

Uniform Regulations

1046.1 PURPOSE AND SCOPE

Employees of the police department represent the City of Peoria and the Peoria Police Department to members of the community. Employees' appearance should be professional, neat, and clean in nature at all times, regardless of position.

This policy is intended to list what is authorized. If an item is not in policy, it may be submitted to the uniform committee, in writing, to request authorization for use and/or a test and evaluation period. (41.3.4)

- For purposes of this policy, any reference to right or left will mean the wearer's right or left.
- Uniform regulations are furnished for information and guidance of all police personnel.
- The wearing of otherwise unapproved uniform items can be approved by the Uniform Committee chairperson to address medical or other unusual circumstances.
- Exceptions to the established uniform policy will be made for short durations of time to accommodate a temporary condition or situation.

1046.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Certain sections of this policy are meant for sworn, non-sworn, or non-uniformed personnel. If it is not indicated to whom the policy applies, then the section applies to all employees.

- Supervisors are responsible for ensuring that employees under their command maintain a neat and professional appearance, and utilize only department-approved uniforms and equipment. This policy is not all-inclusive and supervisors are expected to take action on things not listed in policy if he/she feels it is not acceptable.
- Uniforms will be clean, neatly pressed, and appropriately tailored for fit. Metal items will be shined. Pockets, sleeves, and shirtfronts of all uniforms will be worn buttoned, with the exception of the collar button.
- The standard police uniforms are the authorized uniforms for sworn personnel. Uniforms/accessories that may be worn by a specialty officer, in addition to the standard uniform, will be listed under each specialty position.
- All gun belt accessories will be of the same material as the gun belt (smooth leather, Corfram or nylon).
- Articles of the uniform, which have been repaired or patched, will not be worn unless the repair is inconspicuous.
- Police employees will carry their commission/identification card at all times when on-duty.
- All sworn personnel must have at least one (1) Class A uniform and at least one (1) Class B uniform. All Police Service Officers (PSOs), Crime Scene Technicians (CSTs), Animal Control Officers (ACOs), Code Officers, and Police Special Services Supervisors must have at least one (1) Class A uniform.

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- A Uniform Committee will be maintained at all times and they will meet as needed. Any questions regarding an item meeting the guidelines set forth in this policy will be directed to the committee chairperson in writing. Please refer to the Uniform and Equipment SOP for specific procedures. Uniform material on the pants and shirt must match in type and color. All uniforms will be dark navy blue in color.

1046.2.1 GROOMING

Good quality grooming will be followed when working as a police employee in any capacity, on or off duty.

Females -

- Uniformed females with long hair will wear it pulled back in a ponytail or in a bun. Ponytails may extend no further than the middle of the back. Hair not worn in a ponytail or bun, while in uniform, will be worn in a contemporary, conservative style, and will be no longer than the bottom of the shirt collar. All hairstyles must be neat, combed, clean and not extend more than 1^{1/2}" from the side of the head.
- Females in civilian attire will wear their hair in a contemporary, conservative style.
- Female employees who wear nail polish will use a conservative shade without decals or ornamentation, and uniformed female employees will have nails no longer than ^{1/4}" beyond the end of the finger.
- Face and eye makeup for females will be moderate and subdued.

Males -

- Sideburns must not extend below the bottom of the earlobe.
- Hair may be worn in contemporary styles, not over the ears, and no lower than the top of the shirt collar in the back. It must be neat, combed, clean and not extend more than 1^{1/2}" from the side of the head.
- Sworn personnel may not wear mustaches that extend further than the corner of the mouth. Mustaches cannot extend over the edge of the upper lip.
- Sworn personnel may not wear beards, unless a doctor authorized an exemption for medical reasons.
- Goatees will be allowed for male personnel.
 - For policy purposes, a goatee is defined as a tuft of hair on the chin. The "Fu Manchu" is not considered a goatee and is not approved for sworn personnel.
 - Goatees will be kept clean and trimmed. Goatees will be the same length as the mustache and will not extend on to the neck area. Any goatee that interferes with the sealing of the gas mask will be shaved off.
 - The goatee will not be worn until it is readily apparent to anyone that the employee has a goatee and did not just forget to shave. The amount of time to grow a goatee will vary by individual, but every employee must have a minimum of three days growth before reporting for duty with a goatee.

