



# *San Diego Community College District Police Department Policy and Procedures*

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5.06 UNIFORM, EQUIPMENT & WEAPONS

EFF. 10/01/19

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## **I. PURPOSE**

This Department procedure establishes guidelines for uniform and equipment specifications for all sworn and civilian uniformed personnel.

## **II. SCOPE**

This procedure applies to all members of the Department.

## **III. DEFINITIONS**

- A. Tattoo – the act or practice of marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.
- B. Scarification – the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
- C. Branding – the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.
- D. Piercing – the act of creating a hole in any part of the body for the purpose of inserting an object, jewelry or ornamentation.
- E. Excessive tattoos, scarifications or brands – any tattoos, scarifications or brands that exceed 30% of the exposed body part, those above the collarbone readily visible when wearing an open collar uniform, and/or any which detract from an appropriate professional image.

## **IV. PRESCRIBED EQUIPMENT**

- A. Required articles not supplied by the Department are to be provided at the employee's expense.
  - B. Non-uniformed sworn personnel are required to maintain and have available at their
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assigned workplace a complete Class A and Class B regulation uniform.

- C. If there is any doubt as to whether a particular item meets Departmental specifications or if a member wishes to recommend any modifications or additions to uniform apparel or equipment, they must first obtain approval of the Uniform & Safety Committee, who will obtain subsequent approval from the Chief of Police or his/her designee.
- D. Uniform stores have current Department specifications and are obligated to provide officers with that information.

**V. WEARING OF UNIFORM, BADGE AND NAME TAG**

- A. Personnel shall not wear combinations of uniform and civilian attire except to cover up the uniform while traveling to and from work, or as directed in accomplishing work assignments. Discretion is required to avoid an unkempt, out-of-uniform appearance in view of the public.
- B. On-duty personnel shall be in complete uniform unless assigned to plainclothes duty, or specifically directed otherwise by proper authority.
- C. Uniformed personnel shall keep their uniforms clean and pressed and their badges and name tags clean and bright. Leather accessories and shoes shall be well polished.
- D. Uniformed personnel shall wear the appropriate regulation badge over the left breast pocket on the outermost garment. The regulation name tag (all gold or gold with black lettering for sworn officers, and all silver or silver with black lettering for civilian personnel) shall be worn above the right breast pocket on the uniform shirt or outermost garment (excluding rain gear).
- E. Officers shall furnish their name and Department member identification numbers to any person requesting this information when they are on duty or while representing the Department in an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by the proper authority.

**VI. REQUIRED EQUIPMENT AND WEAPONS**

- A. On-duty uniformed officers except when assigned to office duties, shall at all times wear a gun belt and holster, carry an approved handgun and ammunition, spare magazines and ammunition, Oleoresin Capsicum (OC spray), approved impact weapon, badge, identification card, whistle, a flashlight (as necessary), and handcuffs. ASP manufactures a tactical handcuff, which incorporates a laminated, heat-treated

stainless steel lock set, with a polymer/plastic lock assembly. While on duty, officers shall not carry or use any handcuffs containing polymer/plastic materials. These prohibited handcuffs include all chain link, hinge, and rigid styles of handcuffs containing polymer.

- B. Uniformed officers have the option to carry the PR-24 side handle baton, expandable side handle baton or the expandable straight baton on their duty belt. Officers must have their PR-24 baton or fixed 26" or 29" wooden straight baton available for field incidents (i.e., crowd control). The expandable straight baton is not authorized for crowd control incidents. The expandable straight baton is authorized for use by non-uniformed sworn personnel as optional equipment. Handcuffs must be carried in a leather case. Uniformed and non-uniformed officers assigned to office duty shall carry a Department-approved handgun when they are required to be armed. Saps and sap gloves are expressly prohibited.

Note: Personnel electing to carry any of these impact weapons, who have not received academy instruction on their use, must complete the approved certification through the SDPD's In-Service Training prior to carrying the weapon. Upon successful completion of the certification, a written authorization form will be placed in the officer's training and Department personnel files. Officers may only purchase and use the Monadnock Expandable Side Handle Baton (PR-24X) 24" model. There are several approved expandable straight baton manufacturers. Officers may only purchase and use the ASP, Winchester, Monadnock, and Casco expandable straight batons in the 16", 21", and 26" lengths.

