



CHANDLER POLICE DEPARTMENT
GENERAL ORDERS
Serving with Courage, Pride, and Dedication

Order		B-05 UNIFORM AND DRESS
Subject	200 Equipment and Uniforms	Effective 02/27/17

Summary:

This order describes the provision of uniforms and equipment and standards for their use.

A. POLICY

[17.5.2] [41.3.4]

1. **THE QUARTERMASTER** issues all approved uniforms and equipment, except firearms, conducted electrical weapons (CEW), and radios
2. **THE RANGEMASTER** or his representative issues firearms
3. **THE TRAINING UNIT'S** representative issues conducted electrical weapons (CEW or a.k.a. Taser®)
4. **THE COMMUNICATIONS'** representative issues radios

B. DEFINITIONS

1. **IMMEDIATELY AVAILABLE:** Having it in close proximity so that it can be put on at a moment's notice
2. **UNIFORMED:** All employees wearing department-issued uniforms and representing the department in an official capacity

C. OFFICIAL LISTS

1. **THE QUARTERMASTER MAINTAINS** a list of standard issued equipment and uniforms
2. **THE APPROPRIATE COST CENTER MANAGER** and bureau/precinct commander will approve the list for each position in writing and submit the form through the Vehicles, Equipment, and Uniforms (VEU) Committee
3. **EMPLOYEES WILL USE FORM 32-106**, "Change Request for Standard Issued Uniform," to suggest changes to the authorized lists and submit to Quartermaster to process
4. **A REFERENCE COPY** of the standard issued equipment and uniform book is available in the briefing room

D. ALLOWANCES

[41.3.4]

1. **THE FOLLOWING PERSONNEL** shall receive a \$100.00 allowance paid the first full pay period of the fiscal year to be used to purchase **authorized, duty-related** uniforms and/or equipment at the discretion of the employee:
 - a. Sergeants through the rank of commander
 - b. Detention officers/supervisors
 - c. Crime scene technicians
 - d. Park rangers
2. **SWORN EMPLOYEES** who are required to wear civilian attire during the performance of their duties will receive a fiscal year uniform allowance

(according to their respective MOUs). This payment will be made through the payroll system (according to each MOU) to personnel assigned to the following:

- a. Criminal Investigations Bureau
- b. Professional Standards Section
- c. Media Relations Unit



E. REPLACING ISSUED UNIFORMS AND EQUIPMENT

THE QUARTERMASTER WILL ISSUE A REQUEST for a new uniform or equipment when worn out or damaged beyond repair on an as needed basis

1. Employee completes the uniform or equipment replacement form
2. Supervisor views the item to be replaced to verify that it needs replacing and signs form
3. Employee returns the approved form to the quartermaster's office
4. Quartermaster issues replacement item(s) to employee
5. Upon receipt of new uniforms, employee returns unserviceable uniforms to the quartermaster

F. REPLACING PERSONAL ITEMS

1. **INVOLVED SUSPECT KNOWN:** Attempt restitution (*restitution money is deposited back into the appropriate department accounts*)
 - a. Complete an accident report
 - b. Submit a copy of the report to the quartermaster with the approved uniform/equipment request
 - c. If the loss is not covered or only partially covered by the department's uniform and equipment policy, the court **may** issue the restitution check directly to the officer
2. **INVOLVED SUSPECT UNKNOWN:** Submit an approved uniform/ equipment request to the quartermaster. The department may reimburse the loss.
3. **REPLACEMENT GUIDELINES:** Employees shall submit the receipt(s) of the replacement item(s) to the quartermaster in order to be reimbursed
 - a. Prescription eyewear, sunglasses, watches, and personal items of clothing damaged during the performance of duty may be repaired or replaced with the approval of the bureau/precinct commander, particularly when there is no known suspect
 - b. Replacement items will be of **similar function and style**, but not necessarily of similar quality and value
 - c. Repair or replacement may be at original purchase price, but **will not exceed the allowances listed below:**