1046.2.2 PROFESSIONAL IMAGE/JEWELRY/TATTOOS AND BRANDING

- Conservative hair coloring or highlights in a natural blend appearance are authorized.
 - Personnel may wear watches and rings of a conservative style at their discretion.
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- Uniformed female personnel may wear a maximum of two (2) earrings per ear. Earrings will be conservative in nature and will not extend more than $\frac{1}{2}$ " below the earlobe.
- Females in civilian attire should wear conservative earrings, not extending more than 2" below the earlobe.
- Necklaces may be worn, but uniformed personnel must wear necklaces concealed beneath the T-shirt. Body piercings, except earrings (females only), will not be visible while on duty. Tongue piercings and "ear plugs" or "flesh tunnels" will not be worn at work. Employees hired after August 26, 2009, may not have any visible tattoos/branding that cannot be covered while on duty or in uniform. Any current employee who has a new tattoo/branding or has added to an existing tattoo/branding after August 26, 2009, must cover the tattoo/branding while on duty or in uniform by wearing a long-sleeved uniform or dress shirt and/or full-length pants.
- The following tattoo/branding policy applies to all employees hired before August 26, 2009, and with pre-existing, tattoos/branding:
 - Existing, non-offensive tattoos/branding may continue to be displayed while on duty or in uniform if minimally visible and located in one of the two areas listed below:
 - Below the sleeve of a short-sleeved shirt, but above the elbow (The sleeve of the short-sleeved shirt must fall at least $\frac{3}{4}$ " of the distance between the edge of the shoulder and the elbow to meet this criteria.)
 - Below the bottom of the pant leg on a pair of shorts, but above the kneecap.
 - Tattoos/branding that cannot be covered as described above must be covered by wearing a long-sleeved uniform or dress shirt or full-length pants. If the exposed tattooed/branded area is within a three-inch square or less, the employee may cover that area with an adhesive bandage, patch or concealing make-up of a color as close to their skin tone as is reasonable available.
 - Employees with tattoos/branding located in an area not practical to cover may submit a request for exemption to the Chief of Police for consideration.
 - Current employees with minimally visible tattoos/branding in one of the two listed areas, or with a tattoo that is approved by the Chief of Police, will have the tattoo/branding photographed by their supervisor, and the photograph will be included in the employee's personnel file.
- Derogatory, sexually suggestive, discriminatory, or otherwise objectionable tattoos/brandings are prohibited in all circumstances.

1046.2.3 NON-UNIFORMED ATTIRE

Employees who work primarily in the police station, in a non-uniformed position, shall maintain a professional office image, reflecting good judgment, and complying with City Administrative Procedure 02-07.

Acceptable attire includes suits, dress pants, slacks, business shirts, ties, dresses, shirts, khakis, Capris or equivalent, polo shirts, and casual tops.

Unacceptable attire includes: shorts, jeans, halter tops, bare midriff tops, excessively short skirts, muscle or athletic shirts, and/or t-shirts with advertising pertaining to alcohol,

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tobacco, controlled substances, specified sexual activities or specified anatomical areas, athletic-type shoes, and thong (flip-flops) footwear.

Employees attending a type of physical training should dress according to the class instructor/regulations.

Male employees attending court in non-uniformed attire will wear slacks, a business shirt, and a tie at minimum. Females will wear a business top, slacks, dresses, or skirts at a minimum.

1046.2.4 ITEMS OF IDENTIFICATION

Breast badge - the authorized breast badge will be worn shined and centered above the left breast pocket.

Nameplate - the nameplate will be silver (except that it will be gold on the command uniform) with black letters for all sworn and uniformed civilians. It will have the first initial and last name of the wearer (a middle initial is optional). Nametags will be worn centered, with the bottom touching the top seam of the right shirt pocket.

Embroidery - all embroidery, to include name, patches, chevrons, PTO stripes, hash marks, unit specialty designators, etc. will be made with the primary thread color being the approved *Robison-Anton Textil #2537 (Rayon) Steel*. The only exception is listed directly below for uniformed civilian shirts.

