

## Uniform Regulations

### 1047.1 PURPOSE AND SCOPE

The uniform policy of the Citrus Heights Police Department is established to ensure that sworn personnel and professional staff will be readily identifiable to the public through the proper use and wearing of department uniforms in a professional and systematic manner. Employees should also refer to the following associated Policy Manual sections:

- Department Owned and Personal Property
- Body Armor
- Grooming Standards
- CHPD Procedures Manual - Uniform Specifications

The Citrus Heights Police Department will provide uniforms for all employees required to wear them. Only uniforms issued by the department are authorized, unless otherwise allowed by the Chief of Police or designee.

### 1047.2 DRY CLEANING

The Police Department will provide and pay for on-site dry-cleaning services for Department issued uniforms that are Class-A, or Class-B. No plainclothes or Class-C uniforms will be dry-cleaned by the Department and Class-C uniforms should be laundered in a normal washing machine. Class-A and Class-B uniforms should be dry-cleaned as needed, and frequency of use will be regulated by the Office of the Chief.

### 1047.3 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

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

1. Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use by all employees issued uniforms. This includes Class-A (to include formal Full-Dress Class-A), Class-B, and Class-C. Uniforms shall be neat, clean, and appear professionally pressed.
2. Personnel shall wear only the uniform specified for their rank and assignment. The Chief of Police may authorize employees working out-of-class, or in "acting" assignments to wear the rank insignia of that rank. This will generally be for assignments of more than seven (7) days, and accompanied with a Personnel Order from the Office of the Chief.
3. The uniform is to be worn in compliance with the specifications set forth in this policy, as well as the CHPD Procedures Manual – .

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4. All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations. Supervisors will minimally conduct formal inspections and document these via the Chain-of-Command as follows:
  - Class-A Full-Dress: At least once annually (typically in conjunction with a Department annual inspection).
  - Class-B: At least once annually, to include all pertinent equipment.
  - Class-C: At least once annually.
5. Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
6. Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events; or if approved by a supervisor.
7. If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.
8. Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.
9. Mirrored sunglasses will not be worn with any Department uniform, unless authorized by the Chief of Police. Members of the Honor Guard are authorized an exemption if mirrored sunglasses are a part of the Honor Guard uniform specifications, and if authorized by the Honor Guard Supervisor.
10. Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized designee.
  - (a) Wrist watch
  - (b) Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
  - (c) Medical alert bracelet/necklace, or necklace that is not ordinarily visible.
  - (d) Personnel not assigned to operations in the field may wear a single pair of stud/post earrings that are professional in appearance, and do not dangle or hang down.

### 1047.3.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon for sworn personnel (if authorized).

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Non-uniformed personnel, or uniformed personnel in plainclothes, shall display either their department issued identification or their authorized badge whenever on Police Department premises, or within the City Hall facility.

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- (c) Officers working specialized assignments may be excused from the possession and display requirements when directed by their supervisor.

### **1047.4 UNIFORM CLASSES**

#### **1047.4.1 CLASS A "FULL DRESS" UNIFORM**

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

- (a) Long sleeve shirt with tie and tie-bar
- (b) All black polished closed-toe shoes/boots, or all black high-gloss synthetic faux leather (Corfam) shoes/boots. Boots with pointed toes are not permitted.
- (c) "Ike" jacket (sworn personnel), "blazer" (professional staff)
  - Earned Department medals and ribbons may only be worn/displayed on the Ike jacket / blazer, as outlined in the CHPD Procedures Manual –
- (d) Police hat (sworn personnel) for outdoor use or when authorized for indoor functions
- (e) Professional staff not assigned to fieldwork may wear an optional, professional dark navy-blue, knee-length skirt.

#### **1047.4.2 CLASS A UNIFORM**

The Class-A uniform is to be worn on business occasions such as when giving a presentation, teaching a class, testifying in Court, presenting before City Council, or as directed. The Class-A uniform is required for all sworn and professional staff uniformed personnel. The Class-A uniform includes everything the Class-A Full Dress uniform has, with the exception of Ike Jacket and police hat. The Class-A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie and tie bar.
- (b) All black polished closed-toe shoes/boots, or all black high-gloss synthetic faux leather (Corfam) shoes/boots. Boots with pointed toes are not permitted.
- (c) Police hat (sworn personnel) for outdoor use or when authorized for indoor functions
- (d) Professional staff not assigned to fieldwork may wear an optional, professional dark navy-blue, knee-length skirt.

