

# PINE BLUFF POLICE DEPARTMENT POLICY/PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> 110
	<b>UNIFORM &amp; EQUIPMENT</b>	<b>ISSUE DATE</b> 02/19/2008
	<b>CHAPTER: ADMINISTRATION &amp; PERSONNEL</b>	<b>EFFECTIVE DATE</b> 02/19/2008
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> 8

**I. PURPOSE**

The purpose of this policy is to set forth guidelines to standardize the uniform of this agency.

**II. POLICY**

It is the policy of this agency that all personnel will present a standardized image to the public.

**III. UNIFORM REGULATIONS**

All officers of the department while on duty, with the exception of officers for whom civilian attire has been authorized, shall wear the appropriate uniform. Shirts shall be buttoned their full length, except that the top button of the shirt should be left open when not wearing a tie. Partial wearing of the uniform, while in public, is strictly prohibited.

**IV. UNIFORMED OFFICERS**

**A. SEASONAL CHANGE AND CLASSIFICATION OF UNIFORMS FOR SUPERVISORS.**

1. **CLASS "A" UNIFORM** - will consist of the long sleeve white Elbeco uniform shirt (Male-Z2310 & Female- Z9810), and dark navy uniform tie and the Stratton double brim campaign hat. When a long sleeve shirt is being worn, the sleeves will be extended their full length. At no time will the sleeves be rolled up on the arm.

2. **WINTER DUTY UNIFORM** - Long sleeve white Elbeco uniform shirts, (Male-Z2310 & Female- Z9810), without tie, may be worn beginning October 1<sup>st</sup>, at the discretion of the Division Commander. On and after November 1<sup>st</sup>, until March 1<sup>st</sup>, the winter duty uniform shall be worn. This is the regular duty uniform shirt for all Sergeants, Lieutenants, and Deputy Chiefs in winter. When a long sleeve shirt is being worn, the sleeves will be extended their full length. At no time will the sleeves be rolled up on the arm.
3. **SUMMER DUTY UNIFORM** - Short sleeve white Elbeco summer shirts, (Male-Z3310 & Female- Z9310) may be worn on or after March 1st, at the discretion of the Division Commander. On and after April 1<sup>st</sup>, until October 1<sup>st</sup>, the summer uniform shall be worn. This is the regular duty uniform shirt for all Sergeants, Lieutenants, and Deputy Chiefs in summer.
4. A white crew neck undershirt shall be worn under the white Elbeco Tex-Drop short sleeve uniform shirt.
  - a. **BATTLE DRESS UNIFORMS (BDU's)** - The Battle Dress Uniform is not authorized as a regular duty uniform. Only officers working special assignments as directed by the Chief of Police or his designee will wear the BDU uniform. A black crew neck undershirt shall be worn under the Battle Dress Uniform shirt.

**B. SEASONAL CHANGE AND CLASSIFICATION OF UNIFORMS FOR PATROLPERSONS.**

1. **CLASS "A" UNIFORM** - will consist of the long sleeve dark navy Elbeco uniform shirt (Male-Z-314 & Female- Z9314), dark navy uniform tie, and the Stratton double brim campaign hat. When a long sleeve shirt is being worn, the sleeves will be extended their full length. At no time will the sleeves be rolled up on the arm.
2. **WINTER DUTY UNIFORM** - Long sleeve dark navy Elbeco uniform shirts, (Male-Z-314 & Female- Z9314), without tie, may be worn beginning October 1<sup>st</sup>, at the discretion of the Division Commander. On and after November 1, until March 1<sup>st</sup>, the winter duty uniform shall be worn. This is the regular duty uniform for all Patrolpersons in winter. When a long sleeve shirt is being worn, the sleeves will be extended their full length. At no time will the sleeves be rolled up on the arm.
3. **SUMMER DUTY UNIFORM** - Short sleeve dark navy Elbeco summer shirts, (Male Z3314 & Female Z9814) may be worn on or after March 1st, at the discretion of the Division Commander. On and after April 1<sup>st</sup>, until October 1<sup>st</sup>, the summer uniform shall be worn. This is the regular duty uniform for all Patrolpersons in summer.
4. A black crew neck undershirt shall be worn under the Elbeco dark navy Tex-Drop uniform shirt.