- C. All field personnel, Sergeant and below, including College Service Officers (CSOs) are required to maintain and carry in the field a Department-issued CPR mask.
- D. Officers, while in uniform, are not to carry extended magazines in holstered semiautomatic pistols. This practice creates a serious safety hazard. Extended magazines may be carried in a pouch for spare ammunition. Extended magazines are defined as any magazine that extends beyond the base of the magazine well, excluding the butt plate of the magazine itself.
- E. While on duty, unless otherwise directed by the Chief of Police, officers in civilian clothing shall carry, on their person, a Department-issued badge, handcuffs, identification card and an approved handgun and ammunition. OC spray may be carried at the option of the officer.
- F. Whether on or off duty, officers shall carry, or have in their immediate possession, their Department identification card, except when impractical, dangerous for their safety or when the act would hamper an investigation. The carrying of a badge or firearm while off duty shall be at the option of the officer. If an officer chooses to

carry a badge, the Department identification card shall also be carried. If an officer chooses to carry a firearm, both the Department identification card **and** badge shall be carried.

G. Officers (except while in uniform) shall not wear or carry their firearms in such a manner as to be conspicuously exposed to view.

H. Officers may purchase and carry flat badges directly from the retailer. The flat badge remains the property of the employee at the time of employee termination.

**VII. PERSONAL APPEARANCE OF SWORN AND UNIFORMED CIVILIAN PERSONNEL**

Members of the Department, while on duty, shall at all times be neat and clean. Clothes shall be clean and pressed and uniforms shall be in conformity with specifications contained in this procedure. As often as necessary, members shall examine and clean their equipment and keep it in good, serviceable condition. Officers assigned to Investigations shall dress in a manner that is in keeping with good taste, judgment and moderation. Members shall present a professional appearance at all times in dress and grooming standards unless excused by the Chief of Police due to special assignment.

**VIII. INVESTIGATIONS SECTIONS**

A. Unless otherwise directed, male officers assigned to non-uniformed sections shall dress in a business-like manner.

B. Unless otherwise directed, female officers assigned to non-uniformed sections shall dress in a business-like manner. Jewelry shall not be excessive and the hair shall be worn in a neat style.

C. Skirts shall be no more than three inches above the knee or longer than ankle length. Extreme patterns and designs are prohibited. Conservative necklines will be worn. All clothes shall be neat and present a business-like appearance. Heels shall not be over three inches in height.

**IX. UNIFORM REQUIREMENTS**

A. Trousers

1. Uniform trousers shall be either 45% worsted wool/55% dacron polyester (washable material variety) or 100% worsted wool, San Diego Police Department standards, and LAPD blue in color.

2. Trousers for the optional class "C" uniform will be 65% / 35% polyester-cotton construction and Navy blue in color, with thigh pockets that have zipper and velcro closures.

#### B. Shirt and Tie

1. Uniform shirts will be either 45% worsted wool/55% Dacron polyester (washable material variety) or 100% worsted wool, San Diego Police Department standards and LAPD blue in color.
2. Short sleeve shirts are optional year round.
3. Long sleeve shirts may be worn with or without a tie, except when a Class "A" uniform is required then a tie is mandatory.
4. Undershirts are required when wearing uniform shirts. The undershirt shall be of the crew neck or v-neck style and white in color. The sleeves of the undershirt are not to extend beyond the sleeves of the uniform shirt. A white or black color turtleneck or mock style turtleneck shirt may be worn only under the long sleeve uniform shirt.
5. Male Officers - Ties shall be plain navy blue in color of the four-in-one hand style with clip-on or other break away feature. The bottom of the tie must not extend below the bottom of the belt.

Female Officers - Ties shall be plain navy blue in color of the four-in-one hand style with clip-on or other break away feature. The bottom of the tie must not extend below the bottom of the trouser belt or gun belt. Female officers are authorized to wear the continental style tie as an option.