- Uniform shirts will have the first initial and last name of the wearer (a middle initial is optional) embroidered directly onto the shirt in 3/8" regular block lettering, centered 1/2" above the right shirt pocket. The approved silver thread will be used for sworn personnel and black thread for uniformed civilians.
- Names for uniform jackets will be embroidered on black cloth in the approved silver thread; 3/8" regular block lettering. The first initial and last name (a middle initial is optional) will be embroidered. Names will be worn centered above the right pocket.

Shoulder patches - the authorized shoulder patch will be worn on both sleeves of all uniform shirts and jackets.

Specialty identifiers - motor wings, SAU, CNT, etc. metal pins may be worn centered 1/2" above the nameplate. The primary color must be silver, but pins can have other colors sparsely mixed in. The same specialty identifiers may be embroidered directly on a uniform shirt authorized for wear with cloth items. The primary thread color must be silver, but other thread colors may be sparsely mixed in. Only one special assignment recognition identifier may be worn on the uniform at any time, by currently or previously assigned personnel.

Other pins - a maximum of three (3) approved pins may be worn balanced on the right shirt pocket flap. The Chief of Police or his designee will approve pins for wear. If only one (1) pin is worn, it shall be centered on the right shirt pocket flap. If two (2) pins are worn, one (1) shall be worn on the left half of the right shirt pocket flap, and the second pin will be worn on the right half of the right shirt pocket flap. If three (3) pins are worn, the third pin will be worn in the middle of the other two (2) pins. Embroidered pins are not authorized.

Award bars - when award bars are worn, they will be worn centered above the nametag, with the bottom of each award bar touching the top of the nametag. A maximum of three (3) award bars may be worn on the uniform shirt. They will be worn in order of precedence with the highest award on the left (towards the center of the shirt) and the lowest to the

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right (towards the right sleeve). Embroidered awards are not authorized. The following designates the order of precedence for all award bars:

- Medal of Valor
- Merit Award
- Distinguished Service Award
- Lifesaving Medal
- Purple Heart Award
- Educational Award

Service bars are optional and may be worn on the left sleeve of the long-sleeved uniform shirt. The service bar will be the department-issued diagonal style, silver and black in color. Service bars will be worn on the inside of the sleeve crease with the longest point (tip) of the service bar 1" from the top of the cuff seam.

NOTE: Each service bar represents four (4) years of sworn compensated full time service as a state, county, or municipal law enforcement officer, regardless of state. Reserve time, federal service, civilian service, and academy time are not considered as sworn compensated service.

1046.3 UNIFORM CLASSES

The classes of the standard uniform are Class A, B, and "Working Class". Each uniform class will be detailed, listing who is authorized to wear it, and when it should be worn. Specialty officers and non-uniformed sworn personnel should wear one of the listed uniform classes when not working their specialty assignment, depending on their duties for the day. **Uniform material on the pants and shirt must match in type and color. All uniforms will be dark navy blue in color.**

Each specialty position, including uniformed civilian personnel, will have its own section of policy, authorizing items that are allowed to be worn. For sworn personnel, these are uniforms/items they are allowed to wear in addition to one of the three classes of standard police uniforms, provided they are working their specialty assignment.

1046.3.1 CLASS A UNIFORM

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

- Long sleeve shirt with tie.
- Polished shoes.
- It must have the silver "P" buttons on both epaulets and both pocket flaps.
- It must be worn with the authorized black tie and silver tie bar.

The campaign hat may be worn for events held outdoors. Boots with pointed toes are not permitted.

1046.3.2 CLASS B UNIFORM

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

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The Class B uniform should be worn to events where a Class A may be too formal, but a metal badge, nametag, and nicer uniform are appropriate. For example, a public presentation, or an outside event in the extreme heat months. The Class B is the same uniform as the Class A. However, it is not worn with a tie, and it may be short sleeve. In addition, the uniform shirt does not require "P" buttons (optional).

1046.3.3 WORKING CLASS UNIFORM

Working Class uniforms are authorized for sworn employees not assigned to an administrative function; however, a sworn administrative employee while working the field may wear this class of uniform. See Uniforms and Equipment SOP for a list of authorized uniforms.

1046.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

Police Services Officer/Animal Control Officer / Police Special Services Supervisor Uniforms - there are three (3) uniforms authorized for PSOs, CSTs, ACO's, and PSSSs. Each shirt is listed with the pants that must be worn with it. Mixing and matching is not authorized.

