

January 3, 2012

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Appearance, Personal
Badge
Body Armor
Equipment, Loss
Hair
Rank Insignia
Uniforms
Uniforms, Personal use
Uniforms, Seasonal Change

UNIFORMS, EQUIPMENT AND APPEARANCE

214.00 PURPOSE

The purpose of this General Order is to establish policy and procedure concerning the issuance, wearing, replacement and specifications for uniform and equipment items as well as personal grooming standards for employees.

214.01 GENERAL POLICY

- A. All police officers, except as noted, will wear the regulation uniform while on duty. It is the policy of the Department to supply and replace the required uniforms and equipment, as well as regulate the appearance of uniformed employees.
- B. When the uniform is worn, whether on or off duty, it shall be worn with all appropriate equipment. Supervisors shall ensure that uniformed employees comply with this Order through periodic inspections to be conducted at the discretion of the supervisor. While off duty performing a non-police function, the approved uniform may be worn when approval is received from the Chief. Items of uniform and equipment shall not be loaned to or borrowed by any person not a member of the Department, unless written permission is obtained from the Chief.
- C. Where a deviation from the regulations in this General Order is required in order to further a police purpose, written permission must be obtained from the respective unit commander. Division and Bureau Commanders, when necessary, may authorize the wearing of clothing other than the uniform for personnel under their command.
- D. The Chief of Police and Bureau Commanders may dress appropriately for their assigned duties. Non-uniformed employees will meet acceptable "business like" standards of dress as established by the chief of police or their Division/Bureau Commanders.

January 3, 2012

- E. All items of uniforms and equipment issued by the Department will remain the property of the City of Ferguson and upon separation; the employee shall return all issued duty equipment items. Uniforms will be returned, if in new condition. Shoulder patches must be removed and turned in to the Commander of Field Operations before a uniform shirt; jacket or sweater is removed from service. Equipment must be returned in clean, serviceable condition. If, for any reason, the employee is unable to return items of uniform or equipment, the department shall be reimbursed the replacement cost of the items. The replacement cost shall be the current cost of the item.
- F. The Division of Field Operations Commander shall be responsible for ordering, issuing, storing and replacing the required uniforms and accessories, and will coordinate the issue of the Department I.D. card and the Universal I.D. card through REJIS. The Department Armor shall be responsible for ordering, issuing, storing and replacing lethal weapons and ammunition, and less than lethal weapons - Taser cartridges.

214.02 ISSUE AND APPEARANCE REGULATIONS

- A. This section describes the uniforms, insignias, accessories and equipment issued, including the wearing of such items by employees. Standards for the proper wearing of uniforms will apply to all police officers and uniformed civilian employees of the department.
 - 1. To provide a well-attired appearance, all uniforms are to be kept clean and pressed, with metal items and leather shoes or boots polished. Items issued may not be painted, coated, engraved or altered in any manner.
 - 2. Personally owned items in lieu of issued items shall conform to specifications adopted by the Department.
 - 3. Replacement of uniforms, equipment or accessories necessitated by normal use shall be made by the employee utilizing the uniform allowance provided by the City of Ferguson. Uniforms damaged in the line of duty shall be replaced by the City of Ferguson.
- B. Field Uniforms issued
 - 1. Each commissioned officer will be issued the summer and winter uniforms comprised of the following clothing and equipment:
 - Cap frame (1)
 - Cap cover (1)
 - Cap strap (Silver) (1)
 - Cap badge "FERGUSON POLICE" w/ color state seal (1)
 - Cap rain cover (Black or clear) (1)