6. Shirts for the optional class "C" uniform will be 65% / 35% polyester-cotton construction and Navy blue in color.

#### C. Head Gear

Baseball caps are approved for routine use by uniformed Police Officers and College Service Officers. The officer's initials and last name may be embroidered in gold thread on the back portion of the hat above the adjuster. No open mesh baseball caps will be accepted.

Supervisors will ensure that head gear is maintained in presentable condition and are not altered in any way (i.e., blocked peak, visor bent down, etc.). No pins, badges or other insignia of any type may be worn on the head gear.

#### D. Outer Wear

All outer wear will have the regulation Department shoulder patches sewn on and centered one (1) inch below the shoulder seams. Sergeant chevrons must be placed with the top point of the chevron touching the bottom point of the shoulder patch.

1. Jackets shall be black in color. The following are authorized for wear by sworn personnel:

a. Spiewak 1775 standard, waist-length, waterproof, breathable duty jacket, or similar jackets conforming to the required specifications.

b. G-1 Leather Jacket by San Diego Leather or its equivalent.

2. Optional Sweater

The sweater shall be black in color and made of 80% acrylic Monsanto Piltrol/20% worsted wool. It must be "V" neck in style with shoulder and elbow patches and shoulder loops with hook and pile fasteners.

#### E. Footwear

1. Oxford style shoes, dress boots or combat boots, including those with cloth side panels may be worn. They shall be black in color, have a plain round or capped toe, be low heeled with smooth leather or Corfam uppers and be capable of receiving a high gloss shine. All uniform footwear must be maintained in good repair and have a presentable shine.

2. Socks shall be plain black in color on that portion of the sock, which shows above the shoe top. Matching white color socks are permitted while wearing boots as long as they are not visible.

#### F. Leather Gear

1. Leather gear shall be black in color and of basket weave leather design.

2. Belt buckle shall be black in color or colonial style chromium.

3. Leather-look, laminate constructed "light weight" gear can also be used. It shall be black in color and of basket weave design.

### G. Optional Summer Uniform

The optional summer uniform will be worn during the day and evening shifts only. This uniform may be worn from the beginning to the end of daylight saving's time. Officers will not wear summer uniforms to court appearances or formal engagements. No long sleeve shirts, jackets or sweaters are to be worn with the summer uniform. The specifications are as follows.

1. Class "C" uniform shirt, which will be 65% / 35% polyester-cotton construction and Navy blue in color short sleeve shirt with badge holder, nametag holder and shoulder patches placed in accordance with Department specifications for Class "B" uniforms.
2. Shorts will be of a 65% / 35% polyester-cotton construction and Navy blue in color, with thigh pockets that have zipper and velcro closures.
3. Shoes will be an athletic shoe and black in color, or a quarter high (ankle high) leather boot such as Hi-Tec's "Magnum Midnite."
4. Socks will be black in color and crew length (nothing higher than lower calf).
5. Regulation duty belt will be worn with all required accessories.

### H. Rain Gear for All Uniformed Personnel

1. Uniform rain gear (one or two-piece) will be of high visibility yellow in color and consist of durable material. Rain gear is optional.
2. Rain boots shall be black in color and be made of rubber or paroline. Rain boots are optional.

### I. Department Issued Body Armor

All sworn uniformed personnel assigned to field duty will wear the Department issued soft body armor. Wearing the front and back vest panel is required. Uniformed personnel assigned to light duty or office duty are not required to wear a vest.

## X. **MOBILE FIELD FORCE EQUIPMENT**

Each officer will be issued a riot helmet and PR-24 baton. Every officer will be responsible for properly maintaining this helmet and keeping it in good working condition. Officers will be responsible for making sure their riot helmet and PR-24 are

readily available, either in their patrol vehicle or locker, for field incidents (i.e. crowd control, riot situations).

