn when:
 - Appearing in or testifying in a criminal trial
 - Attending a funeral
5. The Utility Uniforms are designated:
 - a. Utility “A” consists of dark navy blue long-sleeve uniform polo shirt, embroidered name strip, and embroidered badge patch, dark navy blue, six-pocket tactical style uniform trousers, duty belt, Velcro, with or without a buckle, finished in smooth black leather or similar synthetic material having likeness to leather, and black tactical style shoes or boots.

- b. Utility "B" is identical to Utility "A" except with a short-sleeve shirt.
- c. Utility "C" is identical to Utility "B" except with the uniform shorts.
- d. Utility "D" consists of a short or long sleeve polo shirt (standard colors), six-pocket tactical style uniform trousers (standard colors), and a minimalist duty rig with the badge worn on the gun side of the belt in a badge holder or from a chain or lanyard with breakaway clasp worn around the neck.

Utility Uniform Shirts



Long sleeve shirt



Short sleeve shirt

IV. Uniform Items for Sworn Personnel

- A. The Department issues all uniforms referenced in this Directive unless otherwise specified.
- B. Uniforms shall not be altered without prior approval of the Chief of Police.
- C. Uniform Headgear
 - 1. Only headgear issued by the Department shall be worn.

2. The uniform headgear shall be worn level on the head when viewed from the front or the back and the front tip of the bill shall be level with the top of eyebrows when viewed from the side.
3. The brim of the headgear may be moderately shaped as desired but should not be creased or folded.

Approved Headgear



Dress / Service Uniform Headgear

D. Ties

1. Only ties issued by the Department shall be worn.



Regular Tie



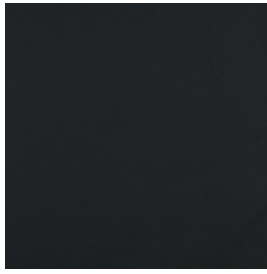
Bow Tie (dress blues only)

E. T-shirts (supplied by officer)

1. A T-shirt may be worn with the uniform. If the T-shirt is visible at the collar, it shall be black, or dark navy blue (only) in color and shall not display any type of logo or other markings. The T-shirt shall be clean and in good condition. The sleeves of the T-shirt shall not be visible.

BLACK

DARK NAVY BLUE



F. Uniform Shirts

1. Only uniform shirts issued by the Department shall be worn.
2. All buttons on the uniform shirt shall be buttoned at all times except the shirt collar button on duty uniforms.
3. Sleeves shall not be rolled up or turned under on the long sleeve uniform shirt.
4. Uniform shirts with zippers shall be zipped at all times.
5. Officers may wear either the long or short sleeve shirt depending upon personal preference.

G. Uniform Trousers

1. Only uniform trousers issued by the Department shall be worn.
2. Trousers will be no 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.
3. Trousers shall not be pegged or flared.

H. Socks (supplied by officer)

1. Socks worn with low cut shoes and uniform pants shall be black.
2. White socks may be worn with uniform pants for health reasons when supported by a physician's statement.

I. Footwear (supplied by officer)

1. Footwear worn with the uniform must be black smooth-grained leather or similar synthetic material having an acceptable likeness to leather.

- a. Footwear may be low-cut, high-cut or high top and must have black stitching and leather or synthetic soles.
 - b. The heel, measured from the top of the sole to the bottom of the heel, shall not exceed 1½ inches in height.
 - c. Shoes shall be plain-toed. Loafers, wing tips, or shoes with ornamental designs, buckles or straps are not acceptable.
- 2. Wellington-type boots that are black and of smooth-grained leather or similar synthetic material having likeness to leather may be worn by uniformed personnel.
 - a. The heel, measured from the top of the sole to the bottom of the heel, shall be a maximum of 1 5/8 inches.
 - b. The toe style shall be either the round or medium round style and all stitching shall be black.
 - c. Trouser cuffs must be worn outside the boot tops and there shall not be any ornamental straps, stitching or buckles on the boot.

J. Jackets

- 1. Only uniform jackets approved and / or issued by the Department shall be worn.

K. Gloves

- 1. Officers may wear black gloves, they may not be fingerless, or weighted. (supplied by officer)
- 2. Protective gloves designed to protect against biohazards may be worn in situations where protection is necessary indoors or outdoors. (supplied by Department)

L. Wet Weather Items

- 1. Uniformed personnel will wear only wet weather items approved and / or issued by the Department, with the exception of black rain-boots or shoes, which may be worn at the employee's discretion.

