



Peoria Police Department Policy and Procedure Manual

Policy 5.04

Uniforms/Equipment



I. POLICY (22.2.8)

Peoria Police Department personnel shall practice good grooming habits at all times when working both on-duty and extra-duty/off-duty. Uniforms and equipment shall be maintained in a clean serviceable condition at all times. Employees should bear in mind that they represent the Peoria Police Department to members of the community and that the Peoria Police Department strives for professionalism in appearance as well as performance.

II. PROCEDURE

A. General Provisions (41.3.4)

1. For the purposes of this Order, reference to "Right" or "Left" will mean the wearer's right or left.
2. Supervisors are responsible for ensuring that employees under their command maintain a neat and professional appearance, and utilize only Peoria Police Department approved uniforms and equipment.
3. Grooming: Good grooming will be practiced at all times when working both on-duty and extra-duty/off-duty. Uniforms and equipment will be maintained in a clean, serviceable condition. Hands and fingernails will be clean and nails trimmed.
 - a. Female's face and eye makeup will be neatly and thinly applied and will harmonize with hair color and the color of the uniform or plainclothes.
 - b. Fingernail length for on-duty female officers and uniformed civilian personnel will be no longer than one quarter (1/4) of an inch beyond the fleshy portion of the finger.
 - c. For those uniformed employees who desire to use nail polish, the color will be a conservative shade without decals or ornamentation.
4. Uniforms: Uniforms will be appropriately tailored for fit, clean, and neatly pressed, and creased, with leather, badge, and brass or chrome items shined. Pockets, sleeves, and shirtfronts of all approved uniform items will be worn buttoned whenever possible, with the exception of the collar button.
5. Leather/Nylon and Accessories: All leather items will be of the same material, either plain leather, high-gloss Corfam, Porvair, or nylon. Chrome, or subdued buckles, visible snaps and rivets are not authorized for wear, unless issued. Brass buckles are optional with leather or corfam belts.
6. For the purposes of this Order, "equal" shall mean:
 - a. Structured in the same manner,
 - b. Present the same overall appearance in terms of shape, color, and quality as a Peoria Police Department issued item and
 - c. When viewed simultaneously, the items should reveal no significant difference.
7. Disrepair: Articles of the uniform, which require repair or which have been patched or repaired, will not be worn unless the patch or repair is inconspicuous.

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8. Sunglasses: Sunglasses, when worn, will be conservative in style. Mirrored and/or iridium multicolored type glasses are prohibited. Retainers (cords) for eyeglasses or sunglasses may be worn, but must be of a conservative color and design and be compatible in color and design with the uniform. Bright contrasting colors may not be worn with the uniform. Officers and employees should remove their sunglasses when conversing with citizens whenever possible.
9. Commission Card: Police employees will carry the commission/identification card at all times when on-duty.
10. Jewelry:
 - a. Personnel may wear watches and rings of a conservative style at their discretion.
 - b. Uniformed female personnel may wear no more than two (2) stud earrings per ear. Sworn personnel in civilian attire may wear one (1) dangling and one (1) stud earring or two (2) stud earrings per ear. All earrings will be attached to the ear lobe and will not rise above the ear canal opening.
 - c. Male personnel are not authorized to wear any type of earring while in uniform.
 - d. Necklaces may be worn when wearing the uniform, however shall be concealed beneath the T-shirt.
11. Piercings: All body piercing, except earrings, will not be visible while on duty (i.e., tongue, eyebrow, nose, etc).
12. Tattoos: Offensive tattoos as defined by the Peoria Police Department (to include but not limited to profanity, nudity, sexually or racially insensitive designs), which would bring discredit or embarrassment upon the Peoria Police Department, will not be visible while on duty.
13. Civilian Attire: All employees, with the exception of those civilian employees assigned to the Staff Services Bureau, Technical Services Bureau, Patrol Services Bureau and the Criminal Investigations Bureau including all clerical staff, who are dressed in civilian attire will adhere to the following guidelines:
 - a. Appropriate Dress
 - (1) Office employees should maintain a professional office image, and may include jacket and tie, professional suit, dresses, skirts, and blouses, pant suits, or slacks.
 - (2) Dresses, skirts and skorts lengths shall be at an appropriate office attire length.
 - b. Inappropriate Dress: Items such as jeans, shorts, tank tops, sundresses without jackets, halter tops, bare midriff tops, casual romper outfits, shirts with tails not tucked in, T-shirts, any apparel with screen print advertising, inappropriate slogans, thongs and thong type shoes, and shoes without hose/socks, shall not be worn by any Peoria Police Department employee except as permitted elsewhere in this policy.
 - c. Summer Dress Code: The City of Peoria has established Summer Dress Code Guidelines in effect April 1st through October 31st. Office employees are encouraged to dress casually, yet maintain a professional, neat and well-groomed appearance. The following clothing options are permitted for summer wear:
 - (1) Walking shorts (no jeans) for both men and women are acceptable. If the shorts are rolled up or have a cuff, it must be sewn in place.
 - (2) Casual dress shirts and trousers (no jeans) are acceptable.
 - (3) Suits, ties and dress hose are considered optional.
 - d. Casual Day: The City of Peoria has established a Casual Day for each calendar Friday throughout the year. Employees are encouraged to dress casually, yet maintain a neat and well groomed appearance.
 - (1) Jeans are acceptable as long as they appear to have an even tone or pattern throughout the garment and are not worn, faded or tattered from wear.
 - (2) Walking shorts (not jeans) knit polo shirts, or shirts with banded collars are acceptable.

- e. Special Events: The City of Peoria may designate optional dress for Special Events, (i.e., Pioneer Days, Halloween, or special work assignments, etc). The Chief of Police will announce dress for designated events prior to the event or assignment.
- f. Meetings and Events: External meetings or other events (i.e., court), require appropriate dress regardless of Casual Day (Friday) exceptions. Court or judicial appearances shall always be made in uniform or professional business attire (shirt and tie for male employees).
- g. Training Attire: Uniformed employees who are attending training and therefore wearing civilian attire should consult Peoria Police Department Policy 3.03, Training, for guidelines on appropriate training attire.
- h. Supervisory Responsibility: It is the responsibility of managers and supervisors to insure employees adhere to these guidelines and maintain a professional, well-groomed appearance.