Figure 1. **Reimbursement Allowances for Personal Property**

Item	Amt.
Prescription eyewear (unless covered by an insurance plan)	\$250
Personal cell phone	\$400
Sunglasses (non-prescription)	\$100
Watches	\$100
Shirt or Pants	\$ 50
Uniform Footwear (boots only)	\$100
Dress or casual shoes appropriate for performing all potential duties	\$ 75
Personally owned tools of the trade	\$ 30



G. UNIFORM

[41.3.4]

IN ADDITION to the requirements listed in B05.100, uniformed employees will comply with the following requirements:

Figure 2. **Requirements for Department Issued Items**

Item	Requirements
<p>1. Uniform Class Requirements</p>	<p>CLASS A Regular uniform with traditional slacks Long-sleeved shirt Tie Ribbons Hash marks (if applicable) Service hat (if mandated by the Chief)</p> <p>CLASS B Traditional slacks or inner cargo pants Traditional long- or short-sleeved shirt</p> <p>CLASS C a. Outer or inner cargo pants with issued long- or short-sleeved polo shirt b. Shorts with short-sleeved polo shirt (Bike Team only) c. Polo shirts: With name, badge, and patch only allowed</p> <p>Note: All uniformed officers subject to this order and hired after March 31, 2014 will wear a Class A or Class B uniform. A Class C uniform is authorized if the Blauer outer carrier is purchased by the officer for use with the Blauer brand polo. Future promotional processes may include certain uniform requirements.</p>
<p>2. Pins, Awards, Ribbons, Rockers</p>	<p>a. Placement</p> <ol style="list-style-type: none"> 1) Only wear ribbons on the Class A uniform (See: General Order B-02 for placement) 2) Center pins worn with ribbons .25 inches above the ribbons. The National Law Enforcement Memorial award will be worn .25 inches above ribbons on either the Class A uniform or dress jacket. 3) Center ribbons and awards above the right breast pocket, parallel to and .25 inches above the nametag <p>b. Optional Wear</p> <ol style="list-style-type: none"> 1) Department-issued flag pin: When worn, wear it on the regular uniform left pocket, left side 2) The badge number of a fallen officer: May be worn for one year after the death of the officer .25 inches centered above the nametag of the regular uniform shirt <p>c. Specialty Pins</p> <ol style="list-style-type: none"> 1) Wear .5 inches centered above the nametag 2) Motor officers, DARE officers, and SWAT members may continue to wear their assignment pins after completing that assignment 3) Officers who have attended the FBI National Academy may wear the National Academy pin 4) Wear only one specialty pin (of the officer's choice) at a time <p>d. Field Training Officer Chevron and Park Ranger/Detention Officer Rockers</p> <ol style="list-style-type: none"> 1) Wear on both sleeves under department patch 2) Wear with Class A, Class B, and Class C uniforms 3) Worn during duration of the assignment and will be removed upon departure from the unit

