

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>UNIFORM AND EQUIPMENT SPECIFICATIONS AND DRESS CODE</b>		
<b>POLICY AND PROCEDURE 4.2.1.7</b>		
<b>Effective Date :</b> 08/26/09	<b>Accreditation Standards:</b> CALEA 16.4.3,22.2.8,41.3.4,41.3.5,41.3.6 CFA 2.09M, 17.10M	<b>Review Date:</b> 08/01/2014

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**PURPOSE:** To establish the standards for appearance, dress and equipment used by uniformed and non-uniformed members of the department.

**SCOPE:** This policy and procedure applies to all department members.

**REVIEW RESPONSIBILITY:** All Bureaus

**POLICY:** All members will present a conservative, professional appearance in order to gain respect, trust and support from the community; to maintain discipline and uniformity of the department as a paramilitary organization; and to promote public recognition of uniformed officers.

## **PROCEDURES**

### **1. REGULATIONS FOR UNIFORMED ATTIRE FOR OFFICERS**

- a. Officers, when working in uniform, attending a department authorized function in uniform or on a paid detail in uniform, will wear the designated uniform of the day.
- b. Officers including those assigned to plain-clothes duties will have a serviceable uniform as described in this procedure available at all times to perform uniformed duty.
- c. Uniforms and accessories will fit properly, will be clean and neatly pressed, and in good condition.
- d. All leather and nylon articles will be kept clean and give the appearance of being new. Leather articles will be polished. Metal items will be kept clean and shined.
- e. Pockets will not have a bulging appearance.
- f. It will be the responsibility of the individual officer to ensure that any uniform or accessory items that are lost, destroyed, worn out, stolen or unfit for use are replaced promptly.
- g. Officers in uniform shall wear uniform shoes, boots or black athletic shoes capable of being shined, with no noticeable logos, insignias, or other markings. Uniform shoes, boots or athletic shoes must be kept clean and shined.
- h. Uniforms for officers are divided into categories: Class A, Class B, Special Purpose, and Training. Only those uniforms and items described below may be worn.
  - i. The Class A uniform is intended as a “dress” uniform. It shall consist of:
    1. Navy blue long-sleeve uniform shirt with PBGPD patch on each shoulder.

2. Navy blue uniform trousers.
  3. Navy blue dress tie.
  4. Class A uniform hat.
  5. Leather gear with a minimum of belt, belt keepers, holster and handgun, magazine case with magazines, and handcuff case with handcuffs. All leather gear shall be black basket-weave. Sergeants and above will have gold color hardware, and patrol officers will have silver color hardware.
  6. Appropriate black footwear. If the socks are visible, they must be navy blue or black and cover any exposed skin.
- ii. The Class B uniform is intended as the standard “working” uniform. It shall consist of:
1. Navy blue short-sleeve or long-sleeve uniform shirt with PBGPD patch on each shoulder.
    - a. If a long-sleeve shirt is worn for Class B, it must be worn with the uniform tie or with a navy blue or black turtleneck style shirt or sweater.
  2. Navy blue uniform trousers.
  3. The issued “Police” ball cap, if desired.
  4. Leather gear with a minimum of belt, belt keepers, holster and handgun, magazine case with magazines, and handcuff case with handcuffs. Officers in a field assignment or working a uniformed off-duty detail must also wear the OC pouch and OC, ASP holder and ASP, and radio holder. A flashlight holder, glove case, key keeper, and spare handcuffs case are authorized to be worn at the discretion of the officer. All leather gear shall be black basket-weave. Sergeants and above will have gold color hardware, and officers will have silver color hardware. Supervisors wearing a uniform while in an administrative assignment inside the police department building may wear just the trouser belt, but must still wear an appropriate holster and firearm.
  5. If a tee shirt is worn, it must be either solid navy blue or black or hidden from sight, i.e., a “v”-neck style.
  6. Appropriate black footwear. If the socks are visible, they must be dark blue or black.
- iii. A special purpose uniform is, as the name implies, intended for special purposes. Examples include uniforms for Motorcycle Officers, K-9 Officers, Honor Guard Officers, SWAT Officers, Hostage Negotiators and TAC Agents. Bureau Majors shall have the authority to approve special purpose uniforms used by officers within their bureaus and to establish the conditions for the wearing of those uniforms. No special purpose uniform may be worn without the approval of the appropriate Bureau Major.
- iv. The Training Uniform is intended for use by officers attending in-service training. It shall consist of the issued gray training shirt, navy blue uniform trousers, and appropriate black footwear. The training uniform may be modified as needed for specific training, e.g., the wearing of BDU pants for firearms training or shorts for physical training. All officers attending in-service training shall wear the uniform specified by the Training Unit in the training announcement for the in-service block. The training uniform or shirt shall not be used outside of training unless authorized by a supervisor.
- i. Reserve Police Officers shall comply with this uniform policy. The only differences between the uniform for a full-time sworn officer and a reserve officer shall be:
- i. A reserve officer’s badge shall include the word “Reserve.”
  - ii. A reserve officer’s nametag shall also include the word “Reserve.”
- j. All officers are issued individual protective vest type body armor. This protective vest shall be worn while on uniformed field duty and uniformed off-duty details. All officers involved in a pre-planned, high risk situation, such as the execution of search warrants or drug raids, shall wear their issued protective vest and/or provided tactical body armor, whether in uniform or plain clothes.
- k. Other items that may be worn as conditions dictate are:
- i. Any department issued winter jacket, with PBGPD patch on each shoulder.
  - ii. Any department issued rain gear or jacket.

