



PERSONAL APPEARANCE, UNIFORM/CITIZEN'S DRESS AND EQUIPMENT



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I. PURPOSE

This directive:

- A. prescribes uniforms and authorized equipment items for sworn and civilian members.
- B. sets forth uniform/equipment specifications for sworn and civilian members.
- C. outlines uniform, equipment, personal appearance, and dress requirements for sworn and civilian members.
- D. continues the Uniform and Personal Equipment Policy Committee.
- E. revises the restrictions for the MOLLE overshirt carrier.
- F. satisfies CALEA Law Enforcement Standard Chapters 41 and 22.

II. RESPONSIBILITIES

- A. All sworn and uniformed civilian members are required to:
 - 1. wear or carry only [prescribed](#), [alternate](#), or [optional](#) items authorized by the Department while on duty.

NOTE: Uniformed civilian members who receive a uniform allowance are responsible for purchasing uniforms at their own expense within two pay periods after employment. Specifications for uniforms and insignia will be developed by the Research and Development Division and distributed to local retail uniform establishments.

- 2. own all prescribed uniform and equipment items for their rank or position as specified by the provisions of this directive.

NOTE: Members will own and maintain all prescribed uniform and equipment items that were the current approved items on or after their date of hire; members will not wear any uniform or equipment item that was approved prior to their date of hire and subsequently replaced by a more current item.

- 3. if attired in uniform or casual dress, wear the prescribed star, name tag, unit designator, and rank insignia on their outer-most garment and in view to the public. Outer-most garment include uniform shirt, overshirt or MOLLE vest carrier, uniform jacket, fleece jackets and approved sweater.

NOTE: When worn, all approved outer-most uniform garments will display the prescribed star, name tag, unit designator, and rank insignia.

- 4. comply with the uniform standards and specifications established by this and related directives.

5. appear neatly attired, properly equipped, and maintain proper hygiene while on duty.
6. adhere to uniform/citizen's dress standards while appearing at duty-related judicial proceedings.
 - a. When a sworn member is attired in uniform at the time of an arrest, the member will appear at related judicial proceedings attired in uniform.
 - b. When a sworn member is attired in conservative business attire, casual dress, or covert dress at the time of an arrest, the member will appear at related judicial proceedings attired in either uniform or conservative business attire as determined by the member's bureau chief.
 - c. When a sworn member is subpoenaed to appear at duty-related judicial proceedings but is **not** the arresting officer, the member may appear attired either in conservative business attire or uniform.

B. Adherence to Uniform Standards

1. All supervisors have the responsibility and authority to ensure that uniform standards are strictly observed by both sworn and uniformed civilian members. Supervisors will direct members to replace items which do not meet specifications or are worn beyond serviceability. Appropriate action will be taken when members fail to meet uniform/citizen's dress requirements.
2. Any uniform and/or equipment item is subject to inspection by supervisory personnel. Inspection of uniform apparel may include a visual inspection of "approved" Chicago Police Department garment labels.

C. Special Events Authorization

The uniform for all sworn members assigned to special events or formal occasions will be specified by the officer who issues the order establishing the assignment of personnel. Normally, the uniform will be the seasonally prescribed dress uniform. White gloves may be specified whenever the spring/fall or winter dress uniform is authorized.

D. Authority to Modify

1. When uniform/equipment modifications are anticipated by bureau chiefs, the Research and Development Division may be requested to assist in determining feasibility.
2. When a uniform/equipment or dress modification is adopted, a written bureau directive will be issued. A copy will be forwarded to the Research and Development Division. Modifications of covert dress requirements for members assigned to covert duties will **not** require the issuance of a written bureau directive.
3. Bureau chiefs may authorize the wearing of appropriate dress for specific members within their respective bureaus.
4. The Medical Administrator is authorized to allow exceptions to uniform and equipment requirements for medical reasons. Exceptions require a written authorization. A copy will be retained in the member's Personnel File in the member's unit of assignment.
5. Items not listed herein or authorized for modification may be evaluated by the Uniform and Personal Equipment Policy Committee for recommendation to the Superintendent of Police.

E. Formal Dress Policy

1. The Formal Dress Uniform is the Class A prescribed uniform, with blouse.
2. Members required to wear Formal Dress Uniform for ceremonial or other designated occasions will not wear soft body armor, a field-equipped utility belt, or carry a baton or handcuffs unless otherwise directed by an exempt or supervisory member.
3. The blouse may be substituted by the reefer or overcoat with prior authorization and notification by the Superintendent.

III. PERSONAL APPEARANCE

- A. Posters depicting Chicago Police Department Haircut Standards for male and female personnel are located throughout the Department. These posters are offered as a guide for interpreting the provisions of this directive. Supervisory personnel conducting inspections will ensure compliance with these standards.
- B. On-duty sworn and uniformed civilian members will be well-groomed and meet the following standards:
1. Head hair will be neatly trimmed, shaped, and arranged and will not interfere with the external design of the uniform cap. Forehead hair (bangs), pony tails, braids, etc., will not protrude from under the uniform cap's headband. A bun-type hairstyle may be worn below the edge of the cap and above the collar. The uniform cap will fit firmly and comfortably around the largest part of the head.
 2. A male member's hair will not extend below the top edge of the uniform shirt collar nor cover any part of the ear. A female member's hair will not extend below the bottom edge of the uniform shirt collar.
 3. Sideburns or hair worn in front of the ears will be neatly trimmed; not extend below the lowest part of the ear; not be flared; be of even width; and end with a horizontal line.
 4. Head hair will **not** be adorned with any type of ornamentation nor be styled, sculpted, or carved in radical fashions such as mohawk, dreadlocks, punk, new wave, etc.
 5. Hair color will be limited to colors that are natural to the human species or conservative artificial variations.
 6. Hairpins or barrettes will not be conspicuous. Hat pins, exposed clips, and any other type of ornamentation is prohibited.
 7. A member's face will be clean shaven. Mustaches are permissible and will be neatly trimmed and not be excessively bushy, rolled, or curled. A mustache will not extend below the upper lip or beyond the outer points of the mouth. However, the following exemptions apply:
 - a. Upon written approval from the Medical Section, beards may be worn in accordance with procedures outlined in the Department directive titled **"Skin Condition Aggravated by Shaving."**
 - b. Upon written approval from the appropriate bureau chief, beards may be worn only after a Department member is issued a Bureau Chief's Exemption from the Chicago Police Department's Clean-Shaven Policy Card (CPD-62.437) and only when working in the designated unit identified on the card.
 - c. The bureau chief or an appointed designee will enter the Bureau Chief's Exemption into the automated Watch Personnel System.
 - d. Department members issued a Bureau Chief's Exemption from the Chicago Police Department's Clean-Shaven Policy Card (CPD-62.437) must:
 - (1) be clean shaven while working Voluntary Special Work Opportunities (VSWO).
 - (2) adhere to Department uniform and personal appearance standards while working outside their unit of assignment.
 - e. Members wearing a beard under a Bureau Chief's Exemption from the Chicago Police Department's Clean-Shaven Policy:
 - (1) will maintain a beard as specifically authorized by the member's bureau chief while on-duty.
 - (2) will ensure that the Bureau Chief's Exemption from the Chicago Police Department's Clean-Shaven Policy Card (CPD-62.437) is carried on their

person while on-duty, and is available to any supervisor upon request, unless to do so would compromise officer safety.