**C. BATTLE DRESS UNIFORMS (BDU'S)**

The Battle Dress Uniform is not authorized as a regular duty uniform. Only officers working special assignments as directed by the Chief of Police or his designee will wear the BDU uniform. A black crew neck undershirt shall be worn under the Battle Dress Uniform shirt.

- D. A complete uniform shall be worn when required and no item of the uniform shall be worn except as part of the complete uniform.
1. Wearing of the uniform jacket with civilian clothes is prohibited.
  2. Wearing of the uniform pants with a non-uniform shirt is prohibited.
  3. No substitutions for uniform equipment shall be allowed unless specifically approved by the Chief of Police in writing.

**E. PATROL DIVISION EXCEPTION**

1. Supervisors assigned to the Patrol Division may, at the discretion of the Chief of Police, wear the long sleeve dark navy Elbeco uniform shirts for the winter duty uniform and short sleeve dark navy Elbeco shirts for the summer uniform in lieu of the white Elbeco uniform shirt.
2. A black crew neck undershirt shall be worn under the Elbeco dark navy Tex-Drop uniform shirt.
3. This uniform exception may be modified or changed at the discretion of the Chief of Police without altering the concept or intent of this policy.

**V. INSIGNIA**

- A. Designated shoulder patches and appropriate rank insignia shall be worn on all shirts and coats.
1. Pine Bluff Police Department patch on the left sleeve.
  2. American flag on the right sleeve.
  3. Accessory items, to include rank insignia, shall be worn as depicted on the authorized departmental uniform drawing.
- B. Patrolman First Class (over 10 years service) will wear one white chevron on the sleeves of their short sleeve and long sleeve dark navy Elbeco uniform shirts and coats. (Positioned in the place as Sergeants)
- C. Senior Patrolman (Over 15 years service) will wear two white chevrons on the sleeves of their short sleeve and long sleeve dark navy Elbeco uniform shirts and coats. (Positioned in the place as Sergeants)
- D. Sergeants will wear gold chevrons on the sleeves of their white short sleeve and long sleeve Elbeco uniform shirt and coats. (Appendix 6 through 8)
- E. Lieutenants, Deputy Chiefs, and the Chief of Police will wear collar insignia appropriate to their rank on the collars of their short sleeve and long sleeve Elbeco uniform shirts. (Appendix 9 through 11).

- F. Sergeants, Lieutenants, Deputy Chiefs, and the Chief of Police will wear insignia appropriate to their rank on the epaulets of their Liberty Police Sweater.
- G. Lieutenants, Deputy Chiefs, and the Chief of Police will wear insignia appropriate to their rank on the epaulets of their winter coats and windbreakers.
- H. Patrolpersons and Sergeants will wear the "PBP" collar insignia on their short sleeve and long sleeve Elbeco uniform shirts. Collar insignia shall be silver in color for patrolpersons and gold for supervisors. (Appendix 3 through 8).

I. **NON-UNIFORMED PERSONNEL**

1. **DETECTIVE DIVISION**

- a. During winter months, as specified above, all detectives will wear a long sleeve button down shirt, and slacks. When a long sleeve shirt is being worn, the sleeves will be extended their full length. At no time will the sleeves be rolled up on the arm. The embroidering of a gold badge and the investigators name and rank on the shirt is authorized.
- b. During the summer month's detectives, in lieu of the long sleeve button down shirt with tie, detectives' may wear short sleeve button down shirts and slacks. The embroidering of a gold badge and the investigators name and rank on the shirt is authorized.
- c. For sworn female detectives professional business attire will be acceptable.
- d. Whether shoes or boots, footwear worn by male and female detectives shall be of a type suitable for business attire. Shoes or boots shall be clean and free of dirt and grime and shall be polished to a smooth appearance. No athletic shoes are authorized.
- e. When attending Circuit or District Court male detectives shall wear a button down shirt, tie, sports coat, and slacks or a suit. Female detectives shall wear suitable business attire.