B. Hair Regulations

1. Males:

- a. Hair may be worn in contemporary styles but no lower than the top of the shirt collar at the back of the neck when standing with the head in a normal upright position. It must be neat, combed, clean, and not extend more than one and one-half inches from the sides and top of the head and must be worn above the ears. Wigs may be worn to comply with the foregoing. Unnatural hair colors and hair styles with distinct color changes from top to bottom are prohibited.
- b. Sideburns: Sideburns may be worn no more than one inch wide at the widest point measured from the natural hairline nearest the ear, will not extend below the bottom of the ear lobes and will be cut straight horizontally and neatly trimmed.
- c. Mustaches: Mustaches may extend no further than the corner of the mouth and cannot extend below the corner of the mouth or over the edge of the upper lip. Mustaches may not be waxed or twisted and will be neatly trimmed.
- d. Beards:
 - (1) Traditionally, uniformed and non-uniformed law enforcement officials in this area do not wear facial hair (beards, etc.), other than eyebrows, mustaches, and sideburns. For this reason, facial hair, other mustaches and sideburns that do not conform to existing policy, will not normally be allowed for Peoria Police Department employees, except employees working surveillance or undercover assignments. Male employees assigned to civilian, non-uniformed positions are exempt from these requirements.
 - (2) In certain situations, medical conditions may call for an exception to this policy. If a medical condition arises in which a medical doctor recommends that an employee seek an exemption, the employee shall forward the doctor's written recommendation, along with a memorandum requesting exemption, through the Chain of Command to the Chief of Police. The Chief may require that an employee be examined by a physician retained by the City of Peoria prior to any decision regarding the employee's request. If an exemption is warranted, the Chief of Police or designee will notify the employee.

2. Females:

- a. Hair may be worn in contemporary styles but will be no longer than the bottom of the collar and may be worn over the ear. It must be neat, combed, clean, and not extend more than one and one half inches from the side of the head. The bulk around the head may not extend more than five inches.
- b. Long hair shall be pulled back in a pony tail or in a bun, but when worn in this style will not extend more than three inches from the back of the head, and must present a conservative personal appearance. Ponytails may extend no further down than the middle of the back. Wigs may be worn to comply with the foregoing.

- c. Female officers who wear civilian clothing while on-duty will wear their hair in a contemporary, conservative style.
3. Hair color – conservative hair coloring or highlights in a natural blend appearance are authorized, however unnatural colors and hair styles with distinct color changes from top to bottom are prohibited.
4. Employees assigned to special details where it is deemed necessary to deviate from these regulations may do so upon receipt of written approval from their Bureau Lieutenant/Manager (or above).

C. Insignia of Rank

1. Police Chief:

- a. Authorized uniform with collar insignia of four (4) 3/8" gold-colored metal stars worn point up, in tandem, 1/2" from the front of the collar on all shirts, parallel to the top and centered between the top and bottom of the collar.
- b. The uniform sweater and jacket will have four (4) 5/8" gold-colored metal stars worn point to the center (towards the neck) 1/4" apart centered on the shoulder seam or epaulet with the center of the first star 1/2" from the sleeve seam. Embroidered insignia is authorized.
- c. The hat will have gold colored filigree on the visor and a gold colored adjustable hatband.
- d. The helmet will have a gold colored band.
- e. Ceremonial Class A uniform shall have four gold braids 1/2" in width, and 1/2" apart with the bottom row positioned 3" from the bottom of the sleeve. Four large single spaced stars, gold in color shall be placed on the jacket epaulets 1/2" from the shoulder sleeve seam.

2. Police Deputy Chief:

- a. Authorized uniform with three gold colored metal stars point up, in tandem, 1/2" from the front of the collar on all shirts, parallel to the top and centered between the top and bottom of the collar.
- b. The uniform sweater and jacket will have three gold colored metal stars centered on the shoulder seam or epaulet parallel to the sleeve seam, with one and one-half inches between the sleeve seam and the middle of the insignia.
- c. The regulation hat with gold colored band or a helmet with gold colored band may be worn. Embroidered stars are authorized.
- d. Ceremonial Class A uniform shall have three gold braids 1/2" in width, and 1/2" apart with the bottom row positioned 3" from the bottom of the sleeve. Three large single spaced stars gold in color shall be placed on the jacket epaulets 1/2" from the shoulder sleeve seam.

3. Police Commander:

- a. Authorized uniform with two gold colored metal stars point up, in tandem, 1/2" from the front of the collar on all shirts, parallel to the top and centered between the top and bottom of the collar.
- b. The uniform sweater and jacket will have two gold colored metal stars centered on the shoulder seam or epaulet parallel to the sleeve seam, with one and one-half inches between the sleeve seam and the middle of the insignia.
- c. The regulation hat with gold colored band or a helmet with gold colored band may be worn. Embroidered stars are authorized.
- d. Ceremonial Class A uniform shall have two gold braids 1/2" in width, and 1/2" apart with the bottom row positioned 3" from the bottom of the sleeve. Two large single spaced stars gold in color shall be placed on the jacket epaulets 1/2" from the shoulder sleeve seam.