January 3, 2012

Duty shirt, light blue short sleeve, w/2 emblems (4)
 Duty shirt, light blue long sleeve, w/2 emblems (4)
 Tie, clip-on, 20" (1)
 Duty pants, navy blue w/ Cargo pockets (4)
 Shoes or Boots, black leather, \$120 allowance (1 pair)
 Cold weather jacket w/ emblems and POLICE reflective pull down flap (1)
 Rain coat, 3/4 length ANSI yellow/black reversible (1)
 Body armor with two carriers (1)
 Body armor tactical carrier (1)
 Velcro under belt, nylon or leather (1)
 Duty belt, black nylon (1)
 Duty holster, Blackhawk level 2, GLOCK (1)
 Double magazine pouch, black nylon - GLOCK (1)
 Handcuff case, black nylon - ASP (1)
 Handcuffs, ASP (1)
 OC spray holder, black nylon 6" canister (1)
 Baton holder, black nylon 26" ASP baton (1)
 Baton, 26" ASP friction lock (1)
 Portable radio holder, black nylon (1)
 Belt keepers, black nylon (4)
 Badge, silver, "OFFICER POLICE FERGUSON MO." w/ color state seal (2)
 Name plates, silver, "FIRST INITIAL, LAST NAME" (2)
 Whistle, silver (1) Whistle
 chain, silver (1) Whistle cover,
 white rubber (1)
 Flashlight, Stinger w/ AC-DC chargers (1)

2. The following optional items have been authorized for purchase by the officer utilizing his/her uniform allowance, and have been approved for use on duty:

Duty pants, navy blue, without cargo pockets
 Sweater, navy blue V-neck, w/ badge and name plate tabs and epaulets
 Sweater, navy blue crew neck, w/ badge and name plate tabs and epaulets
 Light weight jacket, navy blue, cruiser style, w/ epaulets
 Tie tack or tie bar, silver or gold, plain style or law enforcement related
 Service stars, silver or gold tone
 Awards and decorations as approved by the Chief of Police
 Certification pins, CIT, SRO, DARE/GREAT, etc. as approved by the Chief
 Blackhawk TASER holster Key
 ring, black nylon Baton/flashlight
 ring, black nylon Phone/pager
 case, black nylon Gloves, black
 leather
 Stocking cap, black or navy blue, no emblem
 Stocking cap, black or navy blue, w/ "POLICE" lettering
 Dress jacket, navy blue, Ike style, w/ epaulets

January 3, 2012

Gold rank bands for dress jacket (Lt's and above)
Duty leather, w/ accessories, clarino black
Shoes, clarino black
Cap frame, w/ gold braiding (Capt's and above)
Gold uniform accessories, including cap and breast badges (Sgt's and above)
Gold rank devices, collars and epaulets (Lt's and above)
Chevrons, Sergeants, navy blue and white
Duty shirts, white, long and short sleeve (Lt's and above)

3. The field uniform issue shall be maintained at a minimum quality until separation from employment. Additional items may be issued to employees as required for special duty, i.e. Bicycle Patrol uniforms or Police K-9 uniforms and equipment.

C. Field Uniform Descriptions

1. Shirts: Sergeants and patrol officers shirts will be light blue. Uniformed employees of the rank of lieutenant or above shall wear white shirts with both the summer and winter uniforms. Shirts will be long sleeves, with cuffs buttoned during the winter and short sleeve during the summer.
2. Accoutrements: On both summer and winter uniforms, sergeants and above shall wear gold tone badges, metal hatbands, uniform jacket buttons, and rank insignia.
4. Pants: Pants will be navy blue, polyester wash and wear with straight legs, without cuffs. Dress trousers (without cargo pockets) are to be worn by command rank officers, as well as all other officers at formal or ceremonial occasions. Normal duty pants for DFO patrol officers will be the navy blue cargo pocket style pants.
5. Headgear: Headgear for police officers will be the department issue round service cap with visor accommodating a cap badge. The wearing of the Department cap by uniformed officers is required on special occasions or assignments so designated by the Chief of Police, or Division or Bureau Commanding Officers. The wearing of the cap is optional at all other times. A navy blue or black stocking cap may be worn in very cold weather. The fur trooper cap is authorized to be worn by those who still have one, although no others will be purchased.
6. Neckwear: Ties are required for uniformed personnel when the long sleeve shirt is worn for state court appearances or for formal and special occasions. The tie will be black with the tie having a breakaway feature.
7. Jackets: Light weight jackets and coats will be dark navy blue. The style will be a waist length jacket, Full length front zipper, shoulder epaulets, a badge

January 3, 2012

tab above left breast pocket and department patch centered one half inch below the seam on each shoulder. Sergeants will wear white chevrons sewn on below each patch. All exposed buttons will bear the letter "P" and will be silver for police officers and gold for sergeants and above. Heavier winter jackets will follow the same form and style.