- f. Unit commanding officers will ensure that:
 - (1) a copy of the Bureau Chief's Exemption from the Chicago Police Department's Clean-Shaven Policy Card (CPD-62.437) is placed in the member's unit personnel file.
 - (2) the Bureau Chief's Exemption has been entered into the automated Watch Personnel System.

NOTE: Members who participate in any Department-sponsored public ceremonial events, including but not limited to promotions, graduations, and awards ceremonies, must be clean shaven regardless of any written approval from the Medical Section or bureau chief permitting the wearing of a beard.

- 8. A wig or hairpiece will conform to the same standards as stipulated for natural hair. The wearing of a wig or hairpiece to disguise normal appearance is prohibited.
- C. Cosmetics will be applied conservatively. Exaggerated, radical, or unusual cosmetic styles are prohibited.
- D. Fingernails will not extend beyond the finger tips and will be kept clean. Fingernail colors are limited to natural, clear, or conservative artificial tones. Multicolored or ornamentally decorated fingernails are prohibited.
- E. Members may be allowed to deviate from the above standards with prior written authorization from their bureau chief. The written authorization will be forwarded to the member's unit of assignment and maintained in the member's personnel file; a copy will also be provided to the station supervisor/designated unit supervisor.

IV. UNIFORM AND EQUIPMENT SPECIFICATIONS

- A. Uniform and personal equipment items are assigned a specification number. Each specification references the technical requirements of uniform and equipment items authorized for use by Department members.
- B. The Uniform and Equipment Specifications should be consulted for detailed technical specifications and additional information regarding authorizations and restrictions on uniform and equipment items described in this directive.
- C. The Uniform and Equipment Specifications can be accessed via the Department Directives System.
- D. Should there be any contradiction in specifications between the Uniform and Equipment Specifications and this directive, this directive will take precedence.

V. SEASONAL UNIFORM REQUIREMENTS

- A. Department members will use and maintain uniform and equipment items prescribed for their rank or position.
 - 1. Summer uniform garments and equipment will be worn/used from **1 June through 30 September**.

NOTE: Uniformed members may choose to wear the long sleeve shirt, which will be worn with appropriate neckwear. When the short sleeve shirt is worn in conjunction with a uniform blouse/coat/jacket, appropriate neckwear will be worn.

- 2. Summer or winter uniform garments and equipment will be worn/used from **1 May through 31 May** and **1 October through 31 October**, depending upon temperature.

3. Winter uniform garments and equipment will be worn/used from **1 November through 30 April**.
 4. The removable checkerboard cap band will be worn from **1 November through 30 April**.
- B. Weather Exceptions for Field Uniforms—Sworn and Uniformed Civilian Members.
1. The jacket, with appropriate neckwear, may be worn when the temperature falls **below 60 degrees**.
 2. A long-sleeve shirt and necktie with a tie bar or long-sleeve shirt and turtleneck/mock turtleneck may be worn as an outer garment when the temperature reaches **50 degrees or above**.
 3. The trooper cap or knit cap, consistent with item VII of this directive, may only be worn when the temperature falls below **40 degrees**.
 4. A short sleeve shirt, open collar, may be worn as an outer garment when the temperature reaches **70 degrees or above**.
 5. The nylon mesh (ventilated) cap is approved for summer use only.
 6. The sweater may be worn as a field uniform outer garment at the member's discretion at any time of the year, unless the assignment of the member is governed by a directive which specifies a required uniform.
 - a. When worn as an outer garment, the sweater may be worn either open collared or with the appropriate neckwear.
 - b. When the sweater is worn with a jacket, the appropriate neckwear must be worn, i.e., a necktie with a tie bar when worn with the Class B uniform or a turtleneck, mock turtleneck, or dickey when worn with the Class C uniform.
 7. When a turtleneck/mock turtleneck is worn, the top button of the uniform shirt will be worn unbuttoned.

VI. INSPECTIONS

- A. Spring/Fall Dress Uniform—Sworn
1. Unit commanding officers will conduct an annual formal inspection of the spring/fall dress uniform, including helmet, flashlight, personal aerosol OC chemical device and holder, rainwear, personal soft body armor, respirator, and Illinois Firearms Owner Identification (FOID) card **between 1 and 10 May**.
 2. Unit commanding officers can verify the accuracy of a member's helmet number by contacting the Equipment and Supply Section.
 3. Makeup inspections will be conducted and deficiencies will be corrected **within 7 days** of the formal inspection, or upon the members return from an absence (medical, furlough, etc.).
- B. Winter Dress Uniform—Sworn
1. Unit commanding officers will conduct an annual formal inspection of the winter dress uniform, including the items listed in Item VI-A-1 of this directive, **between 1 and 10 November**.
 2. Makeup inspections will be conducted and deficiencies will be corrected **within 7 days** of the formal inspection, or upon the members return from an absence (medical, furlough, etc.).
- C. Field Uniforms—Sworn and Uniformed Civilian Members
1. Station supervisors/designated unit supervisors will:
 - a. inspect uniformed members at every roll call.
 - b. ensure that all members are properly and neatly attired with only Department-authorized uniform and equipment items.

2. Deputy chiefs will make unannounced visits to roll calls at units within their areas to observe uniform/citizen's dress inspections.
 3. Inspectors from the Inspections Division will observe roll call inspections and report any deficiencies in accordance with existing directives.
- D. Special Events: Supervisory personnel will inspect officers under their command at all special events.

VII. UNIFORM CAPS

- A. The uniform cap for the:
1. Class A uniform is the 100% wool round crown.
 2. Class B uniform is the round crown (year round); nylon mesh (ventilated) cap (summer only); approved knit cap (winter/temperature appropriate); or approved trooper cap (winter/temperature appropriate).
 3. Class C uniform is the round crown or approved baseball-style cap (year round), nylon mesh (ventilated) cap (summer only), approved knit cap (winter/temperature appropriate), or trooper cap (winter/temperature appropriate).
- B. The wool round crown cap is authorized for wear with both dress and field uniforms.
- C. The cloth round crown (Tactel nylon, Cordura nylon, or Antron nylon, depending upon date of hire and winter jacket) is authorized for wear with field uniforms only.
- D. Department members are required to wear the appropriate cap when on duty unless exigent circumstances exist.
- E. Department members are not required to wear a cap when:
1. in a Department vehicle, or
 2. inside a Department facility, unless standing roll call inspection or otherwise directed by a supervisor.
- F. All round crown caps and specialized caps will only be worn so that the:
1. bill faces forward,
 2. sweatband rests against the forehead, below the hairline, and
 3. bottom edge of the cap is the same height above both ears.
- G. The trooper cap will only be worn so that the:
1. shield faces forward,
 2. bottom edge rests against the forehead, below the hairline, and
 3. bottom edge of the cap's crown is the same height above both ears.
- H. The knit cap:
1. will be worn:
 - a. in the straight forward position with the CPD Star embroidered and centered on the front;
 - b. with the CPD checkerboard shown at all times; and
 - c. with the bottom edge covering, at minimum, the top portion of both ears.
 2. will not be worn with:
 - a. Class A Uniform
 - b. casual dress
 - c. BDU or riot gear

- d. any unauthorized modifications.
- I. Baseball-styled cap, sworn:
 - 1. will be worn:
 - a. in the straight forward position with the bill facing forward;
 - b. with the CPD Star embroidered and centered on the front;
 - c. so that the bottom edge of the cap is the same height above both ears.
 - 2. will not be worn with casual dress.