#### **1047.4.3 CLASS B UNIFORM**

All uniformed personnel will possess and maintain a serviceable Class-B uniform at all times.

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

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required.
- (b) A white or black crew neck t-shirt must be worn with the uniform.
- (c) All shirt buttons must remain buttoned except for the last button at the neck.

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- (d) All black unpolished closed-toe shoes/boots may be worn, or optional all black high-gloss synthetic faux leather (Corfam) shoes/boots. Boots with pointed toes are not permitted.
- (e) A “load bearing vest” for personnel assigned to fieldwork may be authorized in certain cases (see section in this policy).
- (f) Professional staff not assigned to fieldwork may wear an optional, professional dark navy-blue, knee-length skirt.

### 1047.4.4 CLASS C UNIFORM

The Class-C Uniform is established to allow for special duty or special events only. The Chief of Police will establish the regulations and conditions for wearing the Class-C Uniform and the specifications for the Class-C Uniform. Class-C uniforms shall only consist of the following units as noted here, or as specified in the CHPD Procedures Manual – :

- (a) Records, Dispatch, and Volunteers: Polo shirt, black pants, and black, plain, closed-toe, closed-heel shoes/boots that are flat or medium to low heel. An optional, professional black, knee-length skirt may be worn by professional staff not assigned to fieldwork.
- (b) Training Uniform: Shall consist of a black polo shirt, tan BDU pants, closed-toe shoe or boot (as specified in the CHPD Uniform Specification Procedure).
  - The specialized training uniform shall only be worn while the employee is attending department and other training as assigned, or assigned to Modified Duty. The specialized training uniform shall not be worn in place of civilian attire.
  - Designated Trainer Uniform: Designated trainers, instructors or Range Masters may wear a red polo shirt that designates them as department instructors.

### 1047.4.5 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by personnel in specialized units, while working in that capacity. The following specialized units are the units authorized to wear special unit uniforms, as described in the CHPD Procedures Manual – :

- Detectives (GIU & SIU)
- Youth & Family Services
- Canine Team
- Firearms Instructors Team
- SWAT
- Bicycle Patrol
- Motor Officers
- Honor Guard

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- Mall Officer
- Property & Evidence / CSI
- Animal Control
- Code Enforcement

Bicycle Patrol, the Mall Officer assigned to utilize bicycles, and/or T-3 or Trikke transportation devices, as well motor officers when on motorcycles, are required to wear a uniformed helmet while on those devices as a requirement.

### 1047.4.6 FOUL WEATHER GEAR

Personnel may wear a department issued, solid black, beanie while working during inclement weather and only during the hours of darkness.

### 1047.4.7 MODIFIED DUTY PERSONNEL UNIFORM

Employees assigned to modified duty shall wear department training uniforms or civilian attire as authorized by the Division Commander to whom the employee is assigned.

## **1047.5 INSIGNIA AND PATCHES**

Specifications for all insignias, patches, and name plates shall be followed as outlines in the CHPD Procedures Manual - Uniform Specifications.

- (a) **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.
- (b) **Service Stripes (hash marks)** - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. Each single service stripe hash-mark denotes five (5) years of service in law enforcement, and is applicable to Sworn, Professional Staff, and Volunteers.
- (c) 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 initial and last name. If the employee desires other than the legal first name's initial, the employee must receive approval from the Chief of Police. The nameplate shall be worn centered directly above the right pocket, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
  - Employees may optionally wear a gold colored, nameplate backing that fits behind the regulation nameplate designating the employees "Serving Since" years of service. The "Serving Since" year shall be the year the employee entered the Law Enforcement Academy, or if Professional Staff or Volunteer, the year they began service in the law enforcement profession. The Department

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will purchase these for employees with more than 20-years of total service, if requested by the employee.