M. Cold Weather Items (supplied by officer)

- 1. During periods of cold weather, officers may wear the following:
 - a. Toboggans / watch caps;
 - b. Mock turtleneck shirts; and

- c. Thermal undergarments

N. Duty Gear

1. The following duty gear items are authorized to be worn with the Police Uniform:

Duty Belt:

- a. One duty belt, Velcro, without a buckle, finished in smooth black leather or similar synthetic material having likeness to leather.

Holster:

- b. One Safariland security / retention duty holster, finished in smooth black leather or similar synthetic material.
- c. Any other brand / style holster will be evaluated on a case by case basis and shall be approved by the Chief of Police prior to duty use.

Handcuff Case:

- d. One (double) or two (single) handcuff cases with concealed snap or Velcro closure finished in smooth black leather or similar synthetic material having a likeness to leather. Wearing handcuffs without a case is not permitted. Open top cases may be worn across the front side of the duty belt for rapid access. Cases worn towards the side or back must be closed cover type only.

Magazine Carrier:

- e. One (2-3 capacity) magazine carrier, black leather or similar synthetic material.

Other Items (supplied by officer):

- f. Other items carried on the duty belt will be encased in carrying cases finished in smooth black leather or similar synthetic material having a likeness to leather. The Chief of Police must approve these items.

V. Uniform Accessories

1. Uniform accessories for personnel below the rank of Sergeant shall be silver in color and accessory items for personnel of the rank for Sergeant and above shall be gold in color.
2. The following accessory items shall be worn on the uniform:

a. Department Authorized Patches

Only the following two police department issued patches are authorized for duty wear / use:

SERVICE PATCH
"BEAN SEAL"



UTILITY PATCH
"BURNET HOMAGE"



- b. The Service Patch is a 4-inch circular patch intended for use with the Service and Dress Uniforms (except for the 2.5-inch woven version used on the utility cap)
- c. The Utility Patch is intended for use with the Utility Uniform and other miscellaneous uniforms.

3. Department Authorized Badge

Only the following department issued badge is authorized for duty wear / use:

UNIFORM BADGE
"CLOCK TOWER BADGE"



- a. The Uniform Badge is intended for use with the Service or Dress Uniform and comes in three different shades:
 - Suntone (reserved for Sergeant rank and above)
 - Two-tone (reserved for Corporal and Investigator ranks)
 - Silvertone (reserved for all other personnel)
- b. The Utility Badge is an embroidered representation or patch version of the Uniform Badge and is used only with the Utility and other miscellaneous uniforms.

4. Rank Insignia

- a. All ranking personnel (PO-I through Sgt.) shall wear the appropriate cloth chevrons on each sleeve of all shirts and jackets.
- b. Chevrons affixed to the utility uniform for full-time officers with supervisory authority shall have gold stripes set on a navy-blue background.
- c. Chevrons for all ranks Corporal and below shall have silver stripes and a navy-blue background

5. Sleeve Patches

- a. The Service and Utility uniform patches shall be worn below the seam of the left shoulder on the upper sleeve of department approved shirts.
- b. The utility uniform patch shall be worn below the seam of both shoulders on the upper sleeves of department approved jackets.
- c. Reversed American flag patches shall be worn below the seam of the right shoulder.
- d. Unit patches on the utility uniform shall be worn below the flag patch on the right sleeve.

6. Name Plates / Tapes

- a. Only nameplates / tapes approved by the Department shall be worn.
- b. The nameplates shall be worn by all uniformed personnel 1/8 of an inch over the right pocket of all shirts.
- c. Nameplates / tapes shall feature the complete surname of the officer.
- d. Utility uniforms shall have name tapes affixed similarly over the left and right breast pockets of shirts featuring the officer surname over the officer's right breast pocket and "POLICE" over the left breast pocket under the badge patch.

7. Ballistic Vests

1. The department shall issue ballistic vests to full-time sworn personnel.
2. The department may issue ballistic vests to other sworn personnel as resources permit.
3. Ballistic vests issued by the Department shall be threat level IIIa.
4. Officers may purchase their own ballistic vests, but it must meet or exceed the Departmental specifications for ballistic vests.
5. Sworn uniformed patrol personnel shall wear ballistic vests while in uniform and on duty.
6. Sworn administrative personnel will have the option of not wearing ballistic vests, whether on duty in uniform or civilian attire. However, these officers must have their ballistic vests readily available in the officer's assigned work area in the event they are needed to respond to emergency patrol duty.
7. Officers participating in pre-planned situations deemed to be "high risk" in nature, such as search warrant executions, shall be required to wear a ballistic vest during the execution of the operation. Additionally, a supervisor / coordinator may direct subordinate officers to wear body armor during unusual occurrences, as he or she deems appropriate.
8. Officers are responsible for maintaining their ballistic vest in good condition.