- Class A Uniform - this uniform is authorized for any PSO, CST, ACO or PSSS. It should be worn to formal events such as funerals or award ceremonies. It must be worn with metal, the authorized black tie, and a silver tie bar.
- Everyday Wear PSO, CST, ACO or PSSS Uniform - there are two (2) combinations of everyday wear uniforms for PSOs/CSTs.
- Insignia of Rank - Uniformed Police Services/Animal Control Supervisors shall wear the department authorized uniform. "Supervisor" will be embroidered in 3/8" regular block lettering using black thread above the wearer's embroidered name. Chevrons are not authorized for wear. On the Class A uniform, "supervisor" will be engraved below the name on the metal nameplate.

Park Rangers - authorized uniforms are listed in the SOP GEN-1046. Each shirt is listed with the pants that must be worn with it. Mixing and matching is not authorized.

- Class A Uniform - It should be worn to formal events such as funerals or award ceremonies. It must be worn with metal, the authorized black tie and a silver tie bar.
- Everyday wear PSO Ranger Uniform - there are two (2) combinations of everyday wear uniforms. See SOP GEN-1046 for the list of authorized uniforms.
- Shoulder patches (Police Department) - the authorized shoulder patch will be worn on both sleeves of all Park Ranger uniform shirts and jackets.
- Embroidery - Park Ranger uniform polo shirts and jacket. A gold Park Ranger badge with the City of Peoria logo in the center and "Park Ranger" in black transposed over the badge shall be embroidered on the left breast area of the garment in the same approximate position as the metal badge should be worn. The first initial and last name of the wearer (a middle initial is optional) shall be embroidered directly onto the right breast area of the garment in the same approximate position as a name plate would be worn in 3/8" regular block lettering using black thread.
- Insignia of Rank - Uniformed PSSSs (Police Special Services Supervisors) assigned to Park Rangers shall wear the department authorized uniform. "Supervisor" will be

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embroidered in 3/8" regular block lettering using black thread above the wearer's embroidered name. Chevrons are not authorized for wear.

Code Enforcement Uniforms

- Class A Uniform - it should be worn to formal events such as funerals or award ceremonies. It must be worn with metal, the authorized black tie, and a silver tie bar. See SOP GEN-1046 for the list of authorized uniforms.
- Everyday Wear Code Enforcement Officer Uniform - there is one combination of an everyday wear uniform. See SOP GEN-1046 for the list of authorized uniforms.
- Shoulder patches (Police Department) - the authorized shoulder patch will be worn on both sleeves of the Class A uniform only.
- Embroidery - Code Enforcement uniform Polo shirts and Jacket - A grey Code Enforcement badge with the City of Peoria logo in the center and "Peoria Code Enforcement" in black transposed over the badge shall be embroidered on the left breast area of the garment in the same approximate position as the metal badge would be worn. The first initial and last name of the wearer (a middle initial is optional) shall be embroidered directly onto the right breast area of the garment in the same approximate position as a name plate would be worn in 3/8" regular block lettering using black thread for Code officers.

Motor Officers: See SOP GEN-1046 for the list of authorized motor specific uniforms.

Commercial Vehicle Inspectors - See SOP GEN-1046 for the list of authorized uniforms.

Special Investigations Unit. Due to the undercover nature of their position, sworn employees assigned to SIU are exempt from most sections of the uniform policy. The Lieutenant in charge of this unit will determine if their dress/grooming is appropriate and what they should wear when they need to be identified as police officers.

Property and Evidence Unit and Crime Scene Technicians

- Class A Uniform - Property and Evidence technicians, the Property and Evidence supervisor, and the Crime Scene Technicians will wear for all events where a Class A uniform is appropriate including all formal events such as funerals or award ceremonies. It must be worn with metal, the authorized black tie, and a silver tie bar.
- Everyday Wear for the Property and Evidence technicians, the Property and Evidence supervisor, and the Crime Scene Technicians. See SOP GEN-1046 for the list of authorized uniforms. The employee's name and title will be embroidered on the right side of the shirt and the City logo and assignment on the left side of the shirt. Shorts are not authorized for Property and Evidence Unit employees.

