

Procedure

10.4

**EFFECTIVE
DATE
91009**

**Eugene
Police Department**



Uniforms

10.4.1 PURPOSE AND SCOPE

PART I - Responsibilities and Procedures for All Personnel

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PART II - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Supervisors

10.4.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

- A. Uniforms generally
 - 1. You may wear only department issued or approved uniform apparel and accessories except with a supervisor's approval. You must report for work in a clean, serviceable uniform.
 - 2. You may not mix identifiable uniform items with civilian clothes unless:
 - a. normally authorized (e.g., belt badge holders for investigators); or
 - b. authorized during unusual circumstances or weather conditions.

If you wear your uniform home, you may wear a civilian jacket over it. However, you may not make any stops to conduct personal business if wearing the uniform.

3. You may not conduct personal business while in uniform, except to purchase an item for consumption while on duty.
4. Upon termination, you must turn in all issued (department-owned) items and accessories in a clean and serviceable condition to the Property Control Unit.
5. You must have a clean and serviceable uniform readily available at City Hall even if you do not normally work in a uniform, or if you are authorized to be in civilian clothing for a shift (including training.)
6. Supervisors may modify uniform regulations on a short-term basis to provide you with greater protection and comfort if you are required to work in unusual circumstances or weather.

B. Headgear

1. Except while working at a special event requiring crowd control, or as otherwise specified, you do not have to wear a hat (or helmet) unless directed.
2. Uniform hat

You would normally wear your standard uniform hat if you are attending any official proceeding, ceremony, or funeral.

3. Utility cap (baseball-style cap)
 - a. You may wear a department-approved and issued utility cap, bearing the emblem of your duty assignment, as an optional item of uniform equipment.
 - b. Utility caps are an item of the uniform, and are not available for private purchase.
 - c. They will not be worn under the following conditions:
 - (1) while off duty;
 - (2) by persons who are not police officers, CSOs, police trainees, or cadets;
 - (3) in combination with civilian clothes, except for on-duty plainclothes officers participating in tactical situations (e.g., search warrant service);
 - (4) to court or grand jury; or
 - (5) while attending any official proceeding, ceremony, or funeral.

- d. You must maintain the utility cap in a clean and presentable condition, and may not alter it. A modified peak or crown and visors which have been repositioned or altered are not permitted. Except for the EPD cloth badge patch and/or an authorized emblem of your duty assignment, you may not wear any letters, pins, badges, or insignias of any type on the cap.
- e. You must wear the cap squarely on your head with the emblem centered on the face and clearly visible from the front. You may wear the cap backward only in a tactical situation where the bill would impair your vision or interfere with the use of equipment (e.g. sighting a weapon.)
- f. You must make all reasonable efforts to follow normal rules of etiquette by removing the cap when entering such places as private residences, restaurants, and places of worship.

4. Helmets

You would normally wear your helmet at a demonstration or in other situations where there is a risk of head injury.

C. Shirts

- 1. You may choose to wear the short- or long-sleeve shirt. You may not carry bulky items in shirt pockets.
- 2. You do not have to wear a tie with the long-sleeved shirt unless
 - a. appearing in court;
 - b. attending any official proceeding, ceremony, or funeral; or
 - c. appearing as a guest speaker or representing the department at any scheduled meeting of a citizen, business, or student group where the dress is predominantly semi-formal (e.g., business suits) or formal.
- 3. If you do not wear a tie, you will wear a white, dark blue, or black crewneck T-shirt under your uniform shirt. The sleeves of the T-shirt may not be visible under the uniform shirt.
- 4. With the long-sleeve shirt, you have the option of wearing a black or dark blue turtleneck or mock turtleneck shirt in lieu of a T-shirt.

D. Jackets

- 1. Department-issued cloth jackets or department-approved personally-purchased black leather jackets are optional uniform apparel.
- 2. Fur collars are optional.

3. You are responsible for the maintenance and daily care of the jacket. Ensure it remains serviceable.
4. If you damage your personally-purchased, department-approved jacket on duty, you may apply for reimbursement (see the EPEA contract.)

E. Footwear

1. You must wear solid black boots or shoes free of ornamental buckles, buttons, or fringe with any uniform. The shoes must be free of any contrasting logos, stripes, or other designs.
2. The footwear must be in good repair and be of a type that does not detract from the overall appearance of the uniform.
3. Although you have significant flexibility to choose comfortable footwear, common sense and judgement is required. In the event of a question as to the appropriateness of particular footwear, patrol command will make the final determination.
4. If visible when the uniform is worn, socks will be black or dark blue.

F. Duty belt

1. The duty belt and items on it will be black basket-weave leather, except for other department-issued items or exceptions approved by the division commander.
2. Any metal snaps will be silver-colored for officers, agents and sergeants, and gold-colored for lieutenants and above.

G. Utility uniform

1. You may wear the utility uniform:
 - a. during Mobile Field Force operations;
 - b. during department-approved training exercises;
 - c. during the service of search warrants;
 - d. in other situations when reasonable and authorized by a supervisor.
2. The uniform must be neat and clean.
3. Blousing the trousers is optional.
4. You may not mix items of the utility uniform (e.g., pants) with items of the regular uniform (e.g., regular uniform shirt), except that any approved uniform jacket may be worn with the utility uniform.