- iii. Personally owned navy blue nylon windbreaker with the department badge screen-printed in white on the left chest and the words "Palm Beach Gardens Police" screen-printed in white on the rear. Supervisors may wear the same items with the screen-printing in gold color rather than white.
- l. Accessory items shall be worn as follows:
  - i. The issued badge shall be worn in the designated location above the left shirt pocket.
  - ii. The issued nametag shall be worn centered above the right pocket with the bottom of the nametag level with the top of the pocket. If a "serving since" pin is worn, it shall be attached to the nametag and may extend below the top of the pocket.
  - iii. Specialized unit or assignment plates shall be worn immediately above the nametag and centered on the nametag. These may be worn only while the officer is assigned to that unit.
  - iv. Award bars shall be worn vertically immediately above the specialized plates, or nametag if no specialized plate, and centered on the nametag.
  - v. Specialized unit pins/insignia may be worn centered above the award bars, if any, or on the shirt pocket flap. These may be worn only while the officer is assigned to the specialized unit.
  - vi. State and national accreditation pins may be worn. They shall be placed to either side of, and even with, the nametag, with the national (CALEA) pin worn to the center.
- m. Collar brass consisting of the letters "PBG" shall be worn on each collar as follows:
  - i. For short sleeve shirts or long sleeve shirts worn without a tie, the collar brass shall be worn on a horizontal plane parallel to the bottom collar stitching and immediately above the stitching.
  - ii. For long sleeve shirts worn with a tie, the collar brass shall be worn angled between the bottom and side collar stitching such that the collar brass is horizontal when the collar is buttoned.
  - iii. This shall not apply to the Chief of Police if he/she chooses to wear the rank insignia on the collar.
- n. Rank insignia shall be worn as follows:
  - i. Sergeants shall wear cloth chevrons on each sleeve, centered below the department patch.
  - ii. Majors shall wear their rank insignia, a gold oak leaf, on the uniform shirt collars.
  - iii. The Chief of Police may wear the rank insignia of his/her choice on either the uniform shirt or jacket collar or epaulets.
- o. Uniform items not issued, permitted by policy, or expressly authorized by the Chief of Police are prohibited.
- p. No uniforms or uniform items shall be worn when off-duty except for traveling to and from work. Officers who wear partial uniforms while traveling to and from work shall not engage in any personal business or errands while traveling when such partial uniforms identify them as a police officer or member of the Palm Beach Gardens Police Department (e.g., wearing a uniform jacket with plain clothes).
- q. Officers working an off-duty detail shall wear the standard Class B uniform unless otherwise requested by the person/organization requesting the detail or otherwise approved by the officer's Bureau Major.
- r. Uniforms, when worn, shall be worn properly and in their entirety as required in this policy and procedure, except as allowed in the preceding paragraph when traveling to and from work.