8. Rain Gear: Rain gear will consist of a black/ANSI yellow reversible 3/4-length raincoat. Rain cover for the uniform hat will be of black/ANSI yellow reversible, or clear.
9. Footwear: Shoes will be black leather, smooth, highly shined or clarino, without ornamentation. Police officers may wear either low quarter or military style shoes or boots. Trouser legs will be worn on the outside of the boot.
10. Gloves: Gloves will be black leather, lined or unlined. Police officers may be required to wear white cotton dress gloves on special occasions, e.g., parades, funerals, etc.
11. Optional Clothing: Department personnel have the option to wear the navy blue pull over sweater with the long sleeve shirt and tie only. The sweater must have the sewn on shoulder patch if worn. Sergeants must wear the white chevrons below the shoulder patch on the sweater. Unique and specialized uniforms may be worn at the direction of the Chief of Police. Examples are the one-piece jump suit for crime scene investigations, bicycle patrol lightweight shirts, shorts and shoes and lightweight shirts for K-9 officers.
12. Undershirts: If any part of the shirt is visible it must be white or navy blue in color. Dickies, turtle necks or mock turtle necks are not permitted.
13. Department badge and shoulder patch: Uniformed officers will wear the official department badge when in uniform. The official department patch will be worn on both sleeves of all uniform shirts.
14. Tie bar or tie tack: A tie bar or tie tack may be worn with the uniform. The device will be of silver metal for patrolmen and gold metal for sergeants and above. The bar or tack will be plain or if decorated, the decoration will consist of only conservative or police related insignia.
15. Name tag: The name tag will be silver colored metal for patrolmen and gold colored metal for sergeants and above. The nametag will be worn on both the uniform shirt and jacket. The tag will be centered and placed directly over the right breast pocket flap seam with the bottom edge of the tag properly aligned with the top of the seam. The nametag shall consist of the officer's first initial and his last name. Optional: Sewn on name tags are to be worn when bicycle or K-9 uniforms are the assigned uniform.

16. Service stars: Each service star represents five (5) years of full time commissioned police employment in a Federal, State, and County or Municipal law enforcement agency. Time spent in the military, police reserve, part-time police positions, or **time employed as a civilian within a police agency is not counted** for the purpose of determining how many service stars may be worn. The service stars may be worn above the nametag, centered, with the bottom of the stars aligned 1/4 inch above the top edge of the nametag. Police officers will wear silver metal and sergeants and above will wear gold metal service stars. Wearing service stars is optional for normal duty, but required for formal occasions.
17. Service awards: Awards for valor or meritorious service may be worn on the shirt pocket flap centered **on the top seam**, under the breast badge, and the bottom of the pocket flap. If an officer has more than one award, the senior award should be worn to the left of the junior award and the awards centered under the breast badge. No more than three awards will be aligned on one row of awards. Subsequent awards will be worn over the first row of awards, again with the most senior award being to the left on the top row. Wearing service awards is optional for normal duty, but required for formal occasions.
18. Other insignia: **One** Certification pin may be worn, 1/4 inch above the service stars, if any. If an employee does not wear a service stars, the certification pin may be worn 1/4 inch above the officer's name tag. If the officer is transferred out of his position (SRO, DARE/GREAT) or lets his certification laps, (CIT, ASP Instructor, Firearms Instructor, etc.) the officer is no longer permitted to wear the certification pin. Certification pins must be approved by the Chief of Police. Wearing certification pins is optional at all times.
19. Whistle and Chain: All officers will have a whistle in their possession when on duty. Officers may wear a silver whistle chain and sergeants and above may wear gold metal chains. The whistle will be a standard silver or gold police whistle and may be worn with or without the rubber cover. If worn, the chain shall be worn from the right epaulet to the right pocket. Wearing the whistle and chain is optional.
20. Jewelry: Necklaces will either not be worn or will be concealed under clothing when personnel are in uniform. Female officers may wear one pair of post or stud earrings. Officers may wear rings, but are limited to two rings. Rings must be conservative in nature.

