

Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Allan Hancock Community College Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Department-Owned and Personal Property, Personal Appearance Standards, Visible Display of Identification, and Facial Coverings policies.

The Uniform and Equipment Specifications Manual is maintained and periodically updated by the Chief of Police or the authorized designee. The manual should be consulted regarding authorized equipment and uniform specifications.

1024.2 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

- a. Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- b. Officers in a non-uniformed assignment shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- c. Uniforms shall be worn in compliance with any applicable department specifications.
- d. Members shall wear only the uniform specified for their ranks and assignments (Penal Code § 13655).
- e. Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- f. Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.
 1. When the uniform is worn while in transit, a non-uniform outer garment shall be worn over the uniform shirt to avoid bringing attention to the member while they are off-duty.
- g. Members are not to purchase or drink alcoholic beverages while wearing any part of the department-issued uniform, including the uniform pants.
- h. All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

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1024.2.1 IDENTIFICATION CARDS

The Department issues each member an official department identification card bearing the member's name, full-face photograph, member identification number, member's signature, and signature of the Chief of Police or the official seal of the Department, and photo likeness. All members shall be in possession of their department-issued identification cards at all times while on-duty or in department facilities.

- a. Whenever on duty or acting in an official capacity representing the Department, members shall display their department-issued identification in a courteous manner to any person upon request and as soon as practical.
- b. Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Sergeants.

1024.2.2 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

- a. Mirrored sunglasses will not be worn.
- b. Jewelry shall be in accordance with the specifications in Personal Appearance Standards Policy.

1024.2.3 INSIGNIA, PATCHES, AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

- a. Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.
- b. Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.
- c. Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform (Penal Code § 830.10).
 1. When a jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.
- d. Rank insignia - The designated insignia indicating the member's rank must be worn at all times while in uniform.
- e. Service insignia - The designated insignia indicating the member's length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine stitched to the left sleeve of the uniform.
- f. Assignment insignias - Assignment insignias (e.g., Crisis Negotiations Team (SET), Field Training Officer (FTO)) may be worn as designated by the Chief of Police.
- g. American flag pin - An American flag pin may be worn, centered above the nameplate.
- h. Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn, centered above the nameplate. If more than one award is worn, or an American flag pin is worn, the insignia shall be equally spaced in one or two horizontal rows centered above the nameplate in a manner that provides a balanced appearance.

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1024.2.4 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

- a. Allan Hancock Community College Police Department officer - From the time of death until midnight on the 14th day after the death.
- b. An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- c. Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- d. National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- e. As directed by the Chief of Police.

1024.3 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

- a. Class A - Full dress uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.
- b. Class B - Standard issue uniform to be worn daily by designated department members.
- c. Class C - General utility uniform to be worn by designated department members.
- d. Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1024.3.1 CLASS A UNIFORM

The Class A uniform consists of the following:

- a. Dress hat
- b. Long-sleeve shirt
- c. Tie
- d. Tie tack or tie bar
- e. Trousers or skirt
- f. Black belt
 1. Belts shall be equipped as needed for the member's assignment.
- g. Dark blue or black socks
 1. Natural colored hose must be worn with the skirt.
- h. Black polished dress shoes
 1. Boots with pointed toes are not permitted.
- i. White gloves

1024.3.2 CLASS B UNIFORM

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The Class B uniform consists of the following:

- a. Long- or short-sleeve shirt with the collar open and no tie
 1. A crew neck t-shirt must be worn under the uniform shirt.
 2. All shirt buttons must remain buttoned except for the top button at the neck.
 3. Long sleeves must be buttoned at the cuff.
- b. Trousers or skirt
- c. Black belt
 1. Belts shall be equipped as needed for the member's assignment.
- d. Dark blue or black socks
 1. Natural colored hose must be worn with the skirt.
- e. Black polished dress shoes
 1. Approved black unpolished shoes may be worn.
 2. Boots with pointed toes are not permitted.
 3. Decorative stitching or adornment is not permitted.
- f. Weather-appropriate items
 1. Hat
 2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt
 3. Jacket
 4. Rain gear

1024.3.3 CLASS C UNIFORM

The Class C uniform may be established to allow field personnel cooler clothing during the summer months or special duty. The Chief of Police will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

1024.4 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their functions. There are also assignments in which the wearing of civilian attire is necessary.

- a. Civilian attire shall fit properly, be clean and free of stains, and not damaged or excessively worn.
- b. Members assigned to administrative, investigative, and support positions shall wear business-appropriate clothing that is conservative in style.
- c. Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- d. No item of civilian attire that would adversely affect the reputation of the Allan Hancock Community College Police Department or the morale of the members may be worn while on-duty.
- e. The following items shall not be worn while on-duty or when representing the Department in any official capacity:
 1. Clothing that reveals cleavage, the back, chest, stomach, or buttocks

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2. T-shirt alone or exposed undergarments
3. Swimsuits, tank tops, tube tops, or halter tops
4. Sweatshirts, sweatpants, or similar exercise clothing
5. Spandex-type pants or transparent clothing
6. Denim pants of any color
7. Open-toed shoes
8. Clothing, buttons, or pins displaying racial, sexual, discriminatory, gang-related, or obscene language

1024.5 OPTIONAL EQUIPMENT

Any items that are allowed by the Allan Hancock Community College Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be done as follows:

- a. When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- b. When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

1024.5.1 RETIREE BADGES

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card, or writing that clearly states the person has honorably retired from the Allan Hancock Community College Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retiree Concealed Firearms Policy in this manual.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words "Honorably Retired" clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Allan Hancock Community College Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1024.6 UNAUTHORIZED UNIFORMS, EQUIPMENT, AND ACCESSORIES

Department members may not wear any uniform item, accessory, or attachment unless specifically authorized in the Uniform and Equipment Specifications Manual, by the Chief of Police, or the authorized designee.

Department members may not use or carry any safety item, tool, or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications Manual, by the Chief of Police, or the authorized designee.

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1024.7 POLICY

The Allan Hancock Community College Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity, and frequency agreed upon in the respective employee group's memorandum of understanding. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.