Pawn Specialist and Public Education Specialist. Polo style shirts in a solid color. The employee's name and title will be embroidered on the right side of the shirt and the City logo and assignment on the left side of the shirt. The color of the embroidery thread will contrast with the shirt color.

Police Services Officer €š Court Liaison

- Polo style shirts in a solid color. This employee's name and title will be embroidered on the right side of the shirt and the city logo assignment on the left side of the shirt. The color of the embroidery thread will contrast with the shirt color.
- Cargo style pants in an approved solid color.

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Police Equipment Coordinator - See SOP GEN-1046 for the list of authorized uniforms.

Special Assignments Unit Uniforms will be determined by the Special Operations Section Lieutenant.

Range Officer daily uniform - See SOP GEN-1046 for the list of authorized uniforms.

K-9 Uniform - See SOP GEN-1046 for the list of authorized uniforms.

Honor Guard Uniforms will be determined by the ranking supervisor assigned to oversee honor guard.

Volunteer Uniforms will be determined by the Neighborhood Services Manager or the Patrol Volunteer Supervisor.

1046.3.5 FOUL WEATHER GEAR

The Uniform and Equipment Specifications SOP lists the authorized uniform jacket and rain gear.

1046.4 INSIGNIA AND PATCHES

Shoulder patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt, and be bisected by the crease in the sleeve.

Insignia of Rank

- **The Chief of Police, deputy chief, and commanders** will wear respectively four (4), three (3), and two (2) silver colored metal stars ½" each on all uniform shirts. They will be worn point up, in tandem, ½" from the front collar on all uniform shirts, parallel to the top and centered between the top and bottom of the collar. The silver stars will be embroidered on the Working Class uniform.

The same number of silver embroidered stars, 1" will be worn on the police patrol jacket, sweater, outer carrier, or load bearing vest.

- **Police lieutenants** will wear a single, silver colored metal bar on the Class A or B uniform. The silver bar will be embroidered on the Working Class uniform. The bar will be worn ½" from the front collar, perpendicular to the top of and centered between the top and bottom of the collar on all uniform shirts.

A larger silver embroidered bar will be worn on the police patrol jacket, sweater, outer vest carrier, or load bearing vest.

The Midway, LAPD, round style #500 Navy, serge wool hats for lieutenants will have a silver cloth bullion hatband.

- **Police sergeants** will wear department-authorized chevrons on each sleeve of all uniform shirts and jackets. The chevrons will be centered on the sleeve, below the shoulder patch, with the top point of the chevron touching the lower point of the shoulder patch. Individuals assigned as acting sergeants (WOOC) will wear the metal silver colored chevrons on the collar of all uniform shirts when acting in that capacity.
- **Field Training Officers** will wear department authorized FTO patches on each sleeve of all uniform shirts and jackets. The FTO patch will be centered on the sleeve, below

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the shoulder patch, with the top point of the FTO patch touching the lower point of the shoulder patch.

The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. 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.

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.

Assignment Insignias - Assignment insignias, (e.g., SWAT, FTO or similar) may be worn as designated by the Chief of Police or a designee.

The Department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Sworn non-uniform 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.

The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police or a designee may authorize exceptions.

1046.4.1 MOURNING BADGE

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:

- An officer of this department - From the time of death until midnight on the 14th day after the death.
- An officer from this State - From the time of death until midnight on the day of the funeral.
- Funeral attendee - While attending the funeral of a fallen officer.
- National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.
- As directed by the Chief of Police or a designee.

1046.5 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 function. There are also assignments in which wearing civilian attire is necessary.

- All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
- All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

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- All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style.
- The following items shall not be worn on-duty:
 - T-shirt alone.
 - Open-toed sandals or thongs.
 - Swimsuit, tube tops or halter tops.
 - Spandex type pants or see-through clothing.
 - Distasteful printed slogans, buttons or pins.
 - Denim pants of any color.
 - Shorts.
 - Sweat shirts, sweat pants or similar exercise clothing.
- Variations from this order are allowed at the discretion of the Chief of Police or a designee when the employee's assignment or current task is not conducive to wearing such clothing.
- No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Peoria Police Department or the morale of the employees.
- Sworn 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.

1046.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police, Peoria 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 Peoria Police Department to do any of the following:

- Endorse, support, oppose or contradict any political campaign or initiative.
- Endorse, support, oppose or contradict any social issue, cause or religion.
- Endorse, support or oppose, any product, service, company or other commercial entity.
- Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.