H. Dress uniform

1. The staff dress uniform will consist of:
 - dress jacket with rank on the epaulets, with badge, but without name tag;
 - white uniform shirt, without collar rank;
 - dark blue tie;
 - dark blue dress uniform pants;
 - black dress shoes;
 - dress uniform hat.
2. The dress uniform for officers not issued a dress uniform will be:
 - long-sleeve uniform shirt with tie;
 - standard duty belt;
 - standard uniform pants;
 - black shoes;
 - standard uniform hat.

I. Special uniforms

1. Uniforms for specialized assignments (e.g., bicycle officers, instructors) will be determined by the unit supervisor with approval by the division commander.
2. If the uniform includes short pants:
 - a. socks worn will be black sport-type (ankle-length) socks without logos; and
 - b. short pants will not be worn on any occasion requiring a dress uniform.

J. Uniform accessories

1. Badges
 - a. Uniform badges for police officers are seven-pointed stars with city markings and the State of Oregon seal. Uniform badges for CSOs are shields with city markings and the State of Oregon seal.
 - b. We use your badge number as a computer control number on numerous forms. If we issue you a temporary badge, do not use the number on it for personnel tracking.
 - c. When in uniform wear your badge on your outermost shirt or jacket so that it is plainly visible to the public.
 - d. Plainclothes and off-duty badges previously issued or purchased may be a shield with appropriate markings and the State of Oregon seal.
2. Badge shrouds

- a. Badge shrouds may be worn to symbolize mourning when authorized by the Chief of Police or designee.
 - b. When authorized, the shroud will be worn horizontally across the face of the badge (parallel with the ground) from a point between the second and third points of the star from the top of each side of the badge. The shroud will be worn in a comparable position on the shield.
3. Name tags

Wear your name tag immediately above the right pocket of your shirt.

4. Service stripes
- a. Police officers may wear one service stripe for each 5 years of service as a sworn police officer with this agency or another law enforcement agency.
 - b. Non-sworn, uniformed employees may wear one service stripe for each 5 years of service as a non-sworn employee with this agency.
 - c. Wear them on the left sleeve of the long-sleeve shirt, beginning one inch above the top of the cuff, with the edge of the stripes parallel with the crease.
5. Shoulder patches
- a. An EPD shoulder patch will be worn on each sleeve of the regular uniform shirt, cloth uniform jacket, and raincoat.
 - b. A shoulder patch will be worn on the left sleeve of the utility uniform. A specialty patch indicating unit affiliation (e.g., K-9) may be worn on the right sleeve in a comparable position.

K. Rank insignia

1. Rank insignia for each rank is:
 - a. Agent: two chevrons
 - b. Sergeant: three chevrons
 - c. Lieutenant: gold bar
 - d. Captain: two parallel gold bars
 - e. Chief: two gold stars
2. Rank insignia placement

- a. Chevrons will be centered on the sleeve 1/4 inch below the bottom of the shoulder patch on the left sleeve, and an equal distance down the right sleeve.
- b. Staff-level insignia:
 - (1) Collar insignia will be placed parallel with and 1/2 inch from the front edge of the collar, centered.
 - (2) Shoulder insignia will be placed on the epaulet, centered and 3/4 inch in from the shoulder seam.
- c. Leather jackets
 - (1) Attach rank insignia to the epaulets.
 - (2) Place badges in the clip above the left pocket.

3. Award ribbons

Center award ribbons directly above the name tag.

4. Miscellaneous accessories

	<u>Officer/agent</u>	<u>Sergeant</u>	<u>Staff-level</u>
Cap bands	black	silver	gold
Badges	silver	silver with gold	gold
Buttons (Cloth Jacket)	silver	silver	gold
Name tags	silver	gold	gold

L. Issuance and maintenance

- 1. Uniform Stores issues all uniform items and accessories, except firearms.
- 2. For standard-issue items, complete a uniform requisition form and submit it to your supervisor for any alteration, repair, or replacement.
 - a. If the alteration or repair request is approved, turn the item and the form in to Uniform Stores personnel, who will have the work done and notify you when the item is ready.
 - b. If for replacement, the supervisor will forward the form to Uniform Stores for processing.
 - c. Turn in the old item when you receive the replacement. The returned item must be clean; mark the bag with your name.

3. Requests to purchase any items that are not standard issue must be approved by the appropriate division commander.

M. Care, cleaning, and minor repair

You are responsible for uniform cleaning, and for minor repairs (e.g., replacing missing buttons, re-stitching seams.)

10.4.3 RESPONSIBILITIES AND PROCEDURES FOR COMMAND AND SUPERVISORY PERSONNEL

A. Supervisors

1. You will insure that your personnel are in compliance with uniform standards and will conduct inspections as necessary.
2. You may modify uniform regulations on a short-term basis as necessary for employee protection and comfort during unusual circumstances or weather e.g., snow, extreme cold).