4. Police Lieutenant:
 - a. Authorized uniform with single gold colored metal bar worn one-half inch from the front of the collar, perpendicular to the top of and centered between the top and bottom of the collar on all shirts.
 - b. The uniform sweater and jacket will have a single gold colored metal bar centered on the shoulder seam parallel to the sleeve seam with one inch between the sleeve seam and the center of the bar.
 - c. The regulation hat with a gold colored band or a helmet with gold colored band may be worn. Embroidered insignia is authorized.
 - d. Ceremonial Class A uniform shall have one gold braid ½” in width and positioned 3” from the bottom of the sleeve. One large sized single golden metal bar shall be placed on the jacket epaulets ½” from the shoulder sleeve seam.
 5. Police Sergeant:
 - a. Authorized uniform with Sergeant’s chevrons on each sleeve of all authorized shirts and jackets: The chevrons will be centered on the sleeve, below the shoulder patches, with the top point of the chevron touching the lower point of the shoulder patch. The chevrons will be the authorized City of Peoria Police Department Chevrons (Hero’s Pride Manufacturer Number – X92349A), two and one half (2 ½) inches in width, with a black background, the stripes will match the shoulder patch background blue, and the gold outline will match the shoulder patch gold.
 - b. Acting Sergeant (WOOC) – Individuals assigned as an acting Sergeants, on a long term basis (one complete work week or more) may wear a Sergeant insignia on their collar. This will allow for a better understanding by the public of the individual's duties.
 6. Police Officer - Authorized uniform.
 7. Police Recruit - Authorized uniform with a police recruit identifier worn centered over the left shirt pocket.
 8. Reserve Officers - Authorized uniform. Reserve officers will not wear any rank insignia. (16.3.4)
- D. Authorized Uniform Items (41.3.5): All uniformed personnel will wear the authorized uniform as indicated in this policy. It is incumbent upon the officer to match uniform pants and shirts in color. Alterations to fit the body contour of individuals are authorized. Refer to Charts A through D for uniform and equipment requirements. Employees may contact the Staff Services Bureau Manager for the current stock/model numbers on uniform items.
1. Hat
 - a. Formal hat - Midway LAPD, round style #500 Navy, serge wool. The Chief's, Deputy Chief's, and Commander's hat will have a felt bill and gold filigree and cloth bullion hat band. Wear of the hat is optional except as directed by a Bureau Lieutenant/Manager or higher authority.
 - (1) The officer's hat will have a black hatband attached with chrome buttons.
 - (2) The hat for the rank of Sergeant and above will have a gold expansion strap hatband and gold buttons.
 - b. Campaign style hats are optional and may be worn by all patrol officers and supervisors. The lightweight straw type campaign hat #S40DB-NB is authorized for wear year round. The heavyweight felt type campaign hat #F40DB-NB is only authorized for winter wear (November 1 through March 1). The heavyweight campaign hat will only be worn with a class A uniform.
 - (1) The officer's hat will have a silver hatband.
 - (2) The hat for the rank of sergeant and above will have a gold hatband.

2. Cap - The cap will be the New ERA #900 baseball cap, dark blue in color, 12.5-ounce wool, with the Peoria Police emblem embroidered on the front. The cap may be fitted or adjustable, and will be worn with the bill facing forward.
 - a. The baseball cap is approved for uniformed personnel during the following conditions:
 - (1) "Sunrise to sunset during extended exposure to sun," (i.e., at the range, traffic control, crowd control, and perimeters).
 - (2) During periods of extended exposure to cold weather after sunset.
 - (3) For uniformed personnel working extra-duty/off-duty under the same conditions.
 - b. The baseball cap is not authorized for routine on-duty wear or during formal ceremonies (i.e., funerals, parades, banquets, etc).
 - c. The Atlas navy blue boonie hat with the City of Peoria logo embroidered to the crown is only authorized for wear during periods of extended exposure to sun, and only in rural areas of the City.
 - d. Cold weather watch cap, black in color, with the City of Peoria logo visible on the front when wearing the cap. Only to be worn during cold weather from sundown to sunrise and not indoors.
3. Helmets - Uniformed officers will have the Peoria Police Department issued Kevlar helmet readily available at all times.
 - a. The wearing of the helmet will be at the discretion of the officer except when directed to do so by a supervisor.
 - b. When worn, the helmet will be positioned on the head, centered and straight, with the tip of the visor in line with the eyebrows.
 - c. A Peoria Police Department issued or approved helmet, with approved helmet badge, will be worn when operating a city owned motorcycle.
 - d. Only Peoria Police Department issued decals are authorized on any helmet.
 - e. A Peoria Police Department owned or approved helmet will be worn when operating a city owned bicycle.
 - f. No alterations or additions shall be made to any helmet without the approval of the Chief of Police.
4. Necktie - The necktie will be black in color, either the tie or clip-on type (the clip-on type is recommended), Dacron/wool blend, 3 inches wide, with the bottom point of the tie to hang within two inches of the top of the belt, and worn with a conservative tie clasp or tie tack. The tie will be centered in front of the collar, completely covering the collar button. The wearing of the tie is optional except when directed by a Bureau Lieutenant/Manager or higher authority.
5. Uniform Shirt - The authorized shirts are:
 - a. Police Officer
 - (1) Option #1, 100% wool.
 - (2) Option #2, poly/wool blend.
 - (3) Option #3, poly/rayon blend.
 - (4) Option # 4, poly/cotton blend.

- (5) Option # 5, The TekTwill Dark Navy Short Sleeved Shirt #G964 and the TekTwill Dark Navy Long Sleeved Shirt #G974 are authorized for wear only with the TekTwill Dark Navy Cargo Trouser and TekTwill Dark Navy Traditional Trouser.
 - (6) Option #6, NYPD blue with pocket and banded sleeve, long sleeve #CMP-155, or short sleeve #CMP-126, police polo shirt. (May be worn with any pant combination with matching colors.) This shirt may have a left breast pocket added by the vendor. The embroidered name and breast badge will be worn on this shirt. Embroidered specialty designators, such as motor wings or "Neighborhood Action Team" must be authorized.
 - (7) The standard Peoria Police Department shoulder patch will be worn on each sleeve.
 - (8) Police T-shirts, navy blue in color, may be worn when appropriate. The word "POLICE" must be marked boldly on the front and "PEORIA POLICE" on the back of the shirt. Patches will not be worn on the police T-shirt.
 - (9) Unfaded and unfrayed crew neck T-shirts shall be worn under the uniform shirt; however, they must be white, dark blue or black in color. The T-shirt sleeve must not extend beyond the end of the uniform sleeve.
- b. Police Sergeant
- (1) Option #1, 100% wool.
 - (2) Option #2, poly/wool blend.
 - (3) Option #3, poly/rayon blend.
 - (4) Option # 4, poly/cotton blend.
 - (5) Option # 5, the TekTwill Dark Navy Short Sleeved Shirt #G964 and the TekTwill Dark Navy Long Sleeved Shirt #G974 are authorized for wear only with the TekTwill Dark Navy Cargo Trouser and TekTwill Dark Navy Traditional Trouser.
 - (6) Option #6, NYPD blue with pocket and banded sleeve, long sleeve #CMP-155, or short sleeve #CMP-126, police polo shirt. (May be worn with any pant combination with matching colors.) This shirt may have a left breast pocket added by the vendor. The embroidered name and breast badge will be worn on this shirt. Embroidered specialty designators, such as motor wings or "Neighborhood Action Team" must be authorized. This option is not authorized for wear by Police Sergeants, except for Special Events and/or as approved by the Chief of Police.
 - (7) The standard Peoria Police Department shoulder patch will be worn on each sleeve.
 - (8) Police T-shirts, navy blue in color, may be worn when appropriate. The word "POLICE" must be marked boldly on the front and "PEORIA POLICE" on the back of the shirt. Patches will not be worn on the police T-shirt.
 - (9) Unfaded and unfrayed crew neck T-shirts shall be worn under the uniform shirt, however, they must be white, dark blue or black in color. The T-shirt sleeve must not extend beyond the end of the uniform sleeve.
- c. Bicycle Officers
- (1) NYPD blue short or long sleeve polo shirt.
 - (2) The standard Peoria Police Department shoulder patch will be worn on each shirtsleeve, and a cloth badge, as well as the embroidered first and last name will be affixed on the front of the shirt.