<p>3. Name Plate, Issued</p>	<p>a. Description</p> <ol style="list-style-type: none"> 1) Silver or gold (dependent on rank) with black lettering 2) Name: First initial and last name 3) Specialty assignment, if applicable: Centered under the name with only one listed 4) Serving Since XXXX plate: Hanging below name (use the year that the officer began working for the Police Department in any capacity) <p>b. Placement on Uniform: Center above the top seam of the right shirt pocket with the top edge of the "Serving Since: portion resting on the top edge of the pocket and hang onto the pocket</p> <p>c. Changing Assignment: Officer may be issued a new name / assignment plate or continue to wear the specialty of his choice</p>
<p>4. Shorts, Issued Bike Team Only</p>	<p>a. Courtroom: Only authorized for City Court hearings involving civil traffic and non-jury trials</p> <p>b. Authorized socks: Only wear black or white "athletic style" socks with no visible logos or writing and worn not less than 1 inch or not more than 3 inches above the top portion of the shoe</p>
<p>5. Hats, Issued</p>	<p>a. Service hat: May be worn at the officer's discretion with a Class A or Class B uniform</p> <p>b. Baseball cap</p> <ol style="list-style-type: none"> 1) Issued to officers upon request 2) Issued to cadets attending academy for academy requirements only 3) May wear: <ol style="list-style-type: none"> a) During physical testing and qualification shoots b) In inclement weather c) While directing traffic
<p>6. Tie - Black, Clip-on, Issued</p>	<ol style="list-style-type: none"> a. Place the bottom point of the tie within 1 inch of the top of the belt b. Wear with the long-sleeved uniform shirt and only for special occasions as determined by the commander c. May wear conservative-style tie tacks or bars (self-purchase)
<p>7. Hash Marks (Service Stripes), Issued</p>	<ol style="list-style-type: none"> a. One hash mark issued for every four years of service as a police officer in any state (effective July 1, 2004). Police officers will only wear hash marks earned for service as a police officer. b. One hash mark issued for every four years of service as a detention officer in any state. Detention officers will only wear hash marks earned as a detention officer. c. Sew stripe 1.5 inches above the top seam of the left cuff of the long-sleeved shirt so that when the sleeve is folded flat, the left edge of the patch aligns with the top crease d. The service stripes are mandatory for Class A and B long-sleeved uniform shirts and are optional for winter patrol jackets
<p>8. Equipment Belt, Issued</p>	<ol style="list-style-type: none"> a. All items carried on the belt and the belt will be of similar material b. Wear the equipment belt so that the trouser belt is not exposed and the point of the belt is toward the side with the holster c. Optional: Officers may replace their nylon gear with leather if they choose. Leather duty gear will become daily attire. d. Duty gear will be replaced on an as needed basis as opposed to annual replacement
<p>9. Traffic Vest, Issued</p>	<ol style="list-style-type: none"> a. All employees will wear a traffic vest when directing traffic or working in the roadway for any reason b. Keep vest immediately available in your vehicle

<p>10. Shoes, Individually Purchased</p>	<p>a. Uniform footwear will be all black in color, and meet the following standards:</p> <ol style="list-style-type: none"> 1) All black sole 2) Shoe or boot style 3) Plain toe, no seams, perforations, or grains 4) Leather around the entire circumference of the shoe at the line of the sole. If fabric is used in the construction of the exterior surface it must be used on the uppers only. 5) Able to be shined to a gloss <p>b. “Athletic style” shoes are an acceptable alternate uniform footwear if they meet the following criteria:</p> <ol style="list-style-type: none"> 1) All black in color, inclusive of logos, trademarks, brands, and sidewall 2) Leather upper 3) Must be able to be maintained (clean and polished appearance) 4) No Velcro closures 5) Mid-rise (3/4) and low-rise designs 6) Conservative, mid-sole sidewall designs (i.e., no excessive molding) <p>c. The appropriate cost center manager or designee must approve exceptions</p>
<p>11. Socks</p>	<p>Only wear black socks with long uniform pants when visible to the public</p>
<p>12. T-shirt, Issued</p>	<p>a. Purpose: Designed to assist in identification during warrant service, emergency responses, and crime scene work</p> <p>b. Description: Black pullover short or long-sleeved T-shirt, “POLICE” screened in white on the front, “CHANDLER POLICE” screened in white on the back</p> <p>c. It is considered optional wear (issued to CIB only)</p>
<p>13. Body Armor, Issued [41.3.5]</p>	<p>Definition: Field Activities: Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.</p> <p>a. Officers assigned to a uniformed function are required to wear body armor while engaged in field activities both on duty and during extra duty employment unless exempt as follows:</p> <ol style="list-style-type: none"> 1) When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor; 2) When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or 3) When the department determines that circumstances make it inappropriate to mandate wearing body armor. <p>b. Officers not assigned to field activities shall have their vests readily accessible during their shift</p> <p>c. All non-uniformed officers will wear protective body armor as outlined in General Order D01-200.L.</p>
<p>14. Outer Body Armor Carrier</p>	<p>Authorized for all uniformed personnel eligible to wear a Class C uniform. Officers hired after March 13, 2014 may purchase the Blauer Outer Carrier, but are not eligible to wear a nylon tactical Outer Carrier. The Class C uniform consists of a standardized model that includes the following criteria:</p> <p>a. Tactical Outer Body Armor Carrier</p> <ol style="list-style-type: none"> 1) Black in color 2) Embroidered badge affixed to left breast area 3) Embroidered name tag affixed to right breast area 4) TASER® holster affixed to support side in front