D. Attire for Dispatch, Corrections Personnel and Special Operations Officers

1. Dispatchers will be **required** to wear the civilian uniform. The uniform issued will be short and long sleeved polo shirts with the Department Logo embroidered on the left breast area. Employees may wear long or short

January 3, 2012

sleeved polo shirts year round. Shoes with support and color coordinated to the uniform, covering the entire foot are required.

2. Dispatchers may purchase and wear over the polo shirts, sweaters and/or sweaters bearing the Department Logo. Turtlenecks are permitted under sweaters and sweatshirts with the Department Logo. For additional information on Dispatchers Uniforms see *619.00 Uniforms and Appearance*.
3. Correctional personnel are issued polo shirts with Department Logo embroidered on the left breast area. In addition Correction Officers are issued dark blue utility pants, duty belt, handcuffs, handcuff case, belt keepers, OC spray holder, OC spray and one pair of black boots or shoes.
4. Officers assigned to the Administrative Division (Community Relations Officer, Property Manager, Communications, etc.) **may wear civilian attire with their supervisor's permission**. If permission is granted, the attire shall be appropriate to their assignment.
5. Detectives assigned to the Bureau of Operational Support shall wear business attire (long sleeve shirt and tie, or short sleeve collared shirt in warm weather) unless permission is obtained from a supervisor for another form of civilian clothing. For court appearances, detectives shall wear a business suit. Female detectives shall dress at an equal level to their male counterparts. The Commander of the Bureau of Investigations and/or the Chief of Police shall have the final decision as to appropriate attire.

214.03 DUTY EQUIPMENT

Duty equipment for uniformed officers will be black nylon construction for officers assigned to patrol. They will consist of the following: equipment belt will be 2 1/4 inches wide with plastic closure; handcuff case will accommodate one pair of handcuffs, batons will be the department issue ASP™ baton carried in a department issued holder; A straight baton or PR24 may also be worn if the officer is qualified; ammunition pouches will be double magazine containers; an OC spray holder and belt keepers. Officers have the option to wear an additional handcuff case w/ handcuffs; a key ring; a pager/cell phone case and a flashlight or baton ring. Officers will not mix black leather or clarino duty gear with nylon duty gear.

214.04 RANK INSIGNIA, BADGES, ETC.

Rank insignias shall be worn by uniformed officers in the following manner:

- A. Sergeant - Chevrons. White chevrons indicating the rank of sergeant shall be worn on both sleeves with the point of the top chevron 1/4 inch beneath the shoulder patch, centered on the sleeves of the uniform shirt, sweater, coat and jackets.

January 3, 2012

- B. Lieutenant - Gold bar, two sets (one small, one large). The small gold bars will be worn on the collars of both the summer and winter shirts centered one half inch from the collars leading edge. The large gold bars will be worn on the epaulets of coats, jackets and sweaters centered one half inch from the shoulder seam. The dress coat will have a single one half inch gold braid on each sleeve three inches from the cuff.
- C. Captain - Two gold bars, connected two sets (one small, one large). The small gold bars will be worn on the collars of both the summer and winter shirts centered one half inch from the collars leading edge. The large gold bars will be worn on the epaulets of coats, centered one half inch from the shoulder seam. The dress coat will have two half-inch gold braids on each sleeve three inches from the cuff.
- D. Colonel - Gold eagle, two sets (one small, one large). The small eagles will be worn on the collars of both the summer and winter shirts centered one half inch from the collars leading edge. The large eagles will be worn on the epaulets of coats, centered one half inch from the shoulder seam. The dress coat will have four half-inch gold braids on each sleeve three inches from the cuff.