d. Police Service Officers and Crime Scene Technicians

- (1) Flying Cross, short sleeve, medium blue, #95R6625 or 125R6625.
- (2) Flying Cross, long sleeve, medium blue, #45W6625 or 102W6625.
- (3) The standard Peoria Police Department shoulder patch will be worn on each sleeve.
- (4) Olympic, Chicago blue with pocket and banded sleeve, long sleeve #CMP-155 and short sleeve #CMP-126, police polo shirt. This shirt may have a left breast pocket added by the vendor. Only the embroidered name and breast badge will be worn on this shirt unless rank is appropriate.

e. Non-Uniform Civilian Employees and First Line Supervisors

- (1) Non-Uniform Civilian employees and first line supervisors. Each employee shall be provided a total of seven (7) shirts annually. In the event of damage or other extenuating circumstances, replacements of the shirts will be in accordance with the provisions of this policy and respective MOU where applicable.
- (2) The employee may use the approved vendor or purchase shirts from any source. Reimbursement will not exceed \$30 per shirt. All shirts must be approved by the employee's manager prior to embroidery.
- (3) All new hires will be authorized five (5) shirts. After the completion of 6 months and within the same fiscal year as the hire date the employee will be entitled to the remaining two (2) shirts. If the completion of 6 months is in the following fiscal year the employee will be entitled to the (7) seven authorized shirts for that fiscal year.
- (4) The shirt shall fit the wearer to present a professional and proper appearance. No excessively tight fitting or loose fitting shirts shall be authorized.
- (5) While wearing one of the listed shirts, non-uniformed civilian employees and first-line supervisors shall wear wrinkle free fabric pants, or skirts (females only) which are coordinated with the color of the shirt chosen. Tight fitting or spandex pants/skirts are not permitted. The Peoria Police Department shall not provide the pants. The pants shall be such that they match, or coordinate the color of the shirt chosen.
- (6) The pants shall fit the wearer properly and if pleated, the pleats are not open due to improper fit. The bottom of the pants shall have a slight break in front and cover the top of the shoes in the back. All pockets, zippers, and closings should remain flat with no bulging. Waistbands shall be loose enough to allow two fingers to be inserted. If the pants have belt loops, a coordinated belt shall be worn. Capri pants are considered acceptable attire given they meet the standards set forth in this section.
- (7) Casual Friday shall consist of attire consistent with City policy and include weekends and all other days as designated as a casual dress code day by the City Manager.

f. Police Volunteers:

- (1) Police Volunteers shall wear the polo shirt provided by the Peoria Police Department. Along with the polo shirt, volunteers may wear black or blue pants or shorts.
- (2) For volunteers working outside during cold weather, the Peoria Police Department may issue the volunteer a "Cardinal" brand jacket, burgundy in color, bearing the word "Volunteer" on the chest in small letters and across the back in large letters.
- (3) For volunteers whose assignment requires extended periods of exposure to the sun during daylight hours, a baseball style cap, dark blue in color, with the Peoria City logo embroidered on the front is authorized for wear. The cap may be fitted or adjustable, and will be worn with the bill facing forward.

- g. Special Assignments Unit (SAU)
 - (1) Black T-shirt with white lettering denoting SAU on the back of the shirt. Short sleeve and long sleeve versions. The long sleeve version will have the word "Police" on both sleeves in white lettering.
 - (2) This uniform shirt will be worn whenever the SAU trains or is utilized by the Peoria Police Department.
- h. Street Crimes Unit (SCU)
 - (1) Standard issue "Police" blue T-shirt with gold lettering denoting the Street Crimes Unit of the back of the shirt. Either short or long sleeve versions.
 - (2) This uniform shirt and/or approved raid jacket will be worn whenever the SCU serves a search warrant, is on gang enforcement detail, or as determined by the Criminal Investigations Bureau (CIB) Lieutenant.
 - (3) Raid Jackets that are authorized for CIB are the "Cardinal" name brand, unlined, dark blue in color. Jackets will display, vertically, in yellow letters, the word police on both sleeves and chest, and Peoria Police on the back. Patches will be worn on the sleeves.
- 6. Trousers - The authorized trousers are:
 - a. Police Officers
 - (1) Men's / Woman's - Fecheimer, medium weight, 100% polyester #3900 or 3933, and poly/wool blend #32278 or 35291.
 - (2) Men's/Women's – The TekTwill Dark Navy Cargo Trouser (#E614 for males, #E9614 for females) and the TekTwill Dark Navy Traditional Trouser (#E814 for males, #E9814 for females) are authorized for wear only with the authorized TekTwill Dark Navy Short Sleeved/Long Sleeved shirts.
 - (3) Men's/Women's – The TekTwill Dark Navy Cargo Trouser (#E614 for males, #E6914 for females) and the TekTwill Dark Navy Traditional Trouser (#E814 for males, #E9814 for females) are authorized for wear only with the authorized TekTwill Dark Navy Short Sleeved/Long Sleeved shirts.
 - (4) Men's/Women's - Horace Small 100% polyester, medium weight #HS-2149 or HS-2181.
 - (5) Men's/Women's – 100% wool, LAPD specification uniform pants.
 - b. Motor Officers
 - (1) Frank Sinatra, 19 and 1/2 ounce, 100% wool, LAPD Breeches (no stripe).
 - (2) Frank Sinatra, 14 ounce, polyester wool, LAPD Breeches (no stripe).
 - c. Uniformed Civilians: Uniformed civilian employees and Police Volunteers will have the same options for trousers as the regular police officers.
 - d. Bike Patrol Officers: Olympic New York blue, short sleeve #CMP-126 or long sleeve #CMP-155 bicycle shirt, shorts #OPS-168 and pants #OCP-588S (Authorized for wear until April 1, 2007). United Uniform – Stretch Fabric Bike Patrol Pants 96% nylon 4% Lycra, Dark Navy.
 - e. Special Assignments Unit: Black BDU pant.
 - f. Street Crimes Unit: Blue BDU pant.