VIII. UNIFORM SHIRTS

- A. Short-sleeve uniform shirts will be completely buttoned with the exception of the top collar button.
- B. Uniform shirts will be fully tucked into the trousers and worn so that the shirt buttons are:
 - 1. centered on the front of the wearer,
 - 2. vertically aligned with each other, and
 - 3. in vertical alignment with the zippered fly of the uniform trousers.
- C. The edge of the uniform shirt's placket (on the wearer's right side) will align vertically with the right edge of the belt buckle and the right edge of the zipper placket creating a proper "gig line."
- D. The sleeves of undershirts will not extend beyond the sleeve of the uniform shirt.
- E. Non-Department-approved turtleneck/mock turtleneck shirts, colored undershirts, and shirts with printed messages/illustrations which may be seen through a uniform shirt **are prohibited**.
- F. When assigned to administrative duties inside a police facility, regardless of seasonal uniform requirements, uniformed members may wear the prescribed short-sleeve shirt without a necktie and tie bar.
- G. When a sweater is worn as an outer garment, the uniform shirt may be worn either with appropriate neckwear or worn open collared as described in Item V-B-6 of this directive.
- H. Members will not wear the embroidered star, nametag, and unit designator on the uniform shirt.

IX. UNIFORM BELTS

- A. When assigned to uniformed field duties, members will wear the equipment belt in conjunction with the trouser belt.
- B. The equipment belt will be worn so that:
 - 1. it completely covers the trouser belt.
 - 2. the right edge of the buckle (on the wearer's right side) is in vertical alignment with the right edge of both the shirt placket and the zipper placket.
 - 3. the end of the belt (tail), after the buckle, will not extend less than 1" or more than 5" past the buckle.
- C. For members hired after 14 February 2012, a minimum of four belt keepers will be worn with the two-belt system: one in front of the holster, one behind the holster, one behind the magazine pouch, and one at the back of the belt system.
- D. For members hired before 14 February 2012, it is recommended that a minimum of four belt keepers be worn with the two-belt system: one in front of the holster, one behind the holster, one behind the magazine pouch or speed loader pouch, and one at the back of the belt system.
- E. Sweaters will be tucked into the waist band of the trouser or bloused.
 - 1. The sweater will not cover or obscure the belt or any equipment on the belt.
 - 2. The belt will not be worn directly over the sweater.

X. UNIFORM TROUSERS

- A. Members will only wear approved uniform trousers when assigned to uniformed duties.
- B. The uniform trouser for the:
 - 1. Class A uniform is the 100% wool four-pocket trouser.
 - 2. Class B uniform is the polyester-blend four-pocket trouser.
 - 3. Class C uniform is the polyester-blend cargo trouser.
- C. Uniform trousers will not be bloused over any uniform footwear.

XI. UNIFORM INSIGNIA AND SERVICE TENURE

- A. Insignia Display
 - 1. Department sworn members of the rank of sergeant and above will wear the appropriate insignia of rank on their uniform outer garments, consistent with Item XI-C of this directive.
 - 2. Lieutenants and above:
 - a. will always wear the miniature insignia on both collar points of the short and long-sleeved uniform shirt and the full size insignia on both epaulets of all other outer uniform garments, excluding overshirt vest carriers and rainwear.
 - b. may wear their insignia of rank using the embroidered option described in **Uniform Specification No. 06-04-03.**

NOTE: The wearing of the embroidered star, name tag, unit designation attached by hook and loop, back "POLICE" patch, and rank insignia is required if the member wears a fleece jacket.

- B. Insignia of rank are as follows:
 - 1. Superintendent of Police—4 silver-colored stars.
 - 2. First Deputy Superintendent—3 silver-colored stars.
 - 3. Chief—2 silver-colored stars.
 - 4. Deputy Chief—1 silver-colored star.
 - 5. Commander, Coordinator, and Director—1 silver-colored oak leaf.
 - 6. Captain—2 silver-colored bars.
 - 7. Lieutenant—1 silver-colored bar.
 - 8. Inspector—Inspectors will wear the uniform of captain of police with no insignia of rank and the appropriate Chicago Police gold-colored star on their uniform outer garment.
 - 9. Sergeant—3 chevrons.
- C. Insignia Placement
 - 1. Stars
 - a. Full-size insignia—will be centered on the epaulet and spaced evenly between the epaulet button and the shoulder seam. The bottom two points of the stars are to be directed toward the front of the uniform. Insignia will be 1" in size and have a smooth finish.
 - b. Miniature insignia—will be centered on a horizontal line between the top and bottom edges of the collar. The leading or forward edge will be 1/2" from the front edge of the collar. The upper point of the insignia will point toward the top edge of the collar. Insignia for single and double stars will be 5/8" in size and have a smooth finish.

2. Oak Leaves
 - a. Full-size insignia—will be centered on the epaulet, with the bottom edge of the stem spaced 1/2" from the shoulder seam. Insignia will be 1" in size and have a fully embossed finish.
 - b. Miniature insignia—will be centered between the top and bottom edges of the collar. The bottom of the oak leaf stem will be directed toward the collar point. The leading edge of the insignia will be spaced 1/2" from the front edge of the collar. Insignia will be 3/4" in size and have a fully embossed finish.
3. Bars
 - a. Full-size insignia—will be centered on the epaulet, with the length of the bar(s) parallel to the shoulder seam. The longer edge of the bar(s) will be spaced 1/2" from the shoulder seam. Insignia will be 1" in size and have a smooth finish.
 - b. Miniature insignia—will be centered between the top and bottom edges of the collar. The longer edge of the bar(s) will be spaced 1/2" from, and parallel to, the front edge of the collar. Insignia will be 3/4" in size and have a smooth finish.
4. Chevrons
 - a. Three chevrons, as specified in the Uniform and Equipment Specifications, will be worn on all uniform shirts and outer garments, with the exception of rainwear, by members of the rank of sergeant. Chevrons points will face up.
 - b. Shirt placement—chevrons will be centered and sewn on both uniform shirt sleeves, with the upper point of the chevron 4 3/4" down from the shoulder seams.
 - c. Outer garments—chevrons will be centered and sewn on both sleeves of all outer garments, with the exception of rainwear, with the upper point of the chevron 5" down from the shoulder seams.
5. Patch Insignia
 - a. A field-training officer patch insignia, as specified in the Uniform and Equipment Specifications, will be worn by sworn members appointed to the position of field training officer on all uniform shirts and uniform outer garments, with the exception of rainwear.
 - b. The insignia will be centered and sewn on each sleeve. The point of the top of the insignia will be positioned between 4 3/4" and 5 1/2" from the shoulder seam for insignia sewn on uniform shirts and 5 1/2" for all other uniform outer garments.
6. Cross—Department chaplains will wear the uniform of lieutenant of police with no insignia of rank. Department chaplains will wear a silver-colored cross on each lapel of the uniform blouse and overcoat. A cross will be worn near the collar points on all other uniform outer garments including the uniform shirt. The appropriate Chicago gold-colored star will be worn on the uniform outer garment.