	<p>5) A maximum of two exterior pockets affixed to the primary side in front</p> <p>6) The vest carrier comes standard with two hidden breast pockets. Officers may choose either Velcro or zippered closures. A pen opening in the pocket and a recorder pocket is authorized.</p> <p>7) Optional accessories include up to two back panel handcuff holders and additional hidden pockets on the interior portion of the vest</p> <p>8) Specialty Pins</p> <p>a) Wear .5 inches centered above the nametag</p> <p>b) Motor officers, DARE officers, and SWAT members may continue to wear their assignment pins after completing that assignment</p> <p>c) Officers who have attended the FBI National Academy or the Northwestern University School of Staff and Command may wear the respective graduation pins</p> <p>d) Wear only one specialty pin (of the officer's choice) at a time</p> <p>e) Embroidered or cloth insignias are not permitted</p> <p>9) "POLICE" in bold letters on the back of the carriers is optional except for personnel assigned to CIB where it is required</p> <p>10) May only be worn as part of Class C uniform</p> <p>b. Blauer Outer Body Armor Carrier</p> <p>1) Armorskin Lightweight Vest Carrier style</p> <p>2) Blue in color</p> <p>3) May only be worn with short or long sleeve Armorskin Vest Carrier Shirt or Class B uniform shirt</p>
<p>15. Ballistic Helmets, PPE Gear and Gas Masks, Issued</p>	<p>a. Uniformed officers performing routine patrol duties shall keep these items immediately available to them while on duty</p> <p>b. Mandatory issue to all sworn personnel medically cleared to wear a gas mask</p>
<p>16. Duty Holsters, Issued</p>	<p>a. The department issues a standard holster</p> <p>b. Officers may self-purchase a range-approved alternate holsters</p> <p>1) The range maintains a stock of department-approved non-issue holsters which officers may test and compare during open range</p> <p>2) The range provides training for officers with alternative holsters one-half day each month.</p> <p>3) Officers will not use the alternative holster until they are trained</p>
<p>17. Badge Purchase</p>	<p>a. Flat Badge: Officers may purchase a flat badge upon completion of FTO through the quartermaster. Officers may relinquish the flat badge and be reimbursed for the badge or keep the badge if leaving in good standing when leaving the department.</p> <p>b. Promotion: Upon promotion, officers may keep their previously ranked badge</p>
<p>18. Insignia of Rank on Regulation Uniform</p>	<p>Easily recognizable on the regulation uniform of all sworn personnel</p> <p>a. Chief: Four gold-colored stars worn .5 inches from the front of the collar and centered between the top and bottom of the collar of the shirt</p> <p>b. Assistant Chief: Three gold-colored stars worn .5 inches from the front of the collar and centered between the top and bottom of the collar of the shirt</p> <p>c. Commander: Two gold-colored stars worn .5 inches from the front of the collar and centered between the top and bottom of the collar of the shirt or jacket</p> <p>d. Lieutenant: A single gold-colored bar, .75 inches long, worn .5 inches from and parallel to the front of the collar, centered between the top and bottom of the collar of the shirt</p>

Rev

	<p>e. Lieutenants and above: Jackets/coats must have cloth rank sewn onto the epaulettes. The rank will be approximately 1 inch in length and will be positioned .5" from sleeve and centered on both epaulettes.</p> <p>f. Sergeant: Wear chevrons on each sleeve of all shirts, jackets, and coats, centered, and .5 inches below the shoulder patch</p> <ol style="list-style-type: none">1) Shirt: chevron is blue with gold trim2) Coat and jacket: chevron is blue with gold trim, surrounded by a black border <p>g. Metal Style: All buttons, snaps, name/assignment plates, or other metal parts showing on uniform or helmet</p> <ol style="list-style-type: none">1) Gold Color: Supervisory/Command Officers2) Silver Color: Police Officer/Uniformed Civilians
--	--