7. Shorts - The authorized shorts are:
 - a. The TekTwill Dark Navy Shorts (#E714 for males, #E9714 for females) are authorized for wear only with the authorized TekTwill Dark Navy Short Sleeved shirts.
 - b. The TekTwill Dark Navy Shorts (#E714 for males, #E9714 for females) are authorized for wear only with the authorized TekTwill Dark Navy Short Sleeved shirts.
 - c. Shorts are not authorized for wear by Police Sergeants except for Special Events and/or as approved by the Chief of Police.
 - d. Bike Patrol Officers: United Uniform – Stretch Fabric Bike Patrol Shorts 96% nylon 4% Lycra, Dark Navy.
8. Jacket - The authorized jackets are:
 - a. Fecheimer #59131 or #58131, "Ultra", black, hip length, removable fur collar and liner, Velcro sleeve closure and zipper sidings. This jacket may be worn with the liner in or out, and the removable fur collar on or off.
 - b. Black Horace Small Generation II style #HS3319.
 - c. Motor Officer's leather or nylon jacket. (These jackets are authorized for Motor Officers ONLY).
 - d. Raid Jackets are the "Cardinal" name brand, unlined, dark blue in color. Jackets will display, vertically, in yellow letters, the word "POLICE" on the chest and both sleeves. "PEORIA POLICE" will be displayed horizontally on the back. Patches will be worn on both sleeves along with the cloth badge. Supervisors shall display their rank on the jacket.
 - e. United Uniform – Waterproof Bike Jacket with Zip Off Sleeves- Black/Black with reflective "POLICE" on back. This jacket is only authorized for wear while on duty and working in NAT and CEU assignments.
9. Raingear - The authorized raingear are:
 - a. "Kneece" brand black and orange reversible rain coat, short or long model, with "police" insignia.
 - b. Shoulder patches or cloth badges will not be applied.
10. Socks - The authorized socks are:
 - a. Plain black socks (no logos, stripes, etc.) are to be worn with low quarter shoes. These socks are optional with boots.
 - b. Plain white (no logos, stripes, etc.), ankle crew length, with summer uniform (shorts).
11. Shoes - All shoes shall be clean and brush shined. The authorized shoes are:
 - a. Low quarter, uniform type (Rocky, Thorogood and including military style "chukka" shoe or equivalent), black smooth polished leather, Corfam, or Porvair. These shoes are not to be a canvas tennis shoe style.
 - b. Boots, to include high-top, (either lace-up or slip on with round toe and straight heel) black smooth polished leather, Corfam, or Porvair. Canvas insets or side panels are only authorized if the toe and heel area are leather.
 - c. Shoes/Boots are recommended to have a non-slip sole for on duty wear.
 - d. Shoes/Boots worn with approved uniform shorts or by Bike Patrol Officers:
 - e. Athletic cross trainer type shoe, black in color, all leather uppers, smooth finish leather. Canvas insets, or side panels are only authorized if the toe and heel area are leather. High-top or low quarter, or authorized similar shoe.

- f. Motor officer equestrian style boots shall be worn by motor officers from November 1 through February 28 of each calendar year. The Chief of Police or designee may revise the winter wear dates of the equestrian style boot due to unseasonably warm weather.
12. Sweater - Command Blauer #200, V-Neck, long sleeve, navy blue. The sweater may be worn with either the long/short sleeve shirt, open collar or a tie may be worn.
 - a. Rank insignia will be worn as specified under the "Insignia of Rank" section in this order.
 - b. A cloth or metal breast badge will be in the approximate same position as the cloth breast badge on the shirt.
 - c. The standard Peoria Police Department shoulder patch will be worn on each sleeve.
 13. Turtleneck/Mock Turtleneck Shirts: Black or navy blue turtlenecks/mock turtlenecks of polyester, cotton, or cotton/polyester blend are authorized for wear under long sleeve uniform shirts. The neck area shall be folded a maximum of two folds and below the chin. If the turtleneck is long sleeve, its sleeve must not extend beyond the end of the long sleeve uniform shirt.
 14. Gloves: Solid black leather with no finger or knuckle holes. May be lined or unlined. Cannot extend up the forearm above the wrist. Motorcycle officers have the option of wearing longer length flare-type gloves, with the same specifications as outlined above.
 15. Service Bars
 - a. Service bars are optional and may be worn on the left sleeve of the long sleeve uniform shirt. The service bar will be of the diagonal style, gold and blue in color, worn on the inside of the sleeve crease with the longest point (tip) of the service bar one (1) inch from the top of the cuff seam.
 - b. Each service bar represents three (3) years of sworn compensated full time service as a state, county or municipal law enforcement officer. Reserve time, federal service, civilian service, and academy time is not considered as sworn compensated service.
 - c. Service bars are authorized for wear by sworn compensated officers only.
 16. Items of Identification
 - a. Breast Badge - The authorized breast badge will be worn shined and centered above the left breast pocket.
 - b. Nameplate - The nameplate, silver with black or blue letters for officers and uniformed civilians, and gold with black or blue letters for the rank of Sergeant and above, shall bear the first initial and last name of the wearer. The nameplate shall be shined and will be worn centered with the bottom of the nameplate touching the top seam of the right shirt pocket.
 - (1) The embroidered name for uniform jackets will be black cloth bearing the first initial and last name embroidered in white (for officers and police services officers) and gold (for sergeants and above). These will be worn centered above the right pocket.
 - (2) The embroidered name for utility shirts will be navy blue cloth bearing the first initial and last name embroidered in white (for officers and police services officers) and gold (for sergeants and above). These will be worn centered above the right pocket. A second option is to have the name embroidered directly onto the utility uniform shirt.
 - (3) The embroidered name for the NYPD blue polo worn by officers shall be embroidered directly on the right breast in white letters (for officers) and gold (for sergeants and above). The embroidered name for the Olympic Chicago blue polo worn by police services officers shall be embroidered directly on the right breast in black letters. All embroidery for the Olympic polo shirts will bear the employee's first initial and last name.

