SOP 1024

Police Uniform and Civilian Attire Regulations

Procedure A: UNIFORMED ASSIGNMENTS

1. Administrative Unit
2. Alternative Sentencing and Classification
3. Animal Services Unit
4. Civil Unit
5. Court Security Unit
6. Crime Scene Unit
7. Detention Division
8. Event Center and Flatiron Services Unit
9. Patrol Division
10. Property and Evidence Unit
11. School Resource Officers
12. Special Events Coordinator
13. Traffic Unit

A division commander may change the uniform requirement for an assignment.

Procedure B: UNIFORM SPECIFICATIONS

Department logo polo shirts are purchased through approved vendors and must be of an approved color. The Department purchasing agent maintains a list of approved polo shirt colors.

Police Officer and Police Officer-Detention:

1. All LAPD blue long- or short-sleeved shirt generally of wool or wool blends of good quality except that some items of apparel may also be constructed of synthetic materials. The shirt must contain the police badge, insignia of rank, nameplate, and shoulder patches. Awards may also be worn (See Awards directive). No personal jewelry may be worn on the police shirt.
2. If the optional LAPD blue vest carrier is worn over the Department approved shirt, the vest carrier must contain the officer's metal police badge and metal nameplate (sergeants and officers assigned to the Detention Division may have a soft badge and name tag on their vest carriers). Awards may also be worn on the vest carrier (See...
Awards directive). No personal jewelry may be worn on the vest carrier. The vest carrier is not to be worn as part of the formal class A uniform.

3. LAPD blue trousers (to include the approved 6-pocket style pants) generally of wool or wool blends of good quality except that some items of apparel may also be constructed of synthetic materials. The trouser leg will be long enough to reach the top of a low quarter shoe and will be tailored to be comfortable to the wearer.

4. An LAPD blue police department issued hat or cap. The formal uniform police hat has a round crown, black visor, and issued appointments. Officers are issued a black band with silver colored appointments. Sergeants are issued a silver colored band and silver appointments. Command staff is issued a gold colored band and gold appointments. Honor guard members are issued a gold colored band and gold appointments. It is optional for field use as is its alternative, the LAPD blue cap. All officers will have a formal police hat.

5. Any black, plain-toe shoe or boot with leather uppers and rubber soles authorized by the Department may be worn. Traditional Wellington style boots may also be worn. Footwear will be polished and clean upon reporting for duty and will remain so unless the work requires otherwise.

6. Black clip-on or Velcro tie when worn.

7. Belts, holsters, and other gear consist of plain black leather, simulated leather, or plain Kydex-type plastic.

Court security officer:

1. An all gray long- or short-sleeved shirt is worn. The shirt must contain the court security officer badge, nameplate, and shoulder patches. Awards may also be worn (See Awards directive). No personal jewelry may be worn on the shirt.

2. If a T-shirt or turtleneck is worn, it must be gray in color without a pattern or design that may show through the uniform shirt.

3. Trousers, footwear, socks, ties, belts, and equipment holsters will be the same as uniformed police officers.

Animal services officer:

1. An all gray long- or short-sleeved shirt is worn. The shirt must contain the animal services officer badge, nameplate, and shoulder patches. Awards may also be worn (See Awards directive). No personal jewelry may be worn on the shirt.

2. If a T-shirt or turtleneck is worn, it must be black in color.

3. Trousers, footwear, socks, ties, belts and equipment holsters will be the same as uniformed police officers.

4. Seasonal clothing (worn at the officer’s discretion):
   a. Black "511" multi-purpose coat with black fleece liner which may be worn together or the outer shell or fleece liner individually. They will have the animal
services patches on the sleeves, cloth Department badge on the upper left chest area, and name tag over the right pocket.

b. Black windbreaker (this item may be lined or unlined and purchased by the employee).

**Bicycle patrol:**

1. Approved bicycle helmet.
2. Short- or long-sleeved uniform shirt (along with the optional vest carrier if worn).
3. Black bicycle shorts or bicycle pants.
4. Black windbreaker or optional black and royal blue heavy-weight bicycle patrol coat.
5. Black crew socks.
6. Black tennis shoes or footwear approved by command staff.