214.05 SEASONAL CHANGES

Seasonal changes in the uniform of the day for all uniformed employees, unless directed otherwise by an immediate supervisor, shall be as follows:

- A. The short sleeve uniform is mandatory from May 1st through September 30th.
- B. The long sleeve uniform is mandatory from November 1st through April 15th.
- C. Officers have the option to wear either uniform from April 16th to April 30th and from October 1st to October 31st.

214.06 PERSONAL USE OF DEPARTMENT EQUIPMENT AND UNIFORMS

Only department issued or approved uniforms and equipment will be worn. Department personnel will not use department uniforms and equipment for personal use when not acting in a police capacity except during approved secondary employment.

- A. The wearing of any piece of issued department uniform clothing, when not being worn as a part of a complete duty uniform during off duty hours, is not permitted.

214.07 REPAIR OR REPLACEMENT

When an officer has occasion to make a request for either repair or replacement of the department issued property, he will notify the Commander of Field Operations by memorandum through the chain of command.

January 3, 2012

- A. All requests will specify the circumstances of any damage or loss and will include any supporting documents.
- B. The request will be reviewed by the watch commander who will note on the request whether the repair or replacement is:
 - 1. Acceptable loss, damage, or destruction as required in the performance of duty.
 - 2. Chargeable to the officer concerned due to neglect, carelessness or misuse.

214.08 INSPECTION

Supervisors will periodically require personnel to produce all Department issued property for inspection to check for proper maintenance and serviceability. Supervisors will ensure conformity with grooming standards through daily inspection of personnel on duty. Any personnel found not in conformity may be relieved of duty for that particular shift and disciplinary action may be instituted against the individual.

214.09 GROOMING

Every member and employee, while on duty, unless otherwise directed by his commanding officer, will be well groomed and physically clean. The clothing and shoes will be clean, properly cared for and conform to the rules and regulations of the department. In uniform, personnel will wear their hair in a style conducive to the correct wearing of the uniform.

- A. Male Officers: Hair will be neat, clean and combed and cut so as not to protrude over the ears. Hair at the nape of the neck will be cut so as not to touch or extend over the collar when the head is held in the position of attention. Hair in front will not fall below the eyebrows. Hair will be groomed so as not to bush out or curl up when wearing the uniform hat.
 - 1. Sideburns will not extend past the middle of the ear. They will be neatly trimmed at all times. Bushy or mutton chop style sideburns are not permitted.
 - 2. Mustaches will be neatly trimmed and will not extend below the upper lip line and will not extend beyond the corners of the mouth. Handlebar and fu-manchu style mustaches, goatees and beards are not permitted.
- B. Female Officers: Hair must be neat, clean and combed. It will not be worn longer than the top of the shirt collar at the back of the neck while the officer is standing at the position of attention. The bulk or length will not interfere with the wearing of all standard headgear. Plain-clothes female officers will be allowed to wear their hair longer than the top of their shoulders. Uniformed female officers are required to pin their hair up in a secure position, if it extends farther than permitted. Hair on the front of the head will not extend below the horizontal middle of the forehead. The

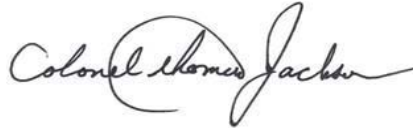
January 3, 2012

hair will not present a bunched or flared-out appearance at the back or sides of the head when headgear is worn.

214.10 SOFT BODY ARMOR

All officers assigned to field operations and assigned to patrol type duties must wear their issued body armor. All commissioned employees participating in the execution of a search warrant or making an arrest attempt, assigned to a stake out or when wearing a raid jacket will wear Department approved body armor. In all other situations when commissioned employees are working on duty in uniform or while working approved secondary employment in uniform, the commissioned employee shall have the option to wear or not wear body armor. It will be the policy that, although not required, the wearing of soft body armor is strongly encouraged. The policy for the issuance, wear and care for body armor is contained in *General Order 217.00*

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 15.4, 16.3