- (4) Non-uniformed personnel are not required to wear a nametag except when in uniform.
- c. Cloth Badge or Embroidered Badge - The cloth, or metal badge is optional for wear with the jacket, sweater, or utility uniform. The cloth badge is mandatory for the Olympic polo and will be in the approximate same position as the breast badge worn on the shirt. Embroidered nametags will be worn with embroidered badges only.
- d. Shoulder Patches - The authorized shoulder patches will be worn on both sleeves of all-uniform shirts, jackets, and sweaters. Shoulder patches will be changed when there are obvious signs of excessive wear or fading.
- e. Special Identifiers
- (1) Special identifiers such as Range Officer, Rangemaster, Firearms Instructor, Armorer, and Weightmaster will be embroidered in white letters on dark blue on black cloth and worn over the left pocket of the utility uniform shirt only.
- (2) Specialty identifier pins such as Firearms Instructor, or Motor Wings may be worn centered 1/2 inch above the nameplate. Only one special assignment recognition pin may be worn on the uniform at any time. Officers no longer assigned to a unit with a special identifier are authorized to wear the pin in the same manner.
- (3) Field Training Officers shall wear the Field Training Officer chevrons on each sleeve of all authorized shirts and jackets. The chevrons will be centered on the sleeve, one half (1/2) inch below the shoulder patch. The chevrons will be the standard Field Training Officer Chevron (#X92635A), two and seven-eighths (2 7/8) inches in width, with a black background, the stripe will match shoulder patch blue, and the gold outline will match the shoulder patch gold.
- (4) Other Pins - A maximum of three (3) pins may be worn balanced on the right shirt pocket flap. If only one pin is worn, it shall be centered on the right shirt pocket flap. If two pins are worn, one shall be worn on the left half of the right shirt pocket flap, the second pin will be worn on the right half of the right shirt pocket flap. If three pins are worn, the third pin will be worn in the middle of the other two pins.
- f. Award Bars: All award bars will be worn centered over the right shirt pocket with the bottom of the bar(s) touching the top of the seam in order of precedence with the highest award on the left (towards the center of the shirt) and the lowest to the right (towards the right sleeve). A maximum of three (3) awards may be worn on the uniform. The following designates the order of precedence for all award bars:
- (1) Medal of Valor.
- (2) Distinguished Service Award.
- (3) Lifesaving medal.
- (4) Purple Heart Award.
- (5) Educational Award.

E. Periods of Wear

1. Shorts are authorized to be worn year-round by sworn personnel and Police Services Officers assigned to field duties. Shorts are not authorized for wear by Police Sergeants except for Special Events and/or as approved by the Chief of Police.
2. All other uniform items listed in Section D of this policy are authorized for wear year-round unless otherwise stated.

F. Leather Gear and Special Equipment

1. Gun Belt: Black leather, Corfam or Bianchi brand, accumold web gear, Velcro closure, no buckle, snaps, or subdued snaps. The gun belt will be worn without sagging and without exposing the trouser belt (Peoria Police Department Issue). An optional brass belt buckle may be worn with leather or corfam belt. Members of the Command Staff have the option of wearing either Corfam or nylon web gear, however, Corfam shall be worn at all formal events.
2. Holster: Black Corfam. (Peoria Police Department Issue)
3. Handcuff Case: Black Corfam, Velcro closure, or subdued snaps only. (Peoria Police Department Issue)
4. Magazine Pouch: Black Corfam, Velcro closure, or subdued snaps only. (Peoria Police Department Issue)
5. Capstun (Punch II, M-3, .5% Capsicum) Case: Corfam, open ended or Velcro closure only. (Peoria Police Department Issue). Officers may elect to carry the larger canister of Capstun (Punch II M-4. .5% Capsicum), however they must purchase the canister and carrier at their own cost. (Optional for wear.)
6. Key Ring: Corfam, no visible rivets, snaps or subdued snaps (Optional for wear)
7. Baton Holder: Corfam (Peoria Police Department Issue) (Optional for wear.)
8. Flashlight Holder: Corfam, no visible rivets, snaps or subdued snaps. (Optional for wear.)
9. Knife Case: Corfam; Velcro or subdued snaps only. (Optional for wear.)
10. Keepers: Corfam Velcro closure or subdued snaps only. (Optional for wear)

G. Special Assignment Uniforms

1. An approved shirt with the Peoria Police Department/City logo embroidered on the left side of the shirt may be worn by Police Services Officers or Command Staff. Police Volunteers may wear the shirt issued by the Peoria Police Department. The shirt will be worn with dark blue or black trousers and authorized black shoes.
2. Utility Uniform: Navy blue shirt with navy blue trousers.
 - a. The utility uniform is authorized for wear by range personnel, Police Service Dog Handlers, Commercial Vehicle Enforcement Officers, Traffic Services Section Officers and other personnel when the wear of a utility uniform would be appropriate.
 - b. Coveralls (Jumpsuit): Navy blue, "Workrite Brand." This item is authorized for wear by those personnel who are authorized to wear the utility uniform.

H. Uniform Classes

1. Class A – 100% wool, poly/wool blend or poly/rayon blend long sleeve shirt, 100% Wool, 100% polyester or poly/wool blend trousers, tie, LAPD round hat or campaign hat (optional), Leather, corfam or nylon leather gear. All sworn personnel are required to have a minimum of one Class A uniform, which consists of the pants, long sleeve shirt, and tie as indicated in H.1. Lieutenant rank and above shall only wear Class A, or Class B uniforms with an optional modification of ½” royal blue piping on the trousers.
2. Class B – 100 % wool, poly/wool or poly/rayon blend short sleeve shirt, 100% wool, 100%polyester or poly/wool blend trousers, LAPD round or campaign hat (optional), Corfam or nylon leather gear. (Minimum authorized uniform for all Superior Court appearances, or professional business attire.)
3. Class C – TekTwill, poly/cotton long or short sleeve utility shirt, short or long sleeve Olympic polo shirt, trousers or shorts, Corfam or nylon leather gear. (Not authorized for Superior Court, any funeral, dignitary or special ceremonies.)

4. Class D – Utility, overall, police tee shirt or other authorized combination. (Not authorized for Superior Court, any funeral, dignitary or special ceremonies.)
5. Police Recruits assigned to the academy shall only wear the specific uniform classification mandated by the Chief of Police or designee.