## **2. REGULATIONS FOR UNIFORMED NON-SWORN MEMBERS**

- a. Non-sworn department member, when working in uniform or attending a department authorized function in uniform will wear the designated uniform of the day.
- b. The uniform regulations for Police Aides shall be the same as for sworn officers, with the following exceptions:
  - i. The shirt color shall be light blue.
  - ii. The badge shall identify the member as a "Police Aide."
  - iii. The issued ball cap shall read "Police Aide."
  - iv. A Police Aide will not be issued and shall not wear or carry a firearm or holster. A Police Aide may only carry handcuffs and defensive weapons (ASP/OC) if the Police Aide is trained and qualified to do so in accordance with department policy.

- c. Non-sworn members such as Police Service Specialist, Emergency Communications Operators, Department Quartermaster, Crime Scene Investigators, and Evidence Technician may be issued and required to wear uniforms or may be given the option to wear uniforms. These uniforms may consist of polo shirts, dress shirts, pants, skirts or other items as established by the appropriate Bureau Major. Any required uniform items will be provided by the department at the department's expense.

### **3. REGULATIONS FOR PLAIN CLOTHES ATTIRE FOR OFFICERS AND NON-SWORN MEMBERS**

- a. Officers assigned to plain clothes assignments and all non-sworn members not wearing uniforms shall dress in conservative and professional "business-like" attire while on-duty and/or representing the Palm Beach Gardens Police Department.
- b. Appropriate clothing for males includes:
  - i. Dress shirt
  - ii. Tie
  - iii. Dress trousers
  - iv. Dress coat/sports coat (optional)
  - v. Suit (optional)
  - vi. Appropriate conservative footwear
- c. Appropriate clothing for females includes:
  - i. Conservative dresses
  - ii. Dress skirt and blouse
  - iii. Dress slacks and blouse
  - iv. Pants suit
  - v. Suits
  - vi. Appropriate conservative footwear
- d. If authorized by their supervisor, members may wear a department issued polo shirt with dress pants or skirt or "Dockers" style casual slacks or uniform pants.
- e. These plain clothes requirements shall also apply to uniformed officers choosing to attend court proceedings in civilian clothing. Officers appearing in court on department related business shall wear either a complete uniform in compliance with this policy or appropriate civilian attire in compliance with this policy.
- f. In the event a "dress-down" day is authorized, members shall still wear neat and appropriate attire. Examples of authorized dress down wear include:
  - i. Polo shirts or casual button-up shirts/blouses with collar
  - ii. "Dockers" style pants of varying brands or casual skirts
  - iii. Tee shirts, shorts, tennis shoes and similar items are not authorized as "casual" wear.
  - iv. Civilian members may wear jeans on dress down days with the approval of their supervisor; however such jeans must be clean and in good repair. Faded, baggy and/or torn jeans shall not be allowed.
  - v. Except as allowed for dress down days, "jeans" shall not be worn unless approved by the member's supervisor in advance for a specific, limited purpose.

### **4. GENERAL APPEARANCE AND GROOMING REQUIREMENTS**

- a. All members shall be well groomed and demonstrate good hygiene at all times while on-duty.
- b. All uniforms/clothing worn shall be neat and clean.
- c. Members' hairstyles and grooming shall be conservative and professional and conform to the following:
  - i. Male grooming standards:
    - 1. Hairstyles shall be neat, clean and styled to present a professional and groomed appearance.
    - 2. The length of the hair shall be such that it does not cover the eyebrows, tops of the ears nor extend beyond the top of the shirt collar.