D. Unit Assignment Designator

1. Each member will be issued two unit assignment designators indicating the member's current assignment (i.e., district, bureau, or office).
2. The unit assignment designator will be positioned so that it will be clearly visible below the member's nameplate. The combined nameplate/unit designator will be worn on the uniform outer garment (except rainwear).
3. A sworn member who is transferred to another unit will return Department-issued unit designators to the unit secretary of the unit from which the member is being transferred. Unit designators will be issued by the unit secretary of the new unit of assignment.
4. Lost unit assignment designators will be replaced at the member's expense. Additional unit assignment designators may be purchased from local uniform retailers.

5. Unit commanding officers will maintain a sufficient supply of unit assignment designators. Unit assignment designators may be requisitioned from the Equipment and Supply Section via a Material Requisition form ([CPD-34.622](#)).

E. Prescribed Stars and Civilian Badges

Sworn members and authorized civilian members will wear the prescribed star/badge as specified in the Uniform and Equipment Specifications. The prescribed star/civilian badge will be positioned on the left breast of the uniform outer garment.

F. Uniform Cap Shield/Insignia

1. Uniformed personnel will affix the prescribed cap shield/insignia to the front of the round crown cap or trooper cap.
2. Sworn exempt personnel, captains, and lieutenants will wear a 1/2" wide gold braid encircling the front half of the round crown cap. In addition, exempt personnel caps will have the top front of the visor embroidered with two arcs of oak leaves with acorns in gold thread.
3. Sergeants will wear a gold-colored cord encircling the front half of the round crown cap.
4. Members authorized to wear the specialized cap will affix the prescribed shoulder patch or an embroidered replica of the prescribed shoulder patch, commensurate with the member's rank, to the front of the cap.

G. Shoulder Patches

1. Unless otherwise specified, the Chicago Police Department shoulder patch and the City of Chicago flag patch will be sewn on sworn members' shirts and all other uniform outer garments (with the exception of rainwear).
2. Uniformed civilian members will wear the shoulder patch prescribed for their job title as outlined in the Uniform and Equipment Specifications.

H. Service Tenure Insignia

1. Service bars and stars will be positioned as outlined in the Uniform and Equipment Specifications.
2. Upon completion of the below-listed period of service, uniformed members are required to wear service bar(s) and/or star(s) on uniform outer garments with the exception of shirts, rainwear, leather jackets, wool overcoats, fleece jackets, and sweaters authorized as an outer garment.
 - a. 5 years—1 bar
 - b. 10 years—2 bars
 - c. 15 years—3 bars
 - d. 20 years—1 gold star
 - e. 25 years—1 gold star and 1 bar
 - f. 30 years—1 gold star and 2 bars
 - g. 35 years—1 gold star and 3 bars
 - h. 40 years—2 gold stars

I. Department Awards

1. Department awards will be worn in a manner consistent with the directive entitled "**Proper Uniform Display and Order of Precedence of Department Awards.**"
2. Department awards will not be worn on sweaters, fleece jackets, or rainwear.

J. Outer-Garment Embroidered Patches

1. Outer-garment embroidered patches are described in **Uniform Specification No. 06-04-03.**

2. Outer-garment embroidered patches consist of the following items:
 - a. Star patch with member's star number,
 - b. Name patch with member's correct last name,
 - c. Unit designator patch,
 - d. Member's rank insignia (lieutenants and above only), and
 - e. "POLICE" patch for back of select garments.
3. Sworn members are authorized to wear outer-garment embroidered patches on the following uniform items:
 - a. overshirt vest carriers,
 - b. sweaters,
 - c. fleece jackets,
 - d. winter jackets.

NOTE: For members hired or promoted (change in title code or pay grade) on or after 20 December 2013 and for all outer garments purchased on or after 20 December 2013, all above-listed outer garments will display the embroidered star, name patch/unit designator, and back patch (if applicable).

4. Outer-garment embroidered patches will not be worn on uniform shirts, leather jackets, reefers, blouses, or rainwear.
5. The "POLICE" patch will be affixed to the back of overshirt vest carriers and fleece jackets only.
6. Star patch, name patch, member's rank, and "POLICE" back patch must be sewn directly onto the garment.

NOTE: Outer-garment embroidered patches cannot be purchased, sold, or worn separately.

7. The unit designator patch may be affixed with hook and loop.
8. Rank insignia will not be affixed to overshirt vest carriers.

XII. SOFT BODY ARMOR

- A. The wearing of soft body armor, **both the front and rear panels**, by all sworn members while in the performance of field duties is **MANDATORY**.
 1. The Department will provide the first issue of soft body armor to all sworn members. This equipment is classified as the member's personal equipment.
 2. Individually, members are responsible for the care and maintenance of their personal soft body armor. Should this item become lost, stolen, damaged, or worn beyond serviceability, the individual officer will be responsible for replacement.
 3. The chief of each bureau and the exempt commanding officer for each unit within the Office of the Superintendent and the Office of the First Deputy Superintendent will issue written directives which designate, by duty assignment, which members under their command are not required to wear soft body armor.
 4. Sworn members who are not required to wear soft body armor will have it readily available during duty hours.

- B. Authorized Soft Body Armor
1. Sworn members are authorized to use soft body armor that meets or exceeds ballistic Protection Threat Level II as prescribed in the most current National Institute of Justice (NIJ) standard. Soft body armor will contain a manufacturer's label attesting to NIJ certification.
 2. A sworn member will **not** wear soft body armor which has sustained the impact of a gunshot or when the ballistic panel is ripped, torn, punctured, creased, or otherwise damaged.
 3. Authorized soft body armor will be constructed with aramid fibers, such as Kevlar. Ballistic panels containing Zylon fibers are not authorized.
- C. Replacement of Soft Body Armor
1. A sworn member whose soft body armor is unavoidably damaged in the performance of duty may seek the temporary loan of soft body armor by submitting a To-From-Subject report directly to the Crime Prevention and Information Center (CPIC), addressed to the First Deputy Superintendent and approved by the member's station supervisor/designated unit supervisor, along with copies of related documents.
 2. A member issued temporary replacement soft body armor will be responsible for the proper care, laundering, maintenance, and return of the soft body armor to CPIC.
 3. Temporary-issue Department soft body armor will be returned to CPIC **within 14 days** from the date of issue. If the member must retain the soft body armor for more than 14 days, a To-From-Subject report requesting an extension, addressed to the First Deputy Superintendent and approved by the member's station supervisor/designated unit supervisor, will be submitted directly to CPIC. This report will contain an explanation of the need for an extension.
 4. With the approval of the Superintendent, the Department will arrange for the replacement of any body armor which saved the officer from serious injury or death, at no cost to the member.
- D. During the Department winter uniform inspection, all sworn members will present the following items to their unit commanding officer for inspection:
1. Both front and back ballistic vest panels, each exposed with appropriate identification patches attached by the manufacturer.
 2. Ballistic panel carrier.
 3. Approved overshirt vest carrier, if used.
- E. The unit commanding officer will inspect each member's ballistic panels to ensure they meet uniform specifications. Members who present panels that do not meet uniform specifications will be advised to replace such panels with panels that conform to Department specifications.