I. Ceremonial Dress Uniforms

1. Ceremonial Dress Uniforms shall be issued to all managerial ranks at the lieutenant and non-sworn equivalent level. The uniform shall consist of a white uniform shirt, black tie, dress jacket, black one inch belt with conservative gold buckle, LAPD round hat and highly shined black shoes. The duty weapon is approved to be worn without the assorted duty gear with this uniform.
 - a. Ceremonial Class A shall be worn by sworn personnel at the rank of lieutenant and above and shall consist of “Flying Cross” brand, 55/45 Dacron Polyester navy blue single breasted jacket with gold buttons (4 front) with the shoulder epaulets tailored open. Model #34880. Matching trousers shall be “Flying Cross” model 32278 for men and 35291 for women. The trousers shall have ½” gold colored piping attached for ceremonial dress. Modified City of Peoria shoulder patches in medium gold #546 shall be worn.
 - b. The Ceremonial Class B short dress jacket “Flying Cross” brand, wool, navy blue in color (special order) zipper front. Model 32189. Trousers shall be the “Flying Cross” brand model 32289 for men and 35289 for women. The pants shall have the ½” royal blue piping attached for sergeants. This jacket can be worn by all sworn ranks as a dress jacket when authorized for certain assignments other than patrol duties. This jacket can be an optional Ceremonial Class A for sworn females authorized to wear the Ceremonial Class A jacket. Modified City of Peoria shoulder patches in medium gold #546 shall be worn.
 - c. The white uniform shirt shall be worn by the lieutenant rank and above while wearing either jacket. The recommended type of shirt is the “Flying Cross” 65/35 Polyester/Cotton blend Men’s model 35W5400, Women’s model 126R5400. The recommended shirt does not have to be utilized. Minimum standards for the shirt is white in color, long sleeve, serviceable, with shoulder epaulets, badge holder, and two plain buttoned front pockets. Standard rank insignia’s shall be worn on the collar with a badge. There shall be no shoulder patch.
 - d. Sworn ranks below the rank of lieutenant who elect to wear a Ceremonial Class B dress jacket shall wear a standard Class A uniform shirt and Ceremonial Class B dress pants with the short dress jacket.
 - e. Non - sworn managers shall be issued, and when authorized, wear a conservative navy blue blazer with the Peoria Police Department Crest/Insignia embroidered on the left pocket, matching slacks, white button shirt and black shoes.
2. Wearing of the Ceremonial uniform.
 - a. The Ceremonial Class A or B uniform will be worn on special occasions when identified by the Chief of Police or his designee. With the exception of patrol duties, the wearing of this uniform will be optional for command staff as needed.
 - b. Ceremonial Uniform Jacket:
 - (1) A standard gold nametag and badge will be worn on the uniform jacket.
 - (2) Medals and/or service pins may be worn on the uniform jacket at the employee’s discretion.
 - (3) No service stripes shall be worn on the uniform jacket.

J. Uniform Allowance

1. In accordance with City policy and the appropriate labor union contract, employees required to purchase, wear or maintain a uniform will receive a uniform allowance.

2. Employees are expected to use the funds entrusted to them as a uniform allowance to purchase uniforms or work related clothing and/or equipment.

K. Body Armor (41.3.5)

1. Body armor is available to all officers (sworn and reserve) through the Peoria Police Department by reimbursement to the officer for a specified amount depending upon the fiscal availability.
2. All officers that have been reimbursed for the major cost of the body armor are required to wear the armor anytime while in field duty. When the outdoor temperature reaches 90 degrees or higher, the routine wear of the body armor by patrol officers is encouraged, but optional.
3. All personnel involved in the execution of high-risk tactical duties, execution of search warrants, drug raids, etc., are required to wear agency provided protective vests at all times while discharging their high-risk duties, regardless of outdoor temperature. (41.3.6)
4. Body armor will be replaced by the department for each authorized employee once every four years. If an employee's body armor no longer fits properly, or there is excessive wear to the ballistic vest panels, the department will authorize a new vest, one time only, in any four year period. The four year vest replacement cycle for that employee will then start over.
5. The wear of exterior vest carriers is authorized as follows:
 - a. Exterior body armor carriers must be dark blue in color, commonly referred to as LAPD Blue, and closely resembles the Class B uniform shirts authorized for wear. Authorized carriers must have two shirt pockets, buttons down the front with plaquets, shoulder epaulets and military creases.
 - b. The exterior carrier is not intended to be a load bearing vest; therefore, no equipment pockets may be added to the exterior of the vest carrier.
 - c. The exterior vest carrier must be worn with the Class B uniform shirt only and will not be worn with the utility style shirt or the polo shirt.
 - d. The exterior vest carrier must have the metal badge and name plate affixed.
 - e. The exterior vest carrier must be clean and well maintained at all times. Vests that are damaged or faded must be removed from service and replaced.

L. Other Uniform/Equipment Items

1. Flashlights
 - a. Flashlights must be available while on duty, either in their vehicle or on their person, for sergeants and officers.
 - b. Flashlights are authorized for the conventional use of illuminating a darkened area, and may also be used to break a window to gain entry into a vehicle or structure, when required. Flashlights are not designed as an impact weapon; however, a flashlight may be used in a baton-like manner if empty-hand control techniques have failed or are not possible under the circumstances and a baton is not readily available. Employees will not purposely strike or jab suspects on the head, neck, sternum, spine, lower abdomen, groin or kidneys unless faced with a deadly force situation.
2. Knives – The carrying of a knife is optional and may be purchased at the employee's expense.
 - a. The knife must be a folding type with a blade not to exceed 4 inches in length. The knife will either be carried concealed in a pocket or on the gun belt.
 - b. Knife cases must be black and made of the same material as the rest of the gun belt and accessories.
 - c. The knife is intended for use as a utility tool, not a weapon.

3. Traffic Vests: Only the Peoria Police Department issued orange and yellow traffic vest is authorized for wear on duty or for extra-duty/off-duty assignments.

M. Uniform/Equipment Replacement

1. The employee will notify their supervisor as soon as possible of the damage to their uniform or personal equipment. The supervisor will then inspect the item for damage. The Peoria Police Department will not authorize reimbursement in cases where the employee's negligence contributed to the loss/damage of the uniform/equipment or personal item.
2. If the occurrence requires an Incident Report, the details of the damage to the uniform will be included therein. If the damage occurred as the result of criminal activity, a notation will also be made noting that restitution is requested if a suspect is successfully prosecuted.
3. The employee shall submit a memorandum requesting replacement, within two weeks of the occurrence and submit the damaged item to their supervisor.
 - a. This memorandum shall include a short description of how the damage occurred, the name and address of the vendor selected to replace the item, as well as the price and tax rate charged by the vendor.
 - b. The supervisor shall annotate the memorandum with their recommendation, and then forward the request via the Chain of Command to the Chief of Police or his/her designee for approval.
 - c. Once approved, the officer may purchase the item and submit the receipt. A check request will then be processed by the employee's supervisor or a Peoria Police Department procurement card will be utilized for the expenditure.
4. This procedure will be limited to the replacement of uniform items that are damaged (unusable) during on-duty incidents, and for personal equipment according to the replacement schedule below. It is recommended that employees avoid wearing or utilizing expensive personal property/equipment while working, due to the high potential for damage.