9. Any vest that is obviously in poor condition, such as damaged or deteriorating ballistic panels should be replaced. National research has concluded that ballistic vests that are properly cared for can last in excess of ten years without losing their ballistic properties. Vests issued by the Department will be replaced as needed, based upon the condition of the vest.

8. Reflective Vests

1. Only reflective vests approved by the Department shall be worn.
2. Officers who routinely perform uniformed traffic duties shall have access to a reflective vest.
3. The reflective vest shall be worn whenever an officer is assigned to a traffic control function or exposed to a traffic hazard.

- B. Optional Items

1. Any other item must receive prior approval from the Chief of Police.

VI. Wearing of Awards

- A. Award Bars

1. Only Departmental award bars shall be worn on the uniform shirt.
2. Departmental awards may be worn at the officer's discretion.
3. Award bars shall be centered 1/8 of an inch above the nameplate.
4. If an officer has earned enough award bars to warrant a second row of bars, the bar of the highest honor is worn on the top row closest to the heart with each award following in descending order horizontally.
5. A maximum of seven award bars can be worn with two award bars being placed in three rows, and the seventh centered at the top.
6. Should an officer receive the same award more than once, only one award bar for that level of award shall be worn. The ribbon bar issued for subsequent awards will denote the number of times the officer has received the award.

- B. Other Awards

1. Any other award must receive prior approval from the Chief of Police.

- C. Civilian Clothing

1. When on duty in civilian clothes or off duty and outside of their personal dwelling, police personnel will present a professional image that does not detract from the profession.

2. Officers are associated and identified with the department in and out of uniform, and when on or off duty. Therefore, when civilian clothing is worn, officers will ensure that their dress and personal appearance are commensurate with the high standards traditionally associated with law enforcement service.
3. When civilian clothing has been authorized by competent authority for wear in a duty status in lieu of a uniform, the civilian clothing will be of the same comparable degree of formality as the uniform prescribed for such duty. Standards of dress and appearance will be conservative and meet the same high standards established for personnel in uniform.
4. The wear of clothing articles not specifically designed to be normally worn as headgear (for example, bandannas, do rags) are prohibited while on duty.
5. No part of a prescribed uniform, except those items not exclusively law enforcement in character, may be worn with civilian clothing.
6. Administrative personnel are authorized to wear civilian attire, which conforms to the following standards.

Male Employees

- a. Suit pants/ dress slacks/ unbloused tactical pants;
- b. Sport/ dress shirts / Polo style shirts;
- c. Dress shoes/ boots;
- d. Sport jacket or suit coat;
- e. Tie optional except during court appearances, formal appearances, or as designated by the Chief of Police. When the tie is worn, it shall be worn in accordance with contemporary standards; and
- f. Pullover sweaters are optional and may be worn with the jacket.

Female Employees

- a. Business type dress;
- b. Suit pants/ slacks;
- c. Dress blouse;
- d. Dress shoes/ boots;
- e. Dress jacket or suit coat; and

- f. Pullover sweaters are optional and may be worn with the jacket.

D. The following are prohibited:

- 1. Sexually provocative type clothing; and
- 2. Loud or unusual colors or combinations

VII. Special Use Items

- A. Items issued by the Department to officers in specialized police positions are designated as special use items.
- B. The Chief of Police shall define specifications for these items.
- C. Special use items are authorized during times of special circumstances only and are not to be worn in lieu of the Departmental uniform. For normal work situations, the Departmental uniform will be worn.

VIII. Uniform and Equipment Issue Procedure

- A. Full time uniformed officers shall be issued the following inventory of uniforms:
 - 1. One long sleeve service uniform shirt;
 - 2. One short sleeve service uniform shirt;
 - 3. One pair of service uniform pants;
 - 4. Three short sleeve utility uniform shirts;
 - 5. Two long sleeve utility uniform shirts;
 - 6. Three pairs of utility uniform pants;
 - 7. One uniform badge;
 - 8. One wallet badge, and
 - 9. One ballistic vest w/ inner and outer carrier (department supplied)
- B. Officers will be allowed to replace uniform items as needed.
- C. Officers in need of a uniform replacement item shall report to the Chief of Police and bring the item to be replaced.
- D. Officers are responsible for the cleaning and maintenance of their uniform items.

- E. Officers leaving the employment of the Department shall return all uniforms and equipment to the Chief of Police or designated Quartermaster. The Chief of Police or Quartermaster shall inspect the items for damages or deficiencies and document any damages or deficiencies noted. If necessary, the items shall be repaired or replaced so that they will be available for issuance.
- F. All personnel will sign for any agency owned property/equipment issued to them.

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