XIII. SOFT BODY ARMOR COVER/CARRIER

- A. The polyester / cotton ballistic panel cover will **not** be worn exposed.
- B. The overshirt vest carrier will be worn over the uniform shirt and may be worn year round.
- C. The approved black overshirt vest carrier may be worn over the approved sweater with the following restrictions:
1. The sweater will be tucked into the waist band of the trouser or bloused,
 2. The sweater must be a pullover style,
- NOTE:** The overshirt vest carrier will not be worn over a zip-up sweater.
3. All other specifications regarding the approved sweater and black ballistic carrier will be followed.

NOTE: Blue and white overshirt vest carriers will not be worn over the sweater.

D. The Department authorizes use of the following soft body armor carriers:

1. **Cordura Nylon Overshirt Carrier**—a carrier that resembles a uniform shirt without sleeves or a collar. The uniform overshirt carrier:

- a. will be black in color,
- b. will be made of Cordura nylon,
- c. may be worn as an outer garment when the shirt is authorized as an outer garment,
- d. may have optional lower slit pockets, and,
- e. may be worn with leather or synthetic leather duty gear.

NOTE: All Cordura overshirt carriers purchased on or after 20 December 2013 will display the embroidered star, name tag, unit designation attached by hook and loop, and back "POLICE" patch.

2. **MOLLE Overshirt Carrier**—a carrier that allows for the attachment of MOLLE-compatible pouches. The MOLLE overshirt carrier:

- a. will be black in color,
- b. will be made of Cordura nylon,
- c. may be worn as an outer garment when the shirt is authorized as an outer garment,
- d. may only be worn with the Class C uniform as described in the Department directive entitled "Uniform Classifications," and
- e. may be worn with leather or synthetic leather duty gear and ballistic nylon duty gear.

NOTE: MOLLE overshirt carriers will display the embroidered star, name tag, unit designation attached by hook and loop, and back "POLICE" patch.

3. **Business Attire Carrier**—a carrier that resembles a conventional vest which may be worn with a suit or sport coat. The business attire carrier will be of a color and fabric which is compatible with conservative business attire. This carrier is authorized for use by members authorized to wear conservative business attire as defined in this directive.

NOTE: Any blue- or white-colored soft body armor carrier purchased and worn prior to 18 October 2010 will remain approved for the lifetime of that carrier. Quilted nylon soft body armor carriers will **not** be worn as outer garments unless the member is engaged in a temporary indoor assignment.

E. Soft body armor carriers will not have any firearm holster sewn on or attached to its exterior.

F. When worn, overshirt carriers will be fastened or secured in a manner consistent with their construction; overshirt carriers will not hang open or unfastened.

XIV. DEPARTMENT HELMET REQUIREMENTS

A. Sworn members are required to possess a helmet, face shield, and carrying bag and to have these items readily available at all times.

B. Sworn members are responsible for the care and maintenance of the helmet, face shield, and carrying bag.

C. If the helmet is lost, stolen, or damaged, the member will submit a copy of the appropriate case report and other applicable reports to their unit commanding officer.

D. The helmet will be worn when:

1. operating a motorcycle or Police All Purpose Vehicle (PAPV).

NOTE: An alternate Department-issued vehicle-use duty helmet may be worn at the direction of the appropriate unit commanding officer provided its certified protection conforms to FMVSS 218 (D.O.T.).

2. directed by a Department bureau or division order.
3. directed by a ranking officer during an emergency situation.

NOTE: The helmet will be worn with all straps properly fastened.

- E. The member's star number will be affixed to the helmet immediately above and following the contour of the points of the star emblem. Star numbers can be requisitioned from the Equipment and Supply Section.
- F. Members assigned to bicycle patrol or Segway duties will wear the Department-issued bicycle safety helmet when engaged in mobile patrol. The helmet will be worn with all straps properly fastened.
- G. Head covers worn under the helmet for warmth will be black or navy blue in color.

XV. HANDCUFFS/RESTRAINING DEVICES

- A. In accordance with the Department directive entitled "**Restraining Arrestees**" and related directives, sworn members, while performing field duties, are required to carry and use approved handcuffs / disposable restraining devices.
- B. Sworn members whose date of appointment is **after 1 December 1991** are required to own and carry Department approved handcuffs.
- C. Handcuffs / disposable restraining devices will be carried concealed or within a prescribed carrying case.

XVI. FLASHLIGHTS

- A. The [prescribed flashlight](#), [auxiliary flashlight](#), and optional flashlight holder will conform to the specifications described in the uniform specification titled "[Flashlights](#)."
- B. The prescribed flashlight will be carried by all uniformed Department members assigned to field duties.
- C. Uniformed members assigned to field duties may carry an auxiliary flashlight **in addition to** the prescribed flashlight.
- D. Members assigned to casual, conservative, or covert dress may carry an auxiliary flashlight in lieu of the prescribed flashlight.
- E. Members of specialized units who have written approval on file from their commanding officer are authorized to use Department-issued lighting devices which differ from the specification stated above while in the performance of their assigned duties.
- F. Flashlights are prohibited for use as an attachment to or designed to attach to an impact weapon.
- G. The prescribed flashlight, auxiliary flashlight, and optional flashlight holder are personal equipment items and each member is responsible for the care and maintenance of this equipment.
- H. [Pistol-mounted lights](#) are authorized under the Department directive U04-02-01 titled, "**Department Approved Handguns and Ammunition.**"

XVII. BATTLE DRESS UNIFORM (BDU) AND RIOT CONTROL KIT EQUIPMENT

- A. The BDU and Riot Control Kit equipment are described in Uniform Specifications No. U06-03-06 and U06-03-05, respectively.

- B. BDUs and/or riot control kit equipment will only be worn:
 - 1. by sworn Department members.
 - 2. upon authorization by the chief of the appropriate bureau.
- C. No other items will be worn by any Chicago Police officer with the BDU and/or riot control equipment unless authorized by the chief of the appropriate bureau.
- D. No approved optional items will be worn with the BDU or riot control equipment so that it covers or obscures the wearing officer's name or star number.
- E. Upon authorization from an incident commander, officers assigned to an incident who are wearing the riot control equipment may wear a protective balaclava provided that the balaclava is:
 - 1. black in color, and
 - 2. worn in such a manner that the face is not covered.
- F. Officers may wear an approved tactical shirt in lieu of the BDU shirt provided:
 - 1. the officer wears a black overshirt vest carrier and/or riot gear over the tactical shirt, and
 - 2. the officer does not remove the overshirt vest carrier and/or riot gear at any time while within the view of the public.
- G. any garment worn under the BDU uniform that is exposed to view will be:
 - 1. white or black in color if a t-shirt, or
 - 2. black in color if a turtleneck, and
 - 3. free of any wording, lettering, or ornamentation.
- H. Riot control equipment offers no ballistic protection.