- (d) 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.
- (e) Unit Assignment Insignias: Unit Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police. Unit Assignment Insignia pins may be worn on all uniform classes. Unit Assignment Insignia pins are to be worn centered above the nameplate. A maximum of two Unit Assignment Insignia pins, placed side-by-side, may be worn at any one time, and the only Unit Assignment Insignia pins authorized are as follows:
  - (a) SWAT / CNT
  - (b) FTO / CTO
  - (c) K9
  - (d) Motorcycle (wings & wheel)
  - (e) Honor Guard
  - (f) SRO
  - (g) POP
- (f) Flag Pin – An American flag pin may be worn, centered above the nameplate. The American flag pin may be red, white and blue. If an American flag pin is worn in conjunction with a unit insignia, the American flag pin is to always be worn on top, unless the U.S. flag pin is the Class-A Full Dress ribbon as a part of the normal ribbon bar.
- (g) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (h) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform as described in this policy or the CHPD Procedures Manual – Uniform Specifications. The Chief of Police may authorize exceptions.

### 1047.5.1 RANK INSIGNIA

Rank insignia for CHPD personnel are as follows:

#### **Professional Staff:**

- (a) **Line staff:** Dispatch, Records, CSO, Property & Evidence, PA's (No insignia designation)
- (b) **Seniors:** One (1) all silver-colored emblem that designates "Senior" to be worn above the nameplate on either Full-Dress Class-A blazer jacket, Class-A, or Class-B.
- (c) **Supervisors:** One (1) combined silver and gold multicolored emblem that designates "Supervisor" to be worn above the nameplate, as well as two (2) additional emblems to be worn on each lapel of the department issued Full Dress Class-A blazer jacket.

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- (d) **Manager:** Two (2) all gold-colored emblems that designate “Manager” to be worn on each shirt collar of uniform shirt, as well as two (2) additional emblems to be worn on each lapel of the department issued Full Dress Class-A blazer jacket.

### Sworn Staff:

- (a) **Officer** - No uniform rank insignia designation; police hat visor solid black with unique chinstrap; single solid blue stripe on wrists of each Ike jacket sleeve.
- (b) **Sergeant:** Three (3) stacked vertical blue stripes with white piping on each sleeve; unique police hat chinstrap, police hat visor solid black. Single blue stripe encased with white pin stripe on both wrists of Ike jacket sleeves.
- (c) **Master Sergeant:** Same as Police Sergeant with these additions: “Master Sergeant” rocker on police badge; Three (3) stacked vertical blue stripes and a single under rocker with white piping on each sleeve.
- (d) Master Sergeant designation requires all of the following minimum qualifications:
  - (a) Ten (10) consecutive years as a police sergeant with the Citrus Heights PD,
  - (b) Successful completion of the Sherman Block Leadership Institute (SLI), and,
  - (c) Possession of a Bachelor’s Degree from an accredited university
    - (a) Possession of a Bachelor’s Degree may be substituted with 3-years assignment in the CHPD Professional Standards Unit
- (e) **Lieutenant:** Single gold bar (worn on shirt collar and Ike jacket shoulder); six (6) gold oak leaves (3 per side) on police hat visor with single gold chinstrap, one (1) single gold stripe on both wrists of Ike jacket sleeves.
- (f) **Commander:** Two (2) gold stars (worn on shirt collar and Ike jacket shoulder); Ten (10) gold oak leaves on police hat visor (5 per side) with single gold hat chinstrap, two (2) gold stripes on both wrists of Ike jacket sleeves.
- (g) **Assistant Chief of Police:** Three gold stars (worn on shirt collar and Ike jacket shoulder); Fourteen (14) gold oak leaves on police hat visor (7 per side) with single gold chinstrap; three (3) gold stripes on both wrists of Ike jacket sleeves.
- (h) **Chief of Police:** Four gold stars (worn on shirt collar and Ike jacket shoulder); Twenty-Eight (28) gold oak leaves on police hat visor (14 per side) with single gold chinstrap; four (4) gold stripes on both wrists of Ike jacket sleeves.