**Motorcycle uniform:**

1. Patrol uniform shirt (along with the optional vest carrier if worn).
2. Navy blue motorcycle pants.
4. Department approved jacket, when needed.

**Seasonal clothing (worn at the discretion of the employee):**

1. Cold weather boots, insulated, black nylon and rubber construction, with pant leg protection.
2. Plastic cover for police hat.
3. Black windbreaker (this item may be lined or unlined and purchased by the employee).
4. Winter coat, LAPD blue, water resistant and lined or unlined.
5. Black gloves.
6. Reversible raincoat, black one side and reflective safety green on the other.
7. LAPD blue pullover sweater or an LAPD blue zip up sweater for patrol or detention and purchased by the employee.
   a. The pullover sweater may not be worn by itself. It must be worn over a uniform shirt or turtleneck.
   b. When the turtleneck is worn under the zip-up sweater, the zip-up sweater must be zipped up even with the bottom of the sewn badge.
8. Other items of a personal nature that are not issued or not regulation, but which are approved by the command staff if they are black or dark blue: e.g. knit caps, scarves, ear muffs.
9. Department issued baseball cap. For uniformity, not other baseball caps are approved.
Procedure C: ISSUING AND REPLACING UNIFORMS AND EQUIPMENT

1. Upon hiring a new employee, the Training Unit obtains three (3) long-sleeved shirts, three (3) short-sleeved shirts, three (3) pairs of pants, one (1) jacket, and all other necessary uniforms and equipment for the new employee.
2. An employee needing replacement uniforms or accessories submits a Uniform / Equipment Request Form or bicycle patrol Uniform / Equipment Request Form to their supervisor for review and approval.
3. The supervisor receiving the Uniform / Equipment Request Form verifies that the uniform or equipment requested is necessary and the funds are available.
4. The supervisor either approves or denies the Uniform / Equipment Request Form and returns it to the employee.
5. If the request is approved, the employee takes the Uniform / Equipment Request Form to an authorized uniform supplier and purchases the item.
6. The employee leaves the Uniform / Equipment Request Form with the uniform supplier and obtains a copy of the receipt.
7. The employee submits the receipt copy to the purchasing administrative technician.
8. The purchasing administrative technician matches the copy of the receipt with bills received from the uniform supplier.
9. The purchasing administrative technician forwards invoices to the administrative technician assigned to track uniform and equipment purchases.
10. The administrative technician records purchases for each employee.

Procedure D: UNIFORM AND EQUIPMENT RETURN WHEN LEAVING THE DEPARTMENT

1. It is the responsibility of the departing employee to return all Department-issued uniforms and equipment to include ID badges, keys, uniform badges and cap brass, portable radios, weapons, body worn camera, flashlights, pagers, cellular telephones, chargers, etc. (the officer is allowed to keep all their department-issued footwear) to the Training Unit.
2. The departing employee ensures all his/her uniforms are cleaned before turning them into the Training Unit.
3. On or near the employee's last day of employment with the department, the employee meets with the Training Unit and turns in all Department-issued uniforms and equipment.
   a. If uniforms and/or equipment are missing, the Training Sergeant asks the employee for an explanation.
b. If the commander's designee receives the employee's uniforms and equipment, he/she sends a memorandum to the employee's division commander detailing the missing uniforms and/or equipment, and the employee's explanation.

c. The employee's division commander determines what action, if any, will be taken with the employee in regards to the missing uniforms and/or equipment.

4. With the exception of equipment that belongs to the commander's division, such as the employee's packset, cellular telephone, pager, chargers, etc., the employee's useable uniforms and equipment are stored by the Training Unit.

   a. The Training Unit arranges for the final disposition of the officer's uniforms.
      i. The Training Unit takes the uniforms to the designated dry cleaners.
      ii. Staff at the designated dry cleaners removes all patches and service stripes and returns these items to the Chief of Police's administrative technician.
      iii. Staff at the designated dry cleaners donates these recycled uniforms to police agencies that do not provide uniforms for their officers.

   b. The Training Unit reissues the employee's equipment as needed.

Revision Dates: NONE

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