XVIII. ADDITIONAL APPROVED UNIFORM ITEMS

A. Tie Bar

The tie bar is a prescribed item and will be worn in conjunction with the prescribed necktie. The tie bar will be worn flush with the edge of the necktie, centered in between the third and fourth button of the uniform shirt, and clipped to the placket of the shirt and necktie at a right angle to the necktie. The tie bar will not exceed the width of the necktie.

B. Pins

- 1. Department members may wear an authorized collar, pocket, or lapel pin as an optional item, in accordance with this directive.
- 2. All pins are prohibited from being displayed upon rain wear, the authorized sweater, or any other garment which would require piercing of the outer shell or inner liner.
- 3. Members will not display or affix to outer garments any items, pins, or patches (e.g. MEDIC, EMT, etc.) other than those authorized.
- 4. The following are authorized pins:
 - a. **Miniature replica of the flag of the United States of America or the City of Chicago pin**
 - (1) An authorized flag pin can be worn only on the lower-right corner of the left pocket flap whenever the uniform shirt is worn as the outer garment.
 - (2) When the uniform outer garment is other than the uniform shirt, a flag pin may be worn on the lower corner of the left collar.

- (3) Flags may be displayed as either waving or fully extended and will not be larger than 3/4" by 3/4."
- (4) When the pin is worn it will be a single metal or plastic device, have a clasp, button, pin, or post-type fastening assembly, and be displayed in its conventional upright position.

b. **Military pin**

- (1) Documentation of military service tenure must be on file with the Human Resources Division before a member is authorized to wear a military service pin.
- (2) Authorized military service pins will depict one of the following:
 - (a) specific branch, unit, or military occupational specialty.
 - (b) specific military branch with honorable discharge.
 - (c) American legion, Veteran of Foreign Wars, or Amvet logos.
- (3) An authorized military service pin can be worn only on the lower-right corner of the left pocket flap whenever the uniform shirt is worn as the outer garment.
- (4) When the uniform outer garment is other than the uniform shirt, a military service pin may be worn on the lower corner of the left collar.
- (5) When the pin is worn it will be a single metal or plastic device, have a clasp, button, pin, or post-type fastening assembly, not exceed 3/4" in diameter and be displayed in its conventional upright position.

c. **National Law Enforcement Officers Memorial Fund Citation Bar or Lapel Pin**

During the entire month of May (only), all Department members may elect to display the National Law Enforcement Officers Memorial Fund Citation Bar or Lapel Pin, in accordance with the restrictions detailed below.

(1) Sworn Uniformed Members / Uniformed Civilian Members

All uniformed members may elect to display the National Law Enforcement Officers Memorial Fund Citation Bar. The following restrictions apply

(a) Uniform Shirt:

- i) On shirts with pocket flaps, the citation bar will be centered on the left flap, approximately one inch below the finished flap seam.
- ii) On shirts without flaps, the citation bar will be centered above the patch pocket, approximately one inch above the pocket top.

(b) Outer Garment:

- i) On outer garments with a breast pocket, the citation bar will be centered on the upper-left flap, approximately one inch below the finished flap seam.
- ii) On outer garments without a breast pocket, with a single exterior flapped patch pocket, the citation bar will be centered on the left flap, approximately one inch below the finished flap seam.

- (2) Civilian and Sworn Conservative Business Attired Members

All Department members assigned to duties in conservative business attire may elect to wear the National Law Enforcement Officers Memorial Fund Lapel Pin.

d. **Chicago Police Department Memorial Bar Pin**

- (1) Sworn and civilian Department members are authorized to purchase and wear the Chicago Police Department Memorial Bar Pin. Proceeds from the purchase will benefit the Chicago Police Memorial Fund.
- (2) Members are authorized to wear the pin whether in uniform or civilian dress.
- (3) Department members displaying the bar pin will do so in accordance with the following:
 - (a) Uniform shirt:
 - i) On left shirt pocket flap centered approximately 1/2" from the top of the finished pocket-flap seam.
 - ii) On shirts without pocket flaps, the bar pin will be centered above the patch pocket, approximately 1/2" above the pocket top.
 - (b) Outer garments:
 - i) On outer garments with flapped breast pockets: The bar pin will be positioned on the upper-left flap, approximately 1/2" below the finished flap seam.
 - ii) On outer garments with set-in breast pockets: The bar pin will be positioned centered approximately 1/2" below the top of the pocket.
- (4) **During the month of May only**, all Department members may display the National Law Enforcement Officers Memorial Fund Citation Bar or Lapel Pin, as appropriate, instead of the Chicago Police Department Memorial Bar Pin. The two pins will not be worn simultaneously.

e. **Crisis Intervention Team (CIT) Pin**

- (1) Members who have attended and successfully completed the 40-hour Basic CIT Training and have been certified by the Illinois Law Enforcement Training and Standards Board as CIT officers are authorized to wear the CIT Pin.
- (2) Authorized members will wear the Department CIT Pin on the right pocket flap of their outer uniform garment aligned under the name plate.

f. **Chicago Police Peer Support Lapel Pin**

- (1) Members who have attended and successfully completed the Department Peer Support Training are authorized to wear the Peer Support Lapel Pin.
- (2) Authorized members will wear the pin:
 - (a) on the left-corner pocket of the member's outer garment right pocket.
 - (b) above the member's nameplate when wearing the authorized uniform sweater.
 - (c) on the right side of the member's outer garment while in civilian dress.

g. **Chicago Police Department Pilot Wings**

- (1) Members currently assigned to pilot duties as a Chicago Police Officer are authorized to wear the Department pilot wings.
 - (2) The pilot wings will be worn centered above the unit assignment designator and Department award ribbons, if applicable.
5. Sworn and civilian conservative-business-attired members may elect to wear **one** pin in any of the following manners:
- a. collar pin,
 - b. pocket pin,
 - c. lapel pin,
 - d. or as a tie tack.

C. **Tie Tack**

1. Members may wear the military pin as a tie tack as an alternate item to the prescribed tie bar.
2. A single military tie tack may be worn if a member has served in the military forces of the United States.

NOTE: Members are no longer authorized to wear a miniature replica of the flag of the United States of America or the City of Chicago or a plain white or yellow metal tie tack.

3. Members will follow the procedures and guidelines in item XVIII-B-4-b of this directive before a member is authorized to wear a military service pin as a tie tack.
4. Members will wear the tie tack in the middle of the tie, approximately one-third up from the bottom of the tie to the halfway mark, placed near the third button down from the shirt, not including the collar button.

D. **Chicago Police Department Breast Cancer Awareness Patch**

1. Sworn department members are authorized to purchase and wear the Chicago Police Department Breast Cancer Awareness Patch. The Chicago Police Breast Cancer Awareness Patch is a part of an effort to bring attention to the fight against breast cancer.
2. Members are authorized to wear the patch on their uniform shirt and/or outer garments during the month of October.
3. Members displaying the Chicago Police Department Breast Cancer Awareness Patch will do so in accordance with the appropriate uniform specifications.

