Policy 1024

Police Uniform and Civilian Attire Regulations

POLICY Employees present a professional and competent appearance in their manner of dress at all times while performing duties.

PURPOSE An individual’s image reflects both on the individual officer, as well as the Department, and that image should be one of professionalism.

The Broomfield Police Department uniform specifications and procedures are maintained and periodically updated by the Chief of Police or the authorized designee and should be consulted regarding authorized equipment and uniform specifications.

Employees should also refer to the following associated policies:

- CCOB Appropriate Dress/Uniforms
- Firearms and Weapons Policy
- Department-Owned and Personal Property Policy
- Body Armor Policy
- Personal Appearance Standards Policy

The Broomfield Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency as required by the department.

DEFINITIONS Appropriate Jeans: Clean jeans that are in good condition, that are not worn nor have the appearance of being worn, do not have holes, and do not have visible spots or marks.

Appropriate Shirts: Shirts in good condition, without printing, embroidery, or insignia on it that is offensive, vulgar, disrespectful, or inappropriate in any manner, as determined by a supervisor.

Business Attire for Men: Business suits, coordinated sportcoat and slacks, dress shirts and neckties, crew sweaters, turtleneck sweaters, or other appropriate dress suitable for a business setting that fit properly and are neat, clean, and consistent with contemporary norm.
Business Attire for Women: Dresses, pant suits, skirts, coordinated slacks, jackets, blouses, sweaters, or other appropriate dress suitable for a business setting that fit properly and are neat, clean, and consistent with contemporary norm.

Business Casual Attire for Men: Button-up sport shirts, polo shirts, and slacks that fit properly and are neat, clean, and consistent with contemporary norm.

Business Casual Attire for Women: Skirts or slacks, blouses, polo shirts, and sweaters that fit properly and are neat, clean, and consistent with contemporary norm.

Inappropriate Clothing: Worn, dirty or disheveled clothing, mini-skirts, shorts, recreational sandals, flip flops, and jeans or shirts that are not considered appropriate.

Training Casual Attire: Clothing that is more relaxed than business casual attire and is appropriate for the training being given (shorts may be appropriate attire during physical fitness testing and arrest control training). Such clothing cannot distract any person from the training and cannot be inappropriate clothing, as determined by a supervisor.

Uniform / Equipment Request Form: Specifies department authorized uniforms, body armor and associated equipment.

SOP 1024 - Police Uniform and Civilian Attire Regulations

1024.1 GENERAL CONSIDERATIONS

1. We are highly visible representatives of government and the policing community, therefore, professional appearance is extremely important. We must recognize that there are generally accepted norms of appearance within our community, and that they differ for men and women in some respects. Except as exempted by the Chief of Police or his designee, when appropriate for policing purposes, all members of the Police Department will conform to the following standards.

2. The uniform issued by the Department is the only authorized uniform an employee may wear on-duty. Exceptions may be made to accommodate employees who have special needs. Requests for exceptions will be made to supervisors and approval made by the command staff.
3. Uniform suppliers for the department maintain lists of approved uniform apparel.
4. Supervisory personnel correct employees in violation of this policy without unnecessary delay.
5. Employees’ supervisors may grant deviations from these standards because of the nature of an assignment on a case-by-case basis, which may include specific types of training.
6. When appearing in court as a witness, if a uniform is not worn, employees wear business attire and accessories that demonstrate a serious, conservative attitude.
7. Employees who are assigned to modified duty wear business attire or business casual attire. The employee’s division commander may approve other clothing on a case-by-case basis.

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency.

1. 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.
2. All officers of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
3. Personnel shall wear only the uniform specified for their rank and assignment.
4. Employees shall not permit the uniform, or any part thereof, to be reproduced or duplicated.
5. The uniform is to be worn in compliance with the specifications set forth in the Department’s policies and procedures.
6. All supervisors will perform periodic inspections of their personnel to ensure conformance to the Department’s uniform specifications and procedures.
7. Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official Department functions or events.
8. Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform.

1024.2.1 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official Department identification card bearing the employee’s name, identifying information and photo likeness. All employees shall be in possession of their department-issued identification card at all times while on-duty or when carrying a concealed weapon.
1. Whenever on-duty or acting in an official capacity representing the Department, employees shall display their department-issued identification to any person upon request and as soon as practicable.

2. Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by their Commander.

1024.3 POLICE OFFICER AND POLICE OFFICER-DETENTION UNIFORM CLASSES

The various uniform specification classes are those identified in this policy.

1024.3.1 CLASS A UNIFORM

All officers will possess and maintain a serviceable Class A uniform at all times.

The Class A uniform is to be worn on special occasions, such as funerals, graduations, and ceremonies or as directed. The Class A uniform is required for all certified officers. The Class A uniform includes the standard issue uniform with the following:

1. Long sleeve shirt with tie.
2. Non-BDU style uniform pants.
4. All-black polished shoes.

The dress hat may be worn for events held outdoors.

1024.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

1. The long or short-sleeve shirt may be worn with the collar open. No tie is required.
2. A black undershirt must be worn with the uniform (unless a black turtleneck shirt is worn with the long-sleeve shirt).
3. All shirt buttons must remain buttoned except for the top button at the neck.
4. BDU or non-BDU style uniform pants.
5. Black crew socks.
6. All-black footwear.
A department issued baseball cap may be worn. See the Police Uniform and Civilian Attire Regulations SOP for seasonal clothing and uniform specifications for other assignments.