## **XI. TATTOOS AND PIERCINGS**

- A. Many factors influence the community's confidence in our Department. The image we present to the community must be one of professionalism. Our appearance is of utmost importance. It is the preference of the Department that should personnel obtain any tattoo, scarification, branding or piercing, it should be located in an area that can be covered with a Department-approved uniform or business attire.
- B. This establishes specific guidelines concerning the display of tattoos, scarifications, brands and piercing by members of the Department. It places accountability for compliance not only upon each employee, but also upon their supervisors and commanding officers.
- C. For this specific section, uniformed personnel include sworn police officers, College Service Officers, and RSVPs.
- D. Non-uniformed sworn personnel include investigative, administrative and all other non-uniformed assignments.
- E. Uniformed Personnel
  - 1. Except as previously described, any excessive tattoos, scarifications or brands worn by uniformed Police Department personnel shall not be visible while on duty or representing the Department in any official capacity. Excessive tattoos, scarifications or brands must be covered with a Department-approved uniform including, but not limited to, a long-sleeve shirt, jacket, sweater, turtleneck sweater, Dickie, or pants. Tattoo cover-up sleeves are also authorized to be worn and shall be dark Navy blue in color.
  - 2. No exemption will be granted for any unauthorized tattoos, scarifications or brands considered inappropriate, unprofessional or offensive as previously described.
- F. Non-uniformed Sworn Personnel
  - 1. Any excessive tattoos, scarifications or brands worn by sworn personnel working plain clothes assignments shall not be visible while on duty or representing the Department in any official capacity. Excessive tattoos, scarifications or brands will be covered with approved clothing attire as outlined in this procedure.
  - 2. No exemption will be granted for any unauthorized tattoos, scarifications or brands

considered inappropriate, unprofessional or offensive.

#### G. Non-uniformed Civilian and Volunteer Personnel

Civilian and volunteer personnel may display tattoos, scarifications or brands, except as outlined in this procedure.

H. The display of any unauthorized tattoo, scarification or brand considered inappropriate, unprofessional or offensive, regardless of its location, by any member of the Department while on duty, or representing the Department in any official capacity, is prohibited.

The following includes, but is not limited to, the types of unauthorized tattoos, scarifications or brands prohibited by this procedure:

1. Depictions of nudity or violence;
  2. Sexually explicit or vulgar art, words, phrases or profane language;
  3. Symbols likely to incite a strong reaction in the workplace, e.g., swastikas, pentagrams or similar symbols; or,
  4. Initials, acronyms or numbers that represent criminal or historically oppressive organizations, e.g., AB, KKK, SS, MM, BGF, HA, 666 or any street gang names, numbers and/or symbols.
- I. Any member of the Department who obtains an unauthorized tattoo, scarification or brand considered inappropriate, unprofessional or offensive, shall:
1. Have the tattoo, scarification or brand removed at their own expense;
  2. Cover the tattoo, scarification or brand with a Department-approved uniform as described in this procedure or the uniform specifications manual; or,
  3. Cover the tattoo, scarification or brand with Department-approved business or casual attire as described in this specifications manual.

#### J. Piercing

1. While on duty, all members of the Department shall adhere to all sections of the specifications manual pertaining to the wearing of jewelry.
2. While on duty, all uniformed female personnel, sworn and civilian, may only wear

one set of stud-type earrings with only one earring per ear. Earrings may only be worn in the earlobes. The earrings shall be plain and no more than ¼ inch in diameter. The piercing and wearing of associated jewelry in all other visible parts of the body is prohibited.

3. While on duty, all uniformed male personnel, sworn and civilian, will not wear any visible type of jewelry designed for display through the act of body piercing.
4. While on duty, non-uniformed sworn female personnel may wear two sets of earrings per ear. Earrings may only be worn in the earlobes. The earrings shall be no more than one inch in diameter and extend no further than one inch from the bottom of the ear. Earring styles and colors should not be excessive or offensive.

#### K. Exceptions

1. When deemed operationally necessary, sworn Department members in undercover assignments may display tattoos, scarifications, brands or jewelry otherwise prohibited by this order with approval of their commanding officer.
2. Jewelry, tattoos, scarifications or brands that are a required part of a recognized religious organization or practice.

#### L. Final Authority

The final authority for deciding the appropriateness of any tattoo, brand, scarification, piercing, or jewelry will rest with the Chief of Police.

## **XII. COLLEGE SERVICE OFFICER UNIFORM & EQUIPMENT**

Refer to Department Policy 7.09, College Service Officer Position.