XIX. MEMBER USE OF DEPARTMENT EQUIPMENT

- A. Department members will comply with all Department directives when using Department equipment.
- B. Improper use of Department equipment includes:
 1. loss or misuse of any Department equipment.
 2. unauthorized modification of Department equipment.
 3. the exchange or loan of the prescribed star/badge, cap shield, or unit assignment designator.
- C. Procedures pursuant to death, separation, termination, suspension, leave of absence, change of assignment, or transfer to the disability pension rolls are as follows:
 1. Individual members are responsible for the prompt return of all Department property including, but not limited to, Department photo identification card, star / badge, cap shield, unit assignment designator, and gas mask (if issued).

2. If a suspension, leave of absence, or transfer to the disability pension rolls is known or anticipated to be **longer than 30 days**, or if a member is to be separated or terminated, the affected member's unit commanding officer will ensure the prompt return of all Department-issued items to the Director, Human Resources Division. The unit commanding officer will also forward the affected member's personnel records and final paycheck to the Human Resources Division, unless otherwise notified.
3. In case of death, the deceased member's unit commanding officer will ensure the prompt return of all Department property and the member's personnel records to the Human Resources Division.
4. If a suspension or leave of absence is **less than 30 days** in duration, all Department property and the member's personnel records will be retained in the member's unit of assignment/ detail, where they will be secured by the unit commanding officer.

XX. MISCELLANEOUS AUTHORIZATIONS/EXEMPTIONS AND PROHIBITIONS

- A. While on duty members will carry the identification card and prescribed Chicago Police Star issued by the Department, a valid Illinois Firearms Owner Identification (FOID) card, and Driver's License.
- B. When assigned to uniform duty, members will wear a complete uniform, including the appropriate cap. Clothing and equipment will be properly buttoned, fastened, or zipped when in public view.
- C. When an outer garment is removed, the prescribed star/badge, nameplate / unit designator, and appropriate insignia of rank will be worn on the uniform shirt. Body insulators and the quilted nylon soft body armor carriers will not be worn as outer garments unless the member is engaged in a temporary indoor assignment.
- D. White gloves are to be worn only when specified.
- E. Raincoats and rain caps are:
 1. prescribed items, however the use of these items is optional.
 2. authorized for use during inclement weather only.
- F. Prescribed/dress uniform footwear will be solid black in color **by the manufacturer**, including all portions of the upper, toe, heel, outsole, tongue, laces, eyelets, and stitching. There will be no manufacturer's logos visible.
- G. Field uniform footwear will be solid black in color **by the manufacturer**, including all portions of the upper, toe, heel, outsole, tongue, laces, eyelets, stitching, and any manufacturer's logos.
- H. Department members assigned to units authorized to wear specialized uniforms (e.g., Forensic Services Division, Mounted Unit, Marine Unit) are authorized to wear their specific specialized uniform while performing unit-related duties.
- I. Members will **not**:
 1. wear the prescribed star/badge, photo identification card, cap shield / insignia, or any identifiable uniform garment while **off duty** unless authorized by the Superintendent of Police.
 2. wear the uniform while on suspension.
 3. wear exposed suspenders while in uniform.
 4. wear shoes that are not authorized or are unshined, dirty, or worn beyond serviceability.
 5. wear a uniform cap from which the grommet has been removed or altered.
 6. turn up or roll sleeves of their uniform or conservative business attire shirt.
 7. wear an exposed holster which extends **more than 10"** below the trouser belt line.
 8. conceal or alter the star, badge, cap shield / insignia, or nameplate / unit designator while in uniform.

9. hold smoking paraphernalia or other items (e.g., gum, toothpicks, confections, etc.) in the mouth, exposed to public view while on duty.
 10. have in their possession or use personal radios, televisions, amusement games / devices, tape recorders/CD players, or cameras while on duty, unless otherwise authorized by their unit commanding officer. Personal cellular phones or other electronic telecommunications devices will be worn on the **belt** or carried **concealed**.
 11. wear shoulder holsters exposed.
 12. wear iridescent, brightly colored, or nonconservative personal items (e.g., eyeglass/sunglass frames, pens, watches, etc.) while in uniform.
 13. carry exposed billfolds, personal keys, etc.
 14. wear or use a personal Bluetooth-type earpiece while interacting with any person in an official capacity or during any organized Department detail, such as parades, rallies, etc.
- J. Sworn members will have in their possession the following items while on duty:
1. Prescribed firearm, fully loaded with Department authorized ammunition
 2. Prescribed holster
 3. Authorized amount of extra ammunition
 4. Prescribed equipment belt, when assigned to uniformed law enforcement duties
 5. Prescribed trouser belt
 6. Authorized ammunition pouch and/or magazine case / speedloader
 7. Handcuffs / disposable restraining device, when required by duty assignment
 8. Prescribed Chicago Police Star
 9. Department photo identification card
 10. Valid Illinois Firearms Owner Identification (FOID) card
 11. Valid Illinois Driver's License
 12. Watch or other timekeeping device
 13. Ball point pen with black or dark blue ink
 14. Department authorized baton or expandable baton, if trained
 15. Personal aerosol OC chemical device, when required by duty assignment
 16. Soft body armor, when required by duty assignment
 17. Traffic safety vest
 - a. All Department members will wear their traffic safety vest when assigned to direct traffic, when any other assignment puts the member within the flow of traffic, or when so directed by a supervisor.

NOTE: Traffic safety vests are not required to be worn when a member is conducting a vehicle stop.
 - b. Traffic safety vests will be worn fully zipped.
- K. Uniformed members will **not** wear any of the following items at any time while on duty. Sworn members assigned to conservative business attire or casual dress will not wear any of following items while on duty, unless authorized in writing by the member's bureau chief:
1. any visible facial or ear ornamentation / jewelry, pierced or otherwise.
 2. any visible neck chains, medals, medallions, or necklace.
 3. any visible ankle or wrist bracelet. A bracelet containing medical information is permissible.

4. more than three finger rings.
 5. any unauthorized insignia or pin.
- L. Members may wear the star/embroidered badge mourning bands only upon authorization of the Superintendent or a designee. The authorization will be announced in an AMC message and will be observed for a period of thirty days from the date of authorization.

XXI. CONSERVATIVE BUSINESS ATTIRE

A. Dress Requirements—Sworn Members

1. Sworn members who are authorized to wear conservative business attire will:
 - a. wear attire that includes the following:
 - (1) Male Members
Suit or sport coat with trousers, shirt, necktie, shoes, and socks. When in a police facility and not in public view, the sport coat or suit coat may be removed.
 - (2) Female Members
A dress, suit, or blazer-type jacket with blouse and/or sweater in combination with slacks or skirt, shoes, and socks/hose.
 - b. maintain a full and complete seasonal uniform, including riot helmet, at their unit of assignment or district station.
2. Denim fabrics, leisure, and exercise-styled apparel are prohibited unless otherwise authorized in writing by an exempt commanding officer.
3. Sworn members assigned to field duties are prohibited from wearing sandals or shoes with a heel height higher than two inches.
4. Articles of clothing will be clean, well pressed, and conservative in color and design.
5. When required or as directed by supervisory personnel, the prescribed star and/or photo identification card will be worn on outer garments. When in a Department facility, the identification card will be worn such that the member is readily identified.
6. The appropriate bureau chief may modify, in writing, the provisions of conservative business attire requirements whenever a member's duty assignment so requires.