1024.3.3 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as canine officers, SWAT, ERT, animal services, bicycle patrol, motor officers, court security officers and other specialized assignments. See SOP 1024 - Police Uniform Regulations.

1024.4 INSIGNIA AND PATCHES

1. The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts ½ inch below the shoulder seam of the shirt and 1 inch below the shoulder seam of a jacket, and be bisected by the crease in the sleeve.
2. Service stripes and other indicators for length of service may be worn on long-sleeve shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn 1 inch above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. Each stripe represents 5 years of service of law enforcement experience.
3. The regulation metallic nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform and jackets. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
   a. The metallic nameplate shall display the employee's first initial and last name. Optionally, the employee may use a first and middle initial, and last name. If the employee desires an initial other than that of their legal first name, the employee must receive approval from the Chief of Police.
   b. A sewn-on nameplate may include the same naming specifications as a metallic nameplate, or may be only the officer's last name.
4. Assignment insignias, (e.g., SWAT, FTO or similar) may be worn as designated by the Chief of Police or the authorized designee.
5. An American flag pin may be worn, centered above the nameplate.
6. The department-issued badge, or an authorized sewn-on cloth replica for Detention Division and Alternative Sentencing and Classification Unit assignments, must be worn and be visible at all times while in uniform. Certified non-uniformed personnel will wear or carry their badge in a manner that the badge is in reasonable proximity to their firearm and able to be displayed whenever appropriate.
7. The designated insignia indicating the employee's rank must be worn at all times while in uniform.
   a. Sergeant's rank and MPO chevrons are to be worn on both sleeves of the shirt, jacket, and coat ½ inch below the Department shoulder patch.
b. Command ranks shall have gold-colored star(s) affixed to each collar of the uniform garments. The star(s) shall be worn in a position that is centered between the top and bottom edge of the collar. The front edge of the bar shall be \(\frac{1}{2}\) inch from the front edge of the collar.

8. The Chief of Police or the authorized designee may authorize exceptions.

1024.4.1 MOURNING BADGE BAND

Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

1. An officer of this department - From the time of death until midnight on the 14th day after the death.
2. A peace officer from this state - Commencing on the date of notification of a line-of-duty death of a peace officer in the State of Colorado through the day of interment.
3. Funeral attendee - While attending the funeral of a fallen peace officer.
4. As directed by the Chief of Police or the authorized designee.

1024.5 CIVILIAN ATTIRE

The Department requires all sworn personnel in non-uniformed assignments to have a complete uniform available at the police department or detention center.

Employees’ supervisors may grant deviations from these standards because of the nature of an assignment on a case-by-case basis, which may include specific types of training.

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

1. All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
2. All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button-style shirts with a collar, polo shirts, slacks, or suits that are moderate in style.
3. All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, polo shirts, or suits that are moderate in style.
4. The following items shall not be worn on-duty:
   a. T-shirt alone
   b. Flipflops or beachwear
c. Swimsuit, tube tops or halter tops

d. Athletic wear, Spandex type pants or see-through clothing

e. Distasteful printed slogans, buttons or pins

f. Shorts

g. Sweatshirts, sweatpants or similar exercise clothing

5. Variations from this order are allowed at the discretion of the Chief of Police or the authorized designee when the employee's assignment or current task is not conducive to wearing such clothing.

6. No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Broomfield Police Department or the morale of the employees.

7. Certified employees carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.

Non-uniformed employees may wear appropriate jeans on Friday when participating in the city-approved program, “Dress Down Friday”.

1024.5.1 COURT

When appearing in court as a witness, if a uniform is not worn, employees wear business attire and accessories that demonstrate a serious, conservative attitude.

1024.5.2 TRAINING

1. Employees wear uniforms, business attire, business casual attire, or training casual attire when attending training hosted by the Police Department.

2. When attending outside training classes, employees may be required to deviate from this procedure if the host agency has designated a specific mode of dress. If such a designation has been made by the host agency, employees comply with that direction.

3. The Training Unit or class instructors of department-hosted training may specify different types of clothing appropriate for wear during the training.

4. S.W.A.T., E.R.T., K-9, and motorcycle officers may wear clothing suited for the department-approved training as approved by a supervisor.

1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police, Broomfield Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Broomfield Police Department to do any of the following:
1. Endorse, support, oppose or contradict any political campaign or initiative.
2. Endorse, support, oppose or contradict any social issue, cause or religion.
3. Endorse, support or oppose, any product, service, company or other commercial entity.
4. Knowingly appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction not approved by the Chief of Police or his designee.

1024.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

1. Any desired optional items not listed on the uniform and equipment specification list shall be purchased at the expense of the employee.
2. Maintenance of optional items shall be the financial responsibility of the purchasing employee (e.g., repairs due to normal wear and tear).
3. Replacement of items listed in this order as optional shall be done as follows:
   a. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
   b. When the item is no longer functional because of damage in the course of the employee's duties, it may be replaced following the procedures for the replacement of damaged personal property outlined in the Department-Owned and Personal Property Policy.

1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Broomfield Police Department employees may not wear any uniform item, accessory, attachment, or carry any other piece of tactical or law enforcement equipment unless specifically authorized in policy (see the Commendations and Awards policy), SOP, the Uniform/Equipment Request Form or by the Chief of Police or the authorized designee.

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