3. Members shall be clean-shaven each day with the exception of a mustache or sideburns that comply with this policy. All other facial hair, including beards and goatees, is prohibited unless approved by the member's Bureau Major for specific reasons such as an undercover assignment.
4. A mustache, if worn, shall be kept neatly trimmed, conservative in style, and shall not extend below the corners of the mouth nor over the lip.
5. Sideburns shall not extend below the lower opening of the ear. "Pork-chop" or flared style sideburns are prohibited. Sideburns shall be kept neatly trimmed.
- ii. Female grooming standards:
  1. Hairstyles shall be neat, clean and styled to present a professional and groomed appearance.
  2. Hair in front shall be styled so that it does not fall below the eyebrows.
  3. Hairstyles will be at the discretion of the member within the limits of these guidelines. The length of hair for female officers while in uniform shall not extend below the collar of the uniform shirt. Conservative hair ornaments may be worn to confine the hair as long as a neat and professional appearance is maintained.
- d. Members on-duty or representing the department may wear conservative jewelry so long as the jewelry contributes to a professional appearance. Jewelry is limited to the following items only:
  - i. One wristwatch (for safety reasons, a watch worn while in uniform must be snug fitting with no dangling ornaments or protrusions).
  - ii. Two rings of conservative design (a wedding/engagement ring set worn together will count as one ring).
  - iii. One bracelet (discouraged for uniform wear for safety reasons, but, if worn in uniform, must be snug fitting with no dangling ornaments or protrusions).
  - iv. One necklace (for uniform wear, a necklace, if worn, must be worn inside the shirt and concealed from public view; it must not dangle or be visible outside the shirt so as to avoid presenting a safety hazard).
  - v. Female members may wear one pair of earrings (for uniform wear earrings must be post, stud, or small button style with no dangling ornaments or protrusions).
- e. In order to maintain a neutral look for all members which creates public confidence, does not detract from a professional appearance, does not distract others, is not offensive to others, is not distasteful, or does not create a safety issue, the following standards are adopted as of September 20, 2006:
  - i. Members are prohibited from having body adornment, including but not limited to: tattoos, body art, ornamental veneers or caps on the teeth, intentional scarring, body mutilation, body part piercing or jewelry that is visible while wearing any required uniform/clothing, except as otherwise allowed by this policy and procedure.
  - ii. The use of a cover, such as bandage, cosmetics or additional clothing is not a satisfactory alternative to avoid a violation of this section.
  - iii. Department members with tattoos will not be held in violation of this section for any existing tattoo, but will be for anything added in violation of this policy and procedure.
  - iv. The Chief of Police shall be the final authority as to whether any specific body adornment violates this policy and procedure and shall have the authority and sole discretion to issue waivers as needed for the benefit of the Department.
- f. It is recognized that this policy and procedure cannot anticipate every potential situation regarding uniform and appearance issues. Supervisors are therefore given specific authorization to use their discretion to ensure that all members present a conservative, professional appearance in order to accomplish the objectives of this policy and procedure.
  - i. At any time a supervisor feels that an member is dressed inappropriately, wearing an inappropriate item, or is otherwise in violation of this policy, the supervisor may require the member to correct the problem immediately, including, if necessary, sending the member home to change or correct the problem.
  - ii. Any absence from work for such reason shall be charged to the member's leave time.
  - iii. If the member disagrees with the supervisor's opinion, the member shall still immediately comply with the supervisor's direction, and then may appeal in writing the supervisor's decision via the chain of

command. The Chief of Police has the final authority in determining what is considered conservative, professional, and/or appropriate attire.

- iv. If the supervisor's decision is overturned, the member shall not be charged for the time lost from work to fix the problem, if any.

## **5. ISSUANCE OF UNIFORMS AND EQUIPMENT**

- a. The department quartermaster shall be responsible for the issuance of all general use equipment and supplies, such as uniforms, leather goods, and uniform accessories at initial issue for new members as well as subsequent reissue of unserviceable items. The department quartermaster will coordinate firearms and ammunition issuance.
- b. All issued non-expendable items remain the property of the Palm Beach Gardens Police Department and shall be returned upon resignation, dismissal, termination or as otherwise required.
- c. Department member shall be issued such items as identified or required from time to time. Specific items for initial issue are listed in an addendum at the end of this policy.
- d. Any member who chooses to carry/wear personally owned items in the performance of their duties does so at their own risk. All personally owned items must comply with this policy. The replacement/repair of personally owned items damaged in the line of duty shall be in accordance with the PBA contract for those members subject to that contract.