2. **COMMUNITY STRATEGIES DIVISION**

Civilian attire is authorization for special units and teams as authorized by the Chief of Police, or his designee, as well as Vice & Narcotics day-to-day operations. However, all officers and supervisors must maintain the duty uniforms as prescribed above.

**VI. PART TIME WORK UNIFORM**

- A. All officers working part time jobs shall wear the duty uniform of the day. There will be no distinction between the part time job uniform and on duty uniform requirements. Example: If the winter uniform is to be worn while on duty, it will be worn on part time jobs also.
- B. The policy for the wearing of civilian clothing during part time employment at part time jobs must be approved by the Chief of Police or his designee.

**VII. TURTLENECK SWEATERS**

- A. The optional wearing of turtleneck sweaters with an open collar on long sleeve shirts during the winter uniform period is authorized. White turtleneck sweaters for supervisors and dark blue for patrolman.

**VIII. UNIFORM/EQUIPMENT**

- A. All personnel will be held personally accountable for the return of all department issued uniform items and/or equipment. No issued item is to become the property of any individual; all remain the property of the department.
- B. Items lost or damaged during law enforcement activities will be documented on a report and forwarded through the chain of command to their Division Commander and the Administrative Division.
- C. Replacement of items of personal purchase which are lost or damaged in law enforcement activities will be determined on a case-by-case basis.
- D. Property lost or damaged as a result of law enforcement activities in connection with an arrest of an individual will be promptly reported, replacement costs determined, and the officer involved will include, during prosecution of the individual, a request to the courts that any sentence include reimbursement of costs to the department.
- E. All officers will be issued a body armor vest and carrier for use. Wear will be required for all personnel participating in raids, and barricade or hostage situation, search warrant entry, or in any situation deemed appropriate by the Chief of Police. Wear at other times is strongly recommended.

**IX. DUTY BELTS**

- A. All uniform officers will wear a full gun belt while on duty.
- B. A full gun belt is considered to be an outer belt, at least 1 ¼ inches in width, worn over the trouser belt designed to hold additional equipment and will consist of a holster, either jacket slot or high-rise, that has a strap over the top of the weapon with a thumb break retention system, or greater (ex: level 2 or 3), at least one magazine pouch designed to hold a minimum of two additional magazines that have straps or covers to retain the magazines, and a handcuff pouch that will hold a minimum of one pair of handcuffs.

- C. Additional equipment may be worn on the full gun belt as long as the equipment is fully enclosed and secured and will not come off the belt during police activity. The full gun belt will be secured to the trouser belt by no less than four “keepers”, two in front and two in back.
- D. At no time will an on-duty officer wear a tactical thigh holster as a regular duty holster. Tactical thigh holsters are only permitted for use by the Special Reaction Team, Vice and Narcotics while serving warrants and detectives while serving warrants. Uniform officers with a primary office or desk assignment are not required to wear a full duty belt.
- E. Officers assigned to an office or desk assignment can wear a holster, with a minimum of a thumb break retention system, attached to the trouser belt and must have at least one spare magazine and be equipped with handcuffs. This does not apply to Patrol Division supervisors who may be required to answer calls for service. All patrol division supervisors will wear a full gun belt.
- F. Officers, while on duty and dressed in civilian clothes, shall wear a primary handgun in a holster secured with a minimum of a thumb break retention system. A holster of greater retention is permitted. A departmental badge shall be displayed on the officer’s weapon side anytime a weapon is visible. Also, any plain clothes officer will have an extra magazine and be equipped with handcuffs.
- G. Officers while off duty are encouraged to carry their handgun with them. While off duty the weapon **“must” be concealed from public view.** Uniform patrol officers attending court are considered to be on duty and may wear a visible primary sidearm while in plain clothes. The weapon must be secured in a holster with a minimum of a thumb break retention system and the officer must be equipped with an extra magazine and handcuffs. A departmental badge will be displayed on the weapon side. Any officer working a part-time job and has been approved by the Chief of Police to work in plain clothes may also wear a visible primary sidearm under the same requirements.
- H. No officer will be armed while under suspension, unless possession of a firearm is in compliance with existing state statutes regarding the use and possession of firearms by the general public.
- I. A primary handgun shall not be worn on the gun belt in a holster or other device which places the handle of the weapon more than three (3) inches from the body. When the handle of the weapon is tilted forward and away from the officer’s body, the weapon can hang on doors, windows, belts, etc., and makes it possible for another person to take the firearm away from the officer.