### 1047.5.2 MOURNING BADGE

Uniformed employees shall wear a black mourning band across the uniform badge whenever a California law enforcement officer is killed in the line of duty. The black mourning band will consist of a thin-blue-line horizontal across the center of the band. The following mourning periods shall be observed:

- (a) An officer of this department: From the time of death until midnight on the 14th day after the death.
- (b) An officer from any agency in California: From the time of death until sunset on the day of the officer's funeral.

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- (c) Funeral attendee: While attending any Law Enforcement of Fire Department funeral in or out of the State of California.
- (d) National Peace Officers Memorial Day (normally the second week in May).
- (e) California State Peace Officers Memorial Week (normally the first week in May).
- (f) As directed by the Chief of Police.

### **1047.6 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 the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, dress slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, dress slacks, skirts, shirts, blouses, or suits which are moderate in style.
- (d) The following items shall not be worn on duty:
  - (a) T-shirt alone
  - (b) Jeans
  - (c) Open toed sandals or flip-flop sandals
  - (d) Swimsuit, tube tops, or halter-tops
  - (e) Shorts, spandex type pants or see-through clothing
  - (f) Distasteful printed slogans, buttons or pins
- (e) When attending trainings, community meetings, and internal department meetings, civilian staff shall follow the above civilian attire policy. While working community events or conducting presentations, minimally, a Class-B uniform shall be worn.
- (f) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (g) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Citrus Heights Police Department or the morale of the employees.
- (h) When assigned to on-duty fitness workouts, suitable and appropriate workout attire is permitted.

### **1047.7 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS**

Unless specifically authorized by the Chief of Police, Citrus Heights Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a



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department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Citrus Heights Police Department to do any of the following (Government Code §§ 3206 and 3302):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

### **1047.8 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT**

- (a) Any optional items (not purchased by the department) shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
  - 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
  - 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

#### **1047.8.1 RETIREE BADGES**

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Citrus Heights Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

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

#### **1047.8.2 LOAD BEARING VESTS**

Load bearing vests will be permitted for personnel to wear with approval of the Chief of Police or designee, coordinated through the Professional Standards & Training Unit. Vest must be professional in appearance, issued through the Professional Standards & Training Unit, and shall only be those authorized in the CHPD Uniform Specifications Procedure.

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### **1047.9 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

Citrus Heights Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or designee.

Citrus Heights Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or designee.

### **1047.10 VOLUNTEER UNIFORMS**

Volunteers are assigned uniforms based on assignment type. When working in the capacity of a volunteer, they shall wear their uniforms as designated in the CHPD Uniform Specifications Procedure and carry their department issued Identification card at all times.

- **Class-A Uniform.** Volunteers assigned to attend more formal events will be issued a white long sleeve Class-A shirt. Volunteers shall wear black dress slacks, black belt, black socks, black tie, and black dress shoes. A department issued badge will be worn on the left side and gold name plate with their last name worn above the pocket on the right side. All volunteer pins shall be pinned to the pocket below the name plate. All other pins or ribbons will be worn above the name plate in the order specified for sworn staff.
- **Class-B Uniform.** Volunteers working in the field will be issued a short sleeve white Class-B shirt. Volunteers shall wear black dress slacks, black belt, black socks, and black dress. A department issued badge will be worn on the left side and gold name plate with their last name worn above the pocket on the right side.
- **Class-C Uniform.** Volunteers are provided department issued white or navy blue polo shirts to wear when working inside the police department. Navy blue polo shirts will only be issued to those who work in the field where their work assignment is more active in duties. Volunteers shall wear black dress slacks, black socks, and black dress shoes with the polo shirts.
- **Jackets.** Jackets assigned to staff working inside the police department shall wear navy blue fleece jackets with embroidery noting "Volunteer" on the right front side of the jacket in one-half inch lettering and a small embroidered patch on the left side. Jackets assigned to staff working in the field shall wear a navy blue Port Authority (style L317 and J754 or similar) jacket with a small embroidered patch on the left side, the name Volunteer on the right side, and a large yellow or gold patch on the back that says "VOLUNTEER".

At no time shall a volunteer wear a jacket that may appear to have the look of a sworn police officer's jacket.

If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirts not to bring attention to the employee while he/she is off-duty.