## **6. MAINTENANCE, REPLACEMENT, LOSS OR DAMAGE TO UNIFORMS AND EQUIPMENT**

- a. All issued uniforms and equipment shall be kept clean, in good repair, and in compliance with department directives and specifications.
- b. Members may be subject to inspection of their uniforms and issued equipment at any time.
- c. Replacement of issued uniforms and equipment as a result of normal wear and tear shall be handled by the Quartermaster.
- d. Issued uniform items or equipment that is damaged in the line of duty will be replaced by the Quartermaster after the involved member completes and submits a miscellaneous incident report or other report documenting the circumstances.
- e. Issued uniform items or equipment that is lost will be replaced, if warranted, after the involved member completes and submits a miscellaneous incident report or offense incident report documenting the circumstances.
- f. The replacement of lost or damaged equipment, other than a vehicle, when such loss or damage was due to the member's negligence may be at the member's own expense.

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**INDEX AS:**

- UNIFORM AND EQUIPMENT
- DRESS CODE

**RESPONSIBILITY INDEX:**

- QUARTERMASTER
- ALL MEMBERS

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

08/26/09  
Date

**ADDENDUM: ISSUED UNIFORMS & EQUIPMENT, Effective 6/01/07****ALL MEMBERS**

- Department Policy and Procedure Manual (online via digital signature)
- Gate operator remote
- ID and access cards
- “Primus” key

**SWORN OFFICERS**

## Uniform Items:

- Short sleeve shirts, navy blue – 5
- Long sleeve shirts, navy blue – 2
- Trousers/slacks, navy blue – 5
- Dress tie, navy blue – 1
- Winter coat, navy blue – 1
- Raincoat, black reversible – 1
- Class “A” Hat – 1
- Hat badge – 1
- Hat band - 1
- Hat rain cover – 1
- Ball cap, black “Police” – 1
- Body armor and shock plate – 1
- Service stripes as appropriate (one stripe for each 4 years of sworn law enforcement service).
- Vest covers – 2
- Traffic vest, reflective – 1
- Uniform badge – 1
- Name tag – 1
- Collar brass – 2
- Mourning band, black – 1
- Polo shirt for training, gray – 1
- BDU pants, black – 1
- BDU Jacket, black – 1
- Kevlar helmet – 1
- Helmet face shield – 1
- Gas mask w/pouch – 1

## Equipment:

- Glock model 22 or 23 – 1
- Magazines for pistol – 3
- Duty belt with buckle – 1
- Belt keepers – 4
- Belt suspenders, optional – 1
- Holster, level 2 – 1
- Double magazine pouch – 1
- Radio holder – 1
- Handcuff case – 1
- Handcuffs and key – 1
- ASP holster – 1
- ASP baton – 1
- O/C canister holster – 1
- O/C spray canister – 1
- Glove pouch – 1
- Flashlight holster – 1
- Stinger style flashlight/charger – 1
- Flashlight wand, red – 1
- Flashlight holster – 1
- Glove pouch – 1
- Whistle and chain – 1
- Flex cuffs, key – 2 pair
- Flex cuffs, regular – 2 pair
- Portable radio/charger – 1
- Shoulder microphone – 1
- Map book – 1
- State Statute book – 1
- CPR mask/case – 1
- Accreditation pins (CALEA/CFA)
- Range ear protection – 1
- Parachute bag for field force gear – 1

**SWORN SUPERVISORS**

## Above items plus:

- Sergeant stripes – 8 pairs
- Majors – 2 pairs insignia and 2 pairs epaulets
- Wallet badge and wallet