REPLACEMENT SCHEDULE	
Item	Max. Amount
Prescription Glasses	Up to \$200.00
Sunglasses (non-prescription)	Up to \$50.00
Watch	Up to \$50.00
Slacks	Up to \$75.00
Shoes	Up to \$100.00
Pager / Cell Phone	Up to \$100.00
Flashlight	Up to \$100.00
All Uniform	Full
Misc. Jewelry	Up to \$50.00
Misc. Items	Up to \$50.00
Suit Coat / Sport Coat	Up to \$100.00

5. The Peoria Police Department will coordinate with the City/County Prosecutor to ensure that restitution is pursued, and that either the employee or the City of Peoria (if the Peoria Police Department has already replaced the item) receives the recovery once it has been awarded by the court.

N. Uniform/Equipment Storage and Security

1. It is imperative that employees, both sworn and non-sworn, exercise accountability and control of Peoria Police Department issued equipment at all times. While not in use, employees will not secure their equipment in areas readily accessible to the public.

2. Peoria Police Department issued portable radios, police identification and badges, cellular telephones, and firearms are not to be stored in personal vehicles.

III. UNIFORM CHARTS

A. Sworn Uniform Employees

Chart A

UNIFORM ITEMS					
Uniform Item	Chief	Dep. Chief	Lt	Sgt	Ofcr
Hat (Dress)	M	M	M	O	O
Cap (Baseball)	O	O	O	O	O
Helmet	A	A	A	A	A
Necktie	A	A	A	A	A
Turtleneck/Mock Turtleneck	O	O	O	O	O
Dickie	O	O	O	O	O
Sweater	O	O	O	O	O
Shirt	M	M	M	M	M
Jacket	O	O	O	O	O
Raincoat	O	O	O	O	O
Trouser Belt	M	M	M	M	M
Trousers	M	M	M	M	M
Shorts	O	O	O	O	O
Gloves	O	O	O	O	O
Socks	M	M	M	M	M
Shoes	M	M	M	M	M
Boots	O	O	O	O	O
T-Shirts (See Note #1)	M	M	M	M	M

LEGEND: M = Mandatory O = Optional A = Must Have Available N\A = Not Applicable

Note #1: Personnel will ensure the t-shirt sleeve does not extend beyond the end of the sleeve on the uniform short sleeve shirt.

Chart B

AUTHORIZED EQUIPMENT					
Equipment Item	Chief	Dep. Chief	Lt	Sgt	Ofcr
Gunbelt	M	M	M	M	M
Gun	M	M	M	M	M
Holster	M	M	M	M	M
Taser	O	O	O	M	M
Handcuffs	M	M	M	M	M
Handcuff Case	M	M	M	M	M
Ammunition Magazines(3)	M	M	M	M	M
Ammunition (43 Rounds)	M	M	M	M	M
Magazine Case	M	M	M	M	M
Capstun M-3 or larger .5% /Holder	O	O	A	A	A
Belt Keepers	O	O	O	O	O
Key Ring/Strap	O	O	O	O	O
ASP - Baton/Holster	O	O	O	A	A
ASP - Monadnock Hindi Baton Cap	O	O	O	O	O
Back Support	O	O	O	O	O
Whistle	O	O	O	O	A
Body Armor See #1	O	O	M	M	M
Flashlight (Futional)	O	O	O	A	A
Flashlight Holder	O	O	O	O	O
Badge/Commission Card	M	M	M	M	M
Knife Holder	O	O	O	O	O
Portable Radio/Carrier	O	O	O	M	M
Traffic Vest	O	O	O	A	A

LEGEND: M = Mandatory O = Optional A = Must Have Available N\A = Not Applicable

NOTE #1: Body armor shall be worn if purchased or cost reimbursed by the Peoria Police Department in accordance with current Peoria Police Department policy.

B. Civilian Uniform Employees

Chart C

UNIFORM ITEMS			
Uniform Item	Police Svcs Officer	Crime Scene Tech	Police Volunteer
Hat (Dress)	O	O	N/A
Cap (Baseball)	O	O	N/A
Helmet	O	N/A	N/A
Necktie	O	O	N/A
Dickie	O	N/A	N/A
Sweater	O	O	N/A
Shirt	M	M	M
Jacket	O	O	N/A
Raincoat	O	O	N/A
Trouser Belt	M	M	N/A
Trousers	M	M	N/A
Gloves	O	O	N/A
Socks	M	M	N/A
Shoes	M	M	N/A
Boots	O	O	N/A
T-Shirts (See Note #1)	M	M	N/A

LEGEND: M = Mandatory O = Optional N/A = Not Applicable A = Must Have Available

NOTE #1: Personnel will ensure the t-shirt sleeve does not extend beyond the end of the sleeve on the uniform short sleeve shirt.

Chart D

AUTHORIZED EQUIPMENT			
Equipment Item	Police Svcs Officer	Crime Scene Tech	Police Volunteer
Gunbelt	O	O	N/A
Handcuffs	M	N/A	N/A
Handcuff Case	M	N/A	N/A
Taser	O	N/A	N/A
Capstun/Holder	A	O	N/A
Belt Keepers	O	O	N/A
Key Ring/Strap	O	O	N/A
Baton/Holster	A	N/A	N/A
Whistle	O	N/A	N/A
Body Armor See #1	M	N/A	N/A
Flashlight	A	A	N/A
Flashlight Holder	A	A	N/A
Badge/ID Card	M	M	M
Portable Radio/Carrier	M	M	N/A
Back Support	O	O	N/A
Traffic Vest	A	A	N/A

Legend M = Mandatory O = Optional A = Must Have Available N/A = Not Applicable

NOTE #1: Body armor MUST be worn if purchased or cost reimbursed by the Peoria Police Department in accordance with current Peoria Police Department policy.

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