1046.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT

Any of the items listed in the Uniform and Equipment Specifications SOP as optional shall be purchased at the expense of the employee.

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

Gun belts and accessories (duty rig) will be smooth black leather, black web gear type, or black Corfram.

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- Officers will be assigned web gear duty rig. If an officer's assignment requires more than one (1) duty rig, he/she may request a second set by memorandum to the appropriate Commander.
- Sergeants and above may be issued two (2) different duty rigs, based on the nature of their assignment.
- All gun belt accessories will have Velcro closures or subdued snaps.

Holsters and magazine pouches will be of a type tested by the Range Master and approved by the Chief of Police.

Handcuff cases (double or single), **radio holders**, **Capstun holders**, **baton holders**, and **Keepers** will be of the type authorized and issued by the department, and will match the gun belt.

Key rings, **flashlight holders**, **cell phone/pager holders**, and **knife holders** are optional for wear and are not purchased by the department. They must be of the same material as the gun belt. They must not interfere with the functionality of the weapon systems issued by the department.

Traffic vests will be the department issued yellow and orange, reflective vest.

Employees will notify their supervisor of damage to their uniform, personal or department issued equipment. If the incident requires an incident report, the details of the circumstances surrounding the damaged uniform/equipment will be listed in the report. A notation in the report will be made requesting restitution, and an approximate value.

Employees will author a memorandum through their supervisor to the appropriate lieutenant detailing what was damaged and how it occurred, no later than four working days of the damage occurring. The lieutenant will determine what action should be taken. Action can range from the issuance of a new item the department provides, the employee purchasing a new item and being reimbursed, the lieutenant authorizing the purchase with a PO or procurement card, or non-replacement of the item. Personal property damaged due to negligence will not be reimbursed.

If the damaged item is a personal item, employees will need to provide the approximate cost of the item in their memorandum. The following guide will be used for the approved replacement of personal property:

ITEM	Maximum Reimbursement
Uniform (including duty boots)	Full
Prescription Glasses	Up to \$250
Suit Coat or Sport Coat	Up to \$200
Flashlight / Shoes	Up to \$150
Cell Phone or Pager / Sunglasses (non-prescription)	Up to \$100
Slacks	Up to \$75
Watch /Misc. Jewelry / Misc. Items	Up to \$50

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1046.7.1 BODY ARMOR

Body Armor is available to all sworn personnel and PSOs. The department will pay a specified amount for the major cost of the body armor, provided the employee signs an agreement stating they will wear it at all times. The only exceptions are if the high for the day exceeds 90 degrees, or their assignment dictates otherwise.

Body Armor will be replaced by the department once every four (4) years. If prior to four (4) years, an employee's body armor no longer fits properly, or the panels are excessively worn, a new vest may be authorized if the employee authors a justification memorandum to the appropriate lieutenant. The four (4) year cycle will then start over.

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.

1046.7.2 LOAD BEARING VESTS

Load Bearing Vests (LBV) - LBVs will not be purchased or reimbursed by the department as part of the cost paid by the City for the bullet resistant vest purchased for employees. LBVs are eligible for purchase with an officer's uniform allowance and/or with uniform reimbursement authorized for Sergeants and above within the guidelines of the policy. All costs associated with replacement due to damage done while on duty will be incurred by the employee.

Load bearing vests are authorized for sworn employees and police service officers assigned to work the field. LBVs are not authorized for sworn employees who are assigned to an administrative function; however, they may be worn by a sworn administrative employee while working the field. LBVs may not be worn with a Class A uniform. Load bearing vests are not authorized with the uniform shorts, except while performing the on duty functions of a bicycle officer.