J. Cross-draw or swivel holsters will not be worn on the duty belt. Cross-draw concealed holsters worn from a suspension device may be used as long as the holster has a minimum of a thumb break retention system. Cross-draw holsters are permitted on tactical vests worn by the Special Reaction Team, Vice and Narcotics while serving warrants or detectives while serving warrants.

- Exception: Officers authorized to deploy and issued the department approved Electronic Restraint Device-Taser will adhere to Pine Bluff Police Department Policy 510 in reference to the wearing and deployment of the device and its holster.

**X. FOOTWEAR**

A. Shoes or boots worn with the authorized uniform of the day must be black smooth grain leather or similar synthetic material having an acceptable likeness to leather with a plain toe. (no tennis shoes, loafers, wing tips or shoes or boots with ornamental designs). The heel shall not exceed 1-1.2 inches in height.

B. Shoes or boots shall be clean and free of dirt and grime and shall be polished to a smooth blackened appearance.

**XI. SOCKS**

Socks worn with low cut shoes shall be black or navy blue. White socks may be worn for health reasons when supported by a physician's statement.

**XII. BADGES**

A badge and hat shield shall be issued to every officer. The hat shield shall be worn attached to the front of the hat, when in uniform. The badge shall be worn over the left breast, while attired in uniform unless the garment has an authorized badge patch. Officers working in plain clothes shall display their badge openly when their firearm is in view.

**XIII. WINDBREAKER TYPE OUTERWEAR**

For a uniform and standardized image this department is authorizing the Spartan Police Windbreaker for wear in inclement weather. Other windbreaker type jackets, even if not the Spartan brand, must present this type of style and appearance. Other assorted black "Police" windbreakers, and other light jackets currently worn that do not meet these specifications, will not be authorized. Patches and insignia shall be required and worn as per departmental regulations.

**XIV. AUTHORIZED UNIFORM SPECIFICATIONS:**

	<b><u>MALE</u></b>	<b><u>FEMALE</u></b>
■ Elbeco Tex-Drop Short Sleeve Shirt		
■ Elbeco Tex-Drop White	Z3310	Z9310
■ Elbeco Tex-Drop Short Sleeve Shirt		
■ Elbeco Tex-Drop Dark Navy	Z3314	Z9814
■ Elbeco Tex-Drop Long Sleeve Shirt		
■ Elbeco Tex-Drop White	Z2310	Z9810
■ Elbeco Tex-Trop Long Sleeve Shirt:		
■ Elbeco Tex-Trop Dark Navy	Z314	Z9314
■ Uniform Pants:		
■ Elbeco Tex-Trop Dark Navy	E314	E9314
■ Elbeco Mock Turtle Neck Sweater		
■ White	7708	
■ Elbeco Mock Turtle Neck Sweater		
■ Dark Navy	7700	
■ Liberty Police Sweater		
■ Black V Neck Rib Knit Sweater	140MBK	140MBK
■ Jackets:		
■ Elbeco Summit (Heavy Winter Coat)	3914	
■ Spartan Navy Blue Police Windbreaker	525MNV	
■ Uniform Hat:		
■ Stratton Double Brim Campaign Hat	40DBNV	
■ BDU Uniform:     Brigade Quartermaster		
■ Shirt Long Sleeve	CCS25-3	
■ Shirt Short Sleeve	CCS9-3	
■ Pants	BRT3	
■ Ranger Cap	RCC9	
■ Bike Patrol:     Werner Works, Pro-Tuff,		
■ Shirt	BI 129 WT	
■ Pant	BI 554	
■ Jacket	BI 559	
■ Short Pants	BRS3	