**RESERVE OFFICERS**

Same as sworn officers, except:

- Short sleeve shirts, navy blue – 2
- Long sleeve shirts, navy blue – 1
- Trousers/slacks, navy blue – 2
- Badge and nametag specify “Reserve”

**POLICE AIDES**

- Short sleeve shirts, light blue – 5
- Long sleeve shirts, light blue – 2
- Trousers/slacks, navy blue – 5
- Dress tie, navy blue – 1
- Ball cap, “Police Aide” – 1
- Polo shirt for training, gray – 1
- Winter coat, navy blue – 1
- Raincoat, black reversible – 1
- Traffic vest, reflective – 1
- Duty belt with buckle – 1
- Belt keepers – 4
- Belt suspenders, optional – 1
- Handcuff case – 1\*
- Handcuffs and key – 1\*
- ASP holster – 1\*
- ASP baton – 1\*
- O/C canister holster – 1\*
- O/C spray canister – 1\*
- Radio holder - 1
- Portable radio/charger – 1
- Shoulder microphone – 1
- CPR mask/case – 1
- Flashlight holster – 1
- Stinger style flashlight/charger – 1
- Flashlight wand, red – 1
- Whistle and chain – 1

\* If qualified in accordance with department policy

**MOTOR OFFICERS**

- Officer issue plus:
- Long sleeve shirts, white – 5
- Motor pants, navy blue – 5
- Motor boots – 1 pair
- Crossover strap for belt – 1
- Motorcycle helmet – 1
- Gloves – 1 pair
- Helmet speaker/microphone system – 1

**BICYCLE OFFICERS**

- Bicycle helmet – 1
- Short sleeve bicycle shirt – 1
- Bicycle shorts – 1

**K-9 OFFICERS**

- BDU’s – 3 sets
- Nylon gear/tactical holster – 1
- Other specialized equipment as needed and approved by K-9 supervisor

**SWAT OFFICERS**

- Camo BDU’s – 1 pair
- Tactical holster – 1
- Equipment belt – 1
- Personal body armor (raid jacket) – 1
- Long sleeve gray T-Shirt – 1
- Long sleeve black T-shirt – 1
- Short sleeve black T-shirt – 1
- Black hood – 1
- Black leather gloves – 1 pair
- Elbow and knee pads – 1 set
- Goggles – 1 pair
- M-3 tactical illuminator – 1

**HOSTAGE NEGOTIATORS**

- Polo shirt, “Negotiator,” black – 1
- Tactical body armor carrier – 1

**FIREARMS INSTRUCTORS**

- Red “Instructor” polo shirt – 2
- BDU pants, tan – 1 pair
- Tactical body armor carrier – 1
- Electronic hearing protection – 1
- Ball cap, “Firearms Instructor,” red – 1

**TRAINING STAFF (FULL-TIME)**

- Polo shirt, “Training,” white, blue or black – 3

**EMERGENCY COMMUNICATIONS OPERATORS**

- Polo Shirt, “Communications,” – 5
- Pants, navy blue – 5
- Jacket, nylon windbreaker style – 1
- Belt, black basket weave – 1

**POLICE SERVICE SPECIALIST**

- Polo Shirt, “Administrative Operations Bureau” – 4
- Pants, navy blue – 4

**POLICE EXPLORERS**

- Shirt, short sleeve, gray – 1
- Pants, gray – 1
- Whistle/chain – 1
- Nametag – 1
- Collar brass – 1 pair
- Traffic vest, reflective – 1

**CRIME SCENE INVESTIGATORS**

- Polo shirts, “Crime Scene Investigator” – 5
- Uniform pants, navy blue, or BDU pants, black – 5
- Raincoat – 1
- Jacket, nylon windbreaker style – 1
- Belt, black basket weave – 1
- Flashlight w/ holster – 1
- O/C canister holster – 1\*
- O/C spray canister – 1\*

\* If qualified in accordance with department policy

**CMP VOLUNTEERS**

See policy 3.3.9 – Citizens’ Mobile Patrol, Uniforms and Appearance