General - All LBV's will adhere to the below general guidelines:

- All LBVs will be black in color.
- The thread color on LBVs will silver, except specialty identifiers, which may have other thread colors sparsely mixed in.
- "Peoria Police" will be embroidered on black cloth and attached by Velcro to the back of the vest in regular block lettering. "Peoria" will be $\frac{3}{4}$ " lettering, and "Police" will be $1\frac{3}{4}$ " lettering. For PSOs, "Peoria PSO" will be embroidered on black cloth and attached by Velcro to the back of the vest in regular block lettering. "Peoria" will be $\frac{3}{4}$ " lettering, and "PSO" will be $1\frac{3}{4}$ " lettering. Officers and Sergeants currently in full time specialty units such as Motors, K9, etc. may have their unit name in $\frac{3}{4}$ inch lettering under the word "Police", the unit name will be determined by the lieutenant over that section.
- A radio holder loop may be placed on the right or left shoulder, or at the top of the zipper in the center of the LBV.
- A maximum of 2 (one on each side) breast pockets and two pen pockets (one on each side) may be added to the LBV. There is a maximum of six pockets authorized on the front of the LBV, but there can only be a single row along the lower half of the LBV. A maximum of two pockets may be placed on the lower back of the LBV. Thought to size, orientation, possible back discomfort and accessibility should be given when placing equipment on the back. When purchasing, officers shall try the LBV on with their gun belt, ensuring pockets do not interfere with their duty weapon or other equipment.

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Radios and Tasers may only be placed on the front of the LBV. Items that cannot be put on the front or back of the LBV are firearms, non-collapsible baton or flashlight longer than nine (9) inches.

- Pockets may be attached via Molle attachment or sewn directly to the LBV. Pockets attached by Molle attachment must fit tightly to the LBV and not hang away from the LBV.
- The only two authorized Molle Vests are: Second Chance - DN #5735 ID (LAPD) in black- w/ (Protech/Second Chance) pouch kit or o Point Blank - Endeavor carrier with pouch Kit (tier 1 - tier 3 pouches)
- Tasers MUST be set up in a cross-draw fashion or for those who draw the Taser with their support, the Taser can be on either side of the vest.
- External pockets on the LBV will have flaps or some other method of securing the contents of the pocket.
- Rifle magazines will not be visible on the outer vest carrier unless deployment of the rifle is imminent.

Officers:

- Names may be embroidered directly on the LBV, or they may be embroidered on black cloth, and attached to the vest using Velcro. In all cases, the first initial and last name of the wearer (a middle initial is optional) will be displayed in 3/8" regular block lettering.
- Cloth badges may be attached directly to the LBV or may be attached using Velcro.
- Specialty identifiers may be embroidered directly on the LBV, or they may be embroidered on black cloth, and attached to the vest using Velcro.
- Metal badges may be worn on the LBV with a metal nameplate only. Wearing an embroidered or cloth name tag/badge with a metal badge/name tag will not be authorized. No portion of the metal badge or its attachment posts will touch the ballistic panels.
- Metal specialty identifiers may be worn with the metal badge and nametag only.

Officers Working Out Of Class (WOOC):

- Must adhere to all the Officer guidelines.
- When working in a WOOC capacity, they will be required to wear the cloth chevrons on the shoulder epaulets or radio holder loops, of the LBV.
- The chevrons will be attached with Velcro or sleeves over the epaulets.

Supervisors:

- Rank identifiers for lieutenant and above will be worn on the shoulder epaulets. The insignias will be silver in color, metal and male jacket sized.
- No portion of the metal badge or attachment posts will touch the ballistic panels.
- Elbeco V-1 TexTrop Outer Carrier, in navy blue.
- This carrier is designed to mimic the look of a button up uniform shirt and is authorized for wear.
- Authorized for all officers and supervisors.
- It cannot be worn with a polo shirt.

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- No additional pockets or pouches can be added to the outer carrier.
- No cloth badges, nametags or rank insignias can be worn with this carrier, only metal.

1046.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Peoria Police Department employees may not use or carry any tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications SOP or by the Chief of Police or a designee.

Should an employee wish to purchase any equipment accessories other than what the department issues, they must submit a request in memorandum format to the Uniform Committee for review. They must include the reason for wearing different gear, such as: fit, body style issues, improved performance, etc. The request will be staffed out by the Committee Chair to the Subject Matter Expert (SME) for that area to evaluate and respond with a recommendation to the committee in writing. For example, the range master will review a different holster request before it being approved. The employee may be asked to perform tasks with the new gear such as drawing the weapon at the range. All approved requests will be reviewed by Executive Command Staff, filed in the Uniform Committee Folder, and a copy will be given to the immediate supervisor of the requesting employee. The employee will incur the cost of replacement/repair due to damage while on duty.