B. Dress Requirements—Civilian Members

1. Civilian members will present a "business-like" appearance. Denim fabrics, leisure, and exercise-styled apparel such as sweatpants, leggings, gym shoes, etc., are prohibited unless otherwise authorized in writing by an exempt commanding officer. Articles of clothing will be clean and well pressed, conservative in color and design.
2. When in a Department facility, the photo identification card will be worn such that the member is readily identified.

XXII. CASUAL DRESS

A. Dress Requirements—Sworn Members

1. Sworn members who are authorized to wear casual dress will:
 - a. wear casual attire (e.g. polo shirts, denim fabrics, or similar casual wear) as determined by the members' exempt commanding officer.

- b. wear their star and nameplate or Department-issued identification card affixed in a manner as to be visible to the public.
 - (1) Overshirt vest carriers that display the embroidered insignia meet this requirement.
 - (2) Members who wear a casual dress winter jacket or Department-issued windbreaker/warrant team vest as determined by temperature requirements or mission will not affix their star and nameplate to these garments, however the member's star will be worn in a manner as to be visible to the public.
 - c. conform to the personal appearance standards specified in Item III of this directive.
 - d. maintain a full and complete seasonal uniform, including riot helmet, at their unit of assignment or district station.
2. Articles of clothing will be clean and conducive to the mission assigned.
 3. Clothing displaying messages or slogans of a derogatory or offensive nature is prohibited.
 4. Sworn members assigned to field duties are prohibited from wearing sandals, open-toed shoes, or shoes with a heel height higher than two inches.
 5. When in a Department facility, the photo identification card will be worn such that the member is readily identified.
 6. The appropriate bureau chief may modify, in writing, the provisions of casual dress requirements whenever a member's duty assignment so requires.
- B. Dress Requirements—Civilian Members
1. Civilian members authorized by their bureau chief to wear casual dress will present a "casual" appearance. Articles of clothing will be clean and conducive to assignment. Clothing displaying messages or slogans of a derogatory or offensive nature is prohibited.
 2. When in a Department facility, the photo identification card will be worn such that the member is readily identified.

XXIII. COVERT DRESS

Sworn members who are authorized to wear covert dress will:

- A. only wear covert dress when:
 1. the specific mission or assignment requires it, and
 2. covert dress has been approved in writing by the member's bureau chief.
- B. not be required to display or carry their star or Department-issued identification card.
- C. when in a Department facility, wear the photo identification card such that the member is readily identified.
- D. conform to the personal appearance standards specified in Item III of this directive when assigned to duties outside of the member's regular duties that require conservative business attire, casual dress, or uniform.

EXCEPTION: Members will appear at duty-related judicial proceedings conforming to personal appearance standards determined by the members' bureau chief.

XXIV. UNIFORM AND PERSONAL EQUIPMENT POLICY COMMITTEE

A. Committee Membership

1. The Uniform and Personal Equipment Policy Committee will consist of the following members or their designees:

NOTE: A designee has the same authority on the committee as the member they have been appointed to represent.

- a. Chief, Bureau of Patrol;
 - b. Chief, Bureau of Organizational Development;
 - c. Deputy Chief, Special Functions Division;
 - d. Deputy Chief, Education and Training Division;
 - e. Commander, Inspections Division;
 - f. Director, Research and Development Division;
 - g. Director, Management and Labor Affairs Section;
 - h. A member from the Office of the Superintendent, Administration (nonvoting member);
 - i. designated policy analyst assigned to the Research and Development Division (nonvoting member).
2. The Chief, Bureau of Patrol, will serve as chairperson of the committee.
 3. The Director, Research and Development Division, will serve as the vice-chairperson of the committee.
 4. The designated policy analyst assigned to the Research and Development Division will serve as secretary of the committee.

B. Responsibility

The Uniform and Personal Equipment Policy Committee is responsible for:

1. developing uniform and personal equipment policy for the Department.
2. evaluating uniforms and personal equipment items to determine their adequacy.

NOTE: During the evaluation process, the committee may elect to conduct a field test of uniform or equipment. At the time that the field test item is distributed, the Research and Development Division will complete a Field Test Authorization Card (CPD-15.545). This Field Test Authorization Card will be carried by the field-testing member and will be presented to a supervisor upon request. This card will provide members and inspecting supervisors with authorizations and restrictions to ensure proper standards are upheld.

3. identifying specific problem areas and recommending solutions.
4. evaluating suggestions concerning uniforms and personal equipment items brought to the attention of the committee.
5. presenting recommendations to the Superintendent relative to the addition or deletion of uniform or personal equipment items.
6. approving the uniform item the Manufacturer Recognition Agreement specifies prior to the authentication of the agreement.

- C. Uniform and Personal Equipment Policy Committee Meetings
1. Committee members who determine a need for a meeting will communicate with the Chairperson. Committee meetings will be convened upon notification from the Chairperson.
 2. Committee affairs will be conducted only when a quorum of the membership is present or contacted for a vote. A quorum will consist of at least four committee members, one of whom will be the chairperson or the vice-chairperson or their designated appointee. Issues will be voted upon by the committee members present at the meeting.

XXV. MANUFACTURER RECOGNITION AGREEMENT

- A. The Manufacturer Recognition Agreement is an agreement between a manufacturer and the Department which specifies a prescribed/alternate uniform item the manufacturer agrees to make according to the specifications of the Department.
- B. The issuing authority for all Manufacturer Recognition Agreements is the Superintendent of Police as signed by the Superintendent or authenticated by the Director, Research and Development Division.

(Items indicated by *italics/double underline* were added or revised.)

Authenticated by: KC

Eddie T. Johnson
Superintendent of Police

19-007/19-009 EDC

GLOSSARY TERMS:

1. **Prescribed Item**
A required uniform or equipment item which must be used and/or maintained and be readily available.
2. **Alternate Item**
A uniform or equipment item which may be used in lieu of a prescribed item.
3. **Optional Item**
A uniform or equipment item which may be used as outlined in this directive or the Uniform and Equipment Specifications Manual, or by Department directive.
4. **Prescribed Flashlight**
A Department approved illumination device Department members are required to own and maintain.
5. **Auxiliary Flashlight**

A Department approved illumination device that may be carried by Department members.

6. **Pistol-Mounted Light**

A light source that is attached directly to an officer's prescribed, alternate prescribed, or auxiliary weapon. For the purposes of this directive, this light is not considered a flashlight.

ADDENDA:

1. U04-01-01 - Prescribed Uniform and Equipment Items
2. U04-01-02 - Alternate/Optional Uniform and Equipment Items
3. U04-01-03 - Uniform Classifications
4. U04-01-05 - Departmental Specialized Personal Garments
5. U04-01-06 - Crossing Guard Uniforms/Equipment
6. U04-01-07 - Police Department Chaplains Unit